



MAST @ FIU

Biscayne Bay Campus

REGISTRATION PACKET

2016-2017

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The following documents are presented to the parent or guardian and the student as part of the registration process and require understanding and acceptance on the part of the parent or guardian and the student.

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Further information about these and other policies is available in the Parent – Student Handbook which is available at <http://mastfiu.dadeschools.net>. Information regarding school district policies is available at <http://www.neola.com/miamidade-fl/>.

STUDENT REGISTRATION

These requirements apply only to Private School, Home School and Transfer Students:

- A. Age and Legal Name Verification- Must provide **one** of the following:
 - 1. Duly attested original birth certificate or birth card – must be original; hospital certificate not acceptable
 - 2. Duly attested certificate of baptism with a parent affidavit
 - 3. Insurance policy on the child’s life in force for two years
 - 4. Bona fide bible record with parent affidavit
 - 5. Passport or certificate of arrival in the U.S. showing age of child
 - 6. Transcript of school records for at least four years prior, stating date of birth
 - 7. Affidavit of age signed by parent and certificate of age signed by public health officer

- B. Verification of Address- Must provide **two** of the following:
 - 1. Broker’s or Attorney’s statement of parents’ purchase of residence or properly executed lease agreement
 - 2. Current Homestead Exemption Card
 - 3. Electric deposit receipt or electric bill showing name and service address
 - 4. Miami Dade County Public Schools Statement of Bona fide Residence (FM 7444)

- C. Health Requirements- must provide **both** forms:
 - 1. Student Health Examination- DH 3040 form providing proof of a physical exam done within 12 months prior to entry
 - 2. Florida Certificate of Immunization- DH 680 white or blue card from a private doctor or local health provider

- D. School Records:
 - 1. For grade placement and verification of credits earned
 - 2. Interpretation of foreign records available at no cost

MAGNET PERFORMANCE CONTRACT

Congratulations! Your child has been accepted to Marine Academy of Science and Technology (MAST) at the Biscayne Bay Campus (BBC) of Florida International University (FIU) for the next school year, pending successful completion of required coursework this year. Additionally, there are a few important details you need to know: You will be responsible for the transportation of your child to and from school each day. Enrollment in this magnet school takes the place of your parental choice option under the No Child Left Behind Act and/or Opportunity Scholarship Program and your child will not be eligible to receive Supplemental Educational Services (SES) for the next school year. Additionally, students who are admitted to high school magnet programs in grades 10-12 forfeit athletic eligibility for one calendar year commencing from the date of enrollment.

As a student at this magnet school, your child must adhere to the following requirements to enroll or remain enrolled as a student in this magnet school:

- ✚ Demonstrate appropriate behavior at all times.
- ✚ Abide by the school's uniform dress code.
- ✚ Maintain school attendance of no more than 10 tardies or absences per year.
- ✚ Maintain a minimum 2.5 overall unweighted grade point average in all courses at the end of each semester.
- ✚ Maintain a grade of "B" or better in conduct in all classes.
- ✚ Complete a minimum of 100 hours of community service prior to graduation.

All students are required to take eight courses each year. Ninth grade students are required to enroll in an additional science course and Physical Education. Students must take, at least, one math and science course each year and complete, at least, one online course with Florida Virtual School (www.flvs.net) prior to graduation.

By accepting our invitation to enroll your child at MAST@FIU, you acknowledge that additional information may be required to fully process your child's enrollment and that acceptable levels of academic performance and conduct are required for your child to enroll or remain enrolled in this magnet school. Additionally, if you knowingly provide false information on this or any of your child's magnet application and/or admission documents may revoke the offer of acceptance and subsequent enrollment at any time.

CODE OF STUDENT CONDUCT

The primary objective of Miami-Dade County Public Schools (M-DCPS) is to enhance each student's potential for learning and to foster positive interpersonal relationships. M-DCPS supports the concept that students who possess personal, academic, civic and occupational adequacies will become effective and productive citizens. Students must develop and accept the responsibilities and obligations of citizenship. This document helps students take control of their own learning and their ability to positively alter outcomes by employing appropriate personal choices and skills.

The Code of Student Conduct is the District's policy that creates a safe learning environment to ensure academic success. If this objective is to be accomplished, it is necessary that the school environment be a safe and supportive community. The "reculturing" of the school to a positive school climate supports academic achievement and promotes fairness, civility, acceptance of diversity, and mutual respect.

To enhance its effectiveness, this document addresses the role of the parents, the students, and school, but also core values and model student behavior, rights and responsibilities of students, Multi-tiered System of Supports (MTSS), and procedures for using corrective strategies, including suspension and expulsion. The District promotes the following beliefs:

- All students are valuable and can make worthy contributions to society.
- All students are responsible and accountable for their choices and decisions.
- In order to grow and thrive, individuals need caring relationships and a nurturing environment.
- Supportive family relationships are the foundation of the community.
- High expectations lead to higher performance that empower individuals and strengthen society.
- Continuous learning is a lifelong process that is essential to a productive and enriched life.

The full text of the code may be accessed at <http://ehandbooks.dadeschools.net/policies/90/> and is required reading for parents and students. Please take time to review the code with your child and stress the importance of appropriate behavior at home and in school. We consider you and your child as important partners in the maintenance of a safe learning environment that will enable success for all students. For this reason we hope that you understand the importance of the districts expectations for student behavior in the corrective strategies should misconduct occur while at school or school-sponsored activities.

Students who violate the Code of Student Conduct are subject to progressive disciplinary action which may include adjustments to academic and conduct grades, suspension from class or school and removal from the magnet program depending on the nature and severity of the infraction.

ACADEMIC HONOR CODE

The Academic Honor Code is founded on the belief that every student has the right to pursue an education free of any form of intellectual dishonesty. Ethical conduct is expected at all times. Violations of the Honor Code consist of the following:

1. Cheating - the actual giving or receiving of unauthorized aid or assistance on any form of academic work.
 - a. 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 in such cases.
 - b. Falsification of records by tampering with or altering in any way any paper or electronic academic record used or maintained by the school.
 - c. Explicitly briefing or even warning students of the same course about the contents of a quiz, exam, or class assignment.
 - d. Obtaining or attempting to obtain, prior to an examination, either copies of used questions or knowledge of such questions.
 - e. Using an electronic device in a way that violates acceptable use or exceeds the instructor's permission.
2. Plagiarism - the copying of or misrepresentation of another's work as one's own.
 - a. Failure to acknowledge fully and in detail the work, thoughts, or ideas of another person if incorporated in work submitted.
 - b. Providing or sharing work with another student knowing that it might be submitted as the work of that other student.
3. Unethical or Inappropriate Behavior – deliberate or unintentional acts that have a negative impact on the school environment or the reputation of the school, district or stakeholders.
 - a. Purposefully lying to school personnel to improve a grade or otherwise gain an advantage.
 - b. Engaging in the use of alcohol products, illegal drugs or prescription medications.
 - c. Engaging in behaviors that create or perpetuate rumors or false information about the school, district or stakeholders.
 - d. Failure to come forth and report any form of violation of the Honor Code.
4. Technology Misuse – deliberate or unintentional acts that violate the district's network and electronic device Acceptable Use Policies.
 - a. Using technology or electronic devices to access or manipulate inappropriate content.
 - b. Failure to display integrity, citizenship, fairness and respect at all times in the use and operation of electronic devices, technology or social media.

Students who violate the Academic Honor Code are subject to progressive disciplinary action which may include adjustments to academic and conduct grades, suspension from class or school and removal from the magnet program depending on the nature and severity of the infraction.

ATTENDANCE POLICY

Absences will initially be recorded as “unexcused” and will be changed, if appropriate, upon receipt of acceptable reason for absence. The parent or guardian must provide a written notice to the school’s attendance clerk as to why the student was absent within three days upon the student’s return to school. Failure to provide required documentation within three days upon the student’s return to school will result in an unexcused absence. Absences are classified as follows:

1. Excused Absences:

- Student Illness - students missing five or more consecutive days due to illness or injury are required to provide a written statement from a health care provider
- Student medical appointment - a written statement from a health care provider indicating the date and time of the appointment must be submitted to the school’s attendance clerk
- Death in family
- Religious observation
- Subpoena by law enforcement agency or mandatory court appearance
- Outdoor suspension
- Absence beyond the control of the parent or guardian as approved by the Principal or Principal’s designee

2. Unexcused Absences:

- Absences due to vacation, personal services, local non-school events, program or sporting activity
- Absences due to older students providing day care services for siblings
- Absences due to illness of others
- Absences due to non-compliance with Immunization Requirements (unless lawfully exempted)

Note: Students must be in attendance at school for a minimum of two hours to be considered present for the day. No student will be released to a parent or guardian within the final thirty minutes of the school day unless the Principal or Principal’s designee has determined it is an emergency. Persons whose name is not listed in the Emergency Contact Card will not be permitted to sign a student out of school. For further information on this topic, visit: <http://www.dadeschools.net/schoolboard/rules/Chapt5/5a-1.041.pdf>.

STUDENT DRESS CODE

Students are expected to come to school with proper attention having been given to personal cleanliness, grooming, 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 or be sent home by the principal to be properly prepared for school. Students who fail to meet the minimum acceptable standards of cleanliness and neatness as determined by the principal and as specified in this rule shall be subject to appropriate disciplinary measures including suspension. Visit: <http://www.dadeschools.net/schoolboard/rules/chapt5/5c-1.031.pdf> for further information on this topic.

The Educational Excellence School Advisory Committee (EESAC) at our school has voted on the implementation of a school-wide dress code and uniform policy that includes the following requirements and prohibitions:

- **Shirts** – A white or navy blue polo shirt with the school-approved logo must be worn at school and while attending school-approved activities and field trips. A shirt that is worn underneath the polo shirt must not extend beyond the sleeve or the bottom of the polo shirt. Shirts must be tucked in at the waist.
- **Pants** – Navy blue or khaki colored pants must be worn at school and while attending school-approved activities and field trips. Pants with loops and belt are required. The pant must fit at the waist and extend to the top of the shoe. No skinny-style pants are permitted.
- **Outerwear** – Sweatshirts, sweaters, and jackets must not have hoodies and are required to be in compliance with uniform colors. Outerwear must be solid navy blue or white and display the school-approved logo. Outerwear must be worn over the school uniform.
- **Shoes** – Only closed-toe shoes are allowed.
- **Spirit and Club T-shirts** – May be worn on Fridays and other days as determined by the school administration.

Clothing items and accessories not approved at school include, but are not limited to the following:

- Apparel with brand names or designer shirts or pants that display brand logos
- Leggings, athletic wear, pajama pants or other non-approved apparel
- Hats, bandanas, head scarves or hoodies
- Written messages, pictures or symbols related to drugs, smoking, alcohol, sex, profanity, gangs or any other negative or inappropriate message
- Backless shoes, cleats, Crocs, house slippers, or shoes with wheels
- Trench coats

Students who violate the Student Dress Code are subject to progressive disciplinary action which may include adjustments to conduct grades, temporary removal from class and removal from the magnet program depending on the nature and severity of the infraction.

MEDIA AND TALENT RELEASE

The following information specifies the circumstances and conditions associated with the use of photographic and electronic images of students and their possessions at our school:

- Your child, as a student in the magnet program, may be photographed, videotaped or interviewed at various school sponsored events as part of our marketing and recruitment efforts throughout the year.
- As a parent or guardian of a student participating in this magnet program, you hereby grant the School Board of Miami-Dade County, Florida, Miami-Dade County Public Schools and their employees, agents, licensees, representatives or assignees, and those acting under their permission and upon their authority or those for whom Miami-Dade County Public Schools is acting the absolute right and permission to copyright and/or use and/ or publish, exhibit, display, broadcast or print portions of files, videotapes, kinescope, audiotapes, still pictures, slides, or any other type of recording in which your child may be included in whole or part, made through any media including, but not limited to newspapers, brochures, videos, television, school publications and the internet without inspection or approval of the finished product or use to which it may be applied. Additionally, you also grant the right to include your child's possessions and/or background objects which may appear in the final product.
- You further release The School Board of Miami-Dade County, Florida, Miami-Dade County Public Schools, their representatives, assigns, agents, or licenses from any liability for what I or anyone claiming by, through, or under me might deem misrepresentation or in connection with use of any of the aforementioned items in which your child may have appeared.

ACCEPTABLE USE POLICY FOR COMPUTERS, CELLULAR TELEPHONES AND INTERNET USAGE

The School Board policy for the acceptable use of the Internet as a tool for learning affirms that students may use the Internet to do any action or receive and/or communicate any language that the student could not do in person. Any act or word prohibited by federal, state and/or local law or regulation, including School Board Policies, if done by student in person is similarly forbidden by this policy to be done by any student by or through the Internet. Additionally, the policy reflects that there is no expectation of privacy in the use of e-mail or Internet communications when such communications occur over district provided equipment by students or others. Visit: <http://www.dadeschools.net/policies/pdf/AUP%20Internet%206A-1.112.pdf> for further information about this policy.

All users are expected to abide by the generally accepted rules of network etiquette:

- Be polite – Do not get abusive in your language to others.
- Use appropriate language - Do not swear, use profanity, use vulgarities or any other inappropriate language.
- Do not engage in activities which are prohibited under local, state or federal law
- Do not engage in activities which violate the M-DCPS Code of Student Conduct
- Do not reveal your personal address and/or telephone number or that of other students
- Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and may result in loss of user privileges.
- Do not use electronic devices or the computer network in such a way that would be disruptive to others.
- All communications and information accessible via the district-provided network should be assumed to be private property.
- Do not use the district-provided network to send or receive messages that discriminate based on gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, disability or that are inflammatory in nature.
- Use of any information obtained via the Internet is at the user's own risk. M-DCPS will not be responsible for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions.
- The District denies responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

Students who violate the Acceptable Use Policy are subject to progressive disciplinary action which may include adjustments to academic and conduct grades, suspension from class or school and removal from the magnet program depending on the nature and severity of the infraction.

WALKING FIELD TRIPS

Field trips are not a mandatory part of the school experience; however, research and experience have shown that trips that are well planned and executed by teachers enhance the relevance and importance of instructional content. As a school, we enjoy a unique and beneficial partnership with Florida International University that affords us many opportunities to interact and collaborate with university faculty and staff throughout the year. Additionally, our presence at the Biscayne Bay Campus gives students frequent opportunities to engage in relevant marine and ecological observation and research without the necessity of bus travel to other locations.

Walking Field Trips typically involve distances that are less than one mile. The campus greenhouse, marine science center, library, academic buildings, university center, ponds, mangroves and Biscayne Bay are frequently visited by students and teacher throughout the year. Trips are executed safely, efficiently and with a specific instructional purpose in mind. Students are often required to collect data, discuss their observations and report their findings using technology and electronic media

Students who participate in Walking Field Trips are chaperoned at a ratio of 15 students to 1 adult. In those instances where students are in or around water, the student to chaperone ratio is 10 students to 1 adult. Parents and other interested adults who register as volunteers with the district are encouraged to participate in all field trips. For more information about school volunteers, visit: <http://ehandbooks.dadeschools.net/userguides/pdf/166.pdf>.

As a parent or guardian of a student participating in this magnet program, you hereby grant the School Board of Miami-Dade County, Florida, Miami-Dade County Public Schools and their employees, agents, licensees, representatives or assignees, and those acting under their permission and upon their authority or those for whom Miami-Dade County Public Schools is acting the absolute right and permission to participate in Walking Field Trips on the Biscayne Bay Campus of Florida International University throughout the school year as specified herein.

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

Each parent/guardian of a student enrolled in Miami Dade County Public Schools at MAST@ FIU Biscayne Bay Campus must sign and return this page to the school registrar to acknowledge that the parent/guardian and student have reviewed the information presented in this packet that includes the following documents: Student Registration, Magnet Performance Contract, Code of Student Conduct, Academic Honor Code, Attendance Policy, Student Dress Code, Media and Talent Release, Acceptable Use Policy for Computers, Cellular Telephones and Internet Usage and Walking Field Trips as well as the information referenced by internet address in various places throughout.

Additionally, you acknowledge that you and your child have been given the opportunity to clarify or ask questions about the information contained in this packet or the information that is referenced by way of internet address. Your signature below also represents your commitment to help and ensure your child's success as a student at MAST@FIU. We cannot do it alone. Your partnership with us and your continued involvement in your child's education will ensure the success we all seek.

Print Name of Student

ID Number

I, the parent/guardian, acknowledge receipt of this information and will work diligently with my child and school personnel so he or she will remain successful as a student at MAST@FIU.

Signature of Parent/Guardian

Date

I, the student, acknowledge receipt of this information and will work diligently with my parents/guardians and school personnel so I will remain successful as a student at MAST@FIU.

Signature of Student

Date

NOTE: This form must be signed and submitted to the registrar at the time of registration.

ANTI-DICRIMINATION POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

In Addition: School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.
Revised (07.14)