

PARENT HANDBOOK



MAST Academy

A Nationally Recognized School of Excellence

Miami-Dade County Public Schools

<http://mast.dadeschools.net>

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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PRINCIPAL

Mr. Thomas C. Fisher II

MESSAGE FROM THE PRINCIPAL

Family involvement plays a critical role in determining a child's success in school. The MAST Academy provides numerous opportunities for parent involvement: an active PTSA, several booster groups, the Educational Excellence School Advisory Council, assistance with field trips, academic symposia, and classroom volunteerism.

The many avenues for involvement underscore our belief that the process of educating a child requires a partnership between the home and the school. We encourage parents to reinforce the high educational standards MAST sets for students and to recommend ways to improve school procedures and establish even higher learning goals.

You will find in this document the procedures and policies that govern students and staff on a daily basis. Perhaps you will find the opportunity to relax for a few minutes and read the 2008-2009 *Parent Handbook*. What emerges in these pages is a practical guide to navigating the MAST Academy. Please contact me if you require clarification on any of the issues addressed here.

Sincerely,

Thomas C. Fisher II

Thomas C. Fisher II
Principal

MISSION

MAST Academy provides a marine setting and nurturing environment for studies leading to academic success, career preparation, an appreciation of the sea, and environmental awareness. Stakeholders work together to instill a commitment to life-long learning and to advance and improve a challenging curriculum integrated with the sciences and technology.

BELIEFS

We at MAST Academy believe that:

- Curriculum, instructional practices, and assessments must incorporate a variety of learning activities and opportunities to enable students to achieve academic success.
- Individual student performance is increased when students are actively involved in the learning process, presented with a challenging curriculum, and provided with a variety of instructional approaches.
- A safe, attractive, comfortable, and clean environment promotes student learning.
- Students should be encouraged to be members of an academic family that sets high standards for everyone.
- Stakeholders share the responsibility for advancing the school's mission and nurturing intellectual freedom.

A small focused center where stakeholders truly care about each other is the MAST model.

SCHOOL DESCRIPTION

The MAST Academy is a maritime and science technology public high school of choice, designed for 550 students in grades 9 - 12. Students who have high academic and personal development expectations seek admission through a multifaceted application process. Students use a range of technology applications and real world laboratory equipment to experience hands-on learning. Different learning styles are addressed through diversified teaching strategies, simulations, and internship/job placements. Athletics and activities incorporate the marine theme.

STUDENT ACTIVITIES

School Publications

Creative Writing--*Spilt Milk*

Newspaper--*The Beacon*

Yearbook--*Mako Fuka*

Performing Groups

Chorus

Coast Guard JROTC

Drama Club/Dance

Gospel Choir

Steel Drum Band

Athletic Teams

Basketball

Cheerleading

Sailing

Soccer

Softball

Swimming

Volleyball

Water Polo

Clubs & Organizations

5000 Role Models

Best Buddies

Camping Club

Ecology Club (ECLIPSE)

Future Career Community

Leaders of America (FCCLA)

Future Educators of America

Gay/Straight Alliance

Interact/Peer Mediation

Key Club International/SADD	Watu Wazuri	Social Studies Honor Society
Vex Robotics	Women of Tomorrow	Spanish National Honor Society
SHAPE	Quill & Scroll	Equal Access Groups
Science, Engineering, Communication, Mathematics Enhancement (SECME)	Honor Societies	Bible Club
Student Government Association	French Honor Society	Young Democrats
	Mu Alpha Theta (Math)	Young Republicans
	National Honor Society	

INVOLVEMENT

The MAST Academy encourages parent involvement and awareness. You can play a part in supporting your child's education:

Decision Making

Educational Excellence School Advisory Council (EESAC)

Support Operations

Parent/Teacher/Student Association (PTSA)

Athletic Booster Club (ABC)

JROTC Booster Club

Participation as classroom assistants, chaperones, and speakers

Participation in student recruitment and community relations activities

(Parents must be registered as volunteers with Miami-Dade County Public Schools. Applications are available in the main office.)

Awareness

Visiting and observing classes (after making an appointment to do so)

Attending parent seminars/workshops and parent/teacher conferences

TOOLS

Parent Portal

Parents are the most important influence in a child's education. We encourage you to visit <http://www2.dadeschools.net/parents/parents.htm> to register and create a profile that will enable you to access your child's grades, schedule, and transportation routine.

PARENT RESPONSIBILITIES

A student's family plays an extremely important part in his/her education. The following are areas in which parents are asked to offer support and/or assistance:

- Provide a loving, nurturing home environment that motivates the child to succeed in school.

- Instill a respect for others.
- Insure regular and punctual school attendance.
- Limit the amount of time the student works after school.
- Help the child to understand the connection between success in school and success in adult life.
- Become familiar with MAST Academy school policies and procedures.
- Attend parent/guardian meetings at MAST Academy.
- Provide an environment conducive to study.
- Support the school's homework policies.
- Stress the importance of reading.
- Meet with the child's teachers at least once a year, or more often if requested.

HOURS

School hours are from 8:00 a.m. to 3:15 p.m.; telephones are covered from 7:30 a.m. to 4:30 p.m. (305-365-MAST).

EARLY DISMISSAL

If a student must leave school during the day, he/she must be issued a permit, 24 hours in advance, from the attendance office based on parent permission prior to leaving. Permit must be presented to the student's teachers upon return in order to have the absence considered satisfactory.

TEACHER CONFERENCES AND WEEKLY REPORTS

Contact the counselor or teacher at least 24 hours in advance to request a conference. Weekly Progress reports are available from the counselors.

SCHOOL PROPERTY

Lost, damaged, or stolen textbooks are the responsibility of the student/parents.

Fees are used to purchase instructional materials for special classes.

Students/parents are responsible for payment.

Student/parents who are unable to make payment due to financial difficulties are responsible for notifying the administration so that fees can be waived.

Students who fail to pay fees and/or reimbursement for lost, stolen, or damaged books be allowed to participate in field trips and extracurricular activities. Overdue accounts will also result in the delay of transcripts.

TRANSCRIPTS

All fees associated with transcripts have been waived for the 2008-2009 school year, as voted upon by EESAC.

LOST AND FOUND

Lost and Found is located in the Activities Office. Contact the Activities Director.

FOOD

Breakfast and lunch are served in the Ward Room (cafeteria) and may be eaten in that area and on the patio. Food may be eaten in other designated areas only during special events. Carry-out service is not permitted.

Food is not permitted in classrooms.

Free and reduced lunch applications are available from the student's Homeport teacher or Student Services Secretary.

COMMUNICATIONS

Parents may leave a message with the receptionist only in case of extreme emergency; students will be contacted as soon as possible.

Cell phones must not be used during school hours. Text messaging is not allowed from 8:00 a.m. to 3:15 p.m. under any circumstances.

ACCEPTABLE USE POLICY (AUP): TECHNOLOGY

All MAST Academy students are required to sign the school's AUP. This document provides a full and clear description of appropriate and inappropriate uses of technology. Parents are encouraged to discuss MAST'S AUP with their children.

PDAs, I Phones, Pocket PCs, Etc., are useful organizational tools. However, during classtime, students are not permitted to communicate with peers in other sections of the building--or in the same classroom--using these devices or traditional cell phones.

EVALUATION OF STUDENT PERFORMANCE

Two grades per week are issued based on classwork, tests, quizzes, homework, and other assessments announced by the instructor. Students typically have at least 18 grades per nine weeks in each course.

Semester courses: 40% for each of two 9-week grading periods and 20% for final examination, with a provision for teacher override.

Annual courses: 20% for each of four 9-week grading periods, 10% for midterm, 10% for final, with provision for teacher override.

Academic Grades:

<u>Letter Grade</u>	<u>Numerical value</u>	<u>Grade Point</u>
<u>Value</u>		
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0

Z N/A 0= Assignment not turned in/Missing/No Credit
X N/A Student excused from activity, does not affect the grade

Effort Grades:

Symbols for effort represent the degree to which a student works to his/her ability.

- 1 - Outstanding
- 2 - Satisfactory
- 3 - Insufficient

MINIMUM REQUIRED GPA

Students must maintain a minimum 2.5 GPA. Students who fall below the required minimum GPA are placed on academic probation.

STUDENT PROBATION POLICY

It is a privilege to attend the MAST Academy. **Academic achievement and good behavior are expected.**

Academic Probation

Students who do not demonstrate acceptable academic achievement after the first nine weeks will be placed on probation for the second nine weeks. Parents will be contacted and actions taken to assist the student in meeting MAST's academic requirements. Academic reviews are held at the end of the first semester and at the end of the school year to determine best school placement for the student. Student who do not show improvement in their unweighted GPA may be recommended for return to their home school.

Disciplinary Probation

Due to the high risk of being in, on, or near the water, misbehavior will not be tolerated. Students who do not maintain at least a "B" average in conduct will be placed on disciplinary probation. Counseling sessions will be assigned and parents contacted. If necessary, the student will be removed from school and/or reassigned to an alternative school as appropriate. Violation of the dress code, disrespect to staff and peers, noncompliance with classroom management procedures, inconsistent attendance, excessive absences, or bringing animals into the building will be considered cause for disciplinary action such as probation and/or relocation to the student's home school.

ATTENDANCE

Satisfactory absences include: student illness, school sponsored events (prearranged and approved), medical appointments, observation of religious holidays. Prearranged absences may be scheduled through the Principal's office; make-up work will be preassigned.

Tardies to school and/or to class can result in detentions (after school or on Saturday), lowered conduct, effort, and/or academic grades if excuses are unsatisfactory. **Student absences and tardies must be accompanied by a parent/guardian phone call - prior to 8:00 a.m. - on the day missed.**

Poor school attendance and habitual tardies to school or class can result in disciplinary probation and removal from MAST.

Students must present a note from their parents or legal guardian to the attendance clerk upon return to school. Failure to provide a written note will result in an unsatisfactory absence. Students must request make-up work following an excused absence. Failure to make up missed classroom assignments within a specified time frame will result in a "0" for the day of the absence.

Students accumulating ten or more absences/tardies during the school year will be placed on disciplinary probation, and will be subject to receiving N/G (no grade). Students accumulating a total of 10 absences or tardies are in jeopardy of being sent back to their home school.

ATTENDANCE REVIEW COMMITTEE

The Attendance Review Committee (ARC) is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences/tardies. The ARC is to:

- Provide early intervention by convening when students reach an accumulation of five unexcused absences in a semester or ten unexcused absences in an annual course.
- Convene a minimum of six (6) designated times per year.
- Give consideration to all extenuating circumstances surrounding student absences.

The Attendance Review Committee is charged with the responsibility to prescribe activities designed to mitigate the loss of instructional time and has the authority to recommend the:

- a. Issuing of quarterly, semester or final grades.
The ARC is to complete an academic grade change form for the release of the grades.
- b. Temporary withholding of quarterly, semester or final grades will be reflected as "NG" on the report card and in ISIS. The following are among possible options:
 - 1) Make-up assignments
 - 2) Attendance probation for the following grading period(s)
 - 3) Completion of a school service project
- c. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the regional superintendent or designee.

Review attendance history for student exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

Appeal Process: The parent or guardian who does not concur with decisions made by the Attendance Review Committee may petition to the principal or principal's designee. The final level of appeal will be processed by the Regional Superintendent or designee.

Time: By appointment only - To schedule an appointment for an attendance appeal please see Ms. Lillian Ambrister at the main entrance.

COLLEGE, UNIVERSITY, MILITARY ACADEMY AND POST SECONDARY SCHOOL VISITATIONS

Two (2) college visitation days are permitted per year for juniors and four (4) college visitation days per year for seniors. Students who desire to miss school for college visits or for other reasons need to pick up a Pre-Planned Absence Request form from the attendance office. Complete the form including parent or guardian's signature even if you are 18yrs and submit the **/REQUEST** for administrative approval. The Pre-Planned Absence Request should be submitted for approval five (5) DAYS IN ADVANCE OF THE INTENDED ABSENCE. While on the college visit, have the college Visitation Verification form completed and return this verification form to the attendance office within five days or returning from the visitation. These pre-arranged absences are a part of the 10 permissible absences allowed for the year. Approval will depend of the student's attendance and grades, and the total number of absent days requested in the year. No more than a total of four (4) days pre-arranged absences will be approved. **College visits must be pre-arranged. Failure to follow the above procedure will result in "unexcused absence" status for the days missed.**

GRADUATION REQUIREMENTS

The following are MAST graduation requirements. They are more stringent than those of the Miami-Dade County Public Schools.

<u>COURSES</u>	<u>CREDITS</u>	Other requirements for graduation:
Language Arts (including summer reading)	4	• Passing the FCAT
Mathematics (Algebra I and above)	4	
Natural Science	4	• Demonstrating mastery of performance standards including basic computer literacy skills.
Social Studies	3	
Health/Life Mgmt.	.5	• MAST Internship, Executive Internship, or two years of research.
Physical Education (.5 Personal Fitness)	1	
Critical Thinking Skills/ Technology in the Classroom	1	
Major & General Electives	10.5	• 75 hours of community service (including 50 hours on a sustained project)
Fine/Performing Arts	.5	
Practical Arts	.5	
TOTAL CREDITS	29	• A 'C' or above in the required summer courses (Technology in the Classroom and Critical Thinking/Study Skills)

FORGIVENESS POLICY

Students receiving a grade of "D" in senior high courses may repeat the exact course to improve the grade. The lower grade will be replaced when a higher grade is earned. The higher grade will be used to compute the GPA. A student may not repeat a course of a clearly established sequence of courses after a higher course in the sequence has been successfully completed. For example, a student may not repeat Algebra I after receiving credit for Algebra II. **When a course is repeated, it is noted on the student's permanent record.**

REPORT CARDS - INTERIM PROGRESS REPORTS

Refer to dates at the end of this document.

HOMEWORK POLICY

School Board policy recommends that students in academic classes receive a minimum two homework assignments each week in each class. Board rule also states that students should have daily assignments averaging a minimum of two hours. MAST Academy homework assignments may exceed stated Board minimum requirements. [School Board Rule 6GX13-6A-11.23]

Student Responsibilities

- Completing homework as directed and in the spirit in which it was assigned.
- Returning homework to the teacher by the designated time.
- Submitting assignments which reflect careful attention to detail and quality.

Parent Responsibilities

- Providing an environment conducive to study.
- Providing continued interest and concern for the child's successful performance in school.
- Encouraging and supporting the child in his/her performance of assigned homework .

NOTE: Students can receive additional help before and after school, during lunch, and on Saturdays (FCAT). The MAST Academy tutorial schedule is posted in every classroom.

CONDUCT AT COMMUNITY EVENTS

Students representing MAST Academy while participating in or attending athletic/community events must observe rules of good sportsmanship at all times and demonstrate the standard of good manners and conduct expected at MAST. Dress must be appropriate by MAST dress code standards, and respect for others demonstrated at all times.

STUDENT CODE OF CONDUCT

The Miami-Dade County Public Schools Student Code of Conduct is available at <http://ehandbooks.dadeschools.net/policies/90/index.htm>.

FIELD TRIPS

Students participating in field trips and other activities which require leaving campus must turn in a completed field trip permission form signed by a parent/guardian and the teacher whose classes will be missed.

SHIPSHAPE DRESS CODE

Students are to exemplify the best qualities of a professional business environment. The following items have been mutually agreed upon by the students, teachers, parents, administrators, and business partners on the EESAC, to be *inappropriate*:

- Clothing with obscene or sexually suggestive language/ pictures, or containing references to alcohol, drugs, and tobacco.
- Cut-off clothing or short skirts.

- Halter tops, tube tops, tank tops or blouses/shirts exposing a bare midriff.
- Items of underclothing displayed in conjunction with other clothing.
- Clothing with fashion holes, cut outs, rips, tears, or excessively baggy clothing.
- Clogs or any type of backless shoes.
- Hats, caps, visors, bandannas, or head attire other than that required for specific religious observances.
- Beepers and cell phones (must not be used during school hours).
- Any clothing or accessories determined by staff and/or administration to distract other students/teachers from learning/teaching.
- Sunglasses, radios of any type, or electronic games (are not to be worn and/or used in the building).

Acceptable attire includes knee-length skirts and dresses, slacks, Capri pants, pullover shirts, environmental, marine-theme, sports team, educational or MAST T-shirts, blouses, one piece jumpsuits, and jeans that are not oversized or excessively baggy. In addition, apparel should not be so tight fitting, transparent, brief or revealing, as to be indecent, distracting, or disruptive to the school environment.

**Revision: ...allow knee length shorts that are not tight fitting,
 lycra/spandex, or basketball shorts. Shorts/pants
 must be worn at the natural waistline.**

Miami-Dade County Public School Board Rule 6GX13-5C.031 states that “. . . students whose personal attire or grooming distracts the attention of other students or teachers from their school work shall be required to make the necessary alteration to such attire or grooming before entering the classroom or be sent home by school administration to be properly prepared for school.”

The dress code revision was approved by MAST Academy’s EESAC on 12-09-2003.

WATER SAFETY

All students must pass the basic swim test as verified by the MAST Marine Operations Specialist before participating in any activity on the water. There will be no exceptions to this rule. In the event of thunderstorm alert or marine advisory, all water activities shall be cancelled. All students, staff, and chaperones are to return indoors if they hear thunder or see lightning.

STUDENT ACCIDENT INSURANCE

The purchase of insurance in the event of an injury at school or on a field trip is recommended. Students enrolled in Executive Internship and athletic programs are required to purchase student insurance.

STUDENT INJURIES

When a student is injured on campus (classroom, halls, physical education, wood shop, etc.) or on a field trip, the student should report the injury immediately, **regardless of its seriousness**, to the teacher in charge or to the Main Office receptionist. A complete accident report must be submitted.

HEARING, VISION & BLOOD PRESSURE SCREENING

According to the guidelines established by the Florida Legislature, at the beginning of each school year, parents shall be notified of the screening activities available through the School Health Services Program.

School Board Rule 6Gx13-5D-1.021 mandates hearing screening for students in tenth grade and students entering Florida schools for the first time in grades four and five. Also, vision and blood pressure screening is mandated for students in the tenth grade and for students entering Florida schools for the first time in accordance with priorities reflected in the local county health plan, subject to the availability of staff and funds.

CLOSED CAMPUS

MAST Academy is a closed campus. Students are not permitted to leave the school grounds without administrative approval or to be in the parking lot during school hours without permission.

RICKENBACKER CROSSWALK

Students are to use the crosswalk and pedestrian light when crossing Rickenbacker Causeway. Students will be ticketed by the police if found not using the crosswalk.

ADMINISTRATION OF MEDICATION IN SCHOOL

The school attendance clerk and the registrar may assist students in the administration and/or dispensing of prescribed medication only after the following conditions have been met: Authorization forms (including physician's treatment plan, necessity for medication and consent of parent/guardian) must be filed in both the main office and counselor's office. A change in medication will require a renewal of authorization forms.

Teachers do not dispense medication.

TRANSPORTATION

Students are transported directly to MAST by a M-DCPS bus, or shuttled by M-DCPS to a nearby Metrorail station. They ride Metrorail to Viscaya Station, where another M-DCPS bus transports students to the school.

Pick-ups may be as early as 5:00 a.m. or as late as 7:20 a.m. Students should arrive at their stop 15 minutes before the scheduled pick-up.

The last M-DCPS shuttle bus departs Viscaya station at 7:30 a.m.

Metropasses will be taken away from any student who is found selling his/her pass or using a Metropass illegally. **Caution--**Parents will be contacted by the school and/or by Miami-Dade police. Additional passes may be purchased at students'/parents' expense at the Government Center Metrorail Station.

Buses begin leaving MAST at 3:20 p.m. to shuttle students to Metrorail or home.

USEFUL TELEPHONE NUMBERS

MAST Academy	305-365-MAST (6278)
Miami-Dade County Public Schools General Information	305-995-1000
Miami-Dade Police Complaint Desk	305-595-6263
Miami-Dade Police Transit Operations Bureau	305-576-8853
Wackenhut Metrorail Director	305-375-5766
Metrorail Operations	305-884-7500
Metro Maps-by-Mail	305-770-3131
School Bus Information at MAST Academy	305-365-6278/Ms. Marquez-Diaz
Metrorail Pass Information	305-365-6278/Ms. Layne
Magnet Schools of Choice	305-995-1922
Miami-Dade Transit Lost and Found	305-375-3366

IMPORTANT DATES TO REMEMBER

SCHOOL HOLIDAYS

September 1, 2008	Labor Day
November 11, 2008	Veterans' Day
November 27-28, 2008	Thanksgiving Recess
December 22, 2008 - January 2, 2009	Winter Recess
January 19, 2009	Dr. Martin Luther King, Jr.'s Birthday
February 16, 2009	All Presidents' Day
April 6-10, 2009	Spring Recess
May 25, 2009	Memorial Day

TEACHER PLANNING DAYS

August 14-15, 2008	January 16, 2009
September 30, 2008	February 6, 2009
October 9, 2008	March 27, 2009
October 24, 2008	June 5, 2009
November 4, 2008	

PROGRESS REPORT DISTRIBUTION

September 17, 2008	February 18, 2009
November 26, 2008	May 6, 2009

REPORT CARD DISTRIBUTION

November 10, 2008	April 15, 2009
February 2, 2009	June 18, 2009
	<i>Final report card to be mailed</i>

EARLY RELEASE DATES

September 18, 2008
November 20, 2008

January 29, 2009
February 19, 2009
April 23, 2009

PARENT/TEACHER CONFERENCES

October 21, 2008

February 3, 2009

LAST DAY OF SCHOOL

June 4, 2009

MAST Faculty and Staff: E-mail Addresses, Extensions, and Voicemails

Name	Extension	Voicemail	E-mail
Adderley, Samuel	2207	4413	201493@dadeschools.net
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