



PALMETTO MIDDLE SCHOOL

PARENT STUDENT ORIENTATION
AUGUST 11, 2025

Parent / Student Orientation Agenda



- ☐ Meet the Administrative Teams
- ☐ Overview of School Day - Drop off and Pick Up Procedures
- ☐ Bell Schedule
- ☐ Code of Student Conduct / Attendance Policy / Behavior Contract
- ☐ Uniform Policy / School IDs
- ☐ Procedures for visiting the school
- ☐ School Resource Officer
- ☐ Athletics & Activities
- ☐ PTSA / Watch Dogs
- ☐ Stay Connected

PALMETTO MIDDLE SCHOOL

Administrative Team



Mrs. Alina Valero

Principal

valero@dadeschools.net



Mrs. Deanne Boyd

Assistant Principal

dmboyd@dadeschools.net

PALMETTO MIDDLE SCHOOL

Main Office Team



Ms. Liany Almeida

Principal's Secretary

lalmeida@dadeschools.net



Ms. Keri Andrews

Secretary

kandrews@dadeschools.net



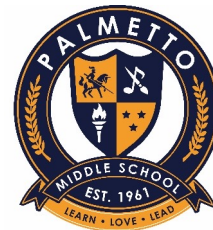
Ms. Elena Veloso

SCSI Instructor

fernandeze@dadeschools.net

PALMETTO MIDDLE SCHOOL

Department Chairs/Curriculum Leaders



Ms. Graciela Figueiras

Language Arts/IR Dept. Chair
gfigueiras@dadeschools.net



Mr. Timothy Jurkovich

Mathematics Dept. Chair
tjurkovich@dadeschools.net



Ms. Jan Hopta

Science Dept. Chair
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Mr. Warren Martin

Social Studies Dept. Chair
wmartin@dadeschools.net



Ms. Monica Alvarez

Electives/Activities Dept. Chair
mmalvarez@dadeschools.net



Ms. Elena Veloso

ESE Dept. Chair
fernandeze@dadeschools.net

PALMETTO MIDDLE SCHOOL

Student Services Team



Ms. Monica Alvarez

Testing Chairperson

mmalvarez@dadeschools.net



Ms. Ivette Toledo

Head Counselor

itoledo@dadeschools.net



Ms. Leah Carbonell

Gifted Department Chair

lcarbonell@dadeschools.net



Ms. Elena Veloso

ESE Department Chair/Media Specialist
(IEPs & 504 Plans)

fernandeze@dadeschools.net






Mrs. Graciela Figueiras

ESOL Department Chair

gfigueiras@dadeschools.net

WEB BASED PTSA APP

Download instructions:

- Open email on your mobile device, click on link or scan QR Code (Note: If downloading at school turn Wi-Fi off as the District server may not allow it to download properly)
- Click Allow on popup
- Click on upload link 
- Scroll down and click on Add to Home Screen
- Click on Add top right
- Click on app
- Click Allow on popup
- Click on Accept for Cookies
- Click on 4 squares top right 
- Click on bell  top right
- Turn on Notifications by clicking button
- Click Allow on popup to accept push notifications





OVERVIEW OF THE SCHOOL DAY

Students enter the building and choose to go to breakfast or other designated areas where there is supervision.

Late bell rings. Students must be inside the classroom or they will be marked tardy. On days of Hallway Sweeps, tardy students will be sent to SCSI where tardy policy actions will begin.

After-School programs (sports, clubs, etc.) begin. Only students participating in after-school programs are allowed in the building.

8:30 AM

9:05 AM

9:10 AM

3:50 PM

4:00 PM

Bell rings for students to report to first period of day.

Dismissal bell rings.

MORNING ARRIVAL PROCEDURES



8:30 a.m. - 9:00 a.m.

Students enter the building at the main school entrance.
Uniform “checks” will take place as students enter.
Outerwear with attached hoodies will be confiscated daily.
Students will remain in designated areas until bell rings.

9:05 a.m. – 9:10 a.m.

Bell rings at 9:05 a.m. for students to report to homeroom.
Late bell rings at 9:10 a.m.
Attendance will be taken in students first class daily.

After 9:30 a.m. report to Attendance Office for a tardy pass.

As per federal law, parents may not be inside the school unless escorted by a faculty or administrative member.



Parent Pick-up/ Drop-Off



Located on:

- SW 128th Street (Front of School)
- SW 74th Avenue (Behind the Math Wing)
- We are a **CLOSED CAMPUS**. Students cannot be escorted to class. There will be staff available in every building to direct students to class the first week of school.

NO PARENT DROP OFF / PICK-UP IN THE FACULTY PARKING LOT or BUS LANES ON SW 73RD AVE.

All students MUST ENTER THROUGH THE MAIN ENTRANCE.

BREAKFAST/LUNCH PROCEDURES



- Miami-Dade County Public Schools offers breakfast and lunch at no charge to all students.
- Breakfast is provided from 8:30 a.m. to 9:00 a.m. daily.
- Students eat lunch daily during Block 2.
- Students who qualify for free/reduced lunch must complete an online application at www.nutrition.dadeschools.net
- **Students cannot order food to be brought to school. Parents, please refrain from dropping off food for your child.** Our focus is school safety.
- Students must wear their ID to lunch.
- Students will not be allowed to make phone calls home regarding lunches.
- There are 3 lunches. Students will go to lunch with their 3rd period teacher.

STUDENT CONDUCT AT BREAKFAST/LUNCH



- Students are expected to come to school prepared, including having their food with them.
- Use the same table manners they use at home.
- Leave bookbags, including digital devices, in the classroom.
- Enter and Leave the cafeteria in a quiet and orderly fashion.
- Sit at their assigned table (by teacher).
- Remain in their cafeteria seat during breakfast and lunchtime.
- Leave the floor and table clean for the next group of students and show respect to school personnel who assist during lunch.



A student may be removed from the cafeteria when they are defiant towards personnel inside the cafeteria and/or they ignore warnings. They may be disciplined according to the Code of Student Conduct.

DISMISSAL



- All students are dismissed at 3:50 p.m. when the dismissal bell rings.
 - Students with parent pick-up exit by the front of the school.
 - Students who ride private or MDCPS transportation exit through the side of the school building (73rd Avenue).
- All students must exit campus unless they are in an after-school activity.
- After school activities begin AT 4:00 p.m.(sports, after school programs, tutoring).
 - Only students participating in an organized activity may be inside the building.
- THERE IS NO SUPERVISION AFTER 4:30 P.M. Parents/guardians must make arrangements to pick up their child by 4:30 p.m.
- Please see Mrs. Boyd in Main Office for ALL Transportation Questions.

Please note traffic signals
during arrival and dismissal hours.



DISMISSAL MAP/FLOW OF TRAFFIC

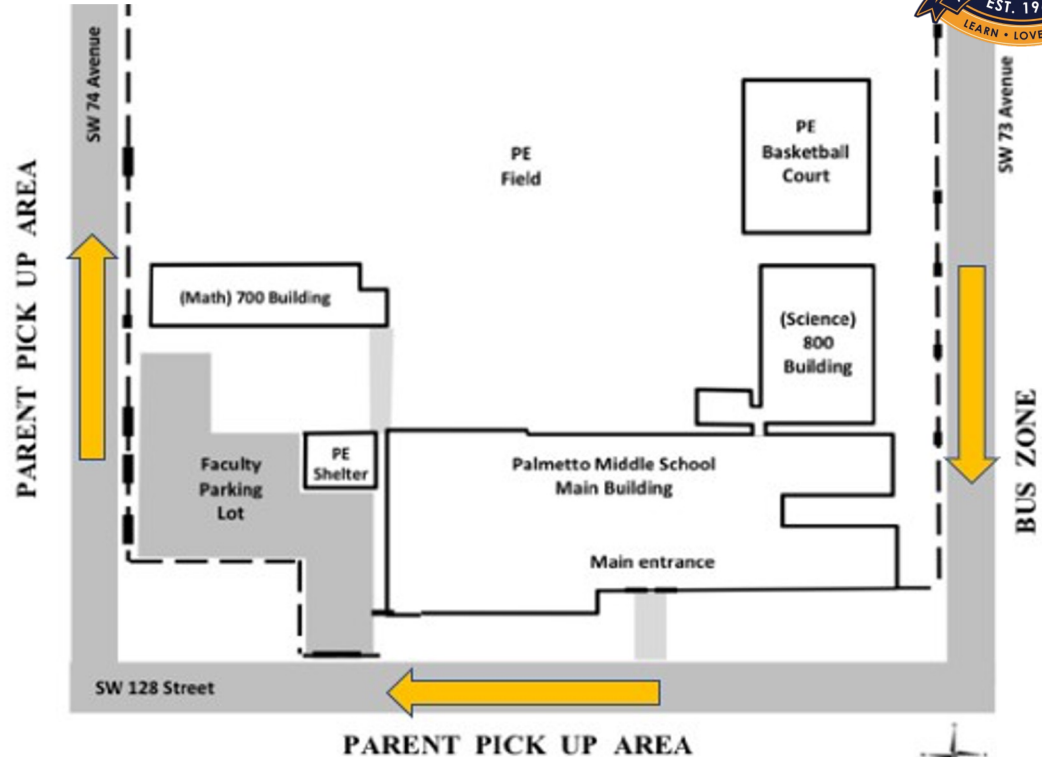


Please **follow arrows** for best flow of traffic (South on 73rd Ave, West on 128th St., North on 74th Ave)

Bus Zone is located on 73rd Ave. There is **NO Parking allowed** in the Bus Zone during school days 7-9am/1-4pm. Park behind buses or to the Left of them.

Use Crosswalk in front of the school on 128th St. when possible.

Please **Do Not Block Intersections**, park on lawns, block faculty parking lot entrance/exits.



2025-2026 Bell Schedule



First Bell / Warning Bell	9:05 AM
1st Period (includes 5 minute homeroom)	9:10 AM – 10:10 AM
4 MINUTE TRANSITION	
2nd Period	10:14 AM – 11:09 AM
4 MINUTE TRANSITION	
3rd Period (includes 3 lunch periods)	11:13 AM – 12:53 PM
4 MINUTE TRANSITION	
4th Period	12:57 PM- 1:52 PM
4 MINUTE TRANSITION	
5th Period	1:56 PM – 2:51 PM
4 MINUTE TRANSITION	
6th Period	2:55 PM – 3:50 PM

Testing Calendar can be found on our school website under “Calendars/Schedules”



Testing Window	Assessment
August 14 - September 19	Interim Assessment (Baseline): Science, Biology
August 14 - September 26	Florida Assessment of Student Thinking (FAST): PM 1 Reading Math
September 15 - October 17	i-Ready Diagnostic (AP1)
December 1 - January 23	Florida Assessment of Student Thinking (FAST): PM 2 Reading Math
January 5 - February 13	Mid-Year Assessments Algebra 1 & Geometry
January 12 - March 13	ACCESS for ELLs
January 20 - February 27	Mid-Year Assessments Science, Biology, & Civics
January 26 - February 20	i-Ready Diagnostic (AP2)
March 30 - April 10	B.E.S.T. Writing Test
May 1- 29	Florida Assessment of Student Thinking (FAST): PM 3 Reading Math EOCs

Testing Calendar can be found on our school website under “Calendars/Schedules”

Behavior Expectations



- ▶ All students must abide by the rules and regulations set forth by the Miami-Dade County Public Schools Code of Student Conduct and the Parent Handbook, as well as the schoolwide guidelines and procedures which include:
- ▶ All students must be in school uniform and follow the school uniform policy daily unless participating in an approved school sponsored activity.
- ▶ All students must be in school and in class on time every day. Students receive 5 minutes to transition from class to class which is plenty of time to arrive on time.
- ▶ Students FOLLOW THEIR SCHEDULE, remain in the classroom during instructional time and/or in authorized areas.





Behavior Expectations

► Failure to comply with the Code of Student Conduct and above-mentioned schoolwide policies may result loss of privileges for participating in school activities, clubs, field trips and sports and can result in disciplinary action.

► All students must respect all individuals (teachers, other students, office, security, custodial, cafeteria staff and any visitors in the building) and the property of others.

Failure to comply with the Code of Student Conduct and above-mentioned schoolwide policies may result loss of privileges for participating in school activities, clubs, field trips and sports and can result in disciplinary action.

Wireless Communication Devices



In accordance with state law, students in elementary and middle schools (grades pre-kindergarten – 8th) are not permitted to use or display personal wireless communication devices during the school day unless an exception applies.

Exceptions:

- IEP
- 504
- Doctor's note certifying in writing that the student requires the use of a wireless device based upon valid clinical reasoning or evidence.

Wireless devices will be confiscated and will only be returned to a parent/guardian.



Bullying vs Harassment



- **Bullying** means systematically and chronically inflicting physical hurt or psychological distress by way of written, verbal, or physical behavior, including threatening, insulting, or dehumanizing gesture, by a student or adult. Bullying may involve but is not limited to:
 - teasing
 - social exclusion
 - threats
 - intimidation
 - stalking
 - physical violence
 - theft
 - sexual, religious, or racial harassment
 - public humiliation
 - destruction of property
 - cyberstalking
 - cyberbullying
 - hazing.
- **Harassment** means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee.



FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP



FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials.

#FORTIFYFL
GETFORTIFYFL.COM



2025-2026 Attendance Policy



- ❖ School Board Rule 6Gx13-5A-1.041 delineates specific guidelines and procedures regarding school attendance.
- ❖ Official school attendance is taken during Period 1. Individual class attendance is taken every class period.
- ❖ The following documentation is required:
 - ❖ All doctor or parent/guardian excused notices must be submitted to 6701attendance@dadeschools.net **within three (3) days for:**
 - ❖ 3 or more consecutive absences – Doctor's note.
 - ❖ After 5 total unexcused absences – Doctor's note for the remainder of the year.
 - ❖ After 10 excused absences – Doctor's note for the remainder of the year.
 - ❖ Any student who had a contagious disease, must report to the office before going to class with a note from a doctor certifying that the illness is no longer contagious.
 - ❖ Serious Illness/Injury: Students who are **continually sick and repeatedly absent** due to a medical condition are required to **provide a written statement from a doctor to be placed in their cumulative records**
- ❖ After 10 unexcused absences the Attendance Committee will initiate a review of the student record and a truancy process will be initiated. There may also be withholding of grades and course will need to be repeated.

Attendance Policy Continued



- ❖ Students attending on an Out of Area Transfer must maintain good attendance to remain at the school.
- ❖ Perfect Attendance: to qualify, students must have 0 absences and no more than 4 tardies/early releases.
- ❖ For a student to participate in an extra-curricular activity, the student must be in school for a minimum of 2 hours the day of the event. If the event is on a Saturday, this rule will apply for Friday attendance.

TARDIES:

- ❖ A student with 20 or more cumulative tardies, early releases, or absences will not be permitted to participate in extra-curricular activities for the rest of the school year.

EARLY STUDENT PICK-UP

- ❖ Early Student Pick-Up (To be considered in Attendance, student must remain in class for half the class period.)
 - ❖ Any individual who is picking up a student early must be listed on the Emergency Contact Card. Students will not be released to any individual who is not listed.
 - ❖ As per school board policy, students cannot be picked up 30 minutes prior to dismissal, no students will be released early after 3:20 p.m.
 - ❖ As per school board policy, students who have 10 or more absences for the day or in an individual class cannot be picked up early.



Miami-Dade County Public School's Board Policy

- According to Miami-Dade County Public School's Board Policies:
 - Students in grades 6-12 who have 10 or more unexcused absences in an annual course or five or more unexcused absences in a semester course will be subject to the withholding of passing final grade(s).
 - A student who has 20 or more cumulative tardies will not be allowed to participate in interscholastic competitions or performances for the remainder of the school year.

Attendance Matters

Students should be in school and on time each day to maximize learning opportunities.



Code of Student Conduct

- If you have excessive tardies, uniform violations, or detentions, you will **NOT be allowed** to participate in school activities.
- You cannot stay back with a teacher. That is considered skipping. Roaming halls is also considered skipping.
- You cannot leave your class without a pass.
- Bullying & harassment will NOT be tolerated.
- If you see something...say something.
- 8th graders will NOT be allowed to attend Gradventure or their 8th grade dance if they break their behavior contract.



2025-2026 Uniform Policy

Miami-Dade County Public Schools has a dress code for students that is **ENFORCED. The dress code exists to ensure safety and a focus on the learning environment.** The Code of Student Conduct contains corrective strategies on addressing students who fail to adhere to the dress code.

STUDENT IDs ARE MANDATORY!

BOTTOMS/PANTELONES: Shorts or Pants are allowed in approved colors. Shorts must be worn at the waist. Pant legs may not drag on floor or have holes/rips, embellishments or embroidery.

NOT PERMITTED: Athletic shorts/pants, leggings, joggers, dry fit material, skorts or sweatpants (see below)

OUTERWEAR: School approved outerwear can be worn everyday over polos. Only plain solid colors are allowed without logos, embellishments & embroidery.

NO HOODS OR ANY HEADWEAR ALLOWED



2025-2026 Uniform Policy

<p>TOPS/ CAMISAS DE POLO</p>		<p>*APPROVED COLORS ARE WHITE, GRAY, NAVY, ORANGE & BLACK</p> <p>*Polos are required everyday, except Fridays (see below)</p>
<p>BOTTOMS/ PANTALONES (Approved colors for Shorts or Pants)</p>		<p>*BOTTOM COLORS: JEAN, KHAKI, NAVY OR BLACK</p> <p>*Pants, Jeans or Shorts (must reach end of longest finger) are allowed</p>
<p>OUTERWEAR & SPIRITWEAR</p>	<div> <p>EVERYDAY</p> </div> <div> <p>FRIDAY ONLY</p> </div>	<p>*OUTERWEAR SOLID COLORS: WHITE, GRAY, NAVY & PREVIOUS STYLES</p> <p>*SPIRITWEAR Shirts, PTSA Sweatpants & PJ Pants are ONLY ALLOWED ON FRIDAYS</p>
<p>SHOES/ ZAPATOS</p>		<p>*COMPLETELY CLOSED SHOES LIKE SNEAKERS</p> <p>*NOT ALLOWED: Crocs, sandals, flip- flops, heels, boots, house slippers, etc.</p>



School IDs

- **First ID and Lanyard are free.**
- Additional IDs are \$5.00 (for an ID/Lanyard).
- Lanyard with ID must be worn around your neck at all times while in the school building.
- Uniform infractions, including refusing to wear your ID may result in loss of privileges such as school activities and functions.



Uniform/Student ID Violations

We will keep an excel sheet with uniform code violations. We have a uniform committee that screens every child. Wear your ID!

- 1. Call home / Change of clothes**
- 2. Lunch detention**
- 3. Conference with parents**
- 4. Loss of privileges**
- 5. Disciplinary action for defiance**





MINGA

New campus management platform that enhances safety, communication, and student engagement.

- Digital Hall Pass
- Tardy Management
- Behavior Tracking/Intervention
- Parent Communication





Progressive Discipline Plan

- Parent phone call
- Detention
- Meeting with counselor/parents
- School Center for Special Instruction – **SCSI**
- We do not tolerate aggressive or violent behavior. If you participate in this type of behavior, you will be referred to Alternative Education



Procedures for Visiting the School Campus

For the safety of all our faculty, staff, students, parents, and community members:

All parents and other visitors must have a valid photo ID to enter the school building.

Parents in need of assistance and looking to visit the school campus must call or email the person they'd like to see ahead of time to **set up an appointment.**

Activities / Athletics

Activities/Athletics Director:
Ms. Alvarez and Mr. Concepcion



All students must have a minimum 2.0 in academics and conduct and no disciplinary referrals to participate in school activities, clubs, and sports.

Fieldtrips & Activities:

- Miami-Dade County Youth Fair Field

- Trip

- 8th Grade Gradventure Field Trip

- 8th Grade Dinner/Dance

- Turkey Bowl (Flag Football)

- Close-Up Trip to Washington D.C.

- Honor Roll

- Student Dances

- Spirit Week

Clubs & Sports

Student Government

NJHS

Spanish Club

Math Club

- ▶ Soccer
- ▶ Wrestling
- ▶ Basketball
- ▶ Volleyball
- ▶ Bowling
- ▶ Tennis
- ▶ Flag Football
- ▶ Swimming
- ▶ Golf
- ▶ Softball
- ▶ Bowling





EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)

mmalvarez@dadeschools.net , EESAC CHAIR

valero@dadeschools.net (Principal)

dmboyd@dadeschools.net (Assistant Principal)

Attention Parents, get involved in EESAC!

Own a business? Join our EESAC today!

ASSIST THE SCHOOL WITH PLANNING AND IMPLEMENTATION OF THE SCHOOL IMPROVEMENT PROCESS (SIP)

PARENT TEACHER STUDENT ASSOCIATION (PTSA)



Our purpose is to make EVERY child's potential a reality by engaging and empowering families and surrounding communities to advocate for all children.

Our Link Tree has great resources and links to:

- Our 2025-2026 PTSA Board
 - School Store
 - Becoming a member / business sponsor
 - Our School and PTSA web pages
 - Volunteer
 - Join our Newsletter
 - View Latest Newsletter
 - and more
-
- Follow us on Instagram. Join your class level chats.



Your MEMBERSHIP makes a DIFFERENCE!



PTSA & WATCH D.O.G.S.

WATCH D.O.G.S.

Dads of Great Students



- ▶ PTSA President: pmsptsapres@gmail.com
- ▶ Watch Dogs: palmettowatchdogs@gmail.com

Thank you PTSA Board & Members, Committee Chairs, Faculty/Staff
& Volunteers for your \$ donation and time!

School Resource Officer

- ▶ Officer Echague “Officer E”
- ▶ Email: echague@dadeschools.net



Stay connected...



Palmetto Middle
PTSA



@PMLancers






@palmettomiddle_ptsa



www.palmettomiddle.com



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- Click Allow on popup
- Click on Accept for Cookies
- Click on 4 squares top right  or on Notifications tab
- Click on bell  top right
- Turn on Notifications by clicking button
- Click Allow on popup to accept push notifications



Thank you!
Go Lancers!