



PARENT-STUDENT HANDBOOK

2026-2027 SCHOOL YEAR

CHARTER HIGH SCHOOL OF THE AMERICAS (FLORIDA CITY CAMPUS)

151 East Lucy Street
Florida City, FL 33034
(305) 242-3330
lincoln-marticharters.com

A practical guide to graduation, school procedures, student expectations, safety, and family partnership.



WELCOME

Welcome to Charter High School of the Americas - Florida City Campus

Charter High School of the Americas - Florida City Campus is committed to high academic standards, strong character, college and career readiness, respectful relationships, and meaningful family participation. This handbook explains the routines and shared responsibilities that help every student learn in a safe, orderly, and supportive environment.

Our Shared Commitment

Students are expected to work toward graduation, academic excellence, and responsible independence. Families are expected to support attendance, communication, transportation, uniform, and behavior expectations. Faculty and staff are committed to teaching, mentoring, advising, and responding to each student's educational needs.

Quick Reference

School Address 151 East Lucy Street Florida City, FL 33034	Main Office (305) 242-3330 Office hours: 6:00 a.m.-6:00 p.m.
Student Arrival Campus arrival begins at 7:00 a.m. Instruction begins at 8:00 a.m.	Dismissal Grades 9-12: 3:00 p.m. Use the Lucy Street drive-through line.

School Leadership Directory

Name	Role	Email
Barbara Sanchez	Principal	bsanchez@lincoln-marti.com
Marielys Llorente	Assistant Principal	mllorente@lincoln-marti.com
Nathaly Perez	Counselor	nperez97@lincoln-marti.com
Johanna Morales	ESE/ESOL Coordinator	jmorales@lincoln-marti.com

[School website: lincoln-marticharters.com](http://lincoln-marticharters.com)



HANDBOOK OVERVIEW

Inside This Handbook

This handbook organizes the school's most important procedures, academic expectations, and graduation-related responsibilities into easy-to-find sections. Please keep it available throughout the school year.

01 Vision & Core Commitments Our educational vision, core values, student rights, and policy framework.	02 Leadership & Governance School leadership, enrollment, governing board participation, and management contacts.
03 Daily School Operations Hours, arrival, dismissal, visitors, communication, weather procedures, and the bell schedule.	04 Attendance & Academic Responsibilities Attendance, grading, integrity, graduation requirements, accelerated coursework, retention, and activities.
05 Family-School Partnership Parent responsibilities, EESAC participation, volunteer expectations, and opportunities.	06 Uniforms, Devices & Personal Items Uniform standards, student IDs, electronics, jewelry, prohibited items, and lost-and-found.
07 Student Conduct & Support Character expectations, progressive discipline, bullying prevention, and zero tolerance.	08 Health, Meals & Student Wellness Illness, medication, immunizations, accidents, meals, and student well-being.
09 Safety & Emergency Preparedness FortifyFL, drills, emergency communication, evacuation, and family responsibilities.	10 Conflict Resolution & Forms Problem-solving procedures, glossary, parent contract, and acknowledgement pages.

Important Policy Notice

This handbook is a practical summary. Students remain subject to applicable Miami-Dade County Public Schools policies, the M-DCPS Code of Student Conduct, Florida law, and Charter High School of the Americas policies. When a conflict exists, the controlling law or district policy will prevail.



SECTION 01

Vision & Core Commitments

The values and principles that guide teaching, learning, graduation, and school life.

Vision Statement

Charter High School of the Americas will assist Florida public schools in setting a standard for educational quality. Honesty, respect, tolerance, fairness, self-discipline, integrity, responsibility, citizenship, work ethic, and trust form the foundation of our school community.

Students will be challenged to achieve academically, communicate effectively, develop responsible habits, complete graduation requirements, and prepare for postsecondary education, careers, and productive citizenship. Families will be welcomed as active partners. Faculty and staff will serve as competent, caring professionals who teach, coach, motivate, mentor, and continually strengthen their practice.

Core Values

Value	
Honesty	Respect
Tolerance	Fairness
Self-discipline	Integrity
Responsibility	Citizenship
Work ethic	Trust

Equal Opportunity and Non-Discrimination

All students will have an equal opportunity to receive a quality education. The school respects the diverse cultures, backgrounds, and faiths of students and families and is committed to a learning environment free from unlawful discrimination, harassment, and retaliation.

Student Expression

Students may express opinions and concerns in a respectful manner that follows school rules and does not substantially disrupt instruction, safety, or the rights of others.

Policy Framework

Students enrolled at Charter High School of the Americas - Florida City Campus remain active Miami-Dade County Public Schools students and must follow the M-DCPS Code of Student Conduct and applicable School Board policies.

**SECTION 02**

Leadership, Enrollment & Governance

How families enroll, connect with school leadership, and participate in governance.

Registration Requirements

- Copy of the student's birth certificate.
- Photo identification for the parent or legal guardian.
- Proof of address.
- Previous transcripts and records from the former school, when required.
- Current health examination and immunization forms.
- Completed registration packet and all requested enrollment forms.

Lottery and Open Enrollment

When applications exceed available seats, the school will use its approved lottery process. Open enrollment may continue for grade levels with available capacity.

Governing Board Meetings

Governing Board meetings are open to the public. Agendas, notices, and schedule changes are published through the school's official communication channels and are available from the Main Office.

2026-2027 Governing Board meeting schedule:

Meeting Date	Meeting Time	Meeting Location
July 23, 2026	11:00 a.m.	2244 Fortune Road, Kissimmee, Florida 34744
August 20, 2026	11:00 a.m.	2700 SW 8th Street, Miami, Florida 33135
September 17, 2026	11:00 a.m.	2700 SW 8th Street, Miami, Florida 33135
October 22, 2026	11:00 a.m.	2700 SW 8th Street, Miami, Florida 33135
November 19, 2026	11:00 a.m.	2700 SW 8th Street, Miami, Florida 33135
December 17, 2026	11:00 a.m.	2244 Fortune Road, Kissimmee, Florida 34744
January 21, 2027	11:00 a.m.	2700 SW 8th Street, Miami, Florida 33135
February 18, 2027	11:00 a.m.	2700 SW 8th Street, Miami, Florida 33135
March 18, 2027	11:00 a.m.	2700 SW 8th Street, Miami, Florida 33135
April 22, 2027	11:00 a.m.	2700 SW 8th Street, Miami, Florida 33135
May 20, 2027	11:00 a.m.	2700 SW 8th Street, Miami, Florida 33135
June 17, 2027	11:00 a.m.	2700 SW 8th Street, Miami, Florida 33135

Addressing the Governing Board

1. Sign the speaker list available at the meeting.
2. During public comment, the Board Chair will call speakers in the order listed.
3. Each speaker is provided at least two minutes. A speaker may ask the Board for additional time.



Management Company

Educational Management Associates, L.L.C.

2700 SW 8th Street
Miami, FL 33135
(305) 643-4888
ema@lincoln-marti.com

General Contact

Main Email: main@lincoln-marti.com
School Main Office: (305) 242-3330





SECTION 03

Daily School Operations

Consistent routines keep arrival, instruction, and dismissal safe and efficient.

School Hours and Daily Schedule

Time	Activity
6:00 a.m.-6:00 p.m.	Main Office hours
7:00-8:00 a.m.	Student arrival through the Lucy Street drive-through
8:00 a.m.	Instruction begins; students arriving afterward are tardy
11:22-11:56 a.m.	Lunch and passing period
3:00-3:30 p.m.	Grades 9-12 dismissal through the drive-through

Drop-Off Procedures

- Beginning at 7:00 a.m., use the designated Lucy Street drive-through and follow staff directions and posted signs.
- Do not leave students unattended in the front parking lot.
- Students who arrive after 8:00 a.m. must report through the Main Office and be signed in as required.

Pick-Up Procedures

- Dismissal begins at 3:00 p.m. for Grades 9-12.
- Display the student name template clearly on the vehicle dashboard when requested by the school.
- Students are released only to authorized adults when adult pick-up authorization is required.
- Parents/guardians are responsible for arranging transportation to and from school.

Early Dismissal

All early dismissals must be processed through the Main Office. The authorized adult must present valid identification and sign the Early Dismissal Log. To protect instruction and ensure an orderly dismissal, students may not be signed out during the final 30 minutes of the school day except for an approved emergency.

Rainy-Day Procedures

On rainy days, staff will receive and dismiss students from designated drop-off doors. Families should provide a raincoat or umbrella. After entering the building, students will report to the assigned indoor waiting area until directed to class or dismissal.

Visitors

All visitors, including parents and guardians, must report to the Main Office, present valid identification, sign the visitor log, and wear the visitor pass while on campus. Unscheduled classroom visits are not permitted during instructional time.

Communication

- Call the Main Office at (305) 242-3330 to report an absence or leave a message for a staff member.
- Keep telephone numbers, email addresses, authorized pick-up names, and health information current.
- Check backpacks, email, the student information system, and school communication platforms regularly for notices, forms, grades, and event information.



- Contact the teacher first when a question concerns classroom instruction, assignments, grades, or routine behavior.

School Supplies and Lost-and-Found

Teachers will provide course-specific supply expectations. Students should arrive prepared each day with requested materials and charged school-issued devices when applicable. Label personal belongings. Do not send valuable or irreplaceable items to school. Report missing items first to the teacher and then to the Main Office.

High School Bell Schedule

Block / Period	Start	End
Homeroom	8:00 a.m.	8:14 a.m.
Passing	8:14 a.m.	8:18 a.m.
Block 1 (Periods 1-2)	8:18 a.m.	9:48 a.m.
Passing	9:48 a.m.	9:52 a.m.
Block 2 (Periods 3-4)	9:52 a.m.	11:22 a.m.
Lunch + Passing	11:22 a.m.	11:56 a.m.
Block 3 (Periods 5-6)	11:56 a.m.	1:26 p.m.
Passing	1:26 p.m.	1:30 p.m.
Block 4 (Periods 7-8)	1:30 p.m.	3:00 p.m.





SECTION 04

Attendance & Academic Responsibilities

Regular attendance, punctuality, honest work, graduation planning, and timely communication support achievement.

Attendance Policy

- Call the Main Office on each day your child will be absent and provide the reason for the absence.
- Submit written documentation supporting an excused absence within three school days (72 hours). Until documentation is received, the absence may be recorded as unexcused.
- Students arriving after 8:00 a.m. are tardy and must report through the Main Office.
- Attendance concerns may result in parent conferences and intervention consistent with M-DCPS attendance procedures.

Why Attendance Matters

High school attendance affects course mastery, credit completion, graduation progress, and participation in school activities. Please schedule routine medical and dental appointments outside school hours whenever possible.

Make-Up Work

The student and teacher will work together to address missed assignments, tests, and homework in accordance with school and district policy. Unless otherwise directed, students should submit make-up work within the number of school days absent plus one additional school day.

Academic Integrity and Plagiarism

Students must submit their own work and properly acknowledge sources. Copying, cheating, unauthorized collaboration, misuse of artificial-intelligence tools, and plagiarism may result in no credit or a failing grade for the assignment, parent contact, a conference, and a disciplinary referral. Students should ask the teacher when they are unsure whether assistance, technology, or a source may be used.

Academic Grading Scale

Grade	Description	Range
A	Excellent	90%-100%
B	Good	80%-89%
C	Satisfactory	70%-79%
D	Minimal Progress	60%-69%
F	Unsatisfactory / Failure	50%-59%



Conduct Grades

Grade	Explanation
A	Excellent behavior that consistently meets or exceeds classroom, school, and district standards.
B	Consistently good behavior that meets established standards for student conduct.
C	Satisfactory behavior that is generally acceptable under established standards.
D	Improvement is needed because behavior does not consistently meet expectations.
F	Unsatisfactory behavior involving repeated violations of classroom, school, or district standards.

Effort Grades

Effort	Explanation
1	Outstanding effort. The student persists, revises work when needed, completes tasks, and consistently works to the best of their ability.
2	Satisfactory effort. The student approaches work seriously, usually completes assignments on time, remains on task, and generally works at an appropriate level.
3	Insufficient effort. The student gives limited attention to completing work well, on time, or at a level consistent with their ability.

Interim progress reports and report cards are distributed according to the school and M-DCPS academic calendar. Families should review grades, conduct, effort, credits, and graduation progress promptly and contact the teacher or counselor with questions.

Graduation Requirements

Students must satisfy the courses, credits, assessments, grade-point average, and other requirements established by Florida law and M-DCPS for the diploma option and graduation cohort in which they are enrolled. Requirements may vary by cohort and diploma designation. The school counselor will review each student's transcript, graduation plan, assessment status, and remaining requirements with the student and family.

Monitor Graduation Progress

Students and families should review the official transcript and graduation plan regularly. Questions about credits, assessments, grade forgiveness, diploma designations, or postsecondary eligibility should be directed to the school counselor.

Advanced Placement, Dual Enrollment, and Accelerated Options

Advanced Placement, dual enrollment, Florida Virtual School, and other accelerated options may be available based on grade level, prerequisites, academic standing, placement or college-entry criteria, attendance, conduct, course availability, and partner-institution requirements. Enrollment is not automatic; students should meet with the counselor before selecting an accelerated course.



Retention and Grade-Level Placement

Grade-level placement and retention decisions are made through applicable school and district procedures after reviewing credits earned, academic progress, assessment information, attendance, interventions, and other relevant factors. Parents/guardians will be informed and invited to participate in conferences regarding the student's progress and placement.

Field Trips, Clubs, and Activities

Approved field trips, clubs, performances, athletics, and activities extend student learning and school engagement. Participation may require signed permission, payment by the stated deadline, appropriate conduct, satisfactory academic effort, attendance, and compliance with uniform or activity-specific expectations. Offerings and schedules will be announced during the school year.

SECTION 05

Family-School Partnership

Families strengthen graduation and student success through communication, involvement, and shared responsibility.

Parent/Guardian Responsibilities

- Maintain accurate contact, emergency, health, and authorized pick-up information.
- Provide reliable transportation and ensure on-time arrival and pick-up.
- Support daily attendance, completion of assignments, credit recovery when needed, and respectful behavior.
- Provide the official school uniform and required school supplies.
- Review school messages, grades, progress reports, transcripts, assessment information, and student work.
- Attend conferences and work collaboratively with teachers, the counselor, support staff, and administration.
- Follow school procedures for concerns, visitors, food, medication, devices, and dismissal.

Educational Excellence School Advisory Council (EESAC)

The school encourages parents and guardians to participate in the Educational Excellence School Advisory Council. EESAC brings stakeholders together to assist with the School Improvement Plan, review school improvement priorities, and support school accountability and budgeting responsibilities as provided by law and district policy.

- Parents interested in serving may apply when membership opportunities are announced.
- Meetings are publicly noticed and participation is encouraged.
- Contact the Main Office for the current EESAC calendar, membership information, and meeting materials.

Volunteer Guidelines

- Student safety and education must remain the primary concern.
- Student grades, records, health information, family information, and behavior information are confidential.
- Volunteers may not administer medication, independently supervise a class, discipline students, or contact parents about student performance or behavior.
- Volunteers must complete required clearance procedures, sign in and out, wear identification, and follow staff directions.
- Punctuality, reliability, appropriate dress, respectful conduct, and professional boundaries are expected.
- Volunteer activities and hours must be approved and documented by the school.



Ways Families Can Volunteer

College & Career Support

Share career experiences, conduct an approved demonstration, participate in career events, or support college-readiness activities.

Academic Support

Assist with approved tutoring, laboratories, research projects, test preparation, or course-material organization under staff supervision.

School Events

Support field trips, performances, clubs, celebrations, beautification projects, family events, and approved weekend activities.

Behind the Scenes

Prepare bulletin boards, organize materials, copy approved resources, assist with mailings, or help prepare sets and costumes.

Advance Approval Required

Before beginning a volunteer project or expecting volunteer credit, obtain approval from the supervising staff member or Main Office.





SECTION 06

Uniforms, Devices & Personal Items

Clear expectations reduce distractions and support a safe, professional learning environment.

School Uniform Policy

- Students must wear the official Charter High School of the Americas uniform every school day unless an announced exception applies.
- Only approved school sweaters or jackets may be worn. Hooded sweaters and jackets are not permitted.
- Jeans, leggings, pajamas, sweatpants, hats, caps, bandanas, open-toe shoes, Crocs, slippers, and sunglasses are not part of the regular uniform.
- Students must wear the approved physical education uniform on scheduled PE days when applicable.
- Parents/guardians may be contacted to bring appropriate clothing when a student is out of uniform. An Out-of-Uniform Notice may be issued.

[Uniforms may be ordered at lincoln-marti.com/shop](https://lincoln-marti.com/shop)

Jewelry and Appearance

Jewelry must be modest and safe for school activities. Large hoops, oversized necklaces or charms, multiple sets of earrings, visible body piercings, wristbands that create a distraction, and earrings on boys are not permitted under the school's uniform standard. Administration may require removal of any item that creates a safety concern or disruption.

Student Identification

Students in Grades 9-12 receive a school identification badge showing their name, district identification number, grade, and homeroom. Students must wear the badge while on campus. Required crisis hotline and suicide-prevention resource information will be displayed as applicable.

Cell Phones and Electronic Devices

- Cell phones, tablets, earbuds/AirPods, smartwatches, and other personal electronic devices may not be used during school hours unless a staff member authorizes an instructional or health-related use.
- Devices brought to school must be turned into the administration office upon arrival and placed inside the designated assigned cell phone lockers. They will be returned to students at the end of the school day.
- Unauthorized devices may be confiscated and must be picked up by a parent/guardian. Repeated violations may result in additional consequences.
- The school is not responsible for lost, stolen, or damaged personal electronic devices.

Unauthorized Items

Items that violate school rules or disrupt safety or instruction may be confiscated. A parent/guardian may be required to meet with an administrator before the item is returned. Repeated violations may result in the item being held for a longer period and may lead to disciplinary action.



SECTION 07

Student Conduct & Support

Character, self-control, and respectful problem solving are essential to a productive school community.

The Lincoln-Marti Character Code

Character	Character	Character
Be Attentive	Be Orderly	Take Initiative
Be Obedient	Be Forgiving	Have Self-Control
Be Truthful	Be Sincere	Be Punctual
Be Grateful	Be Virtuous	Be Resourceful
Be Generous	Be Responsible	Have Discretion
Be Creative	Be Tolerant	Be Patient

Progressive Responses to Misconduct

Level	Typical School Response
1	Verbal reminder, redirection, and classroom intervention.
2	Referral to student services or counselor support.
3	Parent/guardian contact and written documentation or referral.
4	Administrative conference focused on corrective action and positive solutions.
5	In-school suspension and/or disciplinary meeting; documentation filed as required.
6	Out-of-school suspension and/or disciplinary hearing, consistent with applicable policy and due process.

Severe Conduct Clause

Fighting, threats, profanity directed at others, serious disrespect, dangerous behavior, major disruption, weapons, drugs, or other severe conduct may result in immediate administrative action, suspension, parent pick-up, law-enforcement notification, or other consequences consistent with the M-DCPS Code of Student Conduct.



Bullying Prevention and Harassment

The school is committed to a safe, supportive environment free from bullying and harassment. Bullying may include physical aggression, threats, intimidation, theft, extortion, repeated insults or put-downs, purposeful social exclusion, and cyberbullying.

- Students should report concerns immediately to a teacher, counselor, or administrator.
- Employees who become aware of possible bullying must report the concern through school procedures.
- Families should listen, document facts, reassure the student that reporting is appropriate, and communicate with the school.
- The school will investigate and respond in accordance with applicable policy. Families should allow the school to contact other students' parents/guardians.
- Continue communicating with the student and school to determine whether the behavior has stopped and whether additional support is needed.

Zero Tolerance and School Safety

Charter High School of the Americas follows the M-DCPS Code of Student Conduct and applicable zero-tolerance requirements related to school violence, criminal acts, weapons, and drugs. The school's goal is a safe, drug-free environment that protects health, safety, civil rights, and access to education.



**SECTION 08**

Health, Meals & Student Wellness

Up-to-date information and prompt family response help the school care for students safely.

Immunizations and Health Records

Students must maintain current immunization and health examination records as required for school attendance. Families must provide updated records and notify the school of medical conditions, allergies, emergency plans, or changes that may affect the student at school.

Ill or Injured Students

Students who are ill should remain home to recover and reduce the spread of illness. A student who becomes ill or is injured at school will be escorted to the office or health area. The parent/guardian or emergency contact will be called when pick-up or additional care is needed.

Student Accidents

School staff will respond to student injuries, contact the parent/guardian as appropriate, notify administration, and complete an incident report. In an emergency, the school may contact emergency medical services before or while attempting to reach the family.

Medication Policy

- All medication must be administered through the Main Office or by authorized staff following school procedures.
- A completed Medical Authorization form signed by the prescribing physician and parent/guardian is required when applicable.
- Prescription medication must arrive in the original, current pharmacy-labeled container and match the authorization.
- Students may not carry or self-administer medication unless specifically authorized through applicable school and medical procedures.
- The school does not supply non-prescription medication. Over-the-counter medication requires appropriate authorization and may not be administered without required documentation.

Breakfast and Lunch

- Meal forms and eligibility information will be distributed at the beginning of the school year as applicable.
- Eligible students may receive meals through the National School Lunch Program or other approved meal program.
- The school provides breakfast and lunch service for students according to the school meal program.
- Parents/guardians may not drop off restaurant food or other food deliveries during the school day. Contact administration regarding documented dietary or medical needs.

**SECTION 09**

Safety & Emergency Preparedness

The school practices emergency procedures and communicates with families when safety incidents occur.

FortifyFL

FortifyFL is Florida's suspicious-activity reporting tool for quickly sharing safety concerns with appropriate law-enforcement agencies and school officials. FortifyFL information is displayed on campus and on school technology as required. Students and families should report immediate danger to 911 and may also report school safety concerns through FortifyFL or directly to school administration.

Emergency Drills and Responses

Situation	School Response
Fire / Evacuation	Students and staff follow posted evacuation routes, report to designated areas, and remain outside until an all-clear or relocation direction is given.
Lockdown / Secure Campus	Classrooms and access points are secured and students follow staff directions until authorities or administration provide an all-clear.
Severe Threat / Bomb Threat	The school follows law-enforcement guidance, evacuates or shelters as directed, and restricts re-entry until the site is cleared.
Hazardous Materials / Environmental Concern	The school may evacuate, shelter indoors, turn off ventilation, relocate students, or dismiss through an alternate procedure as directed by authorities.
Off-Site Evacuation / Reunification	Students and staff may relocate to a designated site. Families will receive verified instructions through official school communication channels.

Family Responsibilities During an Emergency

- Keep emergency contacts and authorized pick-up information current.
- Do not come to campus unless the school directs families to do so; arriving early may interfere with emergency operations.
- Monitor official school calls, texts, emails, and other authorized communication channels.
- Bring valid identification to any reunification location and follow staff or law-enforcement directions.
- Discuss the importance of taking drills seriously, listening quietly, and following adult directions immediately.



Safety Procedures

Detailed staff assignments and tactical emergency procedures are maintained internally and are not reproduced in this public-facing handbook. The school coordinates with emergency responders and follows applicable state and district safety requirements.

SECTION 10

Conflict Resolution, Glossary & Forms

Clear steps help families address concerns respectfully and document shared commitments.

Conflict Resolution Procedures for Parents/Guardians

Families who disagree with a rule, policy, practice, or decision are encouraged to use the following problem-resolution process. A parent/guardian may discontinue the process at any point.

1. Present the concern to the Principal in writing within five school days of the incident. When the Principal is unavailable or it would be inappropriate to contact the Principal, the concern may be presented to the President or another Governing Board member.
2. The Principal will discuss or respond to the concern within five school days, after consulting appropriate staff or management when necessary, and will document the decision.
3. When unresolved, submit the concern in writing to the school's designated conflict-resolution contact within five school days.
4. The conflict-resolution contact will review the matter, determine whether it can be resolved at the school level or requires Governing Board consideration, and communicate a decision within five school days when reasonably possible.

Conflict Resolution Contact

Georgia Velez

gvelez@lincoln-marti.com
(305) 642-1000

Management Company

Educational Management Associates, L.L.C.
2700 SW 8th Street, Miami, FL 33135
(305) 643-4888
ema@lincoln-marti.com



Glossary

Term	Meaning
AP	Advanced Placement; college-level coursework offered under College Board requirements.
Credit	A unit awarded for successfully completing an approved high school course.
Discipline	Rules, instruction, interventions, and logical consequences used to develop self-control and maintain a safe learning environment.
Dual Enrollment	Eligible high school students taking approved college courses that may earn both high school and college credit.
EESAC	Educational Excellence School Advisory Council; a stakeholder group that assists with school improvement planning and accountability.
ESE	Exceptional Student Education; services and supports for eligible students with disabilities and for gifted students.
FTE	Full-Time Equivalent; a measure used in Florida education funding and student enrollment reporting.
IEP	Individualized Education Program; a written educational plan for an eligible student receiving special education services.
ISS	In-School Suspension; a disciplinary placement in which the student remains at school but is removed from the regular class schedule.
OSS	Out-of-School Suspension; a temporary removal from school imposed according to applicable policy and due-process requirements.
Possession	Having an item on one's person, in one's belongings, or under one's control.
Stakeholder	A student, parent, employee, community member, or other person with an interest in the school's success.
Transcript	The official record of high school courses, grades, credits, grade-point average, and graduation-related information.



SIGNATURE FORM 1

2026-2027 Parent/Guardian Contract

By signing below, the parent/guardian and student acknowledge the following expectations:

- The parent/guardian will keep contact, emergency, and medical information current.
- Absences will be reported promptly and supporting documentation will be submitted within the required timeframe.
- The student will arrive on time, attend regularly, complete assignments, and monitor graduation progress responsibly.
- The student will follow arrival, dismissal, visitor, transportation, and authorized-release procedures.
- The student will wear the official uniform and comply with rules for outerwear, footwear, jewelry, identification badges, and physical education attire.
- Unauthorized items and electronics may be confiscated according to school procedures.
- The parent/guardian will support the school's grading, graduation, meal, medication, safety, conduct, and communication procedures.
- The student will follow the M-DCPS Code of Student Conduct and Charter High School of the Americas policies.

Controlling Authority

If any part of this contract conflicts with Florida law, M-DCPS School Board rules, or the M-DCPS Code of Student Conduct, the controlling law or district policy will prevail.

Student Name (Print)

Grade

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Student Signature

Date



SIGNATURE FORM 2

Acknowledgement of Receipt and Review

Parents/guardians and students enrolled at Charter High School of the Americas - Florida City Campus must sign and return this form to acknowledge access to and review of the following:

- M-DCPS Code of Student Conduct
- 2026-2027 Parent/Guardian Contract
- 2026-2027 Parent-Student Handbook

The school will maintain the signed acknowledgement in its records. The M-DCPS Code of Student Conduct is available in English, Spanish, and Haitian Creole through the M-DCPS Parent Portal and M-DCPS website. Families without internet access may request assistance or a copy from the Main Office.

I acknowledge that I received instructions for accessing or obtaining the documents listed above and that I reviewed and discussed them with my child.

Parent/Guardian Name (Print)	Date
Parent/Guardian Signature	Date
Student Name (Print)	Date
Student Signature	Date

Return Deadline

Please return the signed acknowledgement to the school within five (5) school days of receipt.



THANK YOU FOR PARTNERING WITH US

Together, we create a safe, supportive, and academically focused school community.

Charter High School of the Americas
Florida City Campus
151 East Lucy Street
Florida City, FL 33034
(305) 242-3330
lincoln-marticharters.com