

Madie Ives K-8 Preparatory Academy 2024-2025 Discipline Plan

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Student & Parent Compacts

Each student and parent will receive a copy of the discipline plan and will review, sign, and return the form to your homeroom teacher. **Please read carefully because changes have been made.**

Students are expected to:

1. Attend class daily and be on time.
2. Be in school uniform **EVERYDAY!!! (NO HOODIES)**
3. Be prepared for class with appropriate materials.
4. Be respectful to all individuals and any property (**THEFT IS NOT TOLERATED**).
5. Refrain from using inflammatory or inappropriate language (insults or cursing).
6. “DO NOT BRING ANY” Air pods (ear buds), laser pointers, playing cards, toys, slime, rubber band bracelet kits or any other recreational or electronic devices that disrupt the orderly educational process. The school is NOT responsible for the loss or theft of these devices.
(Only exception is if the device is required and requested by the teacher.)
7. Comply with all reasonable requests from school personnel respectfully and in a timely manner.
8. Abide by the rules and regulations set forth by school personnel, individual classroom teachers, office, security, and cafeteria personnel.
9. **NO BULLYING!!! (Zero Tolerance Policy)**
10. Participate in daily instructional activities.

Behavioral Expectations:

LOCATION	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
Hallways	<ul style="list-style-type: none"> ✓ Walk in the hallways ✓ Walk up and down stairs holding the handrail ✓ Watch for opening of doors 	<ul style="list-style-type: none"> ✓ Go straight to your destination. ✓ Return directly back to class. ✓ Always carry a hall pass 	<ul style="list-style-type: none"> ✓ Use a mild tone ✓ Assist others when needed
Cafeteria	<ul style="list-style-type: none"> ✓ Walk in carefully through your assigned door ✓ Sit at your assigned table ✓ Keep food to yourself 	<ul style="list-style-type: none"> ✓ Wait patiently in line for your breakfast or lunch ✓ Clean up all trash ✓ Stay seated until dismissed 	<ul style="list-style-type: none"> ✓ Use mild tone ✓ Follow directions ✓ Keep your hands and feet to yourself
Bathroom	<ul style="list-style-type: none"> ✓ Flush toilet ✓ Wash your hands ✓ One person per stall ✓ No paper towels in toilet ✓ No water on floors 	<ul style="list-style-type: none"> ✓ After using the restroom, please return to class promptly ✓ Do not use excessive supplies (toilet paper, water, soap) 	<ul style="list-style-type: none"> ✓ Give people privacy ✓ Keep bathrooms clean at all times
P.E.	<ul style="list-style-type: none"> ✓ Stay in assigned area ✓ Keep hands and feet to yourself 	<ul style="list-style-type: none"> ✓ Get permission from your teacher to use the restroom and or to drink water. ✓ Use equipment as directed by teacher 	<ul style="list-style-type: none"> ✓ Follow rules of the game ✓ Play fairly ✓ Everyone can play

Dress Code – Board Policy 5511

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distracts the attention of other students or teachers from their schoolwork shall be required to make the necessary alterations to such attire or grooming before entering the classroom or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this policy shall be subject to appropriate disciplinary measures.

Uniform Policy

All students must wear school uniform colors every day. Lower Academy (**Grades K-5**), the colors for the uniform tops are navy blue and/or gold and the bottoms (pants, shorts, and appropriate length skirts or skorts only) are navy blue. Upper Academy (**Grades 6-8**), the colors for the uniform tops are baby blue and/or white and the bottoms (pants and shorts only) are navy blue and/or black. Students are required to have Madie Ives K-8 logos on their collared uniform shirts and jackets. Students can get their plain shirts or jackets (solid navy blue or black **NO HOODIES**) embroidered with the Madie Ives K-8 logo. Samples of the colors will be on display in the main office. Children must wear the correct colors.

The following pieces of clothing (blue jeans, sweatpants, joggers, tights, leggings, jeggings and shorts no less than 1 inch above the knee) are not considered to be part of the school uniform. **NO SKIRTS WILL BE ALLOWED IN MIDDLE SCHOOL!** School Spirit Shirts and Club Shirts may be worn on Fridays and designated days, please see PTSA, Club Sponsor, or the office to purchase.

While in school, student's clothing should allow for free movement which leads to promoting a safer environment for all students. There will be absolutely **NO HOODIES**, hats, tube tops, revealing clothing, Crocs, or open toe/slip-on shoes. We, at Madie Ives K-8 Preparatory Academy, strongly believe that students who are properly dressed behave better and have more pride in themselves and their school. **RESEARCH HAS SHOWN THAT A UNIFORM DRESS CODE RESULTS IN IMPROVED BEHAVIOR AND ACHIEVEMENT OF ALL STUDENTS.** Uniforms are **MANDATORY**. Please see office staff for specific requirements. Proper clothing and shoes are also required for all visiting adults.

Accessories **NOT** permitted:

- **Bandanas**
- **Items that may be of concern**
- **Birthday Sashes/Tiaras**
- **Balloons are not permitted on school grounds for any reason.**

Cell Phones/Air Pods/Ear Buds

According to the Student Code of Conduct – Secondary page 47, states “Possession of a cellular telephone is **NOT** a violation of the Code of Student Conduct (COSC). However, a student shall not disrupt the educational process or interfere with the safety-to-life issues of students by using a wireless communication device inappropriately.

The following rules must be followed regarding the possession, use, and display of wireless communication devices:

- Students may only possess, display, and use wireless communication devices (i.e., texting, email, telephone etc.) before or after the instructional day.
- Students must ensure that the telephone capabilities of their devices are turned off during the instructional day (i.e., ringer off, silent mode, etc.)
- Students shall avoid classroom disruptions, by not displaying, using, or activating the data access portion of their wireless communication devices during the instructional day unless instructed to do so by the teacher and/or authorized school personnel under the Bring Your Own Device initiative outlined in Board Policy 7540.03. This includes during class, in the library, during lunch breaks, during class changes and during any other structured activity. Unless using its data access capabilities for instructional purposes as directed by their teacher and/or authorized school personnel as outlined in Board Policy 7540.03.
- Students may not use the broadband capabilities (3G, 4G, etc....) of personal devices for data access during school hours – students may only access data utilizing the school's wireless network during this time.

- The school is not responsible if a student's wireless communication or any electronic device is lost or stolen.
- Air Pods/ Ear Buds are not permitted to be utilized or placed in a student's ear, even if they are deemed not to be in use while on M.D.C.P.S. grounds.

Note: Here at Madie Ives K-8 Preparatory Academy, our expectations are that all students are in uniform each and every day. If a student is deemed to be in direct or indirect violation of the school's uniform policy we will revoke a student's opportunity to participate in any of our school's extra-curricular activities.

Internet Use Policy – Board Policy 7540.03

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the district. Students must always get permission from their teachers prior to using the internet. In addition, the district prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning, or solicitation.

Attendance Policy – Board Policy 5200

Student attendance is a means of improving student performance and is critical in raising student achievement. Together, the staff of Miami-Dade County Public Schools, students, parents, and the community must make every effort to lessen the loss of instructional time to students.

Excused School and Class Absences and Tardies

1. Student illness: Students missing 5 or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he or she must be under the supervision of a health care provider to receive an excused absence from school.
2. Medical appointment: If a student is absent from school due to a medical appointment, a written statement from a healthcare provider indicating the date and time of the appointment must be submitted to the principal.
3. Death in immediate family
4. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service is observed.
5. School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal or principal's designee: The student must receive advance written permission from the principal or the principal's designee. Examples of special events include public functions, conferences, regional, state, and national competitions.
6. Subpoena by law enforcement agency or mandatory court appearance.
7. Outdoor suspensions
8. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the situation.

Unexcused School Absence

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused until he/she submits the required documentation as specified above. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

1. Absences due to vacations, personal services, local non-school events, program, or sporting activity
2. Absences due to older students providing day care services for siblings

3. Absences due to illness of others

4. Absences due to non-compliance with immunization requirements (unless lawfully exempted)

Attendance (Absence)	Corrective Strategies
1 unexcused absence	Teacher reminds student to bring note
2 unexcused absences	Teacher reminds student to bring note & make parent contact (phone call)
3 unexcused absences	Parent contact (phone call & e-mail)
4 unexcused absences	Parent contact (phone call & e-mail) copy administration on e-mail
5 unexcused absences	Parent contact (phone call & e-mail) and Referral to Administration

Attendance (Tardies)	Corrective Strategies
1 unexcused tardy	Teacher gives student a warning
2 unexcused tardies	Parent contact (phone call & e-mail)
3 unexcused tardies	Parent contact (phone call & e-mail) and teacher issue detention
4 unexcused tardies	Parent contact (phone call & e-mail) and teacher issue detention
5 unexcused tardies	Parent contact and Referral to administration

Arrival/Dismissal

School Hours:

The Miami-Dade County Public Schools (M-DCPS) system has devised strict guidelines for the safety and protection of your child. Therefore, your cooperation is needed for school officials to properly enforce the school's arrival, departure, and early dismissal procedures. School hours are as follows:

KINDERGARTEN and FIRST GRADE: 8:20 AM – 1:50 PM - Monday – Friday

SECOND through EIGHTH GRADE: 8:35 AM – 3:05 PM - M, T, TH, & F
1:50 PM - Wednesday Dismissal

Teachers' responsibility for supervising students begins daily at 8:10 AM in the PLC and 8:25 AM in the Main Building and ends at the established dismissal times note.

With the school's current supervision policy, school personnel cannot undertake the responsibility of supervising students before and after school hours. Therefore, parents and guardians are responsible for arranging the care of their children before and after school.

CAFETERIA RULES

- Walk through cafeteria lines quickly and in an orderly fashion.
- Order food and be seated.
- Once seated students are not allowed to get out of their seats and walk around.
- Students must throw away their own food trays when they are dismissed from lunch
- No throwing food/food fights.

Detentions

- Students are given a 24-hour notice of the obligation to serve detentions.
- Parents are responsible for the transportation of their child after the child has served their detention.
- Failure to serve the detention will result in a parent conference with administration and a Saturday School detention

Student Rights and Responsibilities

- The rights and responsibilities presented in the Code of Student Conduct reflect the need for providing students with greater opportunities to serve themselves and society, and allow students maximum freedom under law, commensurate with the schools' responsibility for student health, safety, and welfare.

Code of Student Conduct

Miami-Dade County Public Schools (M-DCPS) is committed to providing a safe teaching and learning environment for students, staff, and members of the community. Students and parents/guardians can access the English, Haitian/Creole and Spanish versions of the document on the M-DCPS Website located at:

<http://ehandbooks.dadeschools.net/policies/90/index.htm>

Corrective Strategies K-4

1. Warning
2. Parent Contact
3. Teacher/Student/Parent Communication lowering conduct grade and grade level team intervention
4. Parent Conference
5. Teacher/Grade Level Detention
6. Administrative Referral/Removal from Special Area
7. Referral to grade level administrator

Corrective Strategies 5th – 8th Grade

1. Warning
2. Parent Contact
3. Teacher/Student/ Parent Communication, lowering conduct. grade, and grade level team intervention
4. Parent Conference
5. Administrative Detention(s)
6. Referral to Grade Level Administrator
7. Saturday School As An Alternative To Suspension
8. SCSI – 1-3 Days
9. SCSI 3-4 Days

***Serious offenses or severe disruption: Immediate referral to Grade Level Administrator and Parental Contact**
***Please to the Code of Student Conduct <http://ehandbooks.dadeschools.net/policies/90/index.htm>**

Referrals are an indication of an incident. Once a referral has been issued, it will not be revoked.

Referral Offenses	Administrative Consequences (All situations are handled on a case-by-case basis and consequences are subject to change)
Cutting Class/ Leaving Class without Permission	1 st Offense: Teacher or Grade Level Detention 2 nd Offense: Teacher/Parent Conference. 3 rd Offense: Referral to Grade Level Administrator & Parental Contact
Classroom Disturbances	1 st Offense: Warning; Parental Contact 2 nd Offense: Teacher/Grade Level Detention/ Teacher Conference 3 rd Offense: Teacher/Parent Conference & Saturday School as an Alternative to Suspension 4 th Offense: Referral to Grade Level Administrator & Parental Contact
Cell Phones/Air pods/Headphones	1st Offense: Warning 2nd Offense: Detention/Removal of device 3rd Offense: Parent must retrieve phone
Defiance of Authority	1 st Offense: Warning; Parental Contact 2 nd Offense: Teacher/Grade Level Detention 3 rd Offense: Teacher/Parent Conference & Saturday School as an Alternative to Suspension 4 th Offense: Referral to Grade Level Administrator & Parental Contact
Disruption in Cafeteria	1 st Offense: Warning/Parent Contact 2 nd Offense: Elementary (K-4th Grade) Parent Contact- 1-day removal. (Grades 5th -8th Grade) Parent Contact & 1 Saturday School Session 3 rd Offense: (Grades 5th -8th Grade) Parent Contact & 2 Saturday School Session 4 th Offense: SCIS (Grades 5-8)
Use of Inappropriate Language	1 st Offense: Warning & Parent Contact (phone & e-mail) 2 nd Offense: Parent Contact & Teacher/Grade Level Detention 3 rd Offense: Parent Contact, Parent Conference & Referral to Student Services 4 th Offense: Parent Contact & Referral to Grade Level Administrator
Disrespectful to adults/peers	1 st Offense: Parent Contact/ Warning/ Note sent home. 2 nd Offense: Parent Contact & Detention 3 rd Offense: Parent Contact, Parent Conference & Saturday School 4 th Offense: Parent Contact/ Referral to Student Services & SCSI 5 th Offense: Administrative Conference
Tardiness	1st Offense: Warning 2nd Offense: Parental Contact 3rd Offense: Teacher/ Grade Level Detention 4th Offense: Teacher or Grade Level Detention and Student Services Referral 5th Offense: Exclusion from Special Area Classes (Grades 2-5) 6th Offense: SCSI: 1 Day (Grades 6-8) 7th Offense: SCSI: 2 Days (Grade 6-8) 8th Offense: SCSI: 3 Days (Grade 6-8) 9th Offense: Referral to Grade Level Administrator & Parental Contact
Uniform Violation / ID Violation	1st Offense: Parental Contact 2nd Offense: Teacher/Grade Level Detention 3rd Offense: Teacher/Grade Level Detention and Student Services Referral 4th Offense: Exclusion from Special Area Classes (Grades 2-5) 5th Offense: Saturday School as an Alternative to Suspension 6th Offense: SCSI: 1 Days (Grades 6-8) 7th Offense: SCSI: 2 Days (Grades 6-8) 8th Offense: Referral to Grade Level Administrator & Parental Contact
Disruption on School Bus	1st Offense: Warning; Parental Contact 2nd Offense: Teacher/Grade Level Detention 3rd Offense: Teacher/Parent Conference & Saturday School 4th Offense: Referral to Grade Level Administrator & Parental Contact 5th Offense: Suspension from school bus
Use of Electronic Device/ Ear Pods/ Ear Buds in the Classroom & Hallways	1st Offense: Device confiscated & Parental Contact 2nd Offense: Device confiscated & Teacher/Grade Level Detention 3rd Offense: Device confiscated & Parent Conference & Saturday School 4th Offense: Device confiscated & Referral to Grade Level Administrator
* Fighting * Vandalism	* Bullying/Harassment * Profanity towards Staff *Parent Contact & Referral to grade level administrator *Investigation/possible suspension

* Any student who fails to serve an assigned detention will be referred to SCSI (Grades 5-8 ONLY) *

*Students with multiple infractions and general disruptive behavior may be excluded from incentive activities (Grades K-8) and may serve a Saturday Detention (Grades 5-8) *

**Madie Ives K-8 Preparatory Academy
2024-2025 Discipline Plan**

Please return this acknowledgment page to your homeroom teacher.

_____ (please check) I read and fully understand the discipline plan. It is my responsibility to make sure all rules are followed. Failure to follow the rules may result in disciplinary action mentioned above and removal from incentive events.

Please sign acknowledging your understanding and cooperation of the discipline plan below:

Student Name (print): _____ ID #: _____

Parent Name (Print): _____ Grade: _____

Parent Signature: _____ Phone #: _____

Parent Email Address: _____