



Parent/Student Handbook  
2023-2024

Dear Parents and Students,

Welcome to an exciting year at Mater Innovation Academy. Parents are an integral part of our school's success, and we gladly welcome your input and suggestions throughout the year. Your collaboration is essential in promoting our school's mission as we place an emphasis on individual student achievement by nurturing a positive learning environment which will enable our students to become confident, self-directed, and responsible life-long learners. We are looking forward to a rewarding and exciting new year. On behalf of the administration, faculty, and staff we assure you that we are committed to Mater's vision to provide an innovative challenging curriculum in a learning environment that promotes individualized instruction for all our students. Thank you for selecting us as your school of choice!

## **MISSION & VISION**

### **Mater Academy, Inc. Mission**

Meaningful achievement of  
Academics facilitated by  
Teachers, administrators, parents & the community  
Enabling students to become confident, self-directed &  
Responsible lifelong learners

### **Mater Academy, Inc. Vision**

The Vision of Mater Academy, Inc. is to provide a structured, creative environment that enables students to ask questions, solve problems, and take risks as they gain the knowledge and skills necessary to be successful members of a global society. Mater Innovation Academy is a collaborative teaching and learning environment which encourages students to develop meaningful interactions within the curriculum.

## **ADMINISTRATIVE STAFF**

Douglas Rodriguez, Principal  
Matt Bieule, Director of Academic Affairs

## **LEADERSHIP TEAM**

Yazmin Navarro, Director of Operations  
Connie Bermudez, Test Chair

## **OFFICE STAFF**

Daisy Perez, School Registrar  
Lisset Yanes, School Treasurer

## **GOVERNING BOARD INFORMATION**

<https://www.materacademy.org/board-meetings>

All students enrolled at Mater Innovation Academy are students of Miami-Dade County Public Schools.



# Mater Innovation Academy



## 2023-2024 School Calendar

JULY 2023				
M	T	W	T	F
3	<del>4</del>	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>
(14)	(15)	(16)	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	T	F
				1
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(25) <sup>a</sup>	26	27	28	29

OCTOBER 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	(27)
30	31			

NOVEMBER 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	<del>10</del>
13	14	15	16	17
<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>
27	28	29	30	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	(22) <sup>a</sup>
<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>

JANUARY 2024				
M	T	W	T	F
<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>
8	9	10	11	12
<del>15</del>	16	17	18	(19) <sup>a</sup>
22	23	24	25	26
29	30	31		

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
<del>19</del>	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	(22) <sup>a</sup>
<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
8	9	(10) <sup>a</sup>	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
<del>27</del>	28	29	30	31

JUNE 2024				
M	T	W	T	F
3	4	5	6	(7)
10	11	12	13	14
17	18	<del>19</del>	20	21
24	25	26	27	28

	New Teachers Report
	Teacher Planning Day
	District-wide Professional Development Day
	Legal Holiday (12 month)
	Recess Day (10 month)

	Recess Day
	Beg/End of Grading Period
	Legal Holiday
	Available to opt
	Teacher Planning Day available to opt

DAYS IN GRADING PERIOD	
1 - 49	
2 - 41	
3 - 50	
4 - 40	

For information on employee opt days, please refer to the back of calendar.

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## REGISTRATION INFORMATION

### APPLICATIONS

Current Mater Innovation students do not need to apply to the existing school as their seat is reserved. All new applicants, including siblings, must apply on the school's website for the correct incoming school year. A random selection (lottery) process will be used to select applicants. Selected applicants will be notified via the email provided on the application. Failure to respond to an offer of acceptance by the specified timeframe voids the applicant's acceptance. Applications for the following school year are available by November 15<sup>th</sup>. Notification of acceptance begins on or approximately February 15<sup>th</sup>.

### STUDENT ENROLLMENT/LOTTERY POLICY

Students will be admitted regardless of race, gender, religion, or ethnic origin and our admission and dismissal procedures will be equitable for all students.

1. The following groups of students will not have to participate in the lottery and will gain automatic admission/re-admission assuming they complete the "Intent to Return" form prior to the lottery date.
  - i. Current students enrolled at Mater Innovation Academy
  - ii. Siblings of enrolled or accepted students
  - iii. Children of employees at Mater Innovation Academy
  - iv. Children of governing board members.
  - v. Children of an active-duty member of any branch of the United States Armed Forces.

For Federal Grant Recipient Schools, preference will only be given to the following groups while within the active grant period. The school may resume implementing all preferences above once the grant cycle is completed.

- i. Currently enrolled students
  - ii. Siblings of enrolled or accepted students at the grant recipient school
  - iii. Children of employees of the grant recipient school
  - iv. Children of founding board members of the grant recipient school
2. If the number of applicants is less than or equal to the number of available slots each qualified applicant will be accepted and enrolled.
3. If the number of applicants meeting the established criteria of the charter exceeds the stated capacity of the school, or individual classroom or program, each child will be placed in a random lottery (the "Lottery").
4. Each application will be given a number, and all numbers for each classroom/program will be placed in a database. Numbers will be drawn on a random basis and all slots available per grade will be filled based on the rank order of their drawing. The remaining numbers will be used to create the waiting list (the list will be developed based on the rank order in which the remaining assigned lottery numbers are randomly drawn).
5. There will be at least one school administrator plus a member of the board and/or a representative from an independent auditing firm present at the Lottery.
6. After the Lottery is completed, students will be contacted in the rank order in which names were randomly drawn and established on the waiting list.
7. As openings arise throughout the year, the next child on the waiting list for that grade level will be offered the "space". If the school accepts applications during the school year and already has a waiting list from a previous lottery, the school may either re-draw all names to date (less those accepted/withdrawn/removed by request) or conduct periodic subsequent lotteries and add the names in the rank order drawn to the initial list created via a random lottery.

8. The parent has 48 hours to accept/refuse the space and complete all required documentation for admission into program. If the parent is not able to do so, the space will go to the next child on the waiting list. Applicant names for parents who do not respond within 48 hours or who do not accept the available space will be removed from the list and requested to reapply in the future if they would like to be considered later.
9. If there are more spaces than applications, the school may accept all students after the registration period has ended. If the school continues to accept applications after the initial registration period, the school will:
  - A) Conduct subsequent registration periods with advertised due dates and determine whether a lottery is necessary at the end of that period; or,
  - B) Conduct a "rolling" registration weekly. At the end of each week, determine whether or not a lottery is necessary.
    1. If the school receives more applications that week than the available seats, the school will:
      - a) Conduct a lottery;
      - b) Notify families that received available spaces, and
      - c) Put remaining applications on a waiting list in the rank order their numbers are randomly drawn  
OR let families know they will be included in the next lottery when spaces become available.
    2. If no lottery is necessary at the end of the week because the school has more space than applications received, all applicants may be accepted.
    3. Repeat steps a and b above at the end of each week or as long as the school continues to accept applications for each school year.
10. The school may choose the option of maintaining a waiting list application pool rather than a rank ordered waiting list. When the school chooses this option, it will conduct the lottery from all available applications received to date and stop when all available spaces have been filled. Each time the school has available space, it will conduct a new lottery.
11. The school may implement limited enrollment periods to target specified student populations in accordance with Florida Statute, Section 1002.33(10)(e).

## HEALTH SCREENINGS

Tuberculosis Clinical Screening - Each student shall have proof of a tuberculosis clinical screening and appropriate follow-up prior to initial enrollment in any grade in a Miami-Dade County Public School. This screening is to be administered at the time of the Student Health Exam and within twelve (12) months prior to initial enrollment in any grade in a Miami-Dade County Public School. If the screening indicates that a follow-up skin test is needed, a student can be admitted but only with a health provider's statement that the student is free of communicable tuberculosis and can attend school.

### Immunizations (Requirements for School Entry)

1. A complete Florida Certification of Immunization - Blue Card Form DH 680 - according to grade level.
2. State of Florida School Entry Health Exam - Yellow Form DH 3040 - no older than 12 months.
3. Tuberculosis Clinical Screening, PPD or Chest X-ray.

**Note: Student's that do not meet these requirements must be removed from school until all the requirements are met.**



## SCHOOL INFORMATION

### HOURS

High School	7:30 a.m. – 2:10 p.m.
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Mater Innovation Academy is NOT responsible for students who arrive more than thirty (30) minutes prior to the start of school. Students may not be dropped off or left unattended outside the school building prior to the start of our school day. Students will remain supervised for 15 minutes after dismissal. Students who are not picked up 15 minutes after dismissal time will be sent to the Aftercare Program and issued a fee of **\$10.00 per day**.

Mater Innovation Academy operates on an alternate A/B block schedule. Students are given five (5) minutes to travel from one class to the next.

"A" Days are periods 1, 3, 5, 7

"B" Days are periods 2, 4, 6, 8

### High School

7:00 a.m. – 7:25 a.m.	Arrival
7:30 a.m.	Students must be seated and ready for class.
7:30 a.m. – 9:20 a.m.	Block I (Period 1 / Period 2)
9:25 a.m. – 10:50 a.m.	Block II (Period 3 / Period 4) & Homeroom
10:55 a.m. – 12:45 p.m. (Includes lunch)	Block III (Period 5 / Period 6)
12:50 p.m. – 2:10 p.m.	Block IV (Period 7 / Period 8)

### BEFORE AND AFTER-CARE

Mater Innovation Academy has established Before and After School Care Services to be available on campus. It is the parents'/guardians' responsibility to register the child and pay for such services at their option and discretion. Please contact the school office for detailed information on how to register for the Before and After School Care Program at our school.

Before Care	7:00 a.m.
After Care	2:10 pm – 6:00 pm

Student insurance is available to students for purchase during the first week of the school year. Any student enrolled in the Before Care and After Care Program MUST purchase student insurance.

## ARRIVAL PROCEDURES

- All vehicles must enter the school from SW 2<sup>nd</sup> Court, drive into the designated drop off/pick up area of the garage, exit the garage, and make a right on SW 17<sup>th</sup> Road.
- Under no circumstances will parents be allowed to park or leave their vehicles unattended in the drop off/pick up areas.

## DISMISSAL PROCEDURES

- All vehicles must enter the school from SW 2<sup>nd</sup> Court, drive into the designated drop off/pick up area of the garage, exit the garage, and make a right on SW 17<sup>th</sup> Road.
- Parents are discouraged from picking up students enrolled in the After-Care Program during regular dismissal times.
- Under no circumstances will parents be allowed to park or leave their vehicles unattended in the drop off/pick up areas. No vehicle will be allowed to park on the grass area to wait for another dismissal. If a parent needs to do an additional pick-up for another dismissal time, the vehicle needs to exit the property and re-enter on SW 2<sup>nd</sup> Court for the following dismissal time and procedures.

We ask parents to refrain from holding parent conferences during dismissal as this does not allow the teacher to provide adequate supervision to the students, they are responsible for dismissing. Please schedule parent teacher conferences approximately 15 minutes after dismissal time.

In addition to the issuance of citations from local law enforcement, Mater Innovation Academy will implement the following consequences for violation of these rules:

1. Documented Warning
2. Incident Report/Administrative Meeting

## SCHOOL CURRICULUM

Mater Innovation Academy follows the standards and objectives stated by the Florida Department of Education. It encompasses the core subject areas of Reading, Language Arts, Mathematics, Science, and Social Studies as well as elective courses to provide students with a well-rounded education.

## PARENT PORTAL

Parents/guardians of all Miami-Dade County Public Schools students, including employees, have access to the Parent Portal. In order to access the information in the portal, you must first establish a parent user account. At this time, you can see and update personal information, see your child's information - including grades and attendance.



## VOLUNTEER REQUIREMENT

All Mater Innovation Academy parents/guardians are asked to complete thirty (30) volunteer hours, or the equivalent thereof, per academic year per family. All parent/guardian volunteer hours must be completed yearly.

Mater Innovation Academy mandates that all non-employees must be cleared before permission is granted to volunteer. Please check the school website for instructions on the clearance process. This mandate includes clearance for volunteers in school events such as book fairs, fundraising activities, field trips, assemblies, and other events. Please keep in mind that parents chaperoning fieldtrips must not consume beverages containing alcohol. Children who are not enrolled at Mater Innovation Academy are not permitted on campus during school hours and may not attend school fieldtrips.

It is the responsibility of the parent to communicate with their child's teacher(s) to complete the hours.

Parents may complete hours by any of the following:

- Field Trip chaperone
- Guest speaker
- Attend Parent Teacher Organization meetings
- Assist with school events

Parents/visitors must sign-in at the main office and obtain a visitor's pass. In order to ensure the safety of all our students, **NO PARENTS/VISITORS WILL BE ALLOWED BEYOND THE MAIN OFFICE WITHOUT A VISITOR'S PASS. NO EXCEPTIONS! ALL VISITORS MUST BE CLEARED!**

A log of volunteer hours will be available on the school's website for parents to monitor volunteer hour balances.

## SCHOOL LUNCH

Students are required to bring their lunch in the morning or purchase lunch from the cafeteria. Lunch costs **\$4.00**. Students may qualify for free meals or for reduced price meals. Guidelines and free/reduced lunch applications will be disseminated. All information received is confidential. Reduced price is **.40 cents** for lunch. Additional school lunches will be charged at a cost of \$4.00 per meal. If a student participates in the free or reduced lunch program and chooses to purchase an additional lunch, they will be charged \$4.00 for the additional lunch purchased. Parents may not drop off lunch for their child during school hours. Students who do not bring lunch and/or lunch money will be provided with a school lunch and will be required to pay the money owed on the following day. After 3 days of non-payment, students will be provided with an alternative meal. **It is the parent's responsibility to monitor the student's lunch account and make sure that the student has sufficient lunch money.**

## STUDENT CONDUCT

Mater Innovation Academy students are expected to show respect for themselves and others. Each classroom has a climate in which optimal learning can take place. Students are expected to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be generally corrected when parents and teachers work together.

Teachers and students must foster mutual respect. Teachers will never use corporal punishment or offensive language toward a student. The school will follow Miami-Dade County Public School's *Code of Student Conduct* <http://ehandbooks.dadeschools.net/policies/90/Secondary-COSC-English.pdf>. The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. According to the Code of Student Conduct, methods of

positive reinforcement/rewards and/or loss of privileges are utilized. Administration will make the final decision on disciplinary actions.

These expectations apply to any student:

1. Anyone who is on the school property.
2. Anyone who attends school or any school-sponsored activity.
3. Anyone whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the school.

#### **Types of Disciplinary Action:**

1. Verbal and Written Reprimand / Referral / Student Case Management Form (SCAM)
2. Contact parent
3. Loss of Privileges or Loss of a School-Related Activity
4. Detention - student will be issued a detention to be served in school, during the assigned time.
5. Outdoor suspension - absence from school - student is not allowed on school grounds or at any school-related function.
6. Expulsion - student may be recommended to MDCPS for an expulsion.

Determination of disciplinary actions will be made by the administration after careful review of specific incidents. Student Case Management (SCM) referrals will be issued at the discretion of the administration.

Each parent/guardian of a student must sign and return the Student's Code of Conduct acknowledgement document sent during the first week of school. In addition, this handbook serves as acknowledgment that you have reviewed the Code of Student Conduct with your child. The online version of the Code of Student Conduct can be located in the Parent Portal or through the following website address: <http://ehandbooks.dadeschools.net/policies/90/index.htm>. This link may also be found on Mater Innovation Academy's webpage.

#### **BULLYING AND HARASSMENT**

Bullying or harassment of any student or employee of a public K-12 educational institution is prohibited. This includes the systematical and chronic inflicting of physical or psychological distress, including through the use of technology or electronic communication (cyberbullying). Harassment is defined as any threatening insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct that places the victim in reasonable fear or harm, interferes with performance, and disrupts the orderly operation of the school. The Bullying and Harassment Policy may be found at: [FLDOE Bullying Prevention](#).

#### **ZERO TOLERANCE POLICY**

Mater Innovation Academy promotes a safe and supportive learning environment by protecting students and staff from conduct that poses a threat to school safety. The Zero Tolerance policy for crime and victimization may be found at: [1006.13](#)

#### **ELECTRONIC DEVICES NOT PROVIDED BY THE SCHOOL**

Possessing an electronic device is not a violation of the Code of Student Conduct. However, the possession of an electronic device that disrupts the educational process, the use of the electronic device during school hours, use of an electronic device to commit a crime, and the possession or use of an electronic device that disrupts or interferes with the safety-to-life issue for students being transported to and from school are infractions of the Code of Student Conduct. Use of any other electronic devices are not permitted during school hours. **In addition, any visible items such as headphones or electronic devices are subject to confiscation.**

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

- Students may possess, display, and use electronic devices before or after the instructional day.
- Students shall avoid classroom disruptions, by not displaying, using, or activating electronic devices during the instructional day. This includes during class, during lunch breaks, during class changes and during any other structured activity.
- Students must ensure that devices are turned off during the instructional day.
- Students shall not use electronic devices while being transported on a school bus.
- Students must conceal electronic devices in their backpack.
- The school is not responsible if a student's electronic device is lost or stolen.

## INTERNET USE POLICY

Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the school. Students must always get permission from their teachers prior to using the internet. Students who violate the following internet usage policy may lose all internet usage privileges.

The school requires the following of its staff, students, and parents:

- No recording, either photographic or audio/visual in nature may be made on school property without the express permission of the administration.
- No document or media that exists or is produced in reference to the school, its staff or students including photographs, letters, yearbooks, and other material may be published where it is accessible to the public without the express permission of the administration.
- No staff member, student or parent may use the Mater Innovation Academy name or any of its logos for identification purposes in any public forum or media. The term "public forum or media" also includes but is not limited to publicly accessible websites and web forums.
- Mater Innovation Academy students are prohibited from using the school internet to access "chat rooms" at any time.

*Excerpts from: Code of Student Conduct Board Rule 6Gx13-6A1.112*

## UTILIZATION OF THE INTERNET AND INAPPROPRIATE USE OF COMPUTERS

Computers are common household devices and popular in our schools. Students are encouraged to use computers, networks, and online telecommunication such as the Internet and electronic mail (e-mail). While exercising the right to use available technology, students must be aware of their responsibility as users. Advancement of technology has enabled many students with the access and opportunity to commit offenses that violate the Code of Student Conduct.

The following are examples of improper uses of technology and are violations of the Code of Student Conduct:

- Using the network to send or receive obscene or lewd material
- Using the network to make threats against anyone or the school
- Sending electronic mail that threatens to do bodily harm to another student that might be considered assault or cyber-bullying
- Downloading pirated software (is comparable to stealing)
- Willfully and knowingly obtaining an unauthorized access to or "hacking" into the school's computer system (constitutes vandalism)
- Using, without authorization, school property or a school computer or other electronic device and damaging a school's computer system or causing the computer to "crash" (constitutes a "computer-related" crime leading to criminal charges).

These are only a few examples of violations committed through electronic means. The school administration will evaluate and determine the appropriate level of infraction under the Code of Student Conduct. Refer to the School Board Rule 6Gx13-6A-1.112 for further explanation.

## DIGITAL CITIZENSHIP

Digital citizenship is a concept which helps teachers, technology leaders and parents understand what students should know to use technology appropriately. With the growth of technology there is a need to talk about the responsible use of technology. Digital Citizenship refers to the ability to think critically, behave safely, and participate responsibly in our digital world. The following skills are essential for student users to harness the full potential of technology for learning and for college and career readiness.

- Internet Safety
- Privacy & Security
- Relationships & Communications
- Digital Footprint & Reputation
- Self-Image & Identity
- Information Literacy
- Creative Credit & Copyright

Teachers and staff will promote, model, and establish policies for safe, legal, and ethical use of digital information and technology. Students are expected to care for their devices, charge them nightly, handle them with care and keep them clean and dry. Digital Citizenship responsibility may include but is not limited to refraining from posting something the student may later regret, protecting the student's and the school's integrity, refraining from cyberbullying, use of proper digital etiquette, avoid visiting websites that are not educationally related and avoid sharing personal information.

## STUDENT EMAILS

All students will receive a school issued email address which is to be used solely for school communication. It is expected that students use their school issued email to communicate with staff/faculty. Students are expected to sign-in and check their email account on a frequent and consistent basis as students are responsible for all information sent to them via their system-assigned email account. The use of student email is a privilege, not a right.

## SUPPLIES

Students are expected to come to school daily prepared with all required materials, which include supplies listed on the official school supply list (class syllabus), charged iPad, homework, lunch money or lunch from home and any other items requested by the teacher. **Parents/Guardians will not be allowed to drop off lunch or any other items during school hours.**

## CLASS FEES/ FINANCIAL OBLIGATIONS

Some classes require a class fee. A list of the fees associated with each class will be available in the student's syllabus at the beginning of the school year.

Failure to pay outstanding fees may result in the loss and/or suspension of extra-curricular activity privileges. Fees may include but shall not be limited to lost books, lunch accounts, before/after care fee, class fees and all fees which may accrue in the normal course of the school year. All financial obligations incurred, i.e., school/class fees, lunch fees, textbooks loss or damage, including electronic devices (iPad's, laptops, etc.), club activities, club fees, must be paid on the school's website by the deadline provided.

## ITEMS NOT PERMITTED IN SCHOOL

Students are not permitted to bring toys, games, or other items of value to school. **Mater Innovation Academy will not be responsible for any lost or stolen items brought to school or that have been taken away by school personnel.** Students who violate this policy may be issued a disciplinary referral. In addition, electronic devices used in violation of the Code of Student Conduct will be confiscated and will remain in the office until the end

of the following day after which a parent or guardian must come to the office to retrieve it. The school is not responsible for any inconvenience this may cause. Any lost items will be discarded at the end of the week.

## HAZARDOUS WEATHER PROCEDURES

Arrival and dismissal procedures may be delayed due to hazardous weather conditions. Please be patient and continue to follow drop-off/pick-up procedures to ensure your child's safety. Tardies may be suspended due to hazardous weather at the discretion of the administration.

## SAFETY AND SECURITY

Student and employee safety are a primary concern. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related emergencies that may occur in our schools /community. Mater Innovation Academy has a site-specific plan to address all types of critical incidents. These plans address the individual needs of the school and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building, and if necessary, the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parent/guardians to remember during a Critical Incident are as follows:

- Remain calm.
- Monitor media outlets for updates and official messages from the school.
- Do not flood the school with telephone calls.
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

All school personnel are adequately trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all students and staff.

### Accident Reports

Any student who witnesses an accident or is injured in school should report it immediately to the nearest staff member. The school's registrar or administrator will assist the person in obtaining and filling out the accident/incident report.

### Code Yellow/Code Red

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in the Miami-Dade County Public Schools Critical Incident Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement.

### Closing of School

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is at the discretion of the Superintendent of Schools. Mater Innovation Academy follows the same protocol of closure of schools as MDCPS. Please keep informed through local announcements.

### Fire Drills

Ten fire drills will take place according to the Miami-Dade County Public School Policy and Emergency Procedures. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. They must clear the building promptly by the prescribed route. Any student who is in



the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers, and staff must remain outside the building until permission is given to re-enter.

## FORTIFYFL

This suspicious activity reporting tool allows you to instantly relay information to appropriate law enforcement agencies and school officials. You will be able to provide a description of the threat, share pictures and videos, and have the option to post anonymously.

## WITHDRAWALS

Please notify the school office of your child's withdrawal or transfer at least one day in advance. In order to process a withdrawal from the school, the parent/guardian must come into the school office and complete the necessary paperwork to process a transfer. A transfer involves notification of a change in school and the return of textbooks, library books and payment of any/all monies owed to the school (i.e., outstanding lunch balance, school/class fees, etc.).

## CONFIDENTIAL INFORMATION

Parents, guardians and students are protected by the Family Educational Rights and Privacy Acts and the Florida Statutes from individuals' access to information in student's educational records and provide the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian, or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above-cited law. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

## CONTACT INFORMATION

It is critical that the school office be notified of any change of address, telephone number and/or court custody agreements **immediately**.

## VISITORS

For the safety of all our students and staff, **ALL VISITORS** must report to the main office to obtain a visitor's pass. Only persons with pertinent business are permitted on school grounds. Children, including family members, who are not currently enrolled at Mater Innovation Academy will not be permitted on school grounds during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions.

## TEXTBOOKS

Students must immediately inform teachers about any LOST or DAMAGED books so that they can be replaced. Parents will be responsible for the cost of the replacement book(s).

## LOST AND FOUND

A lost and found area will be designated in the Main Office. To minimize the quantity of lost and found articles, we ask that you please write *your child's name* on everything they bring to school.

## GRADING AND REPORTING STUDENT PROGRESS

Instructional staff use evaluative devices and techniques as needed to report individual achievement in relation to school goals, acceptance norms, and student potential. Student grades, unsatisfactory work notices, parent reports on state assessments and/or standardized testing, parent conferences, and adult/student conferences should serve as the primary means of communicating student progress and achievement of the standards for



promotion. A student's academic grade reflects the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort.

Specific guidelines for grading student performance and for reporting student progress are provided below and detailed in the *Student Progression Plan*. To view the plan, go to <http://ehandbooks.dadeschools.net/policies/93.pdf>

**Academic Grades:** Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject. The academic grades of "A," "B," "C," "D," or "F," are not related to the student's effort and conduct grades. Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

Grading Scale				
	High School	NUMERICAL VALUE	VERBAL INTERPRETATION	GRADE POINT VALUE
	A	90-100%	Outstanding progress	3.50 and above
	B	80-89%	Above average progress	2.50 - 3.49
	C	70-79%	Average Progress	1.50 - 2.49
	D	60-69%	Lowest acceptable progress	1.00 - 1.49
	F	0-59%	Failure	0.99 and below

**Effort Grades:** Effort grades are utilized to convey both to students and their parent(s)/guardian(s) the teacher's evaluation of a student's effort as related to the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student's potential, study habits and attitude. Three numerical grades are used to reflect a student's effort:

- An effort grade of "1" indicates outstanding effort on the part of the student. The student will, when necessary, complete a task again in order to improve the results. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.
- An effort grade of "2" indicates satisfactory effort on the part of the student. All work is approached with an appropriate degree of seriousness. The student usually finishes assignments on time and usually stays on task. The student usually works at a level commensurate with his/her ability.
- An effort grade of "3" reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student's ability.

**Conduct Grades:** Conduct grades are to be used to communicate clearly to both students and their parents the teacher's evaluation of a student's behavior and citizenship development. These grades are independent of academic and effort grades. The conduct grade must be consistent with the student's overall behavior in class and should not be based on a single criterion.

**Progress Reports/Report Cards:** Individual Progress Reports are issued every nine weeks and reflect the academic progress of each child on an individual basis. Please study your child's progress with him/her. Please feel free to consult your child's teacher regarding his/her school progress. Report cards are issued the same days as identified in the Miami-Dade County School Calendar.

**No Credit (NC):** Any student who accumulates 10 or more hours of unexcused absences in an annual course and 5 or more hours in a semester course may be subject to the withholding of credit regardless of the student's academic grade. The school runs on a block schedule which means that students attend classes 80 minutes at a time; therefore, two (2) absences count as three (3) hours. This will also apply to any student who accumulates ten (10) or more tardies in a semester course or twenty (20) or more tardies in an annual course.

## HOME LEARNING ASSIGNMENTS

Home Learning Assignments are a very important part of learning since they reinforce concepts that have been learned. It is Mater Innovation Academy's policy to assign homework **EVERY** night. This keeps the academic flow and a means of involving parents aligned with our curriculum goals.

To improve the effects of home learning assignments:

- Provide your child with a quiet place which is conducive to studying and to learning.
- Show an interest in your child's home learning assignments by helping and reviewing completed work.
- Do not complete any part of the home learning assignments for your child. If your child is having difficulty with their assignment, please notify the teacher.

Student responsibilities for completing home learning activities:

1. Students are responsible for recording and completing all home learning assignments independently. Parents may help with the home learning, but students must complete the work on their own.
2. Home learning assignments should be done in a quiet place with good lighting and minimal disturbances.
3. A daily calendar can be used to keep track of home learning assignments for each night.
4. If a student is having difficulty in managing their time for homework, the student must ask the teacher for assistance with homework time management.

## ACADEMIC INTEGRITY POLICY

All Mater Innovation Academy students are expected to be honest in what they carry out, present, and submit as their work. This means that all parts of all works submitted for assessments, whether internal or external, must either be original to the student or must be properly cited.

Academic dishonesty may involve:

- Copying materials from a textbook, the internet, or another student and presenting it as one's own work.
- Collusion.
- Taking unauthorized materials into an examination room (e.g. electronic devices other than a permitted calculator, notes, smartphones, etc.) regardless of whether this material is used or potentially contains information pertinent to the examination.
- Misconduct during an examination, including any attempt to disrupt the examination or distract another student.
- Exchanging or in any way supporting, or attempting to support, the passing of information that is related to an examination.
- Failing to comply with the instructions of the teacher/proctor or other members of the school's staff responsible for the conduct of the examination.
- Impersonating another student.
- Stealing/Copying examination papers.
- Using an unauthorized calculator during examination.
- Disclosing or discussing the content of an examination paper with a person outside of the immediate school community within 24 hours of the end of examination.

\*This list above is by no means exhaustive.

Actions to be taken by the school if a student is found guilty of academic dishonesty:

- Meeting with administration
- Zero earned grade for the assignment
- Further consequences may be taken on a case-by-case basis

## STUDENT ASSESSMENT

In Florida, each student must participate in statewide standardized assessments at designated grade levels and for designated courses, as required by Florida Statutes § 1008.22, Florida Statutes § 1002.67, Florida Board of Education Rule 6A-6.0902, and School Board Policies 2605 and 2623. The primary purpose of the student assessment program is to provide student academic achievement and learning gains data to students, parents, teachers, school administrators and school district staff. This data is to be used by the school to improve instruction and by students, parents, and teachers to guide learning objectives. Refer to the Miami-Dade County Public School's website for updates on district and state test dates. Specific dates on state assessments will be shared once they become available.

## PARENT TO SCHOOL COMMUNICATION

A prime factor in our operation is the importance we place upon communication between home and school. There must always be an open line of communication so that we may be properly tuned into your child's needs.

Please notify us immediately if:

1. Your child has developed a communicable disease.
2. Your telephone number (home or work) has changed.
3. You wish to change or add to the emergency contact numbers we are to use.

**Conferences with individual teachers must be arranged by contacting the teacher.**

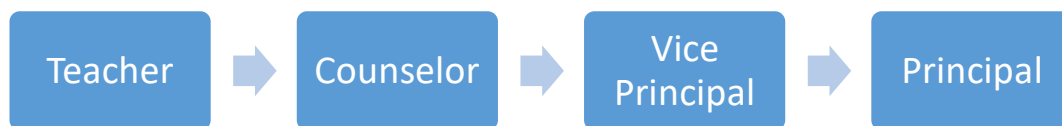
Please make appointments for conferences before or after school hours. Teachers may also be available during their planning time; however, you must make an appointment during this time.

**PLEASE DO NOT ENGAGE IN PARENT CONFERENCES DURING ARRIVAL/DISMISSAL OF STUDENTS, IN THE HALLWAYS OR DURING CLASSROOM TIME.** Teachers will have up to 48 hours to return your call or email.

Always attempt to resolve issues/conflicts with your child's teacher first. If you are unable to resolve issues or conflicts with your child's teacher, you may contact the main office to schedule an appointment with the administration.

## PROCEDURES FOR ADDRESSING CONCERNS WITH A TEACHER OR CLASS

For issues involving an individual teacher or class, parents address their concerns to the following individuals in the order below.



## AUTHORIZATION FOR MEDICATION

Miami-Dade County School Board policy "prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form signed by the child's physician and parent(s)."

For medication to be administered to your child, we must have an Authorization for Medication Form (AFM). This form is available in the office and must be kept on record. This form must be completed by a pediatrician or a family doctor.

Medication must be in its original container labeled with the following information: The child's name, dosage, name of the drug, physician's name and the name and phone number of the pharmacy that filled the prescription. **Rigid guidelines are followed in administering medication.** Office personnel designated to dispense medication are required to count the number of pills the student brings to school and document it in the student medication log.

## ACCIDENTS/ILLNESSES

Parents will be notified immediately in case of illness or an accident. If a parent cannot be located, the person(s) named on the emergency contact card will be contacted. **It is your responsibility to make sure that these numbers are current and accurate.** Please notify the office immediately of any accident or injury which occurred during arrival or departure from school.

Children who are ill should remain at home to minimize the risk of passing the illness onto others. Please notify us of any contagious illness your child has so we may alert other parents. In addition, please notify the school of any chronic condition your child may have.

## HALL PASSES

Five (5) minutes are allowed to pass from class to class. Students should be seated in their classroom when the tardy bell rings. It is essential for students to move quickly and in an orderly manner observing the normal traffic flow. Students must not push or run in the halls. Students must cooperate with security and staff in the exercise of their duties and present a hall pass when asked to do so. No passes will be given 10 minutes after the bell has rung nor 10 minutes before it rings.

## PARKING

Parking decals for all motor vehicles, including mopeds and motorcycles, will be required for students parking at the school. Vehicles without parking decals will be ticketed or towed at the owner's expense. Decals are issued based on academic achievement, a minimum GPA of a 3.0, and on a first come first served basis.

## PARENT ORGANIZATIONS

### PTSO

Parents who wish to become active in supporting the school are encouraged to join the PTSO. This is led by a group of parent volunteers who coordinate parent resources to engage with the school. Meet the PTSO and find out more about their purpose and activities on the [PTSO website](#).

### EESAC

The EESAC has the responsibility of monitoring, evaluating and revising the vision, mission and implementation plans of the school. Members obtain feedback from their constituents and express them at meetings and conferences. Within the EESAC are members of the Staff, School's Administration, Student Body, PTSI, and Dade Partners, all of whom work collaboratively to support the school with resources that are available. Equipment, supplies, and materials are purchased to support the schools strategic and action plans with expenditures focused on identified key performance areas. Meetings take place once a month from September - May. EESAC meeting dates will be updated on the school calendar.

# UNIFORMS

## POLICY

**Uniforms must be worn daily.** Our uniform policy and dress code guidelines indicate appropriate school attire for school days. Mater Innovation Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians.

High School Uniform
Navy Short Sleeve Polo with School Logo
Navy-Blue Pants
Black Belt - Mandatory
All Black Sneakers
White or Black Socks (solid color - no designs)
Solid Navy-Blue Javkets with School Logo (No Hoodie)

1. All students are required to wear straight cut, full length embroidered navy blue uniform pants. These pants may not have cargo pockets, unusual tailoring, patches and/or labels, may not be manufactured from jean material or stretch material and must be fitted to the student correctly. "Skinny Style Pants" are not permitted. Pants that are too big or too tight for the student are not acceptable and will be deemed in violation of the uniform policy.
2. Belts must always be worn; these belts must be plain black leather belts and fastened securely at waist level. Pants must be worn at waist level. Loose or low pants will not be tolerated.
3. Students must wear the school provided ID and lanyard around their neck daily. ID must be clearly visible.
4. For grades 9-12 shirts must be navy polo shirts, bearing the MIA logo. No other shirt colors or styles are permitted. All shirts must be tucked into pants and secured in place with a belt. Shirts must be long enough to be tucked in. A maximum of one (1) button may be left unfastened at the top of any shirt.
5. During cooler weather, a plain white long-sleeved shirt may be worn underneath polo shirts. Additionally, the school jacket may be worn over the school polo. The only acceptable jacket is the navy for high school jacket with the MIA logo purchased from the uniform store. Any student who is found to be in violation of this policy will have their sweater/jacket confiscated. MIA is NOT responsible for lost or stolen jackets.
6. Shoes must be closed, solid black shoes or sneakers with black laces that are worn and fastened tightly. No other colors or stripes/logos may be on the shoes. Penny loafers and "Sperry" type shoes may be worn if they conform to the color requirements listed above.
7. Jewelry should not be distracting or offensive.
8. All uniforms must be clean and in good condition.
9. Good grooming of hair, skin and fingernails is always expected.
10. Hair must not be dyed with unnatural colors, worn unusually, or maintained in unacceptable condition. "Mohawks", "frohawks", or designs of any kind are prohibited. The school will exclude students from the general student population if hair is deemed unacceptable in condition or length. All facial hair must be properly groomed and kept neat. It is up to the administration's discretion what is deemed appropriate.
11. Except for religious headgear, all headgear (hats, scarves, bandanas etc.) is forbidden on school property.

Students should have enough uniform tops and bottoms so that laundry issues should not interfere with the uniform policy. **Any student not wearing a complete school uniform or in violation any of the above-mentioned, will be issued a warning.** If a parent does not bring the uniform, disciplinary consequences will be issued to the student. A referral will be issued for continued violations of the

uniform policy. Continued violation of our uniform policy will be addressed at a meeting with the administration. Uniforms must be worn every day starting with the **first day of school**.

#### IDENTIFICATION CARDS & LANYARDS

Student ID cards are issued early in the school year and must be worn on a school provided lanyard daily as part of the school uniform.

#### JEAN DAY

On select dates throughout the school year, students will be permitted to wear jeans. Dates will be noted on the school calendar. Please refer to the rules below:

1. Students must wear only full-length blue jeans free of frays, rips, or holes.
2. Students may wear a school spirit shirt.

## ATTENDANCE

### POLICY

Mater Innovation Academy will abide by the MDCPS Student Attendance Reporting Procedures.

Mater Innovation Academy students are expected to:

- Be present at school every day
- Attend class as scheduled
- Arrive at school on time and be seated in class by the ringing of the bell
- Demonstrate appropriate behavior and a readiness to learn
- Students are to be counted in attendance only if they are present for at least two (2) hours of the school day

### EXCUSED ABSENCES

School Board Rule 6Gx13-5A-1.041, Student Attendance - Specific responsibilities define Excused School Absence as:

- Student Illness  
Students missing 5 or more consecutive days of school due to illness or injury must provide a written statement from a health care provider. The written statement must include all days the student has been absent from school.
- Medical Appointment
- Death in Family
- Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed
- School sponsored event or educational enrichment activity
- Outdoor Suspensions
- Other individual student absences beyond the control of the parent/guardian or student as determined and approved by the principal or the principal's designee. The principal shall require documentation related to the condition.

### UNEXCUSED ABSENCES

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked as an unexcused absence until written documentation is submitted as specified above. Failure to provide required documentation within three (3) days upon the return to school will result in an unexcused absence. Teachers are not required to provide make-up work for unexcused absences.

Unexcused absences include:

- Absences due to vacations, personal services, local non-school event, program, or sporting activity
- Absences due to older students providing day care services for siblings
- Absences due to illnesses of others
- Absences due to non-compliance with immunization requirements (unless lawfully exempted)

Mater Innovation Academy Attendance Review Committee (ARC) will schedule a parent meeting for any student who accumulates 10 or more unexcused absences. A *Student Case Management Referral Form* will be issued to document actions taken to prevent continued absences. Documentation will be filed in student's folder.

In addition, Mater Innovation Academy follows Miami Dade County Public Schools truancy procedures.

### ATTENDANCE

## EARLY DISMISSAL

Students who are dismissed early (on a regular school day) must be signed out by a parent or guardian in the main office. A photo ID must be shown in order to release a student from the premises. Students will not be released to persons whose names do not appear on the emergency contact card kept on file in the main office. In case of an emergency, if a person not listed on the emergency contact card must pick up a student, the parent must fax a signed statement with a copy of their driver's license allowing that person to pick up their child on that specific day. It is the parent's responsibility to come to the main office and add the person to the emergency contact card for subsequent days. **Students will not be dismissed 30 minutes prior to dismissal time (High School - no later than 1:40pm). NO EXCEPTIONS.**

## TARDY POLICY & LOCKOUT

Any student who is not seated in their assigned classroom by 7:30 a.m. for high school students will be marked "TARDY". These students **must** report to the main office to obtain a tardy slip. In order to minimize disruptions in the classroom, students that report late to school will then report to Lockout where they will miss the first class of the day.

According to the MDCPS Attendance Policy, there are no excused tardies. Tardies are counted cumulatively. Excessive tardies will be monitored daily and result in the following:

1 - 3	tardies	Warning
4 - 6	tardies	Detention, Saturday School, or suspension
7+	tardies	Saturday school, outdoor suspension, referral to administrator

Mater Innovation Academy Administration reserves the right to assign disciplinary measures at their discretion as they deem appropriate. Failure to attend detention and/or Saturday School may result in outdoor suspension.

## MAKE-UP ASSIGNMENTS

Students granted an **excused absence** have the right to make up all course work within three **(3) school days** upon return to school. After successful completion of all make-up assignments, the student cannot be academically penalized for that absence. The student will have to request the missed work from the teacher(s). School Board Rule 6Gx13-5A-1.041, Student Attendance—Specific responsibilities.

If the assignment is not posted, the student must request the assignment; make-up assignments will be provided within two days by the teacher for excused absences and the student will have 3-days to complete it. It should be noted that failure to make up all assignments will result in lower assessment of the student's academic and/or effort grade.



## SCHOOL ACTIVITIES & ATHLETICS

### CLUBS

Mater Innovation Academy students may participate in a wide variety of activities, including student council, subject-area clubs, honor societies, service clubs, and class activities. School-sponsored clubs may be curriculum related or non-curriculum related.

Curriculum-related clubs are student groups whose goals are an extension of the activities and objectives in a particular subject area within the school's curriculum. Non-curriculum related clubs are students groups whose goals are special interest-oriented and not directly related to the curriculum. Meetings of non-curriculum related clubs may be scheduled at times when instruction is not taking place, either before or after school hours.

### NON-SCHOOL SPONSORED CLUBS

The State of Florida prohibits the participation of public-school students in Fraternities or Sororities, or any other secret society whose active membership is comprised wholly or partly by public school students and its members are selected based on the decision of its members, and not on the rules of the school.

Students and parent/guardian must read and sign the Miami-Dade County Public Schools Contract for Student Participation in Interscholastic Competitions or Performances (FM-7155) (06/12). In addition, alternatives to suspension may include exclusion from grade level class events and/or activities.

### FIELD TRIPS

All trips planned by the school are for specific educational purposes and approved by the administration. Participation in a field trip requires the student to present a field trip form signed by the parent/guardian to his/her teacher in advance. Students going on a field trip must assume the responsibility for any necessary fee. Please keep in mind that once the field trip has been paid for, the school will not issue a refund. If a hardship exists where a student cannot afford the cost of the field trip, please notify the teacher. Field trip chaperones will be selected by classroom teachers. **Parent chaperones may not bring siblings on field trips as they are not covered by insurance.** All parents attending field trips must be cleared through the ConciergePad System. Please refer to the school website for more information on completing the clearance form. In addition, parent chaperones must provide their own transportation to and from field trip sites.

Students will not be released to **anyone** during a field trip for **any reason**. Authorized persons who wish to have student released early must report to the main office to sign out the child and wait for the child to return with their class from the field trip.

### SPECIAL EVENTS AND ACTIVITIES

All special events and activities must be pre-approved by the administration. Birthday party celebrations including treats for students are not permitted during school hours.

### ATHLETICS ELIGIBILITY

Any student interested in participating in interscholastic sports must purchase school insurance prior to participation at any level. Additional information on the school's athletic programs may be obtained from the main office or school's website and/or social media postings.

A student is eligible to participate in interscholastic sports if they:

- Undergo a physical evaluation no earlier than April 1<sup>st</sup>
- Present an original birth certificate

- Have a cumulative school grade point average of 2.0 or above on a 4.0 un-weighted grading scale
- Always adhere to the principles of good sportsmanship and the ethics of competition
- Sign an athletic contract (mandatory)

Students are declared ineligible:

- By the principal due to lack of attendance, improper conduct, or other valid reasons as deemed by the principal.

## ATHLETIC PROGRAM

All high school students participating in sports at Mater Innovation Academy are required to complete the Florida High School Athletic Association (FHSAA) form. Student Athletes must complete the Athletic participation packet which requires additional forms listed on packet, must have school insurance, complete certification courses. All Student Athletes must meet the requirements listed below to participate and/or remain in a school sport:

- Must be academically eligible as mandated by the FHSAA and have a minimum GPA of 2.0 unweighted.
  - Any student athlete not meeting this requirement will meet with the athletic director and/or the schools administration.
- The FHSAA pre-participation packet (including Athletic Physical) must be filled out; signed by a physician, parent, and student. Parent signature must be notarized, as indicated on packet.
- Concussion Course, Cardia Arrest Course, and the Heat Illness Course must be satisfactorily completed on [www.nfhslearn.org](http://www.nfhslearn.org) and all 3 certificates attached to the packet.
- Purchase the required Athletic Insurance. This insurance covers all sports for the entire school year and is non-refundable.
- Team Field Trip form must be completed and signed by the parent/guardian.

## STUDENT REQUIREMENTS

### STUDENT PROGRESSION PLAN

The Florida Department of Education (FLDOE) has developed student performance standards in language arts, mathematics, science, social studies, the arts, health, physical education, and foreign language that define the skills and standards for each subject. Pursuant to Florida Statutes §1008.25, a student's progression from one grade to another is based on a student's mastery of the standards in English language arts, mathematics, science, and social sciences. The Next Generation Sunshine State Standards (NGSSS) and the B.E.S.T Standards have been adopted under Florida Statutes § 1003.41. Grade progression for Miami-Dade County Public Schools' (MDCPS) students is based, in part, on a student's mastery of the State's Standards. These grade level standards are included in the Miami-Dade County Public Schools' District Pacing Guides that support classroom instruction.

### CLASSROOM PLACEMENT

Counselors and Administration review each student's scores and performance evaluations in order to provide students with the best possible learning environment. We also consider a student's individual personality, development, and character in our final decisions. **We are not in any way obligated to honor any special requests for classroom placements.** In addition, students will receive classroom assignments with consideration given to their academic needs and progress.

### ADVANCED PLACEMENT COURSES

Advanced Placement courses are offered to students meeting the requirements set forth by the College Board. Some of the requirements include cumulative academic GPA, standardized test scores, and teacher recommendations. These classes are a good predictor for college readiness. Scoring well on the end-of-course AP exam is a requirement for the student to be eligible to receive college credit. To be enrolled in AP courses both the parent and the student must complete the AP contract.

### DUAL ENROLLMENT

The Scholars Program is designed to offer highly motivated and diligent students at Mater Innovation Academy the opportunity to graduate with their High School Diploma and an Associate of Arts degree from a credited college. Students earn the AA degree by taking a combination of Advanced Placement courses and Dual Enrollment courses throughout their high school years. The Dual Enrollment program provides a rigorous academic program designed to provide the high school student a chance to accelerate his/her collegiate studies. General requirements to participate in the program may include holding an unweighted GPA of 3.0 or above, be recommended for the program by the school principal, provide evidence of college readiness in all areas as noted in a college readiness exam, and complete an application process. Students in grades 6-9 who do not have a GPA on file may be considered for admission if they have completed at least one high school level course with a "B" average. These students must still meet all other requirements as specified. Dual Enrollment grades become part of the high school student's official transcript.

Taking college courses while in high school will:

- Increase student's college readiness
- Allow students to begin their college degree earlier
- Increase Student's grade point average
- Save money towards a college degree

## ACCELERATION FOR HIGH ACHIEVEMENT

Students should be encouraged to enroll in advanced/honors mathematics and science courses whenever appropriate. Accelerating in mathematics and science offers students the opportunity to take higher level courses in high school. Students should begin this sequence early in order to follow a path leading to the successful completion of four credits of high school mathematics and a minimum of three credits of high school science. Notice that students enrolled in Algebra 1 must pass the EOC assessment to earn a standard high school diploma.

## HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation requirements are listed per Florida Statutes § 1003.4282, Requirements for a standard high school diploma. In addition to meeting the requisite courses/credits and statewide, standardized assessments for graduation, students must earn a cumulative GPA of 2.0 on a 4.0 scale to graduate. Note: that all students must participate in Florida EOCs if they are enrolled in the corresponding courses (Algebra 1, Biology, Civics, Geometry, and US History), and the results must constitute 30% of the student's final course grade. Students who did not take a required Florida EOC when enrolled and received a "NG" instead of a final grade in the course, must take the assessment and have the EOC score included to receive a grade in the course.

### Graduation requirements include the following:

- 4-credits in ELA; Graduation Test Requirement: A student must pass the statewide, standardized grade 10 ELA assessment, or earn a concordant score, in order to earn a standard high school diploma.
- 4-credits in Mathematics (one of which must be Algebra 1 and one of which must be Geometry); Graduation Test Requirements and EOC: A student must pass the Algebra 1 EOC assessment, and the results constitute 30% of the final course grade or earn a comparative score on the designated assessment to earn a standard high school diploma. Students must participate in the Geometry EOC, and the results constitute 30% of the student's final course grade.
- 3-credits in science (one of which must be Biology 1, two of which must be equally rigorous science courses. Two of the three required credits must have a laboratory component. EOC Requirement: Students must participate in the Biology 1 EOC assessment and the results constitute 30% of the final course grade.
- 3-credits in Social Studies: One (1) credit in World History; one (1) credit in US History; .5 credit in US Government; and .5 credits in Economics. EOC Requirement: Students enrolled in U.S. History must participate in U.S. History EOC assessment and the results constitute 30% of the final course grade.
- 1-credit in Fine or Performing Arts, Speech & Debate or Practical Arts.
- 1-credit in Physical Education: Physical education must include the integration of health. Students must take .5 credit in Personal Fitness and .5 credit in any elective Physical Education course offered.
- 8-elective credits
- 1 Online Course

## Summary of Promotion and Placement Requirements for Senior High School Students

End of Grade	Minimum Cumulative Total Of Credits For the Four-Year, 24 Credit Standard Program
9	4 credits, which will include one ELA or one mathematics
10	9 credits, which will include: <ul style="list-style-type: none"> <li>• two ELA, one mathematics, and one science</li> <li>OR</li> <li>• one ELA, two mathematics and one science</li> </ul>
11	16 credits, which will include: <ul style="list-style-type: none"> <li>• three ELA, two mathematics, and two science</li> <li>OR</li> <li>• two ELA, three mathematics and two science</li> </ul>
12	24 credits required for graduation

may

### HIGH SCHOOL STUDENT COMMUNITY SERVICE/VOLUNTEER HOURS

To complete the community service graduation requirement for Mater Innovation Academy and MDCPS, each student must complete a community service project. The project may be completed at any time during a student's high school years. Mater Innovation Academy will require a minimum of 100 community hours (25 community hours each high school year) for graduation. It is the student's responsibility to complete all necessary documents and identifying a location to complete their community service hours.

### FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

The Florida Department of Education's Office of Student Financial Assistance oversees the [Florida Bright Futures Scholarship Program](#). In addition, to providing information about this program, this website facilitates application to the program for interested students.

Students must apply for the scholarship by submitting the Florida Financial Aid Application (FFAA) beginning October 1 of their senior year and by no later than August 31 after high school graduation. Visit the Florida Bright Futures Scholarship Program webpage for more information.

### RTI PROCESS

Mater Innovation Academy is committed to providing all students with a quality education, inclusive of academic support and enrichment opportunities, as determined by the needs of each student for successful K-12 progression and high school graduation. Students experiencing difficulties academically, socially, or emotionally should be referred to the academic intervention through the Response to Intervention (RTI) Process (Tier 2) and a Request for Assistance form will be needed for successful completion of the tier and intervention process. The RTI process will offer additional supplemental instruction and classroom strategies as recommended for further assistance. Academic interventions along with proper documentation of progress monitoring are required to referring a student to be evaluated.

## SPECIAL EDUCATION

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate, specially designed instruction and related services, if it is determined that the student meets the state's eligibility criteria and the parent consents to initial placement. Prior to referral for evaluation, the student must have participated in the school's Progress Monitoring Plan (PMP), Response to Intervention (RTI), and have been referred to the school's Student Support Team (SST) to determine further interventions and future steps.

## APPENDIX A

Mater Innovation Academy is committed to partnering with our parents and families to provide our students with a continuation of their education, as best we can, during this difficult time without overwhelming students or their families. This appendix is designed to provide you with essential information you will need to help us accomplish our goal. This plan will be updated as needed. All major updates to the plan will be posted on the Mater Innovation Academy website. School or class specific changes to the plan will be communicated via the school administration.

### COMMUNICATION

Communication Tool	Purpose	How to Access the Tool
Mater Innovation Academy Website	To provide updated information regarding the continuing educational plan, announcements, resources and access to individual school website and teacher webpages.	<a href="https://materinnovationtech.org/">https://materinnovationtech.org/</a>
Mater Academy Innovation Facebook/Instagram	To provide updated information regarding the continuing educational plan, announcements and resources.	Facebook & Instagram Name: <b>Mater Innovation Academy</b>
Colegia.org ZOOM On-Line Sessions	Academica Platform used by students, faculty and staff to simplify virtual education experience.	*Teacher Classroom Meeting Links *Parent/Guardian Portal *Secure File Sharing *Mobile Compatibility (iOS and Android) *Document/Homework Submission *Office 365 Integration *New students will receive credentials with instructions to access their Colegia accounts through School Messenger & Email <a href="http://www.colegia.org">www.colegia.org</a>

### INSTRUCTIONAL PROGRAM

Instructional Models	Brick and Motor
Data Privacy & Security	Mater Innovation Academy can only ensure the safety of your child's digital footprint and identity if they are using school-approved applications. The use of any other website/applications or social media platforms is at the discretion of the parent.



# DISCRIMINATION / HARASSMENT

It is the policy of our school that all students and employees be treated with respect. We affirmatively strive to provide a workplace and educational environment free from discrimination and harassment (including sexual harassment), as required by law. Through this policy, we establish our intent to provide equal access, opportunity, and treatment to students in the provision of educational programs and activities and to applicants and employees in all aspects of employment. Slurs, innuendos, hostile treatment, violence, or verbal or physical conduct against a student or employee reflecting on his/her race, ethnic or national origin, gender or any other of the categories described below, will NOT be tolerated by our school.

## This Policy Covers the Following Protected Categories:

**AGE** - This category prevents denial of employment and/or educational opportunities because of a person's age.

**CITIZENSHIP STATUS** - This category prevents denial of employment and/or educational opportunities because of a person's citizenship or immigration status.

**COLOR** - This category prevents denial and/or educational opportunities because of a person's skin tone. Color discrimination can occur within the same race; for example someone who has a darker complexion may discriminate against someone that has a lighter complexion.

**DISABILITY** - This category prevents denial of employment and/or educational opportunities because of a person has, or is perceived to have a permanent impairment that substantially limits or prevents a major life activity; for example: walking, seeing, hearing, talking, sitting, or standing.

**ETHNIC/NATIONAL ORIGIN** - This category prevents denial of employment and/or educational opportunities because of a person's ancestor's place of origin; or because an individual has the physical, cultural or linguistic characteristics of a particular group.

**GENDER** - This category prevents denial of employment and/or educational opportunities because of a person's gender or sex.

**GENDER IDENTITY** - This category prevents denial of employment and/or educational opportunities because of a person's gender-related identity, appearance, expression or behavior, regardless of the individual's assigned sex at birth.

**GENETIC INFORMATION (GINA)** - This category prevents denial of equal employment and/or harassment because of a person's genetic information; it ensures that individuals are not treated differently because of genetic information.

**LINGUISTIC PREFERENCE** - This category prevents denial of employment and/or educational opportunities because of the language a person speaks.

**MARITAL STATUS** - This category prevents denial of employment and/or educational opportunities because of a person's marital status; i.e. single, married, widowed, or divorced.

**POLITICAL BELIEFS** - This category prevents denial of employment and/or educational opportunities because of a person's support and/or affiliation or lack thereof with a particular political party.

**PREGNANCY** - This category prevents denial of employment and/or educational opportunities for women who are pregnant.

**RACE** - This category prevents denial of employment and/or educational opportunities because of a person's race. The five federally recognized racial categories are American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, and White. Persons from a mixed racial background do not need to prove their exact heritage in order to assert that they have been discriminated against based on race. Likewise, this category covers persons being discriminated against because they are married to persons of a different race other than their own.

**RELIGION** - This category prevents denial of employment and/or educational opportunities because of a person's sincerely held religious beliefs.

**SEX** - This category prevents denial of equal employment and/or educational opportunities because of a person's male or female gender.

**SEXUAL ORIENTATION** - This category prevents denial of equal employment and/or educational opportunities because a person is, or is perceived to be, lesbian, gay, bisexual, or heterosexual.

**SOCIAL AND FAMILY BACKGROUND** - This category prevents denial of employment and/or educational opportunities because of a person's socio-economic, family and/or educational background.

## Sexual Harassment will NOT be tolerated.

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 PROHIBITS SEXUAL HARASSMENT WHICH INCLUDES: UNWELCOME SEXUAL ADVANCES; REQUESTS FOR SEXUAL FAVORS; AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE, WHEN:**

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or participation in an educational program;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment. Unwelcome verbal or physical sexual conduct must be either severe or pervasive.

## RETALIATION AGAINST A STUDENT OR EMPLOYEE WHO FILES A COMPLAINT IS PROHIBITED BY LAW

Retaliation occurs when an employer takes an adverse action against an employee because he or she engaged in a protected activity, such as complaining about discrimination or threatening to file a charge of discrimination. An employee cannot file a complaint of retaliation unless he/she has filed a charge of discrimination, participated in an investigation or opposed an unlawful employment practice.

For additional information about Title IX or any other discrimination/harassment concerns contact:

**Academica / ESP**  
General Counsel  
6340 Sunset Drive  
South Miami, Florida 33143  
Phone: (305) 669-2906  
Email: cpapa@academica.org



Name of Student: \_\_\_\_\_

ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

## PARENT & STUDENT HANDBOOK AGREEMENT VERIFICATION FORM

2023-2024 School Year

Thank you for choosing Mater Innovation Academy as your School of Choice! Our Parent & Student Handbook can be found on-line on our website at [www.materinnovationtech.org](http://www.materinnovationtech.org). Please read and review the handbook with your child. If you are unable to access the internet, please feel free to pass by the main office and request a copy.

Once you have read the handbook, please complete the form below.

### PLEASE SIGN AND RETURN THIS FORM TO YOUR CHILD'S HOMEROOM TEACHER:

I have read Mater Innovation Academy's Parent & Student Handbook, including the uniform policy and the MDCPS Code of Student Conduct which can be accessed at:  
<http://ehandbooks.dadeschools.net/policies/90/Secondary-COSC-English.pdf>.

As a parent I understand the importance of these documents and agree to abide by all the policies and procedures contained therein.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

**Mater Innovation Academy**  
230 SW 17<sup>th</sup> Road  
Miami, FL. 33129  
305-600-1328  
[www.materinnovationtech.org](http://www.materinnovationtech.org)