



**MAST @ FIU**

Biscayne Bay Campus

# Parent and Student Handbook

2018-2019

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***NOTE: The material contained in this manual is for informational purposes only and is subject to change. Please contact a school administrator if you have questions or suggestions regarding its content.***

***Publish date: 8/20/18***

## INTRODUCTION

Welcome to Miami-Dade County Public Schools; we are very glad you are here. Thank you for choosing the Marine Academy of Science and Technology (MAST) at Florida International University (FIU) to provide your child's education. Our teachers, principal, and other school staff members are aware of the trust you have invested in our school and our school system, and we work every day to continue to earn that trust. We are committed to providing your child with a rigorous and robust learning experience in a safe and caring environment. Your child is best served when there is a robust partnership between the home and school. We believe that well-informed parents and students promote success and ensure that we provide students with a first-class education.

Every organization has rules that help participants perform their duties. Schools are no different. We ask you to study this handbook with your child and work with your school to help your child have the best possible experience at school every day. The information contained in this handbook is designed to answer many of the questions you may have as a new or returning member of our educational community. The information is arranged alphabetically for ease of use. We remain available to assist you and your child in this worthy endeavor. Call on us anytime.

## SECTION A

### ACADEMIC WARNING, PROBATION, AND DISMISSAL

If a student's Grade Point Average (GPA) falls below the magnet program's required minimums, he/she will be subject to the academic consequences of warning, probation, or dismissal as follows:

#### **1. Academic Warning**

- A student will receive a notice of academic warning if one or more of his/her course grades falls below a 2.0 GPA or if his/her overall GPA is below the required 2.5 at the end of the first semester.
- Academic warnings are meant to alert the student that he/she may need to acquire skills and/or resources to raise his/her GPA to minimum levels. A student who receives a notice of academic warning will meet with a counselor to develop an academic success plan that may include enrolling in a virtual course to improve his/her GPA or to forgive previously taken courses.
- A student who receives a grade of "C" or lower in any Dual Enrollment (DE) course is not permitted to take future DE courses as a high school student.
- A student on academic warning shall be restored to good academic standing if he/she earns a grading period and cumulative GPA of 2.5 or greater at the end of the third grading period.
- A student shall be placed on academic probation for the fourth grading period if he/she fails to obtain a minimum 2.0 GPA in all courses or if his/her overall GPA is below the required 2.5 at the end of the third marking period.

#### **2. Academic Probation**

- A student will be placed on academic probation if he/she fails to obtain a minimum 2.0 GPA in all courses identified in the first semester or if his/her overall GPA is below the required 2.5 at the end of the third marking period.
- A student on academic probation is not permitted to enroll in virtual courses to improve his/her GPA or to forgive previously taken courses.
- A student on academic probation shall be restored to good academic standing the following school year if he/she obtains a minimum 2.0 GPA in all courses or if his/her overall GPA is equal to or greater than the required 2.5 at the end of the current academic year.
- A student on academic probation may be exited from the program if he/she fails to meet the magnet program's minimum academic requirements.

### 3. Academic Dismissal

- A student is subject to dismissal from the magnet program if his/her GPA earned during the probationary period does not meet the minimum GPA requirement of 2.0 for all courses taken and/or fails to maintain an overall unweighted GPA of 2.5 at the end of the current academic year.
- Students who fail to receive a passing score of 3 or greater on the Mathematics and/or Reading Florida Standards Assessment (FS) in the tenth grade will be dismissed from the program and may reapply to reenter the program after successful passage of the required Florida State Assessments provided they maintain their magnet eligibility.
- A student who is dismissed from the program will be withdrawn to the school that serves his/her residence as recorded at the time of registration.

### **ACADEMIC HONOR CODE**

Students are expected to uphold the highest level of integrity in every facet of their lives. Honesty in school and class are clearly a part of this obligation. Academic misconduct is defined as any act or omission by a student, which is contrary to the concept of academic integrity.

Cheating - The following behaviors are recognized as cheating within the academic environment and are considered unacceptable behavior:

- Unauthorized use of books, notes, aids, or assistance from another with respect to exams, homework, class assignments, reports, recitations, and other projects, or the actual unauthorized possession of such materials
- Purposefully lying to staff/administration to increase a grade or otherwise advance
- Falsification of records by tampering with or altering in any way any academic record, on paper or within a database, used or maintained by the school
- Explicitly briefing or even warning later-period students of the same course about the contents of a quiz, exam, or class assignment
- Obtaining or attempting to obtain, prior to an examination, either copies of used questions or illegal knowledge of such questions
- Using a programmable calculator in a way exceeding the instructor's permission either to store material not allowed by the instructor or to utilize certain capabilities prohibited by the instructor

Plagiarism - Utilization of the exact language of someone else without giving due credit to the source through the use of quotation marks and other applicable forms of citation or failing to give such proper credit to the source when paraphrasing or rearranging the ideas of that source.

Consequences - In the event that a student is found violating any aspect of the Academic Honor Code, he/she will be subject to all applicable forms of discipline defined by the administration, which include, but are not limited to, a failing grade on the assignment or even in the course, a referral, a parent-teacher-administrative conference and recording the infraction on the student's academic file. The administration may also elect to suspend or exclude the student from school clubs, honor society offices and school leadership positions and activities.

### **ACADEMIC OPTIONS**

Miami-Dade County Public Schools uses state-adopted standards as the foundation for content area instruction. These standards may be viewed at the Florida Department of Education website. The standards serve as the curricula for subjects taught in high school. A full-time student at MAST@FIU is defined as one who is enrolled in six (6) courses; however, the six courses can be comprised of any combination of on-site, Florida/Hillsborough Virtual, and dual enrollment classes. To be considered a high school student in Miami-Dade County Public Schools, a student must maintain enrollment in at least one on-site high school course each year. Any student enrolled full time with Miami-Dade Virtual School is also considered a high school student. Part-time enrollment for Miami-Dade County students is an option limited to students co-enrolled in hospital/homebound and home school. No other students can be enrolled part time. For a student to be

eligible for a high school diploma, he or she must be enrolled full time in the District within the first 15 days of his or her last semester.

Advanced Placement - The Advanced Placement program offered by the College Board is an opportunity for students to earn up to one year of college credit in certain subject areas.

- To receive college credit, students must pass the College Board examination in the given subject area at the end of the school year.
- The final decision regarding college credit and/or placement is made by individual colleges.
- Students scheduled into an AP course must remain in the course and take the AP exam unless authorized by the teacher and administration.

Dual Enrollment - Dual enrollment is the process by which an eligible secondary student is enrolled in a postsecondary technical center or a college or university course, and credit earned applies toward both a high school diploma and a college degree or postsecondary career and technical certificate.

- A full-time, eligible student at MAST@FIU may enroll in part or full-time dual enrollment only at Florida International University with approval from the school counselor and principal.
- The school district assumes the cost for all approved dual enrollment courses, textbooks and course materials.
- Students are limited to six (6) credit hours in the fall, spring and summer terms, not to exceed 18 credit hours per academic year.
- It is the student's responsibility to submit all of the required paperwork for dual enrollment before the university's deadline each term.
- A student may use the credits earned in a university course to meet high school graduation requirements and university degree requirements. Only courses identified on the State Department of Education master list of approved courses will receive dual credit.
- A student must have an overall minimum unweighted state grade point average (GPA) of 3.0 and meet the required score on the SAT, ACT or PERT, as defined by FIU to be enrolled in a dual enrollment course as a part-time student.
- A student who earns a grade less than a C+ in a dual enrollment course may not repeat the course or continue in the dual enrollment program.
- All textbooks and course materials must be returned to the school counselor no more than five (5) days after the term ends.
- The student is responsible for providing a college transcript to the school counselor and/or registrar after the conclusion of each college semester for incorporation into the student's permanent record.

Students interested in this program should contact the school counselor for more information. Please visit the *Resource* page on our website: <https://mastfiu.dadeschools.net> for more information.

Early Admission to College – Students may have the opportunity to finish the last year of high school as a full-time university student at FIU if they meet the following requirements:

- Students must have successfully completed all the required high school courses for graduation, except English 4, economics, and U.S. government and obtain prior approval from their school counselor, principal and university admission's officer before enrolling in the Early Admissions Program.
- Students must have a minimum unweighted state GPA of 3.5 or higher and meet the required score on the SAT or ACT as defined by FIU.
- A student under the above program may be awarded a diploma when the student has completed two college semesters as a full-time student (no fewer than 12 credit hours per semester) participating in eligible courses and earning no less than 24 semester hours.
- Students participating in the program must furnish the high school counselor and registrar with a university transcript for work completed at the end of each semester. The student shall retain any honors earned in high school prior to his or her early admission to college.
- Early Admission students must return textbooks and course materials (CD's, etc.) to the school counselor no later than five working days after the last day of class.
- It is the student's responsibility to submit all of the required paperwork before the deadlines set by the university and the school. FIU has final approval on accepting students for early admission.

Students interested in this program should contact the school counselor for more information. Please visit the Resource page on our website: <https://mastfiu.dadeschools.net> for more information.

### **ACCIDENTS**

Accidents can and do happen anywhere. The health and physical well-being of all students is a matter of great concern to everyone in our school. In serious cases, medical assistance will be requested through the 911 system. FIU and Miami-Dade Public Schools Police will also be notified. In any case involving an injury, parents will be contacted and the student will be kept as comfortable as possible. When parents cannot be contacted, the person(s) listed on the Emergency Contact Card will be called. It is critical that parents ensure that the contact information listed on the Student Data Card is current and accurate. In those cases when a child must be transported to a local emergency center a staff member will accompany the student and remain at the center until the parent arrives.

If your child has a medical condition such as diabetes, asthma, allergies or any other condition that may cause the child to become ill when participating in certain school activities, such as physical education, a statement issued by a physician must be submitted to the school stating the limitations and/or accommodations to be made. Additionally, your child's teachers must be made aware of this and/or any other condition that may affect the well-being of the child while in school.

### **ACTIVITIES**

Participation in school-approved extracurricular activities and events is a privilege that must be earned. Students who exhibit one or more of the following concerns may not participate in field trips, club activities, dances, Grad Bash or other school-related activities:

- A cumulative unweighted GPA less than 3.0 in academic and conduct grades
- One or more *No Grades* (NG) are evident on the report card or in the academic record
- No evidence of community service in the academic record
- Excessive absenteeism as defined by more than 4 unexcused absences or more than 9 absences regardless of type
- Excessive tardiness as defined by more than 19 tardies to class or school
- Accumulated suspensions longer than 10 days or any suspension during the current nine-week period
- Accumulated unserved detentions or more than 5 after-school detentions
- Unpaid fees or obligations

### **ARRIVAL**

Students must be on campus between 7:00 and 7:15 a.m. Students must enter the building from the west side of Academic 2 which is adjacent to the Arrival/Dismissal area. Students will assemble in the food court dining room. Students are to remain in this area until 7:15 a.m. Classes begin at 7:20 a.m.

The student arrival and dismissal area is located on the west side of the Academic 2 building. The campus is accessible from NE 151<sup>st</sup> Street. The street curves south as you head east past Alonso and Tracy Mourning Biscayne Bay High School and becomes Bay Vista Drive. David Lawrence K-8 Center is located on the west side of this road. Continue on 151st Street (Bay Vista Drive) until you come to the stop sign that is located at the main entrance of FIU at 154<sup>th</sup> Street or Campus Way. Continue south and turn left on to Golden Panther Drive. Turn right at the first intersection and head south until you reach the end of the road. Turn left and head east until you reach the end of the road. Turn left and head north. There is a long sidewalk on the west side of the building where students may enter or exit vehicles. You may also choose to park in one of the metered parking spaces in the parking lot. There is no free parking on the campus of FIU.



## **ASSESSMENTS**

Authentic assessments are used to guide instruction and evaluate students' learning. These may include portfolios, response journals, rubrics, checklists, presentations, interviews, explorations, hands-on labs, simulations, etc. Other content-based assessments may be used to evaluate specific concepts and skills. Students work individually and in cooperative groups where teaching and learning are enhanced as students acquire the habit of reflecting upon their learning and working with others on tasks that are relevant and meaningful to their lives.

Assessing Comprehension and Communication in English State-to-State for English Language Learners 2.0 (ACCESS for ELLs 2.0): Florida uses the ACCESS for ELLs 2.0 suite of assessments as a tool to measure English Language Learners (ELLs) proficiency in English; thus, ensuring the skills needed in school to achieve at high levels, academically. The ACCESS for ELLs 2.0 suite of assessments have replaced the Comprehensive English Language Learning Assessment (CELLA) program, which was administered through Spring 2015. ACCESS for ELLs 2.0 is a large-scale test of English language proficiency based on the WIDA English Language Development (ELD) Standards that form the core of WIDA's approach to instructing and assessing ELLs in Grades K–12.

Florida Standards Assessment: The Florida Standards Assessment (FSA) is a performance-based assessment that is aligned with the Florida State Standards for Language Arts (Reading and Writing), and Mathematics. All students must pass the tenth grade FSA in Reading and Mathematics to remain enrolled in the magnet program.

Progress Monitoring: In an effort to familiarize students with standardized testing and monitor students' progress, all students participate in some form of Progress Monitoring. During Progress Monitoring, students participate in a simulated testing mode and are given practice tests followed by a review session.

End of Course Examinations: The use of End of Course (EOC) examinations is becoming the norm in schools. End of Course examinations are administered in Algebra I as well as other courses to determine student proficiency in meeting state standards. All students must pass all EOC examinations in order to graduate and remain enrolled in our program.

Advanced Placement (AP) Examinations: Advance Placement examinations function like EOC examinations in the Advanced Placement Program that is administered by the College Board. Students must obtain a passing score of 3, 4 or 5 to receive college credit in the course.

## **ATTENDANCE**

Student success in school depends on regular and consistent attendance. Students who are habitually absent or late to school will jeopardize their grades and enrollment at this school. Every absence must be followed by a note from the parent or doctor, explaining the nature of the absence. In case of illness, the nature of the illness should be stated. When a student is absent for three consecutive days, the parent should contact the student's teachers to seek assistance. Parents should use the Parent Gradebook Portal to monitor attendance and grades on a weekly basis so there are no surprises when interim progress reports or quarter grades are issued. The following procedures are in place to address attendance and tardiness:

- A warning will be issued by the teacher when a student accumulates two unexcused absences or tardies.
- The parent will be contacted by the teacher when the student accumulates three unexcused absences or tardies.
- The teacher will refer a student to an assistant principal who accumulates five unexcused absences or tardies. The assistant principal will contact the parent. The student may be placed on Academic Probation as a result of the absences.
- Students who accumulate five or more unexcused absences in a semester course or ten or more absences in an annual course may have their academic grades withheld until a parent conference takes place.

Attendance is closely monitored and five or more absences and/or tardies that have been accumulated throughout the year are considered excessive and referrals will be initiated by your child's teachers. The following are considered excused absences:

- Student illness
- Medical appointments
- Death in the family
- Observance of a religious holiday
- School-related activities that have been pre-approved by the principal
- Subpoena by a law enforcement agency or a mandatory court appearance

A Connect-Ed message will be sent by the District to the parents of all students with three (3) or more unexcused absences. Students returning to school after an absence will receive an Admission to Class Pass from the school secretary. It is the student's responsibility to have each teacher sign off on the form and return it their homeroom teacher within three days of the absence. After three days the absences will not be changed. Students are also responsible for requesting make-up assignments from each teacher within three days and must submit the make-up assignments by the designated deadline provided by the teacher.

Attendance Review Committee - The Attendance Review Committee is comprised of a Student Services representative and an administrator or administrative designee who will provide guidance and support to students with significant absences. Members of this committee will provide the following services:

- Review attendance history for students exhibiting patterns of excused and/or unexcused absences
- Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester course or ten (10) unexcused absences in an annual course
- Give consideration to all extenuating circumstances surrounding student absences

The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the temporary withholding of quarterly, semester or final grades; the completion of extra work, projects or community service; and removal from the program and/or Academic Probation and Warning.

## **SECTION B**

### **BELL SCHEDULE**

Visit the *Resources* page on our website at <http://mastfiu.dadeschools.net> for this information.

### **BICYCLES**

Students must bring a chain and lock to secure their bicycles in the campus areas designated for bicycles. The school or university is not responsible or liable for bicycles that are stolen or vandalized.

### **BUSES**

We are very concerned about our students' safety to and from school. Students are not transported to our campus by school bus. Students may travel to and from campus by using public bus transportation provided by Metro Transit Authority (MTA). Parents may also arrange transportation through a private bus service. Regardless, we need your support to ensure that order and safety is maintained on the bus. The following procedures and rules have been established and remain effective from the time students get on the bus until they get off the bus:

- Follow the directions given by the bus driver at all times.
- Keep hands, feet and objects to oneself.
- Remain seated at all times.
- Refrain from fighting or using profanity.

Students who violate these rules are subject to school disciplinary action.

## SECTION C

### **CAFETERIA/FOOD COURT**

Students are served breakfast and lunch in the dining room adjacent to the food court (Bistro Café) that is located in Academic 1. Breakfast is free for all students and lunch costs \$2.50. Due to limited capacity in the dining room, parents are not allowed to have breakfast and/or lunch with students.

Parents may apply for free or reduced meal service by filling out the application that is available at <http://nutrition.dadeschools.net>. Additional information about meal service may also be found at the same website. Parents can set up automatic meal payment plans, view balances and account history and receive automated notification on balance status from the comfort of their home. For more information, please visit <http://paypAMS.com>.

Students may not purchase food from the vendors in the food court or from vending machines during the school day unless permission has been granted by the administration. All food and beverages acquired in the food court or dining room must be consumed and appropriately discarded before the end of the lunch period.

Students are expected to demonstrate the following behavior while in the food court or dining room:

- Line up in an orderly fashion when waiting to pay and receive food.
- Use good manners.
- Remain seated while eating.
- Be responsible for personal food items and utensils.
- Treat each other with respect.
- Keep voice volume at conversation level.
- Clean up after yourself.
- Dispose of trash and recycle material in appropriate containers.

### **CLUBS, HONOR SOCIETIES AND ORGANIZATIONS**

Membership in a club and/or organization provides students with learning experiences that broaden their cultural horizon, supplement the formal curriculum by increasing knowledge and skills, extend participation in career-focused activities or programs, afford constructive use of leisure time, provide services to the school and community, and promote and recognize students' academic achievements and accomplishments.

Many clubs, such as the Ecology Club, Robotics Club and Forensics Club are interest-based. Other clubs focus on scholarship and community service. Students usually gravitate to these organizations because they share a common interest with their peers and/or they enjoy working with the club sponsor. Clubs are available to everyone; however, each club has certain standards that must be met before becoming a member. Clubs meet periodically after school throughout the school year.

High schools usually offer many different types of clubs throughout the year to encourage students to remain after school to socialize with and learn from their teachers and peers. Students may also request to form a new club by soliciting a teacher or staff member to assist them in presenting their idea to the activities director. If a club is a local charter of a national organization and desires to be classified as a service club, it must have the approval of the parent organization. The proposed club must have administrative approval, a faculty advisor and adhere to all School Board policies. The proposed constitution must be submitted to the principal for approval.

Honor Societies, such as National Honor Society and Mu Alpha Theta are school-based representations of national organizations. Membership in a national honor society is a privilege and not a right. Each society

has a set of criteria that a student must meet to be inducted into the society. Only those individuals who are outstanding in all areas receive this honor. For example, the National Honor Society recognizes students who have a minimum grade point average of 3.5 and demonstrate excellence in scholarship, character, leadership and service.

For further information, contact the school activities director at 305-919-4451.

### **CIVIL RIGHTS COMPLIANCE**

The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination/harassment, which includes Title IX of the Education Amendments of 1972. Please refer to <http://www.dadeschools.net/schoolboard/rules/> for more information.

Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 N.E. 15th Street, Suite 104E, Miami, Florida 33132, PH: 305-995-1580. Please visit <http://crc.dadeschools.net/contact.asp> for additional contact information. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

### **CODE OF STUDENT CONDUCT**

The educational purposes of schools are accomplished best in an atmosphere of student behavior which is socially acceptable and conducive to the learning and teaching processes. Student behavior that disrupts these processes or infringes on the rights of others will not be tolerated. The Code of Student Conduct describes in detail the procedures for parents, students and schools to work cooperatively to foster positive interpersonal relationships and maintain a school environment free of disruptions which interfere with teaching and learning activities. All students sign a behavior contract at the beginning of the school year.

The faculty and staff will provide a structured learning environment conducive to the intellectual development of students. The ability to reason and think is part of the development of all students. Additionally, the faculty and staff will encourage and model appropriate behavior by holding themselves and students responsible for their actions. Students are expected to be on their best behavior given the fact they are attending high school on a university campus.

In order to minimize inappropriate behavior, we have an established School Discipline Plan. Teachers will communicate behavior problems with parents and school administration in order to correct the behavior in its early stages. Students who commit violations of the Code of Student Conduct may be subject to suspension based on the severity of the violation. Students may additionally be placed on Academic Probation or Warning as a result of serious or frequent misbehavior. The Code of Student Conduct may be viewed at [http://ehandbooks.dadeschools.net/policies/90/CSC\\_sec\\_14-15.pdf](http://ehandbooks.dadeschools.net/policies/90/CSC_sec_14-15.pdf)

### **COMPREHENSIVE READING PLAN**

Our school's Comprehensive Reading Plan is based on the Florida Comprehensive Reading Plan that is available at the following website: [K-12 CRRP](#). Students are encouraged to read those selections that they are comfortable with and within their proximal reading range. Teachers will make recommendations regarding reading solutions in their subject area and/or discipline.

Teachers typically confer and agree on what books they would like to use in their respective courses or subject area. Each teacher will ensure that students read each day; homework may be assigned and reading logs may be assigned and graded. Students are expected to read or be involved in reading practices each period of the day.

All students are encouraged to use teacher suggested web-based reading programs to improve their reading efficiency, comprehension and vocabulary understanding. Some students may be required to use web-based reading programs during the school day. Reading assignments and/or books are issued to students by their respective subject-area teachers. Summer reading is a required component at this school.

### **COMMUNICABLE DISEASES**

Children who are infected with a communicable disease are not permitted to attend school until they are cleared by a medical professional. In the last few years there has been a significant increase in the incidence of conjunctivitis (pink eye) and pediculosis capitis (head lice). This is a national problem and Miami-Dade County is no exception. Please contact your child's teachers in those cases where the student will be absent from school three or more days. Please visit the following website for a comprehensive list of communicable diseases and parent resources: [http://chs.dadeschools.net/com-disease\\_list.asp](http://chs.dadeschools.net/com-disease_list.asp).

### **CONFIDENTIAL INFORMATION**

Parents, guardians and students are protected by The Family Educational Rights and Privacy Act and the Florida Statutes from individuals' access to information in students' educational records and are provided the right to challenge the accuracy of these records. These laws state that without the prior consent of the parent, guardian or eligible student, a student's record may not be released, except in accordance with the provisions listed in the above cited laws. The law provides certain exceptions to the prior consent requirement for 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.

Parents, guardians and students are provided annual notice in writing of their right to inspect and review student records. Once a student reaches 18 years of age or is attending a postsecondary institution as in the case of FIU, the consent is required from the student only, unless the student qualifies as a dependent under the law.

### **COUNSELOR/STUDENT SERVICES**

We have one school counselor who is not only available for academic assistance, but also to assist with social and emotional issues. The school counselor is available to assist with academic information and guidelines as determined by the school district and the Florida Department of Education. This includes information on promotion, advanced academics, course recovery and more.

The school counselor is also available to assist students and parents with post-secondary planning by providing a myriad of resources or services including assistance with career exploration, the college selection and application process, information on available scholarship opportunities, assistance with the financial aid application process, and information regarding college entrance exams (SAT, ACT and PERT). Parents and students may email the counselor or call 305-919-4550 for an appointment with the counselor.

### **CURRICULUM**

Our curriculum is challenging, rigorous and exciting. All schools in Miami-Dade County use the Florida State Standards as a basis for teaching and learning. In addition, we are honored and proud to be a participant in the Advanced Placement and Dual enrollment Programs that are offered by the College Board and FIU respectively. High expectations for students are set and maintained. Teaching and learning takes place with a hands-on, minds-on approach, which engages students in problem solving as well as higher-order level thinking skills activities. Additionally, students are assessed frequently through performance-based assessments requiring the learner to demonstrate application of a concept, so teachers can be assured of true mastery. Setting high standards for our students enables teachers to ensure each student is working towards his/her maximum academic potential. We offer an array of core subjects: English, mathematics, social studies and science.

## **CUSTOMER SERVICE**

Capstone Service Statement - At one point in every day, a guest or visitor will come into contact with one of us, the employees of this school district and at that moment in time we will be MAST@FIU Biscayne Bay Campus. Our entire reputation as a school will be in our hands and we will make an impression. The impression will be either good or it will be bad and we will have spoken to our stakeholders more loudly than all our achievement, all our recognition and all our community involvement put together.

### **Service Credo**

- We strive to do the very best. We do the best job we are capable of all the time in every part of the school; we are proud of what we do.
- We react quickly to resolve problems immediately. We do everything possible to please our guests and visitors.
- We smile; we are always on stage. We always maintain positive eye contact and use appropriate language toward our guests and visitors.
- We are friendly, helpful, and courteous. We treat each other, our guests, and our visitors as we would like to be treated ourselves.
- We are ambassadors of our school and profession at all times. We always speak positively about what we do, and we never make negative comments about our school or our profession.
- We dress appropriate to the task. We take pride and care in our attire and our personal grooming.
- We are positive. We always find a way to get it done. We always try to make it happen. We never give up until the job is complete or the issue is resolved.
- We use proper telephone etiquette. We always try to answer within three rings and with a smile in our voice. If necessary, we ask if we may place a caller on hold, and we eliminate call transfers whenever possible.
- We are knowledgeable about all school policies and activities and always answer questions with accurate information.

**Customer Service Motto** – Our teachers, students and staff have SPIRIT (Service, Pride, Integrity, Respect, Initiative and Teamwork). Catch it!

## **SECTION D**

### **DELIVERIES TO STUDENTS AND STAFF**

In order to maintain an optimal learning environment, we must ensure each classroom is minimally interrupted during the day. Therefore, office staff will not make any deliveries to classrooms or accept any field trip forms or monies on behalf of teachers. Additionally, office staff will not accept delivery of supplies, lunches, home learning assignments, projects, etc., for students or staff. We request your cooperation in preparing your child for school and in making certain that he or she has all the materials and assignments necessary for the day. We appreciate your cooperation and understanding regarding this matter.

### **DETENTION**

One of the consequences established for not following school rules is to serve a detention. When an after school detention is necessary, parents will be notified by the teacher at least 24 hours in advance of the date, of the time and the reason the detention was issued. It is the student's responsibility to return a signed copy of the detention form the following day to the teacher who issued it. Parents must indicate on the form the specific transportation arrangements for their child on the day of the detention. If the detention is not served by the student, an automatic second detention will be issued. Should a second detention not be served, other disciplinary actions will be considered and initiated accordingly. Failure to serve a detention will result in progressive disciplinary action and the imposition of Academic Warning or Probation. In severe cases, the student will be exited from the program.

## **DIGITAL AND ELECTRONIC DEVICES**

Miami-Dade County Public Schools is committed to developing a technologically relevant and engaging learning environment for all students by providing them with the opportunity to develop collaboration, innovation, communication skills, and tools that are essential to both life and work in the 21st Century. The District's Bring Your Own Device (BYOD) program allows students to wirelessly access the Internet for limited educational purposes as directed by a teacher or administrator. Students granted access to the District or university-provided network are governed by Board Policies and related administrative guidelines, and the Student Code of Conduct. For BYOD purposes, a device is any District- provided or personally-owned computer or electronic device including, but not limited to, phones, tablets, notebooks/laptops, wearables (e.g. Google Glass, smartwatches), iPods touches (or similar), and e-readers.

With school or District staff approval, students may use their own devices at school to participate in instructional activities, access and save information from the Internet, collaborate with other learners, and utilize productivity tools and instructionally appropriate apps loaded on their devices. Because personal devices will not be able to access internal District resources such as file and print servers, documents created should be saved to removable media such as flash drives or to a cloud storage location.

Students who choose to bring their personal devices must use the District or university secured, wireless public network ONLY while on campus. When logging onto the wireless network, students will be required to accept the District's Acceptable Use Policy (AUP) for network access. Although all Miami-Dade County Public Schools networks are filtered for the safety of users, in compliance with the Children's Internet Protection Act (CIPA) requirements, this is not the case with the university network. Any attempt to circumvent safety filters or "hack" District or university technology in any way is expressly prohibited. Nevertheless, parents are advised that a determined user may be able to gain access to services on the Internet that are inappropriate, offensive, objectionable, or controversial. Parents assume this risk by allowing their child to participate in the BYOD program.

Users may not access the District's or university's network via Ethernet cable. Use of broadband networks, provided by cellular carriers via device or hotspot is also prohibited while on District or university property. Know that users have a limited right to privacy in the content of their personal files and records of their online activity while on the District or university network. Access to the secured District or university network is a privilege and administrators and faculty may review files and messages at any time to maintain system integrity and ensure that the users are acting responsibly. If reasonable belief exists that a student has violated the terms of this agreement, or other District policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges and/ or further action as determined by Miami-Dade County Public Schools and Florida International University.

Personal devices can only be used in approved areas and students must comply with staff directives regarding the use of technology devices. Using functions on electronic devices in any manner that disrupts the educational environment or violates the AUP will be subject to disciplinary action. Audio or image recording, whether through picture or video, without prior consent of the individuals being recorded is prohibited; written parental consent is required for publication. Cell phone conversations during the school day are prohibited unless under the supervision of staff personnel.

Students bring personal devices to school at their own risk. The District or the university will not be held responsible if a device is lost, stolen or misplaced, including those that have been confiscated. Moreover, the District or university will not be responsible for technical support of personal devices, beyond providing necessary District specific connectivity and login information. Please make sure devices are fully charged when bringing them to school, as they cannot be charged at school, unless specific permission is granted.

Use of personal devices is never a requirement and will not impact student grades. In instances where a device is required for an assignment, students without a device of their own will be provided one by the District/school site.

## **DIGITAL CITIZENSHIP:**

Digital Citizenship is defined as the norms of appropriate and responsible behavior with regard to technology use. By embracing technology students have a responsibility to model proper digital etiquette. Although the following list provides a good foundation for proper Digital Citizenship, it is by no means exhaustive. If you have any doubt about whether a contemplated activity is acceptable, consult your teacher or administrator.

Cyberbullying - Students must not engage in cyberbullying activities:

- Mean text messages or emails
- Rumors sent by email or posted on social networking sites
- Sending or posting embarrassing pictures or videos through text messages, email, or websites
- Creating fake profiles

Students must report any suspicion of cyberbullying to a teacher or administrator as outlined in the bullying section of this handbook.

Digital Footprint - A digital footprint a.k.a. digital shadow is permanent information that a student places on the web, normally through social media, and can be both searchable and copied and used by others elsewhere. A digital footprint can be a blog, picture, comment, graphic, etc. that is limited to you and your web activities. To limit your digital footprint do not enter personal information on websites or accept cookies or tokens from third party unsecure websites. These activities along with the digital identity create a web reputation or web profile. Be thoughtful in what you post online, as it will be with you forever and may have devastatingly negative consequences. Students should not engage in active or passive Internet browsing resulting in a digital footprint.

- Passive - Accepting cookies or tokens from unknown or unsecure websites.
- Active - Entering personal data on unknown or unsecure websites.

Self-Image and Identity - A digital identity includes ways that students represent themselves via social media. Examples include an email address, a home address, telephone number, birthdate, social security number, age, gender, ethnicity, height, hair and eye color, etc. This is how students create a web reputation or web profile. Be thoughtful in what you post online, as it will be with you forever and may have devastatingly negative consequences.

- Students should properly represent themselves while online and should adhere to activities that will protect their reputation.
- Students should not provide personal information or monetary information to unknown or unsecure websites.

Relationships and Communications - Students should adhere to Digital Ethics for online interactions.

- Use appropriate language in the use of text messages, email, online discussions and blogs.
- Do not send email that would be considered SPAM.
- Always fill in the *Subject* line of an email.
- Do not forward chain email.
- Do not provide personal or contact information to strangers or persons that you do not know well.

Credit and Copyright - Students should always credit sources appropriately; do not plagiarize or self-plagiarize. Students should always follow existing laws governing Copyright and Fair Use.

Information Literacy - Students should evaluate the quality, credibility, and validity of websites and provide proper credit and employ citing techniques.

Internet Safety - Students should only use appropriate web sites and will notify District personnel of inappropriate websites.



Privacy and Security - Students should create and use strong passwords and adhere to privacy policies. A strong password is a word or phrase of at least 8 characters that is easy to remember but reasonably hard to guess and consists of numbers, letters and special characters.

- Students MUST NOT share personal passwords.
- Students MUST NOT use the passwords of others.

For more information on network security, visit the following website:

<http://www.dadeschools.net/policies/pdf/Network-Security-Standards-2004%20signed.pdf>

## **DISCIPLINE AND SCHOOL RULES**

Our goal is to provide a warm and caring environment where all students may experience success. We want our students to feel that they are important members of the school community. To help attain this goal, counselors and teachers strive to instill in all students the core values of citizenship, which are cooperation, fairness, honesty, integrity, kindness, pursuit of excellence, respect, responsibility, and conflict resolution application.

All students are expected to show respect for themselves, as well as, other students and staff members to ensure every classroom sustains a climate in which optimal learning is achieved. We expect students to behave in ways which are acceptable and conducive to learning. Student misbehavior may be corrected when the home and school work closely together. The school and District have “zero tolerance” for violence and bullying. All threats or bully behavior must be reported immediately to an adult. When positive actions have been taken by parents and teachers and the student still does not maintain acceptable behavior, other alternatives, including suspension from school, may be utilized as corrective measures.

Our responsibility as educators is to help children, not to punish them. It is our goal to create a friendly, cooperative atmosphere conducive to learning for all students. Rules are necessary to achieve this atmosphere, as well as to protect the health and safety of students; therefore, the following school rules have been established:

On a daily basis, students will:

- Follow all school uniform guidelines
- Report to school and to each class on time
- Bring materials, school ID and other necessary school supplies
- Follow directions the first time given
- Be cooperative and exercise self-control at all times
- Be respectful of other people and their property
- Use spoken expressions of consideration toward others (for example, “excuse me”, “please”, etc.)
- Not use profane language or gestures
- Not fight, intimidate, harass, bully or threaten others
- Use quiet voices in classrooms, hallways, dining room and food court
- Not leave school grounds or classrooms during school hours without written permission
- Leave school buildings and grounds promptly after dismissal unless supervised by a teacher
- Take personal pride in the school and school grounds; do not litter or write on walls or other surfaces; and recycle appropriately
- Not damage textbooks, instructional materials, furniture, equipment and rooms
- Not chew gum on campus; eat and drink only in the dining room or designated areas
- Not throw objects in the building other than during supervised activities
- Keep moving in the halls when passing between classes; do not run in hallways or common areas
- Not loiter in common areas or sit in stairways or unauthorized locations
- Use caution when using stairs; take one step at a time and keep to the right
- Not use vending machines during school hours
- Use only those restrooms that are designated for MAST@FIU students
- Not enter university common areas such as the gymnasium, bookstore, pool, food court, and Starbucks unless accompanied by a teacher or authorized to do so by an administrator.

- Not go near or enter the bay, lakes or ponds without teacher supervision

We are committed to excellence; we consider discipline essential to the educational process. We believe that all students are capable of following school rules and expect them to demonstrate appropriate behavior given their commitment to their own success. As a result, all students have the responsibility to behave in a manner which allows teachers to facilitate learning and students to learn, and which does not violate the best interest of any person in the school community.

We assert that pupil control is maintained with procedures that advance the purpose of education consistent with applicable state laws and school board policies. Parent involvement at home and at school represents an important part of that control. Together we can provide students with a calm, safe and secure environment for learning and success.

### **DISMISSAL**

To ensure the safety of students and staff during the dismissal process, the following procedures have been established according to the needs of the student body and the ability of school personnel to concur with these needs. Dismissal activities should be accomplished within 15 minutes following dismissal time.

All students are dismissed at 2:20 p.m. each school day, except on Early Release Days dismissal will be at 12:20 p.m. All students are dismissed from the arrival/dismissal area that is located on the west side of Academic 2. Parents must be available to pick their child up immediately after dismissal. Parents may not make any arrangements for a student to wait in any areas on or around the campus since students are not allowed to be unsupervised at any time while on campus. Students who travel by bus or attend after-school classes will be dismissed from the same location.

There is no parking at the arrival and dismissal area and there is no free parking on campus. Parking is strictly controlled and monitored by campus police and vehicles that are identified without a parking permit will be ticketed. Parents are encouraged to use the metered parking areas that are located on campus

If you have more than one child at our school, the older sibling should meet and remain with his or her younger sibling at the arrival and dismissal area. Students are not to be left on school grounds 15 minutes after dismissal unless enrolled in an after-school course or working directly with a teacher.

Dismissal During Inclement Weather - During inclement weather dismissal, students who ride a bus, walk or ride a bicycle home will remain sheltered in the covered areas located on the west side of Academic 2. Students will remain under covered areas until such time that it is safe to move to the arrival and dismissal area. In severe instances, parents will report to their child's last period classroom to retrieve their child. Students enrolled in after-school university courses may proceed to their designated classroom provided they may do so safely.

### **DRESS CODE**

In the 2011 Legislative Sessions, Florida's Legislature passed, and Governor Scott signed into law, changes to sections 1006.07 and 1006.15 Florida Statute requirements for District Codes of Student Conduct (commonly known as the Baggy Pants Bill). In these sections are new school board requirements to include in the code of conduct, "an explanation of the responsibilities of each student with regard to appropriate dress, respect for self and others, and the role that appropriate dress and respect for self and others has on an orderly learning environment." This law provides penalties for students who wear clothing that exposes underwear or body parts in an indecent or vulgar manner. Lastly, the law includes adherence to the dress code and Code of Student Conduct as a condition for participation in extracurricular activities. See SCHOOL ATTIRE AND DRESS CODE for more information.

## **DRUGS**

Miami-Dade County Public Schools expressly forbids the possession, use and distribution of drugs on school campuses. The parents of students who require the administration of doctor prescribed medication at school must come to the main office to request a Medical Authorization form. School personnel are not authorized to administer any medication, including epinephrine pens, without a fully executed Medical Authorization form. For more information, visit: <http://chs.dadeschools.net/pdfs/medadmhandbook.pdf>.

## **SECTION E**

### **EARLY DISMISSAL**

In an effort to reduce the number of classroom interruptions, we are asking for your cooperation when it becomes necessary to pick up your child from school early. Unless it is an extreme emergency we ask you not to pick up your child early from school. Parents or parent designated persons who seek to have a student dismissed early must report to the Main Office and present a driver's license or other photo identification to the registrar. Please be advised unless it is an extreme emergency or your child is sick, students will not be released 30 minutes prior to dismissal.

### **ELECTRONIC CIGARETTES**

Possession and/or use of any type of electronic cigarette is strictly prohibited. Any student found in possession of electronic cigarettes will face corrective action from administration.

### **ELECTRONIC DEVICE POLICY**

An electronic device is defined as any mechanical or electrical contrivance that is capable of playing, recording, storing, or transmitting sounds, images, or data. Examples of common electronic devices include cell phones, iPods, MP3 players, CD players, media players, PDA's, computers, and calculators. The possession and use of any electronic device in school must conform to the M-DCPS Acceptable Use Policy and must demonstrate an approved educational purpose.

Our school is a digital environment, and as such, students are afforded the opportunity to use personal electronic devices or those loaned to them by the school in conjunction with their education as permitted by policy, teachers and the administration. The operation and use of an unapproved electronic device by a student during instructional periods, academic assessments, or standardized tests without the expressed permission of the teacher or proctor are expressly prohibited and will result in the confiscation of the device and the imposition of severe academic and behavioral penalties. Electronic devices that are confiscated will be returned to the student and/or parent under one of the following conditions.

- Twenty-four hours after the device is confiscated, the parent and the student may come to the main office (excluding weekends) to recover the device from an assistant principal.
- The parent and/or student must provide proof of ownership.
- Devices that are not recovered within 30 days will be donated to a local charity.

Miami-Dade County Public Schools (M-DCPS) or its representatives assume no responsibility for devices that are lost, stolen, or confiscated. Repeated violations of this policy will subject the student to progressive disciplinary action as defined in school and District rules.

### **ELEVATOR**

The elevators located on the campus are to be utilized by individuals who are handicapped or injured and cannot use the stairs. Students are not allowed to utilize elevators during the school day without approval from an administrator. Parents may notify a school administrator when their child requires the use of an elevator on a temporary basis because of a documented medical condition. Students on crutches or in a wheel chair will be granted temporary or permanent access on the basis of their medical condition.

### **EMERGENCY CONTACT INFORMATION**

It is imperative that the most current and accurate emergency contact information is on file for each student. This includes the home telephone number of the student, as well as the name(s), address(es) and telephone number(s) of relatives, neighbors or friends who can be reached in case of an emergency, if you cannot be contacted. The card may also include vital information regarding allergies or other health concerns.

It is important that the information written on the card is clear and accurate. No space(s) should be left blank. In cases where the information requested does not apply, write N/A (not applicable). However, the more information we have on this card, the better we will be able to contact you in an emergency. A student will only be released to the persons listed on the card as authorized, once picture identification confirms their identity. Parents who wish to add or change information on the card after submission must contact the registrar personally. Information may not be changed over the phone or via email.

### **EMERGENCY OPERATIONS PLAN**

Student and employee safety is a primary concern of the School Board. 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. All schools have 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(s), evacuation of the disabled 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 M-DCPS.
- 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 and District personnel and all M-DCPS Police officers have been thoroughly trained in the school EOP and are prepared to respond immediately during a critical incident or emergency to provide safety for all children. The school uses three primary codes to lockdown a campus to ensure the safety and security of all students, personnel and guests. A Code Red lockdown is initiated when there is an imminent external or internal threat to the school. This procedure is often used when an armed person has been observed in the vicinity. In this case, the campus is secured and all students, staff and guests are sequestered in locked rooms and teaching ceases. A Code Yellow lockdown is initiated when the threat is not as imminent. The campus and its inhabitants are secured as in a Code Red but teaching continues. A Code Black is initiated when a severe weather threat exists in the area. In this case, windows and doors are secured and students are relocated from open fields and modular classrooms to concrete structures. Teaching continues or resumes after students are relocated. All Codes require District or administrative approval prior the resumption of normal operations.

### **ENGLISH LANGUAGE LEARNERS (ELL) PROGRAM**

The English language Learner Program is available to students whose native language is one other than English and who are classified as less than independent in English. It includes listening, comprehension, oral expression, pronunciation, reading and handwriting as it supports the skills and concepts presented in the regular language arts curriculum. The ELL program is a mandated program for students who meet the entrance criteria.

## **ENROLLMENT AND MATRICULATION**

A student's enrollment at MAST@FIU BBC takes the place of the parental choice option under the No Child Left Behind Act and/or Opportunity Scholarship Program while they are enrolled. Additionally, he/she will not be eligible to receive Supplemental Educational Services (SES) under the No Child Left Behind Act while enrolled at this school. Additionally, students admitted to this school in grades 10-12 will forfeit athletic eligibility for one calendar year commencing from the date of enrollment.

We recognize that enrollment in a magnet program or school is a choice option for parents in Miami-Dade and competition for available spaces is evident at many locations. However, the enrollment of a student whose parent or guardian knowingly provided false information on their child's magnet or admission documents will be terminated at the time of discovery.

All incoming ninth graders must have successfully completed honors Algebra I and honors physical science. All students must maintain a 3.0 grade point average (GPA) in academics and behavior while they are enrolled. Students must pass all required End-of-Course (EOC) examinations and Florida Virtual School courses each semester or year to remain in the magnet program. Students in tenth grade, must pass the FSA in Reading and Mathematics to remain a student within the magnet program.

Parents have the affirmative responsibility to consistently monitor their children's academic progress in school. Parents who remain engaged in their child's education observe better results. To assist parents, student attendance and academic performance are reported by teachers through the electronic gradebook, interim progress reports and report cards. Students and parents may also view grades and attendance using the Parent and Student Portals that are available on the District's website: [www.dadeschools.net](http://www.dadeschools.net).

As an additional reminder to parents, students who demonstrate inappropriate behavior, fail one or more courses and/or fail to meet the minimum GPA requirement either during or at the end of the first grading period will be placed on Academic Warning. Students who are placed on Academic Warning and continue to demonstrate inappropriate behavior, fail one or more courses, and/or fail to meet the minimum GPA requirement either during or at the end of the second grading period will be placed on Academic Probation. Students who are placed on Academic Probation and continue to demonstrate inappropriate behavior, fail one or more courses, and/or fail to meet the minimum GPA requirement either during or at the end of the third grading period will be exited from the program.

## **SECTION F**

### **FEEDER PATTERN SCHOOLS**

Our school is part of the Alonso and Tracy Mourning High School Feeder Pattern. The feeder pattern also includes the following schools:

- Alonso and Tracy Mourning Biscayne Bay High School
- David Lawrence K-8 Center
- Norman S. Edelcup/Sunny Isles Beach K-8 Center

### **FIELD TRIPS**

Field trips are designed to enhance the curriculum by providing students with related experiences beyond the classroom. In order for students to participate in field trip activities, the following must be adhered to:

- Parents must complete the *Parent Permission for Field Trip Form* sent home by the teacher and return it before the deadline.
- Parents must send in the exact monetary amount requested to cover the cost of fees and transportation (as required) by the due date – money that has not been received by the due date will prevent the student from participating in the field trip. **Refunds will not be issued.**
- Students must wear the school t-shirt sold by PTSA with a uniform bottom. In some cases, full uniform may be required.

- Students must arrive at school by 8:05 a.m. (or as specified for special field trips) on the day of the field trip or they will be excluded.
- Parent chaperones must be cleared as School Volunteers in order to accompany their child on a field trip. Brothers and sisters are not allowed to participate with parent chaperones.

Any student not participating in a field trip will be assigned to another teacher with appropriate class work. Parents and students must adhere to the field trip collection deadlines. Teachers will not be able to collect any money or field trip forms past the specified deadline date. Please do not ask the office staff to place money, forms or any other items in the teacher's mailbox as we don't accept any type of deliveries for students or staff. Students must hand deliver required documents to their teachers by the due date.

### **FINANCIAL OBLIGATIONS**

All financial obligations incurred for school fees, textbook loss or damage, club activities, etc. must be paid during the school year and prior to the end of the school year. Unpaid student obligations will prevent students from participating in certain junior and senior-year activities such as prom. Students and parents must see the school treasurer to pay for obligations.

## **SECTION G**

### **GRADES**

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

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 grade consistent with their behavior in each class. Teachers throughout the District use an electronic grade book to report student grades and attendance. Parents may view their child's grades and attendance through the Parent Portal which is accessible at [www.dadeschools.net](http://www.dadeschools.net). It is incumbent upon parents to review student's grades and attendance on a weekly basis so that appropriate steps may be enacted when performance issues arise. Specific guidelines for grading student performance and for reporting student progress follows.

Academic Grades - Academic grades reflect a student's academic progress. Each grade is intended to provide students and parents a clear indication of each student's academic performance as compared to norms. Students receive academic grades of *A*, *B*, *C*, *D*, or *F* unrelated to the student's effort and conduct. Grades in all subjects are based on the student's degree of mastery of the instructional objectives for the course. The determination of the specific grade a student receives is based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

Students who have ten or more unexcused absences in an annual course or five or more unexcused absences in a semester course may receive a grade of *NG*. Subject to the review and approval of the principal, a teacher may change this grade to a letter grade if the student has appropriately mastered all course objectives.

Conduct Grades - Conduct grades designated by the letters *A*, *B*, *C*, *D*, or *F* are used to communicate, clearly, both to students and their parents the teacher's evaluation of the student's behavior. These grades are independent of academic and effort grades. The conduct grade is consistent with the student's overall behavior in class and is not based on a single criterion.

Effort Grades - Effort grades designated by the numbers 1-3 are utilized to convey both to students and their parents the teacher's evaluation of the 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.

### **GRADE ENHANCEMENT**

Students have the opportunity to enhance their course grades and achieve a higher weighted grade point average (GPA) by successfully completing honors, Advanced Placement and Dual enrollment courses during high school. The following information applies to this opportunity:

- Students can enhance a grade of a *D* or *F* in any course by taking the same or a comparable course. The enhanced course grade must be a *C* or higher.
- The grade enhancement policy allows a student who earned a *C* average in a high school credit course taken in middle school the opportunity to retake the course for a grade enhancement.
- For the state GPA required for graduation, calculation shall include all grades that the student attempts, including all *D*'s and *F*'s, unless enhanced.
- All courses attempted will appear on a student’s transcript regardless of grade enhancement.

The following table reflects the relationship between bonus points and letter grades.

Letter Grades	Grade Values (%)	Grade Points	Bonus Points		
			Honors	Advance Placement	Dual Enrollment
A	90-100	4	1	2	2
B	80-89	3	1	2	2
C	70-79	2	1	1	1
D	60-69	1	0	0	0
F	0-59	0	0	0	0

### **GRADUATION REQUIREMENTS**

Florida students entering high school may select from four options to earn a standard high school diploma. The required credits may be earned through equivalent, applied, or integrated courses or career education courses. All of these graduation paths include opportunities to enroll in rigorous courses designed to prepare students for their future academic and career goals. The options are as follows:

- 24-credit program
- [Advanced International Certificate of Education \(AICE\)](#) curriculum
- [International Baccalaureate \(IB\)](#) curriculum
- 18-credit, ACCEL option

The State’s high school graduation requirements, including requirements for students with disabilities, are specified in these sections of Florida Statutes:

- *Requirements for a standard high school diploma*, [Section 1003.4282, Florida Statutes](#).
- *Academically Challenging Curriculum to Enhance Learning (ACCEL) Option*, [Section 1002.3105, Florida Statutes](#).

Beginning with students entering grade 9 in the 2013-2014 school year, receipt of a standard high school diploma requires:

- Successful completion of 24 credits, an International Baccalaureate curriculum, or an Advanced International Certificate of Education curriculum;
- Earning a cumulative grade point average (GPA) of 2.0 on a 4.0 scale; and
- Attaining passing scores on required statewide, standardized assessments or concordant scores, as applicable.

The required credits may be earned through equivalent, applied, or integrated courses or career education courses as defined in [Section 1003.01\(4\), Florida Statutes.](#), including work-related internship.

### **GUIDANCE SERVICES**

A school counselor is available to assist students, parents, and teachers with making the most effective use of educational resources. The counselors work directly with students, in groups and/or in classroom settings, with a focus on academic planning, personal/social development, and career awareness. Referrals to outside agencies are provided when appropriate. Please visit the *Resource* page on our website: <https://mastfiu.dadeschools.net> for more information.

## **SECTION H**

### **HALL PASSES**

In keeping with the high expectations set forth by our faculty, safety and behavior in and around school grounds must be of the highest caliber. Students are to walk in the hallways in a silent and orderly fashion and are to abide by all school rules. Students are not permitted to push, run, or loiter in the hallways or in any other area of the building. Walls are to be kept clean at all times, therefore, the center of the hallway must be used for all traffic. Students are to utilize an official *Hall Pass* when they are in the hallways without their teacher for any reason. All students must abide by all police and security monitor expectations and directions.

### **HEALTH SCREENING**

The Florida Legislature Statute, 381.0056 and School Board Policy mandates that vision screening will be performed annually for all tenth grade students. The school will send a letter to all parents notifying them of the screening. Screening calendar: [http://comprehensivehealthservices.dadeschools.net/pdfs/vision-hearing\\_master\\_cal.pdf](http://comprehensivehealthservices.dadeschools.net/pdfs/vision-hearing_master_cal.pdf).

### **HOMEWORK/HOME LEARNING**

Homework/Home Learning is an essential component of the instructional process. Homework provides reinforcement and extension of class instruction and serves as a basis for further study and preparation for future class assignments. The amount of time required for homework is directly related to the academic level and rigor associated with each course and increases disproportionately from general education to honors and Advanced Placement courses. Additionally, the work load associated with an eight-period day is substantially greater than a six-period day. Parents should carefully examine their child's proposed schedule each year and consider the expected homework load associated with each course to ensure that adequate time exists to manage assignments and other personal responsibilities. Parents who observe their child spending more than 4 hours on homework should seek immediate assistance from the school counselor.

In general, homework assignments are completed for the following class session. Long-range assignments and/or special projects provide students with opportunities to develop and refine research and independent study skills. Teachers typically monitor and review evidence of progress periodically before students submit long-range assignments. Teachers consider the following factors when assigning homework:

- The grade level, maturity and instructional needs of the student
- The level and degree of difficulty of the subject being studied
- The purpose of the assignment and its relation to the objectives of the course
- The length of the assignment and the amount of time that will be required to complete it
- Homework demands being made in other subject areas
- Materials that are readily available to students, in an effort to not create a financial burden
- Holidays and breaks



At the secondary level, students in academic classes receive a minimum of two graded assignments or assessments each week in each class. These assignments or assessments are reflected in the student's class grade.

Reading is a universal skill that relates to all subjects. Students are required to engage in reading at least 30 minutes each day. When specific homework assignments are not given, or when the homework assignments are completed in an expeditious manner, every student will read, minimally, for the amount of time specified in this policy. It is recommended that parents monitor homework completion and reading every day. Students should submit home learning assignments that reflect careful attention to detail and quality of work. Additionally, students should devote a specified amount of time to reading as part of their home learning assignment.

Parents are responsible for providing continued interest and concern for their child's successful performance in school by encouraging and supporting their work at home with the assigned tasks. Indicating an interest about assignments and assisting, if possible, when requested by their child, but not completing the assignment for the child supports the education provided by teachers. Parent should request assignments for their child when three or more consecutive absences are anticipated. Additionally, parents should assist the school in stressing the importance of reading by assuring their child reads when specific home learning assignments are not given or when they are finished before the specified time period for home learning is over. These practices will help encourage independent reading habits, which in turn, will enhance reading comprehension. Reading should be primarily for pleasure and based on the interest of the student. However, when possible and appropriate, discuss the reading by including open-ended questions beyond "yes" or "no" answers. This will help develop critical thinking skills. Your child's teachers are ready to assist with any questions regarding books that best meet the needs of your child.

Penalties for Late Homework – We are a digital school. Students are provided with a digital device if they do not have their own device to use at school and home. Teachers will use websites or educational platforms such as Edmodo to post assignments and their due dates. Students must ensure their assignments are submitted on or before established deadlines.

Students who submit work late will be subject to a 20 percent reduction in grade each day the assignment is late. This grade reduction may be assessed from 1 to 5 days, after which time the educational value of the work is minimal. Students will only be allowed to submit late work at the beginning of the day. In addition, students will not be allowed to leave a class to turn in work to another class. Students are encouraged to submit their work on or before established deadlines. Late work should be submitted regardless of the penalty incurred as it shows the student attempted the assignment rather than did nothing.

A student who anticipates a problem in completing an assignment by the established deadline should communicate with his or her teacher on the day the assignment is issued. Students who are absent from school on the day an assignment is due are expected to submit their work to their teacher electronically.

## **HONOR ROLLS**

Honor roll recognition is used to motivate students and to acknowledge their attendance, academics, effort, conduct and citizenship. Guidelines for honor roll eligibility are established by the Miami-Dade County School Board. Honor roll students are recognized at the end of the first, second and third grading periods for their hard work and achievements. Honor roll eligibility requirements are listed in the Pupil Progression Plan which is available at: <http://mastfiu.dadeschools.net>.

## **SECTION I**

### **IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY**

Students in pre-kindergarten through 12th grade, including Virtual School, who are making their initial entry into a Florida school must present a record of a physical examination completed within the last 12 months

as stated in F.S. 1003.22. Voluntary pre-kindergarten, HeadStart and EELP students must submit a physical examination every year. All students must show immunization records which reflect age-appropriate shots according to the state requirement as stated in F.S. 1003.22 to be enrolled in school. Please visit: [http://attendanceservices.dadeschools.net/reg\\_require.asp](http://attendanceservices.dadeschools.net/reg_require.asp) for more information.

### **INTERIM PROGRESS REPORTS**

Interim Progress Reports are created and distributed digitally during each nine-week marking period. This report provides important information that may be used by parents and students in conjunction with the electronic gradebook to explore ways progress may be improved before the report cards are issued. Students who demonstrate deficiencies in academic performance, effort, attendance or behavior that may impact their continued enrollment will be placed on Academic Probation or Warning depending on the severity and duration of the problem(s) observed.

### **IDENTIFICATION BADGES**

All students and school personnel are issued a Florida International University identification badge at the beginning of each school year. All students at our school must have a current Identification (ID) Badge that is issued by FIU. Replacement identification badges and lanyards may be obtained in AC1-395 for a nominal fee. The following policies are in place regarding identification badges:

- Identification badges must be available and accessible at all times while on campus or while participating in a school-sponsored event.
- Identification badges must not be defaced or altered from their original condition.
- Identification badges must not be shared or given to any other person for any reason.
- Violation of these rules will subject the offender to disciplinary action pursuant to the Code of Student Conduct.

### **INTERNET ACCEPTABLE USE POLICY**

Access and use of the internet is a privilege, not a right, and its use must support the educational objectives of the District. Students must always secure permission in writing from their parents to have access to the Internet during school hours for the purpose of research, visiting educational websites, etc. Permission forms will be kept on file for the school year. If students do not return the permission forms signed by a parent/guardian, they will not be given access to log on to the internet. Students are prohibited from bypassing the District's current filtering technology with the use of their software on removable devices. In addition, the District prohibits the transmission of materials such as copyright materials, threatening or obscene material or materials protected by trade secret(s), which violates local, state and federal law or regulation, as well as the use of the internet for product advertisement, commercial activities, political campaigning or solicitation. Please visit <http://dadeschools.net> for more information on this policy.

## **SECTION M**

### **MEDICATION**

Procedures for administering medication to students have been approved by the School Board. If your child requires medication during the school day, please visit the main office to secure a Medical Authorization form, which requires information from the doctor prescribing the medication regarding proper administration and the doctor's signature. Parents must submit the completed form to the main office. School staff cannot administer medication to a student unless the previously mentioned procedures are followed. Do not send any type of medication without proper authorization with your child since he/she will not be allowed to take it. The form is also required for students with known allergies to peanut butter or bee stings that require the use of an epinephrine pen.

## **MISSION**

Our Mission is to provide students with first-rate advanced academics and early career experiences in a university based, technology-rich environment.

## **MOBILE APPLICATION**

Miami-Dade County Public Schools has a mobile application to provide parents, students, and employees with faster access to up-to-date school information. The official Dade Schools Mobile App is now available to download for FREE for iPhone and Android devices.

The mobile app features:

- Student class schedules and bus route information;
- A list of all Miami-Dade County Public Schools by school type;
- School information including school websites, photos, school addresses, phone numbers, enrollment, school colors, and school hours;
- Schools' phone number and/or email contacts;
- Ability to view school location on a map;
- Ability to send text, email, or Twitter posts of the school's information; and
- Information about The Foundation for New Education Initiatives, Inc. (FNEI).

Visit your app store on your mobile device to download the application

## **SECTION N**

### **NEWSLETTER AND CALENDAR**

Each month a school newsletter and calendar are posted on our website for viewing. The newsletter publication includes school news, important dates outlining projects, special events, meetings for participation and other information. You may view this information on our website at: <http://mastfiu.dadeschools.net>.

## **SECTION O**

### **OBJECTIVES**

Specific objectives, which support the philosophy of the school fall into three categories: the academic needs of the students, the philosophical needs of the students, and staff support and development.

1. Academic Needs
  - Support the diversified curriculum which meets the needs of individual students
  - Ensure that students possess the skills to enter the job market and/or to pursue further educational opportunities
  - Foster development of student talents and abilities through diverse curricular programs
  - Encourage academic excellence through a scholastic program that seeks mastery in communications, mathematics, social and physical sciences, the arts, and technical education
  - Provide ongoing communication with FIU and other universities to ensure that students are aware of minimum standard requirements and opportunities for personal advancement
  - Improve standardized test scores in all subjects and courses
  - Improve student attendance
  - Increase the percentage of students who graduate with honors
2. Philosophical Needs
  - Ensure a safe learning environment
  - Encourage understanding and respect for the rights of others
  - Support the development of positive self-image
  - Develop the assumption of civic, social, and moral responsibilities

- Counsel students to set realistic goals and work toward their attainment
  - Establish meaningful involvement in the democratic process through classroom citizenship and an active student government program
  - Encourage understanding and appreciation of diverse cultures
  - Develop the knowledge, skills, and attitudes which enable students to be supportive participants in the home, community, the nation, and the global village
  - Expand concerted efforts to involve parents and the community in the school through an active PTSA, and special interest support organizations
  - Improve public perceptions of Miami-Dade County Public Schools
3. Support and Development
- Establish an atmosphere of encouragement, mutual respect and camaraderie among students, faculty and staff
  - Provide an atmosphere for the sharing of ideas and solutions
  - Acknowledge the exceptional achievements and contributions of students, faculty and staff

## SECTION P

### **PARENT ACADEMY**

The Parent Academy is a free, year-round, parent/guardian engagement and skill building program of Miami-Dade County Public Schools. The goals are to educate parents about the importance of their role; strengthen the family unit; unite families and schools; and inform parents of their rights, responsibilities and the educational opportunities available to them personally. In addition, The Parent Academy provides classes and workshops for parents/guardians; organizes Family Learning Events; coordinates the availability of M-DCPS and community resources for parents/guardians and students; and provides professional staff development for school personnel on how to create parent-friendly schools. The Parent Academy "campus" is spread throughout every corner of this community and offers free classes and workshops at over 201 local sites such as public schools, libraries, parks, colleges, private businesses and neighborhood centers. A monthly calendar is posted in the Class Directory section on The Parent Academy website at: <http://theparentacademy.net>.

### **PARENT-TEACHER CONFERENCES**

Parents are the first teachers for their children. It is through the partnership between school and home that we can nurture a true family atmosphere. For this reason, we have made parents and the community an integral part of the school. Teacher-parent communication takes place on an ongoing basis and trust is built to keep the lines of communication open between the school and home.

Parents are encouraged to request a conference whenever they feel it is needed. However, in order to expedite this matter it is important to involve the necessary personnel. Therefore, when the concern is regarding any issue related to the classroom, parents are asked to contact the teacher and arrange for a parent/teacher conference. If you wish to arrange a conference with a teacher, please email the teacher indicating the reason for the conference and several dates and times which are convenient for you. Teachers are usually available for scheduled conferences at a time mutually convenient for both.

Teachers are expected to answer their email within 48 hours. Remember, there are days teachers may not have planning time; therefore, the teacher may not communicate immediately. Emails are highly encouraged since all staff members have an email address. Parents may visit our website to secure a staff member's email address. Staff email addresses are available at <http://mastfiu.dadeschools.net>.

Parent conferences should not interfere with classroom instruction. This includes arrival and dismissal times when teachers are monitoring and supervising students. If after a parent-teacher conference the problem is still unresolved, please feel free to contact an assistant principal or the principal.

### **PORTALS (INTERNET)**

Teachers, students and parents have their own portal on the Miami-Dade County Public School website at <http://dadeschools.net>. All users must have an account to access the information contained in their respective portal. Parents and students may and should review attendance and grades frequently so they may track their performance throughout the year.

### **PARENT-TEACHER-STUDENT ASSOCIATION (PTSA)**

The greatest portion of a child's day is spent at school. The growth and development of a child is a joint responsibility of the parent and the school. Working and planning together for the welfare of children is the function of the PTSA. We, therefore, urge parents to become active members in helping to further the goal and growth of PTSA. Membership information and forms is available on the school website at <http://mastfiu.dadeschools.net>.

The PTSA sells approved uniform apparel along with other items throughout the year. PTSA members are required to sign in and must wear a pass provided by the main office at all times while volunteering.

### **PERMANENT RECORDS**

Miami-Dade County Public Schools maintains the records of all students in PK-12 grade as well as adult-vocational students. Permanent records consist of the following student information:

- Student's full legal name
- Authenticated birth date, place of birth, race and sex
- Last known address of pupil or student
- Name of pupil's or student's parent(s) or guardian(s)
- Home language
- Name and location of last school attended
- Date enrolled and date withdrawn

### **PETS**

Parents and students are not allowed to bring pets to school. Pets are not permitted on school grounds.

### **PHILOSOPHY**

The faculty and staff provide a nurturing environment that acknowledges individual creativity and stimulates personal growth. We empower our students to meet the diverse demands of a complex and evolving society. We encourage our students to take full advantage of participation in the multi-ethnic world-class community in which they live. We strive to develop community involvement in all facets of school activity.

Students' technical, vocational, academic, creative and performing talents are enhanced through a broad spectrum of elective course offerings. Faculty and staff model creative and critical thinking, risk taking, intellectual exploration, and assumption of personal responsibility to foster student leadership in the school and the community. It is our conviction that the "whole community" endeavor results in reliable, motivated, self-fulfilled leaders for the future. Our motto is "College is not our possibility...it is our reality."

### **PROMOTION**

Promotion is based on achievement of instructional goals and the ability to function at the next grade level academically, socially, and emotionally. Minimum standards for promotion have been established in the District's Student Progression Plan. Our school does not retain students because we are a Magnet School. Students who do not meet the academic and/or behavioral requirements during the current school year are initially placed on Academic Warning and then Academic Probation during the first and second grading

periods. Students who do not meet the eligibility requirements by the end of the third grading period are exited from the program. Please visit <http://mastfiu.dadeschools.net> for more information.

## SECTION R

### **REGISTRATION**

Students may apply to become part of the Magnet Program. Eligibility and application requirements are posted on the District's website at <http://www.yourchoicemiami.org/>. Parents will be notified when their child has been accepted to the program. Parents will come to the main office and meet with the registrar to complete the required enrollment documents. Parents should bring a current immunization record for their child when requested to meet with the registrar.

### **REPORT CARDS**

Report cards are issued quarterly (every nine weeks). Please give special attention to all skill areas: mathematics, language arts, social studies and science. Grades are assigned on the basis of achievement. The report card provides a basis for parent-child evaluation of progress and plans for improvement. Parents should retain their child's report card for future reference. Through parent-teacher conferences and report cards, parents can monitor their child's progress in school. However, it is the parent's responsibility to contact the teacher any time there is uncertainty or concern about progress. Parents can visit the Parent Portal at [www.dadeschools.net](http://www.dadeschools.net) to access grades.

### **RESPECT FOR PROPERTY**

Students must respect school property and the property of their classmates and others. Students who find money or articles on school grounds should submit these articles to the main office. Character education is part of the educational program at our school. All of us should encourage students to be good and honest citizens. Students who damage or deface school property will be subject to disciplinary action pursuant to the Student Code of Conduct and will be asked to correct their actions. Parents will be responsible for proper payment in order to replace or repair the item damaged or defaced by the student.

## SECTION S

### **SACS ACCREDITATION**

All Miami-Dade County Public Schools are fully accredited by the Southern Association of Colleges and Schools (SACS)/AdvancED. The District has maintained a productive relationship with (SACS)/AdvancED since 1914, and we have been recognized for our pursuit of excellence in education and dedication to the goal of achieving success for all students. SACS/AdvancED District Accreditation assures that all people, processes, departments, and operations in the school adhere to the highest educational standards

### **SAFETY AND SECURITY**

Any student who witnesses an accident or is injured at school should report it immediately to the nearest staff member. 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 student and staff safety exists within the community (Code Yellow), or an imminent threat to student and staff safety 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 an administrator makes the "All Clear" announcement. The emergency closing of a school for any cause, such as weather or safety of individuals, is only at the discretion of the Superintendent of Schools.

Monthly fire drills will take place each school year according to the Miami-Dade County Public Schools Policy and Emergency Procedures. When notified, students must stop what they are doing and follow their

teacher's instructions. Students must clear the building promptly and quietly by the prescribed route. Any student who is in the hallway or the restroom at the time of an emergency must proceed to the nearest exit and locate a teacher or a staff member. Students, teachers, staff and visitors must remain outside the building until permission is given to re-enter. Attendance will be taken during fire drills and actual emergencies, so it is imperative that students check in with their teachers during these events or with the nearest faculty or staff member.

Our school is located in a busy section of the neighborhood. Children may need to cross streets to get to and from school. Please take time to review the following safety rules with your child:

- Look both ways before crossing streets.
- Use sidewalks when available; do not cut through parking lots or travel lanes.
- Watch for moving vehicles.
- Do not ride bicycles on sidewalks or in travel lanes.

### **SCHOOL ATTIRE AND DRESS CODE**

While recognizing that dress and personal grooming are primarily the responsibility of the parent, we are concerned with the appearance of our students. An important role of this high school-university experience is to prepare our students to enter the world of work. Research has shown that personal attire often determines individual behavior and performance.

All students are expected to wear the approved school-university uniform which consists of a MAST@FIU BBC logo shirt and dark blue, black or khaki pants while on campus or at school-sponsored activities. Blue jeans may be worn provided they do not have holes, writing or excessive ornamentation. Shoes must cover the entire foot. The following items and apparel are deemed inappropriate for our campus:

- Hat, except those for religious purposes
- Written messages, pictures or symbols on clothing which portray ideas that are hostile or adverse to the health, safety, and welfare of students such as messages that relate to violence, drugs, smoking, alcohol, sex, and profanity
- Hair rollers, scarves, sweat bands, stocking caps, bandanas or headbands
- Tap shoes or shoes with metal cleats
- A garment may not be worn other than its intended manner except in emergencies such as stockings on head, jackets as shirts, shirts as capes.
- Hooded garments also referred to as, "hoodies"
- Sunglasses
- Clothes with metal studs, ornaments, or other objects, which can scratch furniture or damage property

NOTE: Students may not wear sweaters, sweat shirts, jackets, "hoodies" or other items over their polo shirt as it obscures the school logo. Students who wish to wear a jacket must purchase a jacket with the school logo from the PTSA.

Students in violation of the dress code will be sent to the main office where they may contact their parent to arrange a change of clothing. The school administration reserves the right to be the final authority as to the suitability of personal attire for school.

Uniform apparel is available through the PTSA and may be purchased online by visiting the following website: <https://squareup.com/market/mastfiuptsa>

### **SCHOLARSHIP WARNINGS**

All students must continuously meet the Magnet eligibility and program requirements to remain a student at the MAST@FIU. Students are responsible to pursue their education in a manner that reflects positively on them, their parents and teachers and the school. Grade reporting periods are nine-weeks in length. By the end of the fifth week of each grading period, scholarship warnings and/or

progress reports will be issued to students who are in danger of failing or possible removal from the program. Students are directed to take these reports home to notify the parent or guardian of a student's academic progress. Parents are also encouraged to track their student's progress through the Parent Portal that is available at <https://dadeschools.net>. Parents are urged to make appointments or communicate with teachers anytime a question or concerns arises regarding their student's progress or grade.

### **SCHOOL INSURANCE**

Your child's health and well-being are important to us. Parents may buy Student Accident Insurance at the beginning of each school year. The coverage will pay for medical services if your child is injured on school grounds or when participating in a school-sponsored activity or field trip. Information regarding insurance will be available during the first or second week of school. The insurance is very reasonably priced.

### **SCHOOL PROFILE**

Our school is located at 3000 NE 151<sup>st</sup> Street in North Miami, FL. The school currently serves approximately 200 students in grades 9 and 10. The school opened its doors to students in 2013 as a result of a unique and innovated educational partnership between Miami-Dade County Public Schools and Florida International University. The campus includes an assemblage of state-of-the-art facilities including offices, general education classrooms, laboratories, media center, aquatic complex, student union as well as numerous conference centers. Our students are educated in classrooms within Academic 1, which is a three story structure at the heart of the campus. Please visit our website: <http://www.mastfiu.dadeschools.net> for information and news.

### **SPECIAL EDUCATION**

The School Board of Miami-Dade County ensures that all students suspected of having a disability are identified, evaluated, and provided appropriate instruction as well as any related services if it is determined 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 RTI process in the school's Progress Monitoring Plan (PMP) program and have been referred to the school's intervention team, known as the Student Support Team (SST).

Students with disabilities who are eligible and require special education will have an Individual Education Plan (IEP). The IEP describes the student's strengths and weaknesses, documents the services, and supports the student's needs in order to access a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE). The IEP is a working plan that must be developed by the IEP team at least once every 12 months and reviewed, when appropriate, to revise and address any lack of expected progress toward annual goals, or to consider any new information provided through re-evaluation or by the parent/guardian.

Parent involvement in the special education process is very important. Parents will be asked to participate in the IEP process each year and to consider the need for their child's re-evaluation at least once every three years. Please contact your child's counselor or visit <http://ese.dadeschools.net/> for more information.

### **STUDENT DEVELOPMENT GOALS**

Communication and Learning Skills - Students shall acquire, to the extent of their individual physical, mental, and emotional capacities, a mastery of the basic skills required in obtaining and expressing ideas through the effective use of words, numbers, and other symbols.

- Students shall achieve a working knowledge of reading, writing, speaking and mathematics accompanied by gradual progress into the broader fields of mathematics, science, language arts and the humanities.



- Students shall develop and use skills in the logical processes of search, analysis, evaluation and problem solving, in critical thinking, and in the use of symbolism.
- Students shall develop competence and motivation for continuing self-evaluation, self-instruction and adaptation to a changing environment.
- Students shall have the opportunity to develop and use the skills of speaking and understanding languages other than English in order to communicate effectively in the language for future personal or vocational achievements.

Citizenship Education - Students shall acquire and continually improve the habits and attitudes necessary for responsible citizenship.

- Students shall acquire knowledge of various political systems with emphasis on democratic institutions, the American heritage, the contributions of our foreign antecedents, and the responsibilities and privileges of citizenship.
- Students shall develop the skills required for participation in the processes of public and private political organizations and for influencing decisions made by such organization, including competence in judging the merits of competing political ideologies and of candidates for public office.

Occupational Interests - Students shall acquire a knowledge and understanding of the opportunities open to them for preparing for a productive life, and shall develop those skills and abilities that will enable them to take full advantage of those opportunities including a positive attitude toward work and respect for the dignity of all honorable occupations.

- Students shall acquire knowledge of and develop an understanding of the fundamental economic structure and processes of the American system, together with an understanding of the opportunities and requirements for individual participation and success in the system.
- Students shall develop those occupational competencies consistent with their interests, aptitudes and abilities which are prerequisite to enter and advance in the economic system, and/or academic preparation for acquisition of technical or professional skills.

Mental and Physical Health - Students shall acquire good health habits and an understanding of the conditions necessary for the maintenance of physical and emotional well-being.

- Students shall develop an understanding of the requirements for personal hygiene, adequate nutrition and physical exercise essential to the maintenance of physical health, and knowledge of the dangers to mental and physical health from addiction and other aversive practices.
- Students shall develop skills in sports and other forms of recreation which will permit life-long enjoyment of physical exercise.
- Students shall develop competence in recognizing and preventing environmental health problems.
- Students shall acquire knowledge of basic psychological and sociological factors affecting human behavior and mental health, and shall develop competence for adjusting to changes in personal status and social patterns.

Home and Family Relationships - Students shall develop an appreciation of the family as a social institution.

- Students shall develop an understanding of their roles and the roles of others as members of a family, together with knowledge of the requirements for successful participation in family living.
- Students shall understand the role of the family as a basic unit in society.

Aesthetic and Cultural Appreciations - Students shall develop understanding and appreciation of human achievement in the sciences, the social sciences, the humanities and the arts.

- Students shall acquire knowledge of major arts, music, literary and drama forms, and their place in cultural heritage.
- Students shall acquire competence in the critical evaluation of artistic, musical, and literary works.

Human Relations - Students shall develop a concern for moral, ethical and spiritual values and for the application of such values to life situations.

- Students shall acquire the understanding of and appreciation of themselves as well as persons belonging to social, cultural and ethnic groups different from their own and of the worthiness of all persons as members of society.

- Students shall develop skills in interpersonal and group relationships, and shall recognize the importance of and need for ethical and moral standards of behavior.

### **STUDENT HEALTH AND MEDICATION**

Students too ill to remain in class must request permission from their course teacher to report to the main office (AC1-395) unless it is an emergency. When necessary, the parent/guardian shall be contacted and the determination made whether the student shall go home or return to class. An Emergency Information Card must be on file in the school office and completed every year. Any changes in emergency contact information must be made immediately by the parent/guardian in person. The principal or designee shall permit a child to leave school only in the custody of one of the following adults:

- Parent/guardian of a student, with photo ID;
- Person listed on the Emergency Contact Card, with photo ID;
- A law enforcement officer;
- An authorized worker from the Department of Children and Families.

It is recognized that medications may be essential for some students while in school. Only regulated prescribed medication approved by the Food and Drug Administration (FDA) will be accepted for administering at school. Over-the-counter or sample medications must be accompanied by orders from a licensed physician, advanced registered nurse practitioner, or physician assistant. Students may not carry over-the-counter medications at school only with the exceptions listed below. Possession of drugs of any kind can lead to serious disciplinary action. A designated school district employee will administer medications following District policies. All medications must be brought to school by the parent or guardian. Sunscreen and non-medicated Chapstick are permissible without an order.

When possible, all medications should be administered at home. If medication must be given at school, the procedures outlined in Manual for School Health Facilitators must be followed. Florida Statute 1006.062 is the reference for medication guidelines.

1. A signed statement by the parent/guardian requesting the administration of medication must accompany all medication. The official authorization form must be returned to school within two (2) days following the initial receipt of the medication. New authorization forms are required every school year and/or when any changes with the medical orders occur.
2. Medication must be sent to school via a parent or guardian. It is not safe for children to deliver medicine to the school. This policy prevents safety concerns of lost or stolen medicines, students sharing medicines with other students, and students taking medicine without supervision.
3. Medication must be in the prescription container with the date, dosage, name of drug, and student and physician, advanced registered nurse practitioner, or physician assistant name clearly marked. Medication must remain in the container in which it was originally dispensed. Most pharmacies will provide an extra empty labeled bottle for parents if requested when the prescription is filled.
4. Parents should arrange for a separate supply of medication for school. Medication will not be transported between home and school. Exceptions by Florida Statutes 1002.20(h)(i) are life-saving medications such as asthma inhalers, insulin, glucagon, and epipens, which require special parent forms, and an order from a medical doctor, advanced registered nurse practitioner, or physician assistant.
5. When any medications are added or discontinued, a new authorization form is required.
6. When medications, dosages, or times are changed, both steps must be followed:
  - A written note from the parent requesting the changes must be sent to the school, and then a new signed authorization form with the correct information must be completed.
  - A new label from the licensed pharmacist or licensed medical doctor, advanced registered nurse practitioner, or physician assistant order/prescription indicating the change must be sent to the school. A fax is acceptable.

7. Medication will be stored in a locked cabinet at the school at all times. Exceptions by statutes areas follows: asthma inhalers and epipens that students carry, which require special parent permission and licensed medical doctor, advanced registered nurse practitioner, or physician assistant forms/orders.
8. Possession of drugs of any kind can lead to serious disciplinary action.
9. FDA-approved oral nonprescription (over-the-counter) or sample drugs will be dispensed only when accompanied by written orders from a licensed medical doctor, advanced registered nurse practitioner, or physician assistant. Medication is always to remain in the container in which it was purchased. Written parental/guardian authorization is needed for all prescriptions. Cough drops will be treated as an over-the-counter medication. Students may not carry over-the-counter medicines at school. Sunscreen and non-medicated Chapstick or lipsticks are permissible without a medication order.
10. Substances not to be given at school are all unregulated and/or non-FDA approved products. Herbs, food supplements, home remedy treatments, dietary supplements, and/or folk remedies are a few examples of products not to be administered at school. Parents should consult the child's physician about a schedule for using these preparations outside of school hours.
11. No prescription narcotic analgesics are to be dispensed at school. The side effects make it unsafe for students to attend school while medicated with narcotics. Parents should consult the child's physician about a schedule for using these preparations outside of school hours.
12. Liquid medication will be given in a calibrated measuring device. The parent/guardian should supply a calibrated measuring device.
13. Special arrangements must be made if a student is self-medicating or attending a school-sponsored field trip, extracurricular activity or afterschool program.
14. When medication is discontinued or unfinished at the end of the school year, medication not taken home by the parent within three (3) days will be destroyed.
15. Planning and protocols for any medication or treatment which requires a one-time dosage for a specific intent are the responsibility of the Registered Nurse ONLY.
16. Parents of students attending after-school programs will need to make arrangements with the after-school programs when medicines or treatments are needed.

Epinephrine Use - Section 1002.20 (i) Florida Statute states: a student who has experienced or is at risk for life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental/guardian and physician, advanced registered nurse practitioner or physician assistant authorization. The parent or guardian of a student authorized to carry an epinephrine auto- injector must complete permission forms annually which eliminates any and all liability with respect to the student's use of an epinephrine auto-injector. The physician, physician assistant, or advanced registered nurse practitioner must complete permission forms annually attesting the student is able to recognize the signs and symptoms and manage their life-threatening allergies (F.S. Chapters 464, 458, and 459).

Inhaler Use - Asthmatic students may carry a metered dose inhaler while in school with written permission from their parent/guardian and physician, advanced registered nurse practitioner, or physician assistant (Section 1002.20 (h) Florida Statute) (ss.Chapters 464, 458, and 459). The permission to self-carry inhaler forms must be completed by the parent and the physician, advanced registered nurse practitioner or physical assistant.

Use of Assistive Medical Equipment: Crutches, Canes, Walkers, Wheelchairs, Braces, Splints - Medical devices such as crutches, canes, walkers, wheelchairs, braces, and splints are prescribed by the medical doctor, advanced registered nurse practitioner, or physician assistant to facilitate mobility or provide support or alignment of an injured or deformed body part. Health professionals specifically fit these devices to a

child, taking into consideration such parameters as height, weight, angle of alignment required, and degree of mobility assist required; and train the child/parent in their safe use and appropriate care. In order to reasonably and safely accommodate the child who has been prescribed an assistive device in the educational setting, a medical order is important in describing any activity limitations at school (i.e. no PE for one month), length of time device is to be used, any monitoring or nursing care needed during the school day (i.e. ice applications to injury, observe for pressure areas), and needed assistance in mobility on the school campus (i.e. elevator key, assistance with carrying books or extra set of books for home, extra time going from one class to the next). Parents/guardians are encouraged to communicate with the school clinic personnel regarding their child's medical needs during the school day while using any assistive devices. A parent or guardian without a health care provider order for assistive devices or is unable to produce the documentation for assistive devices should be referred to the principal. A student may be exempted from the regular physical education program by a written request from the attending physician, advanced registered nurse practitioner, or physician assistant stating the length of the exemption; in all cases, the principal should be notified.

Management of Life-Threatening Health Conditions - A student may be permitted to self-administer medication for potentially life-threatening illnesses such as diabetes, allergies, asthma, and cystic fibrosis. Guidelines for this process are based on F.S. 1002.20(3) (h)-(k). Written authorization is needed from the student's physician, advanced registered nurse practitioner, or physician assistant certifying that the student has the life-threatening illness. In addition, the licensed health care provider is attesting that the student is capable of and has been instructed in the proper administration of the required medicine and/or procedure for management of life-threatening health condition(s). Also, the parent/guardian must sign a written authorization for their child to self-administer medication. This authorization also includes a statement that the school district shall incur no liability as a result of any injury arising from the self-administration. The permission is effective for the school year and will be reviewed annually. Please note that permission may be revoked if there is reason to believe that the life-sustaining medication, treatment, equipment or supplies are being used inappropriately. Parent/guardian should contact the administration at their child's school site for appropriate paperwork.

Communicable Disease - Students with signs and/or symptoms indicating the possible presence of a communicable or infectious disease shall be isolated from other students. The parent or guardian shall be contacted in order to take the student home. The student shall be readmitted with a written statement from a physician, advanced registered nurse practitioner, or physician assistant, and/or the student is free of signs and symptoms for at least 24 hours to 48 hours. (F.S. 381.0056, F.S.1003.22)

Head Lice and Conjunctivitis - If a child is identified as having conjunctivitis (pink eye) or pediculosis capitis (head lice), he or she shall be excluded from school and shall not be permitted to return to school until he or she is disease or parasite free. Parents are responsible to provide the appropriate treatment to eliminate head lice or conjunctivitis before the child returns to school. A child should miss no more than one or two days of school because of head lice or conjunctivitis. Excessive absences due to either health concern shall be addressed according to the provisions of the Compulsory School Attendance Law. (F.S. 381.0056, F.S. 1003.22).

Health Screenings – The District's School Health Services Program conducts health screening activities at various times during a student's school experience. Screenings are mandated in F.S. 381.0056 (5) (a). Health screenings include but are not limited to the following activities: vision, hearing, measurement of height and weight, with Body Mass Indexing calculations, scoliosis, and some school sites include dental and hypertension-high blood pressure. Parents or guardians must inform the school in writing if they do not wish their student to participate in any portion of this program.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

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

## **STUDENT TRANSFERS**

Parents may choose to transfer their child from our school to the school that serves their residence any time during the school year by speaking with the registrar. An exit conference will be held with an administrator prior to the completion of the paperwork required for the transfer.

## **SUMMER HOME LEARNING ASSIGNMENTS**

All students are assigned a summer home learning assignment at the end of each school year. The assignments are posted on the school's website at <http://mastfiu.dadeschools.net>. Summer home learning assignments are mandatory so students will be better prepared for the grade and courses they will be entering the following school year. Students will be assessed and grades will be issued on these assignments within the first weeks of school.

## **SECTION T**

### **TELEPHONE SYSTEM**

The school is equipped with a business telephone system to help transact the business of the school and the lines must remain free for this purpose. Students often ask to use the school phone to ask parent's permission to go home with a friend. This is not permitted. Students may use a school phone with permission and only for emergencies. Students carrying cell phones must ensure they are not visible while on school grounds. Cell phones must be turned off and must not interrupt instruction. Cell phones will be confiscated from students not adhering to these guidelines.

Office staff does not accept telephone messages or transfer calls for teachers because it interrupts the instructional activities of an entire class. Email is the best form of communication for our staff. The office staff will not deliver a message to a teacher in cases of an extreme emergency. Rainy days are not considered emergencies. Please ensure prior arrangements are made to pick-up your child.

### **TEXTBOOKS**

All students are provided with an electronic tablet so they may access textbooks online. In some cases, students may also receive print textbooks from their teachers. It is the responsibility of the student to ensure that the textbooks and electronic tablet that is issued to them remains in working order and in pristine condition. Students will be charged for lost or damaged books, as a result of negligence. Please stress to your child the importance of respect for school materials and property. All payments for damaged and lost textbooks are to be paid in cash and are non-refundable even if the student finds the book after paying for it.

Textbooks which are assigned to specific students must have the student's full name written with pen in the space provided on the inside cover of the book. If the books are misplaced, they can readily be returned to the student. Electronic tablets are identified by the student's identification number.

The replacement value of a textbook or electronic tablet is assessed at the time it is issued. Textbooks typically depreciate a quarter of their value for each year they are used. Electronic tablets retain their full value regardless of the number of years they are used. Deliberate damage such as marking on the edges of a book and/or tearing out or removing pages will be penalized by payment of the full price for a new book.

### **TRANSCRIPTS**

Parents and student may obtain a copy of the official high school transcript by submitting a written request to the school registrar. Please note the following information as it pertains to high school transcripts:

- All high school, FLVS and dual enrollment courses attempted will appear on a student's transcript regardless of grade enhancements. Parents and students should review the transcript carefully to ensure that it accurately reflects all courses taken during the student's high school career.

- Transcripts for scholarships, electronic transcripts, and the student's final transcript will be furnished free of charge. The fee for all paper transcripts will be payable at the time of request.
- The District updates the information on student transcripts periodically throughout the year so time your request so that the transcript reflects the most current information.
- The school registrar maintains an on-going log noting the name of the party requesting the transcript (parent or eligible student), the date of the request, the fee, and the date on which the transcript was mailed or sent electronically. Requests for transcripts are usually filled within 5 school days depending on the time of the year and the number of requests.

For more information, contact the school registrar at 305-919-4450.

### **TRANSPORTATION**

Parents are responsible for providing transportation for their child to and from school each day. Parents may secure private bus transportation for children if they so choose. Information regarding these services is not available from school personnel. Students arriving late on a private bus will be considered tardy.

## **SECTION U**

### **UNIFORMS**

Our school has a mandatory school uniform program that was adopted by parents and students when the school began in 2013. The school uniform consists of a polo shirt that has the school logo embroidered on the front of the shirt and khaki or dark or colored pants with a belt. Jeans may be worn provided they are not torn, have holes or excessive wear. Shirts must be tucked in at the waist. Hats and other items are not allowed unless worn for religious purposes. Pullover sweaters, sweatshirts, and jacket may be worn over the polo shirt provided they have the school logo embroidered on the front or the back of the garment. Students may wear t-shirts that have the name of the school as part of the artwork on special days, announced events, or field trips. The PTSA continues to be a valuable partner in our uniform program. Uniform shirts and other school-related apparel are available at reasonable prices from the PTSA. Please visit the PTSA link at <http://mastfiu.dadeschools.net> to obtain an order form.

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

## **SECTION V**

### **VISITORS AND GUESTS**

For the safety and protection of all students and staff, visitors and guests (including parents) must always sign in and obtain a Visitor's Pass from the main office before proceeding to any areas of the school building. Parents are not permitted to go to a teacher's class unannounced during school hours, since visitors dropping by or "popping in" disrupts standard routines and interrupts instruction. We appreciate your cooperation in providing a safe learning environment for all students.

Visitations may be scheduled during the school day if previous arrangements have been made with the teacher and administration. Also, it is expected all visitors will observe the fire code regulation of the school and refrain from smoking. Animals/pets are not allowed on school grounds at any time.

## **VISION**

Our Vision is to provide a unique high school experience in cooperation with FIU that includes college level courses, career experiences and technology coursework to prepare students for Science, Technology, Engineering and Mathematics (STEM) related fields.

## **VOUNTEERS**

We gladly welcome the assistance of parents, as well as other family and community members, who have time and would like to volunteer at the school. This is an opportunity to assist teachers in the classrooms, chaperone field trips and help out with any part of the total school program, allowing teachers to spend more time with individual students. If interested in becoming a volunteer, please contact an assistant principal to obtain further information. All volunteers must attend a Volunteer Orientation session prior to becoming a volunteer at the school. Volunteer Sessions will be conducted at various times during the school year. All volunteers are required to attend at least one Volunteer Orientation session each school year. Once approved, volunteers must report to the main office and sign in to the Volunteer Binder and secure a Visitor's Pass before reporting to classrooms or any designated area on campus. Volunteers must also sign-out and return their pass to security personnel prior to leaving the campus. Further information about the District's School Volunteer Program and its requirements may be found at <http://dadeschools.net>.

Approved volunteers are eligible for reduced parking rates on campus. Please visit <http://fiu.edu> for more information.

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

- **Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.
- **Title VII of the Civil Rights Act of 1964 as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.
- **Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.
- **Age Discrimination in Employment Act of 1967 (ADEA) as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40.
- **The Equal Pay Act of 1963 as amended** - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.
- **Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.
- **Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.
- **The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.
- **The Pregnancy Discrimination Act of 1978** - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.
- **Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.
- **Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.
- **Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - prohibits discrimination against employees or applicants because of genetic information.
- **Boy Scouts of America Equal Access Act of 2002** – no public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).
- **Veterans** are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

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

The Board will enforce its prohibition against discrimination/harassment based on sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other basis prohibited by law. The Board shall maintain an educational and work environment free from all forms of discrimination/harassment, which includes Title IX of the Education Amendments of 1972. Please refer to <http://www.dadeschools.net/schoolboard/rules/> for more information.

Questions, complaints or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 N.E. 15th Street, Suite 104E, Miami, Florida 33132, PH: 305-995-1580. Please visit <http://crc.dadeschools.net/contact.asp> for additional contact information. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Revised (07.14)