

New World School of the Arts

PARENT-STUDENT HANDBOOK

ALMA MATER

Forever Our New World

From the shore, the water glistens brightly, Palm and sun create a vision clear.

As we watch, our dreams call to us only, our horizons, ever coming near. 'Midst the city, changing-moving.

Hope, Love, Joy to our World we'll bring. We will ever cherish moments peaceful, Art and Love forever our New World.

Lyrics & Music by Dr. Lynne Gackle

Philosophy and Objectives

New World School of the Arts is a center for excellence in the visual and performing arts. It provides a comprehensive educational program of artistic training, academic and creative development, and preparation for professional careers in the arts.

Talented students are educated in a humanistic and personalized atmosphere designed to achieve mastery of traditional artistic forms while stimulating creativity in the context of research and experimentation. Students are encouraged to explore the full range of their disciplines in a collaborative environment that meets the highest standards of academic and professional arts training.

The curriculum of the school is designed to develop both the academic and artistic skills of talented students to prepare them as practicing artists in the changing context of contemporary society. The instructional program provides a comprehensive high school education with full preparation for college admission. Independent study and experimental opportunities stimulating artistic problem-solving and creative growth are encouraged throughout the curriculum, as well as studios, workshops, master classes, internships, residencies with arts companies, and collaborative cross-disciplinary student projects. Development of practical business skills related to the management of professional work in the arts is incorporated into the curriculum. Challenge is sustained in the learning process through the individualization of the curriculum.

Student Honor Code

We at NWSA welcome and embrace a diverse array of people. We come from all over the county, bringing unique talents, experiences, and backgrounds that enrich and invigorate our community. All of us are devoted to reaching out and understanding others, not only preaching the tenets of **acceptance** but also practicing them every day. **Acceptance** is the breaking down of destructive beliefs and taking in new experiences. We relate to one another regardless of age, position, or beliefs. We transform ignorance and petty prejudices into appreciation and understanding; and we are accepted no matter who we are. We recognize that through **acceptance** we conquer our fears and erase all barriers.

Our **dedication** is the will that drives us to work with self-direction and perseverance and to put forth optimum effort regardless of circumstances. It fuels the passion and effort with which we achieve our goals. We realize that **dedication** is the key to working successfully with people, thoughts, emotions, and life.

The *NWSA family* is composed of **mature** students who are insightful and enjoy participating in the learning process. When making decisions, we consider not only ourselves but also our peers. We keep our aspirations in mind while working hard toward attaining our goals. Because we are committed to our work and aspirations, we choose to be helpful and flexible in our interactions with others. We recognize that **maturity** in every NWSA student is necessary to make our home thrive.

To maintain the integrity of our school, we realize the importance of **respect** toward our peers, faculty and staff, and surroundings. We value others and ourselves which provides us with a framework for growing and learning. We recognize the importance of honoring each other's beliefs and opinions, art and art forms, self-expression and ideas, and individuality.

This is our Code. We believe it, accept it, apply it and we live it.

School Hours

Classes are in session from 7:30 a.m. to 3:45 p.m. daily. Being on time to all classes is most important. Students are to be in their first-period class by **7:25 a.m.** Appointments with doctors, dentists, etc., **should not be made** during school time. A medical note is required upon return. **Only two early dismissals per quarter are permitted.** Signing out prior to **9:30 a.m.** is considered an absence from school for the day. Any additional sign-outs will require a parent/ guardian to be physically present.

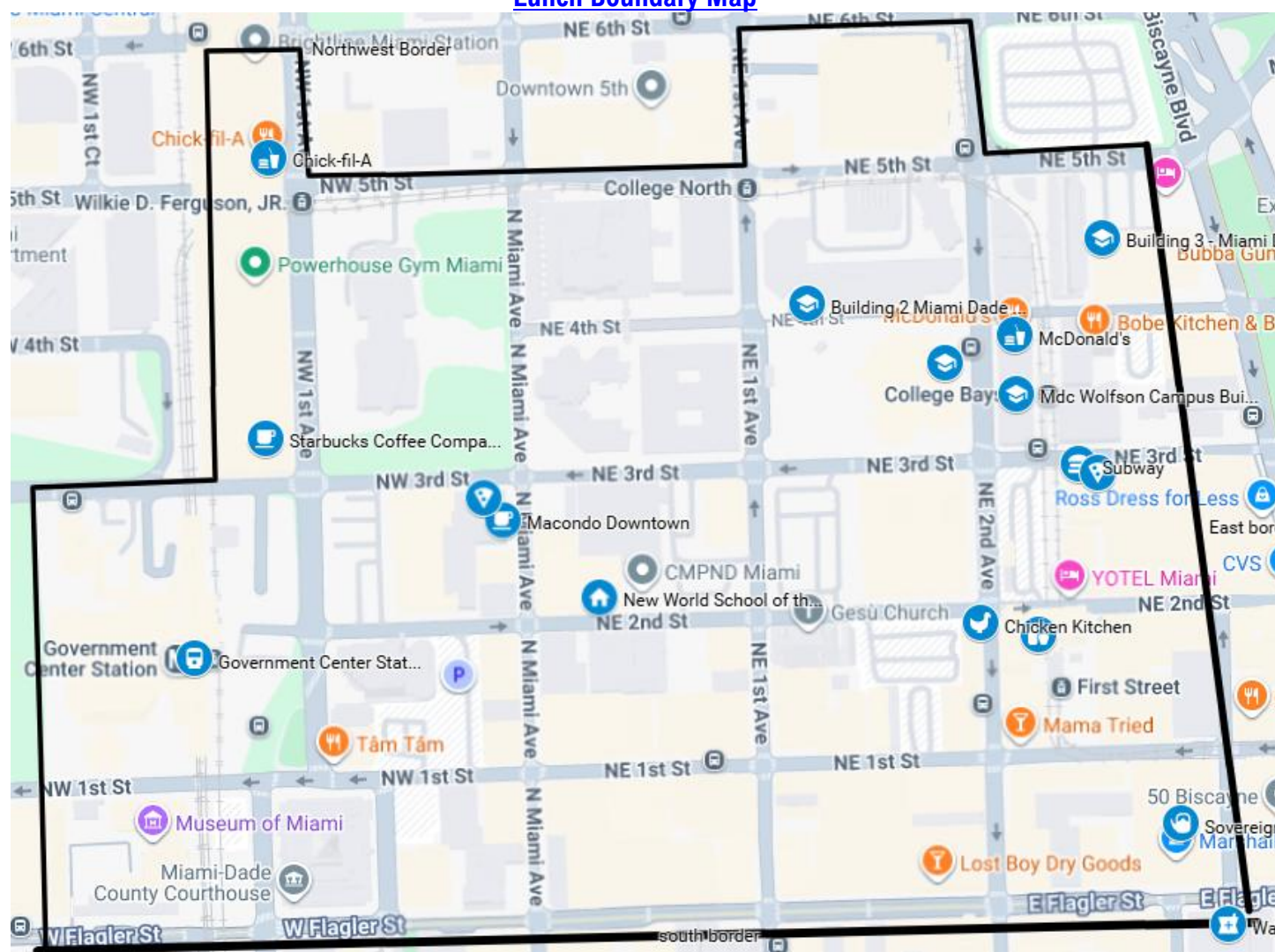
Food Service

The Miami-Dade County Public School System provides school breakfast and lunch to New World School of the Arts as a satellite of Miami Senior High School. Meals are free or reduced cost to students who qualify via the meal benefits form available at mdcpsnutrition.net and are served at a cost to all other students. Meals are served in the 5000 building. Meal costs are as follows: Breakfast (free for eligible students; reduced cost - \$.30; paid - \$2.50); Lunch (free for eligible students; reduced cost - \$.40; paid - \$4.20). Breakfast (6:45 a.m.-7:25 a.m.) and lunch (11:25 a.m.-12:00 p.m.) are served in the main lobby and on the 3rd floor, respectively.

Students must NOT leave campus in cars during lunchtime to purchase food or for any other reasons or activities. Students may buy lunch from eating establishments located within the designated boundaries outlined in the handbook. **Students are not permitted to travel to Bayside, public transportation, the MDC garage (or any 'car'), or in any type of vehicle during lunch – including scooters, skateboards, bicycles, etc.** Serious consequences will be forthcoming to those who do not adhere to these lunch guidelines.

ALL boundaries must be adhered to.

Lunch Boundary Map



Dual Enrollment

All tenth, eleventh, and twelfth-grade students must complete a dual enrollment form each semester. Students must have these forms and an application to Miami Dade College on file to maintain enrollment status and to obtain college credit in the Arts. Students who have a 3.0 unweighted GPA overall may participate in dual enrollment summer courses.

Field Trips

Students who participate in field trips and other activities, which require leaving campus, must turn in the **Field Trip Permission** form issued by the teacher organizing the trip and signed by the parent/guardian and the teachers whose classes will be missed. Failure to do so prevents the student's participation in the activity. **Students are required to attend school on the day of the field trip, as well as on the day before and after. Absences on these days will be unexcused.**

Library Services

New World School of the Arts students have the privilege to make full use of all Miami Dade College library facilities. Students may check out books by presenting their MDC ID to the librarian. Library hours are as follows: Monday through Thursday – 8:00 a.m. to 9:00 p.m., Friday – 8:00 a.m. to 4:30 p.m., Saturday – 9:00 a.m. to 1:00 p.m.

Lockers

Academic and arts locks **must be purchased from the school treasurer** and placed on a locker when announced at the beginning of the school year. Locks found on lockers other than an official lock will be removed (no personal locks). Also, the lockers are **to remain unadorned – no stickers or writing on the in/ outside. DO NOT leave food in lockers.** Lockers must be cleaned out at the end of the year on designated days.

Parent-Teacher Conferences

New World School of the Arts encourages parental involvement in problems that students may be having in school. If there is an academic or disciplinary problem in a particular class, the parents are encouraged to contact the teacher involved. As teachers are in class most of the day, parents may call and leave a message, and the teacher will return the call as soon as possible. However, parents are encouraged to e-mail the teacher when possible. If the problem is other than a classroom problem, the counselor should be contacted. If there are questions about school policies or regulations, parents should contact the assistant principal or principal.

Rehearsals

In order to participate in NWSA rehearsals, students must have a walking field trip permission form on file in each respective division. **All rehearsals are mandatory for each division** unless prior accommodations have been secured.

Visitors

Visitors are not permitted to attend classes nor be in the school building during the regular school day. Visitors must register in the lobby for a visitor tag that indicates the visitation area prior to reporting to the main office in room 5605.

Student Accident Insurance

The health and well-being of every student at New World is important to us. **With the high cost of medical treatment, Student Accident Insurance should be considered mandatory for every student at NWSA due to their participation in performances and activities beyond the school day.** You can purchase student accident insurance to cover your son/daughter in the event of an injury at school or on a field trip and need for first aid, ambulance, emergency room, or doctor's attention, at a minimal cost. An application or registration information for this coverage will be available during the first week of school.

STUDENT SERVICES

Early career planning and proper course selections must be emphasized considering increased graduation standards and tougher university entrance requirements. It is the student's responsibility to work with their counselors, teachers, and parents in developing a program that will allow them to follow the correct path to the attainment of future goals.

Guidance Counselors

Guidance counselors are available to help in areas ranging from personal to academic counseling. Counselors hold parent conferences and assist students and parents in solving many school and home problems.

Pamela Cabarcos, 305-237-3206

Nadyn Chybik, 305-237-3305

College Assistance Program (CAP) Advisor

The CAP advisor is available to assist students in completing applications for college and financial aid. In addition to these functions, Ms. Avice Warren, located on the sixth floor in Room 5617 or at 305-237-3585, is an excellent source of information on available scholarships.

Special Personnel

This group includes (a) the mental health coordinator, who provides additional student services support and works closely with our counselors and district mental health team to support our students twice a week; (b) the *school psychologist*, who administers psycho-educational evaluations when appropriate; (c) the *speech and language therapist*, who provides diagnostic testing and therapy for students with speech and/or hearing problems; and (d) the *school social worker*, who is involved in investigative work on students with attendance problems and assists the psychologist by obtaining home and family background information on students to be tested.

STUDENT ACTIVITIES

Clubs and Activities

New World offers a variety of clubs as extracurricular activities. For further information regarding clubs and activities, contact the Activities Director, Ms. Cardona at (305) 237-3584, in room 5401, or visit the Student Activities menu item at nwsa.mdc.edu.

ATTENDANCE

Absences

New World students are expected to perform at their maximum capacity in academic classes as well as arts classes. Regular school attendance is probably the most important single factor contributing to success in the overall program.

1. **If a student is absent, the student must secure an ADMISSION TO CLASS form from NWSA staff on the sixth floor upon return to school in the attendance office. The student should present an explanatory note from the parent or doctor and complete the Admission to Class form for signature and stamp.** The Admission to Class form is taken by the student to each class, is signed by each teacher whose class was missed, and is to be kept by the student for his/her records. Additionally, the parent may email absence documentation to 7901attendance@dadeschools.net and the student will then pick up their admission to class from the attendance office.
2. If the student becomes ill during the school day and wishes to go home, they must report to the attendance office. The office will contact the parent/guardian and issue a permit to leave school. If staff cannot contact a parent/guardian the student will not be excused from school (see [Early Dismissal, page 6](#)). The student must be in attendance for at least two (2) consecutive hours to be counted as present for the school day.
3. Students have a maximum of **three (3) school days** following the return from an absence to submit a note from a parent or doctor explaining the absence for the absence to be excused.
4. **The following are considered excused absences:**
 - a. Personal illness of the student (medical evidence may be required by the principal for absences exceeding three (3) consecutive days). 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, s/he must be under the supervision of a healthcare provider to receive excused absences from school.
 - b. Court appearance of the student, subpoena by law enforcement agency, or mandatory court appearance.
 - c. Absences due to a medical appointment require a written statement from a health care provider indicating the date and time of the appointment and submitted to the office.

- d. An approved school activity (absences recorded but not reported).
 - e. Other absences with prior approval of the principal.
 - f. Attendance at a center under Department of Children and Families supervision.
 - g. Significant community events with prior permission of the principal. When more than one (1) school is involved, the Region Superintendent will determine the status of the absence.
 - h. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.
 - i. Death in the immediate family.
 - j. School-sponsored event or an educational enrichment activity that is not a school-sponsored event, as determined and approved by the principal. The student must receive advance written permission from the principal. Examples of special events include public functions, conferences, and regional, State, and national competitions.
 - k. Outdoor suspension.
 - l. Other individual student absences beyond the control of the parent or student, as determined and approved by the principal, require documentation related to the condition.
5. **Unexcused absences include absences due to:**
- a. Vacations, personal services, local non-school events, programs, or sporting activities.
 - b. Older students providing daycare services for siblings.
 - c. Illness of others.
 - d. Non-compliance with immunization requirements (unless lawfully exempted).
6. **Beginning with the tenth (10) absence, and thereafter, from school, a student must present a medical note for the absences to be satisfactory.** In case of extenuating circumstances, the parent should call the school to explain the situation with the documentation of a medical note. Once a student accumulates ten (10) absences, an in-school parent conference may be required.
7. **Absences on the day of a special event such as field day, senior breakfast, etc., must be prearranged or with a medical note to be satisfactory.**
8. **A student accumulating ten or more unexcused class absences in an annual course or five or more unexcused class absences in a semester course will be subject to the withholding of final passing grades,** pending a student-requested administrative screening and/or review committee.
9. Duplicate admits will be UNSATISFACTORY.
10. A student scheduled to attend a field trip or to participate in a performance or school-sponsored event is required to attend school on the day of the trip, performance, rehearsal, or event. **Students must be in school by 9:25 a.m. on the day of the trip, performance, rehearsal, or event. Performers who do not attend school on the day of the performance will receive an unsatisfactory absence and will not be able to perform.** Students **are required** to attend school the day before and **after** they participate in field trips, performances, and school-sponsored events.
11. Students wishing to miss school for college visits or auditions, performances, or for other reasons, need to bring a note from the parent and complete a PRE-ARRANGED ABSENCE REQUEST from the office and submit for approval the completed form a week in advance of the intended absence. **Approval will depend on the student's attendance and grades, and the total number of absent days requested in the year. Absences due to performances must be pre-approved by the principal. No more than a total of five (5) days of pre-arranged absences will be approved. College visits must be pre-arranged and are included within the five pre-arranged absences.**
12. **Three (3) or more aggregate absences require a medical note to be deemed satisfactory.**
13. **Family vacations/outings/competitions or professional work during school time should not be scheduled and are not considered excused absences.**

14. Students are **required** to meet with the dean prior to auditioning for outside performances. Absences for this purpose may be unexcused.

Tardiness

1. Each student is expected to be in attendance at each scheduled period. Tardiness to individual classes is excused only when the student presents a note from a school official verifying attendance at an approved activity such as group or college counseling, etc. Prior permission is needed in order to arrive late at a scheduled class.
2. If a student is tardy and arrives at school in between class periods he/she **must report to the attendance office** for an admit and sign the tardy sheet before reporting to their class.
3. **Students are expected to arrive to school on time the day after an evening rehearsal and/or performance.** When a rehearsal or performance exceeds a 9:30 P.M. ending, the sponsor must obtain approval from the administration and notify students. If the Principal grants a permissible tardy, the student **must** arrive by the start of the 2nd-period class and get a tardy slip from the attendance office. Students who arrive after that time will not be granted a permissible tardy.
4. **All tardies are considered unsatisfactory** unless they are the result of an assigned school bus or Metro-Dade transportation failure, which will be verified. Students whose tardiness result from medical appointments must present a medical note on physician's stationery clearly stating the time and date of the appointment on the date of the tardy and before reporting to class to receive a satisfactory admit to class. Tardies from medical appointments are excused only on the day of the appointment.
5. Students accumulating excessive unexcused tardies or excessive unexcused absences during a semester may be placed on probation and will not be able to participate in extra-curricular activities.
6. Students **must** be in **attendance by 11:00 a.m.** to be marked present.
7. Students **will not** be allowed to sign-in to school for the day **after 11:00 a.m.**

Attendance Contracts and Appeals Process

Part of the New World commitment to excellence is maintaining good attendance. Additionally, all Miami-Dade County Public School students commit yearly to demonstrating a high standard of excellence and sign an activities and athletics contract allowing them to participate in events, activities, and performances so long as they abide by district rules. Students who accumulate 10 absences and/or 20 tardies (to school), whether excused or unexcused, have exceeded the district standard for participation and, therefore, are subject to exclusion from these activities.

New World School of the Arts has implemented the following attendance procedures:

- Students are expected to know and understand attendance procedures and keep track of their attendance.
- Any student who has (or surpasses) 10 absences and/or 20 tardies will be placed on an attendance contract. This contract must be taken home to be reviewed and signed by the student and the parent and returned to the Assistant Principal to be filed. No student will be eligible for an appeal for any event if they have met or surpassed the attendance threshold and have not submitted a signed contract.
- Filed contracts will provide those students the opportunity to be aware, correct attendance concerns, and complete an appeal process for any upcoming event they would like to participate in. Appeals must be completed for each individual event. Consideration will be taken on whether a student has **significantly improved their attendance** since the date the contract was given.
- Appeals will be released within two weeks prior to the event and must be submitted to the Assistant Principal by the deadline indicated on the appeal. No late appeals will be accepted or approved.
- Notices will be sent to students to indicate whether an appeal was or was not approved.
- Students who violate the code of student conduct or who continuously violate attendance procedures (for example, coming in late and not getting a tardy pass) will not be eligible for an appeal.

***Students with violations/contracts will not be considered eligible for school awards/accolades or leadership positions.**

Early Dismissal from School

Students who request to be dismissed from school early will be excused to leave early only if:

- a. The student is deemed too ill to remain in school (as directed by the administration) or needs immediate medical attention.
- b. A parent is reached by phone by the attendance clerk, and the parent gives permission for the student to leave, and, in addition, the principal (or designee) signs the PERMIT TO LEAVE slip.
- c. Students excused early must present the "PERMIT TO LEAVE SCHOOL" slip with the parent's signature to the teachers of any classes missed. Students who left early for a medical appointment must present a medical note as well.
- d. **Students who leave early without signing out from the attendance office will be considered to have cut class/skipping.**
- e. Only two (2) early dismissals will be allowed per quarter. A parent must be present in the case of an emergency or after the second early dismissal. Excessive sign-outs will be referred to the administration.
- f. Students will not be permitted to sign out early after 3:15 p.m.
- g. Students are responsible for academic and/or arts assignments upon their return with an excused admit.
- h. **Students are NOT allowed to sign themselves out on days before a holiday, before a Teacher Planning Day or the last week of school. An authorized adult must be physically present to sign students out.**
- i. **On Field Day or days with special activities, e.g., Senior Breakfast, for any grade level an authorized adult must be physically present to sign a student out. NO SELF-SIGN-OUT ALLOWED.**

Students who sign out will be able to sign back in only if:

- a. The student signs out after 9:30 a.m.
- b. The student is signing out to attend a medical appointment. When returning to school student is required to submit a written statement from health care provider indicating the date and time of the appointment.
- c. Students are **not** allowed to sign-out and sign back in on a day of a performance, event, or field trip.

Class Cuts

1. If a student is absent from class without prior permission or knowledge of the teacher, the absence will be considered a class cut. A teacher cannot excuse a student's absence from another teacher's scheduled class.
2. Students who accumulate **two (2) cuts will be placed on attendance/ behavior probation.** Upon the **third (3rd)** cut, a student shall be asked to return to the home school for safety reasons.
3. ***Seniors: In order to participate in senior activities (Senior Prom, Senior Breakfast, etc.), Seniors must maintain a satisfactory attendance record including school attendance and class attendance.**

Procedures for Students Not Feeling Well

1. A student who is not feeling well should be sent to the office by his or her teacher with a pass clearly stating the time the student left the class.
2. The student must sign-in with the office before seeing the nurse and may rest for fifteen minutes with parent permission.
3. If the student is well enough to stay in school, he or she will be given a pass back to class with the time clearly stated on the pass.

Student Responsibility and Attendance

Students must review their attendance on the student portal to identify any discrepancies within 72 hours. Attendance concerns must be brought to Ms. Salvo, Assistant Principal. Students are encouraged to retain their admits for accountability or in case of discrepancies.

INSTRUCTION

Grading Logic

In semester courses, the student's final grade shall be determined as follows: fifty percent value for each of two nine-week grading periods; with a provision for teacher override.

In annual courses, the student's final grade shall be determined as follows: twenty-five percent value for each of four nine-week grading periods; with a provision for teacher override.

5 Point Rule

To pass an annual course in grades 9 - 12, a student must earn a minimum of 10 points, of which a minimum of five must be earned in the second semester. The following are the academic grades used:

Grade	Value	Meaning	Point
A	90 - 100	OUTSTANDING	4
B	80 - 89	GOOD	3
C	70 - 79	SATISFACTORY	2
D	60 - 69	MINIMAL	1
F	0 - 59	UNSATISFACTORY	0
I	0	INCOMPLETE	0

Students who earn more than the required number of credits are not penalized in their rank in class. The final grade for semester and annual courses is averaged by computer using the following scale:

Grade	Value
A	3.50 - 4.00
B	2.50 - 3.49
C	1.50 - 2.49
D	1.00 - 1.49
F	0.00 - 0.99

Graduation/Diploma Requirements

A standard diploma will be awarded to graduates if the student has earned 24 credits for graduation in grades 9-12 with a cumulative unweighted grade point average of 2.0, passing the ELA/FSA and EOC assessments, demonstrating mastery of minimum performance standards, and earning the required 75 community service hours. **NWSA students must satisfactorily complete both first and second semester senior arts classes.** The 18-credit high school graduation option does not apply to students at New World School of the Arts. **NWSA students are to maintain a 3.0 GPA in the arts and a 2.0 in the academics** (see Guidelines for Continued Enrollment, page 19).

Home Learning

New World School of the Arts staff recognizes regular, purposeful home learning as an essential component of the instructional process. Therefore, students are responsible for:

- Completing home learning as directed.
- Returning home learning to the teacher by designated time.
- Submitting home learning assignments which reflect careful attention to detail and quality of work; and
- Having the integrity to submit their own work for a grade.

According to Miami-Dade County Public Schools policy, students at the secondary level will receive approximately two hours of home learning assignments in their academic and arts classes per night. In an effort to avoid conflicts with arts- related activities, academic teachers may provide students with a list of sequential home learning assignments for a two-week period. The form of notification may

be printed or posted on the board or online. In many classes, this list is often updated on a weekly and/or daily basis.

Study Habits

Learning to study is one of the most important parts of students' education. More independent work is expected at the senior high level. The following guidelines will be helpful in developing good study habits:

- a. Understand the assignment. Ask the teacher if in doubt.
- b. Have a regular time for studying at home.
- c. Have your materials ready before starting.
- d. Attack the more difficult subjects first.
- e. Get to work immediately.
- f. Alternate between reading and writing assignments.
- g. Assign a certain amount of time for each subject.
- h. Relax briefly between subjects.
- i. Avoid distractions.
- j. Summarize mentally what you studied.
- k. Make notes on important points.
- l. Work until the subject is mastered.
- m. Review your notes before class.

Assigned Instructional Materials

Miami-Dade County Public Schools provides textbooks, electronic textbooks, and/or electronic devices for students. The use of these books and devices are a privilege and it is expected that all students will treat them with care. Students are responsible for any assigned instructional material. All physical textbooks should have proper book covers at all times. Lost or damaged instructional materials must be paid for; the amount to be paid will be based on the condition of the book or the reimbursement price for the electronic device at the time of issuance. Many of the books used in the arts courses and AP classes are college textbooks. Students who wish to purchase these books should consult the classroom teacher. Students should limit the number of books that they carry to avoid back problems.

PROGRESS REPORTS

Interim Progress Reports

Interim Progress Reports will be issued to students midway through each nine-week grading period. Interim Progress Reports for the school year will be sent home usually during the following months: September, November, February, and April.

Report Cards

Report cards are available digitally on the parent and student portal after the close of the grading period, each grading period.

GUIDELINES FOR CONTINUED ENROLLMENT IN NEW WORLD SCHOOL OF THE ARTS

Probation Policy

Students gain admission to New World School of the Arts based upon the demonstration of potential in the arts and completion of grade-level requirements at their previous school. To maintain continued enrollment in the school, students will be required to meet the guidelines that follow:

- a. Maintain a 3.0 average in all arts courses for each semester **AND** maintain a 2.0 average overall (arts and academic courses combined) each semester for the current academic year.
- b. Maintain a satisfactory attendance record including school, class, performance, and rehearsal attendance in both the academics and the arts. The attendance status will be determined by administrative evaluation of each student's complete

attendance record inclusive of absences, tardiness, class cuts, and outdoor suspensions.

- c. Maintain appropriate behavior as per Code of Student Conduct.
- d. **Participate fully in all rehearsals and performances as designated by the deans and arts faculty. This participation must take priority over any other outside school activities. Failure to adhere to this guideline may result in the student's dismissal from the program.**
- e. **Only ONE (1) probationary assignment while at New World will be allowed for continued enrollment.**

Any student who fails to meet any one of these criteria is placed on formal probation for the following semester. However, students who seriously violate the Code of Student Conduct risk immediate formal probation or return to their home school. Midway through each semester, students and parents will be notified if the student's performance is not satisfactory. This is done in the regular nine-week report card. Upon request, the appropriate guidance counselor will meet with such students, assist them in defining the problem, and help the students to determine a proper course of action to alleviate the problem. The purpose of this preliminary measure is to provide immediate assistance to the student as needed and to make the student aware of his/her responsibility to correct his/ her deficiencies.

Formal Probation

The following procedures will be instituted for students who fail to maintain the standards required for continuing at New World School of the Arts:

- a. At the end of each semester, students and parents will be formally notified that the student is on probation by:
 - Formal notification to students will be through a conference with the high school administrative staff.
 - Parents will receive written notification and a request to attend a meeting with counselors and administrators.
- b. Students will be expected to meet all of the continued enrollment guidelines for the probation semester. The following procedures will be in place for **second-semester eleventh graders only**:
 - Averages will be computed, and attendance records will be reviewed at the end of the second semester.
 - Students who do not meet the requirements for continued enrollment will be placed on probation for the first semester twelfth grade.
 - These students have the first-semester twelfth grade to attain satisfactory status.
 - Twelfth-grade students who have not attained satisfactory status by the end of the first semester will have all senior privileges withheld, including but not limited to non-curricular field trips, Senior Breakfast, Grad Nite, and Senior Prom.
- c. Types of probation:
 - arts grade point average,
 - academic grade point average,
 - attendance,
 - behavior, and/or
 - performance in arts classes.

Computation of Averages

- 1. For probation purposes, all grades (including those for annual credit courses) will be computed as semester grades.
- 2. For probation purposes, each semester's averages will be computed independently of the other. This means that the two semesters will not be averaged together once the probationary semester is finished. The student must achieve a 3.0 in the arts and an overall 2.0 (arts and academic courses combined) in the probationary semester.

Final Notification

At the end of the probationary period, the following procedures will be instituted:

- a. All probationary students and their parents will receive written notification of their status.
- b. Students who do not meet the requirements for continued enrollment will be withdrawn to the senior high school which normally serves their attendance zone.

STUDENT SAFETY

Safety Regulations

In high school, students are responsible for understanding safety procedures designed specifically for their school. Safety procedures that follow are specific to our environment and are necessary for your well-being.

1. **DO NOT** arrive at school before 6:45a.m. Time your arrival well.
2. When you arrive at school, **DO** go directly inside one of the buildings; **DO NOT** stand outside.
3. **DO** travel in pairs on your way to school, throughout the day, and on your way home.
4. **DO** immediately report to a security officer and the administration any incident, no matter how minor.
5. **DO** learn to recognize the security persons. Greet them often by name.
6. **DO** use authorized routes (2nd Street and NE 1st Avenue) and no others.
7. Should you observe any incident in progress, stay well out of the way, and get an adult to secure assistance. **DO NOT** become involved; **DO NOT** remain in the area.
8. **DO** use the crosswalk(s) when crossing the streets. **DO NOT** cross the street if the traffic light is red, especially if vehicles are approaching. **Under no circumstances should students make cars stop if the cars have the right-of-way.**
9. **DO NOT remain in the building after school hours without adult supervision.**
10. All rehearsals must be supervised by a faculty member.
11. **DO NOT** go into unauthorized locations of the school building - including the basement.
12. **DO NOT USE** scooters, mopeds, skateboards or bicycles during school hours, class transitions, or during lunch.

Be aware that we are one of the safest high schools of all in the county. We are sensible, aware of ourselves and our surroundings, and do not allow ourselves to become victims.

Fire Drills/Lockdown Drills

Fire drills are required by law at regular intervals as a safety precaution. When you hear the signal, stop all talking and follow the teacher's instructions.

1. Promptly clear the building by the prescribed route in single or double lines, as instructed. Use the stairs, not the elevators.
2. If you are in a hall or bathroom, proceed to the nearest exit.
3. **DO NOT TALK.**
4. **Remain with your class** outside the building at the pre-identified location until the return signal is given.
5. During a lockdown drill students will move to 'safe area' of the room, remain quiet, abstain from using electronic devices and follow all directions given by teacher until all clear is given and the lockdown is lifted. Any student caught in the hallway or bathroom by a lockdown drill is to go inside the nearest classroom.

STUDENT BEHAVIOR

Student Behavior Guidelines

A goal of New World School of the Arts is to encourage independence and responsibility. Since the demands upon students are very high, it is imperative all students exhibit commitment and a behavior which contributes to an orderly learning atmosphere. Students need an environment that is safe and positive for learning. To provide and maintain that environment, there must be an absence of distractions, friction, and disturbances which interfere with the effective functioning of the student, the class, and the

school. All guidelines are in effect on campus, traveling to and from school, and while on field trips.

For New World to provide a safe and friendly yet business-like environment, each student needs to:

- a. **RESPECT** all individuals and property.
- b. Come to class with appropriate working materials.
- c. Attend all classes daily and be on time.
- d. Refrain from profane or inflammatory statements.
- e. Conduct himself/herself in a safe and responsible manner.
- f. Be well-groomed, clean, and neat.
- g. Be responsible for his/her own work.
- h. Abide by the rules and regulations set forth by the school and individual classroom teachers.
- i. Seek changes in an orderly and approved manner.
- j. Inform parents of school accomplishments and needs and promptly transmit written communication from the school to the home.
- k. Understand that absolutely no smoking is permitted inside the building, including the stairwells; and that it is illegal for students to smoke or vape within 1000 feet of any public school. *Violators will be held accountable per the Student Code of Conduct.*
- l. Understand that food and drinks may be consumed only in designated areas and nowhere else inside buildings.
- m. Refrain from card playing and other games of chance.
- n. **Understand that the use of cellular telephones, radios, and other electronic communication devices disrupt the learning environment and must not be used during the school day.**
- o. Understand that mood modifiers and/or alcohol are not permitted at any time. *Violators will be held accountable per the Student Code of Conduct.*
- p. Understand that weapons are not allowed. This includes aerosols (mace, pepper gas, etc.), guns, knives, and fireworks.
- q. No skates or skateboards allowed – **do not** bring them to school.
- r. Remain on campus during scheduled times. Refrain from going to eateries during “pass” time or being off school grounds during school hours.

Disruptive Behavior

Students have the responsibility for becoming familiar with the Code of Student Conduct and observe all school and classroom rules. **Students who seriously or continuously disrupt the learning environment will be withdrawn to the high school that serves the student’s attendance boundary.**

Dress and Appearance

By their dress and appearance, New World School of the Arts students emphasize to all their serious concern for the maintenance of a proper school environment. In this regard, the following dress regulations will be enforced:

1. Students are expected to wear appropriate school attire. Students inappropriately attired will be sent to an administrator.

2. Students will not be permitted to wear the following apparel on the school grounds:

- clothing with any suggestive phrasing or pictures, e.g., references to alcohol, drugs, smoking, sex and/or obscenities.
- clothing that damages school property, such as cleats
- clothing that leaves the back bare;
- exposed undergarments;
- halter tops exposing bare midriffs;
- tube tops;
- revealing short pants (cheekies, daisy dukes, etc.);
- Micro-Mini skirts; and
- Slide sandals, flip-flops, crocs (non-sports mode/relaxed mode), etc.

Respect for Equipment and Facilities

Each student is expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying the damage. Damage of a malicious nature will be considered a very serious matter and will be dealt with administratively, including being withdrawn to home school.

Use of Elevators

Riding the elevator is a privilege. Students at New World School of the Arts are required to use courtesy and respect at all times. Between 7:00 a.m. and 4:00 p.m., the following guidelines must be followed:

- a. **Students will use the stairs to and from floors 1, 2, and 3.**
- b. Students may **ride the elevator ONLY between the 3rd and 9th floors and 9th – 3rd.**
- c. Always allow the passengers to get off the elevator before you enter.
- d. The **maximum** number of people riding the elevator will be **12**.
- e. If you need to take the elevator, take it up, **do not ride down** (to the 1st floor).
- f. Under no circumstances may a student ride the service elevator or be in the service elevator area.
- g. Students are responsible to check messages for updates on elevator use.

Students who violate the above elevator use guidelines (1-6) will be subject to disciplinary action. Additionally, consequences will result for students who display dangerous, disrespectful, or immature behavior on the elevator.

STUDENT RIGHTS AND RESPONSIBILITIES

Knowledge and Observance of Rules of Conduct

Rights

- Students have the right to be given a clear explanation of the Code of Student Conduct and to know the consequences of their misconduct.

Responsibilities

- Students have the responsibility to become familiar with the Code of Student Conduct and to observe all school and classroom rules.

Grades

Rights

- Students have the right to be informed of the teacher's grading criteria, which is consistent with district guidelines, at the beginning of each grading period.
- Students have the right to receive an academic grade that reflects their achievement.
- Students have the right to be notified anytime during the grading period when it becomes evident that the student is performing unsatisfactorily in academics, conduct, or effort; or prior to the seventh week of a grading period, if an unanticipated reduction in performance becomes evident in academics, conduct, or effort.
- Students have the right to receive a conduct and effort grade in each class consistent with their overall behavior and effort.
- Students have the right to achieve academic success based upon their own initiative without interference from others.

Responsibilities

- Students have the responsibility to ask the teacher in advance of a grade assignment for an explanation of any grading/practice which they may question, or which may need clarification.
- Students have the responsibility to maintain reasonable standards of academic performance commensurate with their ability.
- Students have the responsibility to make every effort to improve their performance upon receipt of notification of unsatisfactory performance.
- Students have the responsibility to conduct themselves in each class in ways that are conducive to the learning process.
- Students have the responsibility to earn grades based upon their performance while guarding against cheating by other students.

Student Records

The Family Rights and Privacy Act of 1974 protects the accuracy and privacy of student educational records. Only the parents and authorized individuals having legitimate educational interests will have access to a child's educational records. Parents may have an appointment to review their child's records. Upon review, if the parent has any reason to believe the information contained is inaccurate or inappropriate, the parent has the right to challenge that information. If agreement is not reached, a hearing will be scheduled. Following the hearing, should there be a failure to reach agreement; the parent can appeal the decision to the appropriate region superintendent. Directory information, which includes name; address; telephone listing; date and place of birth; days of attendance; major field of study; participation in officially recognized activities and sports; weight and height; degrees and awards received; and most recent previous educational institution attended, may be released, in accordance with M-DCPS guidelines, to appropriate individuals unless the parent makes a written request to the contrary.

TRANSPORTATION

Miami-Dade County Public Schools System provides transportation for all New World students: some are transported by school bus; others are transported by Metrorail. Miami-Dade County Public Schools provides Metrorail/Bus cards for the latter group. Should a student lose the pass, the school cannot replace it. The student can obtain a replacement card, at a cost of \$2.25, by showing proper identification at the Government Center.

Behavior

Students are expected to exhibit exemplary decorum at all times in school, on the sidewalks, riding school buses and Metrorail. Students behaving unacceptably on the latter will lose their transportation privileges temporarily or permanently. The following are special instructions for parents and students from the Miami-Dade County Public Schools Transportation Department.

Special Bus Instructions for Parents and Students

1. Students must be ready to board the bus at the designated pick-up point at least ten minutes before the scheduled arrival time in the morning.
2. Parents are responsible for supervising their children until they board the bus in the morning and when they get off in the

afternoon.

3. All misconduct reports are made by the bus driver in writing to and handled by the assistant principal. A copy will be sent to the serving Transportation Center.
4. Scheduled pick-up times are altered during the first few weeks of school as students are added to or deleted from the bus routes. The driver will make every effort to be at each stop on time and will notify all of route changes.
5. In a few instances, it may be necessary to change a bus stop. All requests must be referred to the assistant principal who will make recommendations to the supporting transportation center. The transportation center will determine the feasibility of the request and approve or disapprove it.
6. Each student must have a valid bus pass. Unauthorized persons are not permitted to ride; this includes parents.
7. Conferences with drivers are to be arranged through the school.
8. Students must stand off the roadway while waiting for the bus.
9. Students must be seated at all times while the bus is in route.
10. Students must keep their heads and arms inside the bus windows.
11. Students departing from the bus who need to cross the street must cross in front of the bus, while the bus has stopped traffic in both directions.
12. Students will not play radios or sing on the bus.
13. Students who have complaints against a driver should report their complaints to the counselors. Under no circumstances should they complain to the driver.
14. Students must be absolutely quiet while the bus is approaching, stopping at, and crossing all railroad tracks.
15. The driver is in charge of the bus and responsible for everyone's safety. The driver has been ordered to stop and park the bus or to request police assistance any time he/she feels that misconduct on the part of a student is endangering others.
16. The driver may assign students to certain seats if it is necessary to promote order on the bus.
17. No eating, drinking, or smoking is permitted on the bus.
18. Students who carry large objects to school or on field trips may not place such objects in the aisle. Law enforcement officials will ticket the driver for permitting loose objects to block bus aisles. Students may hold such objects on their laps or place them under the seats.
19. Students who violate any of the above procedures are reported to the principal who has the authority to suspend riding privileges temporarily or permanently.

Metrorail Student Riding Tips

1. Do not allow yourself to become a victim. Be consistently aware of what is going on all around you.
2. Remain inconspicuous; do not draw attention to yourself.
3. Boisterous, rowdy behavior attracts attention to you and invites trouble; do not engage in it.
4. Do not play radios; they preoccupy you when you should be attentive to your surroundings.
5. Keep personal articles, such as book bags, on your person. Do not leave them unattended.

6. Try to ride in the **first** car or a car with 15 or more people. Avoid **empty** and rear cars.
7. Walk and travel in numbers; do not travel alone.
8. If there is a problem on or off the train, report it **immediately** to the nearest security officer for assistance. Report any problems to the school principal's office as well.
9. If you have an emergency on board the train, use the passenger **intercom** located by the center doors to contact the operator. Follow these steps:
 - Press the white button and wait for the operator to respond.
 - When the operator responds, say, "I have an emergency; I am on car number ____."
 - Follow the operator's instructions. Help will be on the way.
10. If someone confronts you with a weapon and demands your valuables, cooperate, then try to remember as much as you can about the suspect's physical description such as height, weight, build, scar(s), facial hair, haircut, hair color, clothing, etc.
11. Do not wear or display jewelry or other valuables.
12. Avoid horseplay with other students; such horseplay can get out of hand and be misinterpreted by onlookers.
13. Do not crowd into a car; spread out. Do not overcrowd a car.
14. Get out of the way of people older than you and less able than you.
15. Keep your book-bags out of the aisle and off seats where room must be left for people to sit.
16. Keep your feet off seats where room must be left for people to sit.
17. Move away from the door and enter all the way into the car so that others behind you may enter.
18. Hold on to the bar, so that you do not lurch and fall against someone when the car slows and stops.
19. Speak quietly and respect others' need and desire to read, converse among themselves, etc. Remember, they are not an audience.
20. When you arrive at the station, exit car and station quietly.
21. **Carry photo-identification at all times.**
22. Avoid conversations with any stranger who says they "want to be your friend."
23. Students who exit Metrorail at the Dadeland North Station are to avoid going through the shopping mall.
24. Students must not leave the building nor Metrorail in dance attire.

Parking

Students who choose to drive to school may park at the Miami Dade College parking garage next to Building 5. Cars must have an MDC Parking Permit issued by MDC Security in Building 1. An MDC ID Card will be required for entering the garage each day. These students take full responsibility for their cars and for any tardies they may accumulate.

ANTI-DISCRIMINATION POLICY

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies **1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

New World School of the Arts

Attendance and Dress Code at a Glance

ATTENDANCE

ABSENCES

- Getting an Admit – upon return:
 1. Go to the attendance office between 7:00a.m. and 7:25a.m, during lunch, or between classes.
 2. Present a physical explanatory note from a parent or doctor.
 3. Complete the Admission of Class form for signature and stamp.
 4. Take the admit to all classes for teacher initial.
 5. Student keeps for their record.
- Students have a maximum of **three (3) days** following return to submit a note from a parent or doctor.
- Three (3) consecutive absences require a medical note to be satisfactory.
- Beginning with the tenth (10) absence, and thereafter, from school, a student must present a medical note for the absences to be satisfactory.
- A student accumulating ten (10) or more unexcused class absences in an annual course or five (5) or more unexcused class absences in a semester course will be subject to the withholding of final passing grades.

Special Events, Performances, and Rehearsals

- Students scheduled to perform, go on a field trip, or participate in an event **must** be in school by 9:25 a.m. to perform, go on a field trip, or participate in an event.
- Absences on the day of a special event such as field day, senior breakfast, etc. must be pre-arranged or with medical not to be satisfactory.

TARDINESS

- Students arriving at school after 7:30 a.m. **must** get an admit and sign the tardy sheet before reporting to their class.
- Students arriving at school between class periods **must** report to the attendance office for an admit and sign the tardy sheet before reporting to class.
- Tardiness is only excused if the student presents a note from a school official verifying attendance at an approved activity. Prior permission is needed to arrive late to a scheduled class.
- All tardies are considered unsatisfactory unless they are the result of an assigned school bus or Metro-Dade transportation failure, which will be verified. Students who are tardy for a medical appointment must present a medical note on the physician's stationery clearly stating the time and date of the appointment.
- After an evening rehearsal or performance – when the rehearsal or performance exceeds 9:30 p.m., the sponsor must obtain approval from the administration and notify students. If the principal grants a permissible tardy, the student must arrive by the start of 2nd period and get a tardy pass from the attendance office.
- Students must be in attendance by 11:00 a.m. to be marked present.
- Students will not be allowed to sign-in to school for the day after 11:00 a.m.

EARLY DISMISSAL FROM SCHOOL

- Students must be in attendance for more than two (2) hours to be counted as present for the school day.
- Student's not feeling well must report to the attendance office to contact parents and be issued a permit to leave

school.

- Only **two (2)** self-sign-out will be allowed per quarter. A parent must be present in case of an emergency or after the second (2nd) self-sign-out. Excessive sign-outs will be referred to the administration.
- Students will not be permitted to sign out early after 3:15 p.m.
- Students are not allowed to sign themselves out on days before a holiday, teacher planning day, or the last week of school. An authorized adult must be present to sign students out.
- On field day or days with special activities (Senior Breakfast, Field Day) for any grade level, an authorized adult must be present to sign students out. **NO SELF-SIGN-OUT ALLOWED.**

Signing Back In

- The student must sign out after 9:25 a.m.
- The student is signing out to attend a medical appointment and must return with a medical note.
- Students are not allowed to sign-out and sign back in on a day of a performance, event, or field trip.

Dress and Appearance

By their dress and appearance, New World School of the Arts students emphasize to all their serious concern for the maintenance of a proper school environment. In this regard, the following dress regulations will be enforced:

- Students must always wear their school ID.
- Students are expected to wear appropriate school attire. Students inappropriately attired will be sent to an administrator.
- Students will not be permitted to wear the following apparel on the school grounds.
 - clothing with any suggestive phrasing or pictures, e.g., references to alcohol, drugs, smoking, sex and/or obscenities.
 - clothing that damages school property, such as cleats
 - clothing that leaves the back bare;
 - exposed undergarments;
 - halter tops exposing bare midriffs;
 - tube tops;
 - revealing short pants (cheekies, daisy dukes, etc.);
 - Micro-Mini skirts; and
 - slide sandals, flip-flops, crocs (non-sports mode/relaxed mode), etc.

Progressive discipline is the process of using increasing steps or measures when a student fails to correct a problem after being given a reasonable opportunity to do so.

Violation of Dress Code	Progressive Penalty	Clarification
1 st Violation	Warning	MAXIMUM 3
2 nd Violation	Warning	
3 rd Violation	Warning	
4 th Violation	Mandatory Lunch Detention	Lunch Detentions will be offered twice a month.
5 th Violation	Behavior Contract	Student and Parent will sign Behavior Contract
6 th Violation	Deprivation of Activities and referral	No participation in Senior activities, Spirit Week, class trip, etc...

NOTES

[illegible]

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