



Mater Brickell Preparatory

Parent & Student Handbook
2016-2017



Dear Parents,

Welcome to the Mater Brickell Preparatory! Your child is entering an environment that is warm, secure and challenging. In our school your child will grow academically, socially, physically and creatively. This will be a great year at our school. Our exceptional staff is committed to all of our students in providing a fantastic learning experience. Together with you we look forward to great year where as a school "family" we will work together to afford a wonderful education for all of our students.

I would like to welcome you to a wonderful year full of new discoveries and learning adventures for your child. We know that children learn in a variety of ways and at different rates. Therefore, we will provide experiences that take these differences into consideration. Our students are encouraged to be active participants in the learning process. Our teachers will act as facilitators of learning providing a vast range of educational experiences that will enrich your child's mind and enable them to become well rounded individuals.

Mater Brickell Preparatory is committed to excellence in education and in all aspects of a child's life. This handbook is one way to bring the parents, teachers and students of Mater Brickell Preparatory together. Only together can we accomplish a well-rounded education for all of our children. This handbook will provide the answers to most of your questions. Please do not hesitate to contact the school if you have any additional questions or concerns. I would like to thank you for entrusting your little angel to us. As a mother of two, I know what it is like to part from my children and still think about them every moment. Please know that your child is precious to us. I am honored with the responsibility of guiding them through their educational journey. I look forward to working with you to make this year a successful one. If we work together, we can accomplish great things!

Sincerely,

Sheila Caleo Gonzalez



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What is a Charter School

Charter schools are non-profit, self-managed, entities that enroll Miami-Dade County public school students. They must be approved and monitored by the local school board, yet they are run independently. Charter schools are funded by state and local monies and are open to any student residing in the Miami-Dade County School District who would otherwise qualify to attend a regular elementary or middle school in Miami-Dade County.

Mission Statement

Is to provide a loving, caring, and supportive educational environment, where the whole child is developed and a philosophy of respect and high expectations is instilled for all students, parents, teachers, and staff.

Our Vision

At Mater we will strive to create a thirst for knowledge in all disciplines of the curriculum and enrich every student with a sense of purpose, a belief in their own efficacy, and a commitment to the common good.

School Philosophy

Our school is a place where children will enjoy learning, teachers will enjoy teaching, and parents will be expected to be a key part of the educational process.

Our Beliefs:

- Student learning is the primary focus of our school.
- Students learn in a variety of ways and should be given the opportunity to learn with different strategies and techniques.
- Administrators, teachers, staff, parents, and community members agree to hold high goals and standards to achieve success.
- Parents and teachers are partners in the education process.
- Our school community is committed to continuous improvement to enable our students to become lifelong learners.

School Curriculum

Mater Brickell Preparatory's curriculum is based on Florida's Sunshine State Standards <http://www.floridastandards.org/index.aspx> and the Common Core Standards <http://commoncore.dadeschools.net>. It encompasses the core subject areas of Math, Reading/Language Arts, Science, and Social Studies, as well as, weekly special area classes of Spanish, Art, Music, and Physical Education. Students in Kindergarten through 2nd Grade will use the Common Core Curriculum as mandated by the Florida Department of Education. Just as each student learns differently, each teacher has his or her own unique style of teaching. Therefore, our curriculum encompasses elements of whole language and phonics instruction, as well as whole group, small group, and cooperative group activities. Our teachers and administrators continually work to develop the curriculum, as all of the members of the Mater Brickell Preparatory team are integral facilitators of knowledge.

Miami-Dade County Public Schools: Please note: All students enrolled in Mater Brickell Preparatory are students of Miami-Dade County Public Schools, subject to applicable policies.

School Hours



Kindergarten-1 st	8:30 a.m. – 2:00 p.m.
2 nd –5 th	8:30 a.m. – 3:00 p.m.
6 th -8 th	8:30 a.m-3:30 p.m.

****Early Dismissal**

Students will be dismissed at 12:00 p.m. the first Friday of every month.

Arrival Procedures

- All students must be dropped off using the circular driveway.
- Under no circumstances will parents be allowed to park or leave their vehicles unattended in the drop off/pick up areas.
- All late students must report to the office for a late pass.

Dismissal Procedures

- Vehicles will only be allowed to enter the school driveway **10 minutes** prior to their child's scheduled dismissal time.
- Parents are discouraged from picking up students enrolled in the aftercare program during regular dismissal times.
- Students will remain with a faculty member 15 minutes after dismissal. Students who are not picked up 15 minutes after dismissal time will be sent to the office and issued a **late charge of \$1.00 per minute**. Students will be dismissed at 12:00 p.m. on the first Friday of every month. Parents must arrange for transportation. **Students will not be released 30 minutes prior to dismissal. NO EXCEPTIONS!!**

Rainy Day Procedures

Please be patient and follow drop-off/pick-up procedures to ensure your child's safety. The use of the telephone will not be necessary. On rainy days students will be dropped off and picked up using the 32nd Avenue entrance.

Before and After Care

The School has established before and after school care services to be available on campus through the Boys and Girls Club. It is the parents/guardians responsibility to contract and pay for such services. Please contact the Boys and Girls Club for detailed information on how to register for the before and after school care program.

Morning Care	7:00 a.m. to 8:00 a.m.
After Care	2:00 p.m. to 7:00 p.m.

Calendar



Our school calendar is available on our website: matergroveacademy.com. In addition we will have a monthly calendar on our website highlighting all events that will occur that month. Please note that the first Friday of each month is early release. Students will be released at 12:00 pm.

Attendance Policy

We expect our students to demonstrate excellent attendance. Please make every effort to have your child attend school on time. Arrival time for students is from 8:00 a.m. to 8:25 a.m and 8:00 to 8:20 for middle school students. Students in middle school must be in their seat by 8:20 and students in elementary must be in their seat by 8:30 a.m. Any student arriving after that time will be issued a late pass and marked tardy. Please make every effort to have your child attend school every day.

In accordance with School and M-DCPS Daily Attendance Policies, students must be physically present in school for a minimum of 2 hours in order to be counted as present for attendance purposes each day. Students arriving outside of the School's designated times must be enrolled in a before-care program, including all applicable fees. Please be advised: Mater Academy is not responsible for students who arrive more than thirty (30) minutes prior to the start of school.

Excused Absences

Parents/guardians are to contact the teacher if your child is going to be absent from school. On the day he or she returns to school, parents/guardians must send a handwritten note explaining the reason for your child's absence, or a note from your child's physician. Notes submitted more than 3 days after your child's return to school will not be accepted, and the absence(s) will be deemed unexcused. There is a maximum of 10 handwritten notes that will be accepted per school year. Referrals will be issued after reaching the school's maximum allowance of 10 handwritten notes, and may result in the student's report card reflecting insufficient attendance for receiving a grade.

Unexcused Absences

For every ten unexcused absences, the student will receive a referral, and may result in the students' report card reflecting insufficient attendance for receiving a grade.

Tardy Policy

Promptness is a habit that is encouraged. The tardy bell rings at 8:30 a.m. All students who are not in their classroom rooms by 8:30 a.m. in their seats are marked "TARDY" by the homeroom teacher. The tardy policy has been established to ensure minimum interruptions in the educational process. Parents should assure that children arrive on time. Please note that parents will NOT be allowed to walk their children to class or speak to the teachers without an appointment after school starts. If your child arrives after the commencement of homeroom, please send them to the front office to receive a tardy pass. After ten (10) unexcused tardies, the student will be issued a referral. Students with



excessive tardies will be referred to the administration/Attendance Review Committee. Students that are tardy are not eligible for perfect attendance certificates that are presented at honor roll assemblies.

Early Dismissal

For a student to be dismissed early, parents must report to the front office. Students who wish to be dismissed early (on a regular school day) are required to provide proof of a medical/dental appointment. Documentation submitted more than 72 hours after an early dismissal will not be accepted, and the early dismissal will be deemed unexcused. Students with excessive unexcused early dismissals will be referred to the administration/Attendance Review Committee. After ten (10) unexcused early dismissals, the student will be issued a referral form that will be placed in the student's permanent record. Students will not be dismissed 30 minutes prior to dismissal time without previous written notice. There are NO EXCEPTIONS!

School Board Attendance Policy

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism can result in course failure.

The attendance policy is established by the School Board. Highlights of the attendance rules are as follows:

1. A student accumulating ten or more unexcused class absences in an annual course or five or more unexcused absences in a semester course will be subject to the withholding of final credit, pending a student/parent-requested administrative screening and/or review of all absences by the attendance review committee.
2. An attendance review committee is established in each school. The committee consists of three or more school personnel who have the responsibility to review student attendance petitions during the last week of the course(s) and recommend the:
 - Issuing of final grades;
 - Temporary withholding of final grades pending makeup assignments; or
 - Permanent withholding of final grades and credit.
3. The following are considered excused absences:
 - Student illness
 - Medical appointment
 - Death in immediate family
 - Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed
 - School sponsored event or activity previously approved
 - Other individual student absences or tardies beyond the control of the parent or the student as approved by the principal or designee



4. All other absences or tardies not listed above in item 3 are considered unexcused.

5. The student is expected to:

- Take advantage of his/her educational opportunity by attending all classes punctually on a daily basis.
- Provide the school with a written explanation for any absence/tardiness.
- Request the make-up assignment for all excused absences/tardiness from his/her teachers upon his/her return to school or class. It should be noted that all class work, due to the nature of instruction, is not readily subject to make-up work.
- Complete the make-up assignments for classes missed within a reasonable amount of time. Failure to make up all assignments will result in lower assessment of the student's academic and/or effort grade.
- Submit a completed "*Petition to Appeal Withholding of Final Passing Grades*" to the individual responsible for the screening process:
 1. Provide written documentation for all absences to the attendance review committee.
 2. Appear before the committee at the scheduled time with a parent or guardian.

6. The parent is expected to:

- Report and explain an absence to the school.
- Be responsible for his/her child's school attendance as required by law.
- Be aware that tardiness places his/her child's learning in jeopardy and interrupts the learning of other students.
- Stress the importance of regular and punctual school attendance with his/her child.
- Personally contact the school after his/her child's fifth (5th) aggregate absence.
- Assist his/her child with the completion of the "*Petition to Appeal Withholding of Final Grades*"
- Appear before the attendance review committee at the scheduled time to provide information relating to his/her child's absences. *Excerpt from *School Board Rule 6Gx13-5A-1.04*



School Communication

In an effort to reduce paper and “go green” we will communicate mainly through emails and our school website which is: matergroveacademy.com. In addition you may sign up to receive texts from the school using our Remind 101 account. If you do not have access to a computer please let your child's teacher know in order for other arrangements to be made.

Parent to School Communication

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must be kept open at all times so that we may be properly tuned into your child's needs.

Please notify us immediately if:

1. Your child has developed a communicable disease.
2. You will be out of town
3. Your telephone number (home or work) has changed.
4. You wish to change or add to the emergency contact numbers we are to use.
5. **IF THERE IS ANY CHANGE IN TRANSPORTATION.** We will not allow a child to deviate from their regular departure routine without written or verbal verification. If there is a change in the person who is to pick up your child we require the name of that person in writing.

Parent to Teacher Communication

Conferences with individual teachers must be arranged by contacting the teacher. Please make appointments for conferences before or after school hours. Teachers may also be available during their breaks; however you must make an appointment during this time.

PLEASE DO NOT ENGAGE IN PARENT CONFERENCES DURING ARRIVAL/DISMISSAL OF STUDENTS, IN THE HALLWAYS OR DURING CLASSROOM TIME.

Always attempt to resolve issues/conflicts with the teacher before coming to administration. Most issues can be resolved when you have open and honest communication with your child's teacher. Order of contact to resolve an issue is:

Parent → Teacher → Principal

Classroom Placement

Our administrative staff reviews each student's scores and performance evaluations in order to provide students with the best possible learning environment. We also consider a student's individual personality, development, and character in our final decisions. We are not obligated to honor special requests for classroom placements. During the first two weeks of school, the student's academic progress is closely monitored to assure proper placement has been made and make any adjustments that may be needed at that time.

Grading



REPORTING STUDENT PROGRESS K-8

Progress Reports: Individual Progress Reports are issued mid-quarter. Please study your child's progress with him/her. Please feel free to consult your child's teacher regarding his/her school progress. Report cards are issued the same days as identified in the Miami-Dade County School Calendar. We encourage parents to use the Parent Portal on the MDCPS website to view your child's weekly grades.

Progress Report and Report Card Distribution Schedule:

	Progress Reports	Report Cards (approximate)
1 st Grading Period	10/22/2016	11/16/2016
2 nd Grading Period	12/08/2016	02/14/2017
3 rd Grading Period	02/23/2017	04/18/2017
4 th Grading Period	05/04/2017	06/27/2017

Testing Information and Calendar

<http://oada.dadeschools.net/TestingCalendar/TestingCalendar.asp>

<http://www.fsassessments.org/>

Grading and Reporting of Student Progress

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

A student's academic grade reflects the teacher's most objective assessment of the student's academic achievement. Students have the right to receive a conduct and an effort grade consistent with their overall behavior and effort. Specific guidelines for grading student performance and for reporting student progress are provided below and detailed in the *Student Progression Plan*. To view the plan, go to <http://ehandbooks.dadeschools.net/policies/93.pdf>.



Academic Grades: Academic grades are to reflect the student's academic progress. The grade must provide for both students and parents a clear indication of each student's academic performance as compared with norms that would be appropriate for the grade or subject. The academic grades of "A," "B," "C," "D," or "F," are not related to the student's effort and conduct grades. The letter grade of "I" will be reserved for secondary use only. Kindergarten students receive a developmentally appropriate report card. The letter grades for kindergarten are "E" (Excellent), "G" (Good), "S" (Satisfactory), "M" (Marginal) and "U" (Un-Satisfactory).

GRADE	LETTER VALUE	VERBAL INTERPRETATION	GRADE POINT VALUES
A	100%-90%	Outstanding	4
B	89%-80%	Good	3
C	79%-70%	Satisfactory	2
D	69%-60%	Minimal; Improvement Needed	1
F	59%-0%	Unsatisfactory	0
I	0%	Incomplete (Secondary Only)	0

Kindergarten Grades

GRADE	LETTER VALUE	VERBAL INTERPRETATION	GRADE POINT VALUES
E	100%-90%	Excellent	4
G	89%-80%	Good	3
S	79%-70%	Satisfactory	2
M	69%-60%	Marginal	1
U	59%-0%	Un-Satisfactory	0

Grades in all subjects are to be based on the student's degree of mastery of the instructional objectives and competencies for the subject. The determination of the specific grade a student receives must be based on a teacher's careful consideration of all aspects of each student's performance during a grading period.

Effort Grades: Effort grades are utilized to convey both to students and their parent(s)/guardian(s) the teacher's evaluation of a student's effort as related to



the instructional program. These grades are independent of academic and conduct grades. In assigning an effort grade, the teacher must consider the student's potential, study habits, and attitude. Kindergarten students do not receive effort grades. Three numerical grades are used to reflect effort in grades 1-8:

→□An effort grade of **"1"** indicates outstanding effort on the part of the student. The student consistently attends to assigned tasks until completed and generally exerts maximum effort on all tasks. The student consistently works to the best of his/her ability.

→□An effort grade of **"2"** indicates satisfactory effort on the part of the student.

→□An effort grade of **"3"** reflects insufficient effort on the part of the student. Little attention is paid to completing assignments well and/or on time or to completing them in a manner commensurate with the student's ability.



Code of Student Conduct

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible, and safe manner, they learn more and develop into responsible children whose "character counts". The Mater Brickell Preparatory's Code of Excellence is a school wide plan, which clearly outlines student expectations. Proper behavior is recognized and consequences are given for breaking our code. Each parent must take an active role in supporting this plan. We want our children to learn and to be responsible citizens. It is in the children's best interest that parents and staff work together to ensure a happy, safe, and productive learning experience.

Mater Brickell Preparatory will follow Miami-Dade County Public School's <http://ehandbooks.dadeschools.net/policies/90/index.htm>. The following rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules apply to any student:

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

Code of Excellence

- Be honest
- Be kind
- Be respectful
- Be patient
- Be proud
- Be courteous
- Mistakes are okay, as long as you learn from them.

Students who break the code of conduct will receive the following consequences:

(**Please note that the administration can make a decision on consequences depending on a case by case basis.)

Classroom Consequences

- 1st consequence: Verbal Warning
- 2nd consequence: Time out/Loss of privilege
- 3rd consequence: Parent contacted/Demerit or Referral (with detention) note sent home



*PLEASE NOTE THAT EACH INDIVIDUAL TEACHER MAY IMPLEMENT OTHER CLASSROOM RULES AND CONSEQUENCES THAT HAVE BEEN PREVIOUSLY APPROVED BY THE PRINCIPAL.

Administrative Consequences:

- Student is sent to the principal's office, parent is called, and demerit or referral is issued (with detention).
- MDCPS Student Code of Conduct will be strictly enforced according to the level of offense. Documentation will be placed in student's cumulative/ permanent folder.
- In School Suspension (ISS)/Referral sent home or outdoor suspension. Severe Clause: Fighting, Forgery, Profanity, Defacing of school property, Disrespect, Possession of Drugs, Alcoholic Beverages, & Weapons. Disruptive behavior will result in immediate suspension from school (OSS). Parent will be called to pick up student from school.

Demerits and Referrals

Students may be issued a demerit for minor infractions. After 2 demerits the student will be issued a referral for the 3rd minor offense. Students will receive referrals for tardies, absences, homework, uniform and/or severe disruptive behavior. Referrals remain in a students' permanent record.

Glossary:

Lunch Detention: eating alone

Administrative Detention: being detained in the school office (time to be determined by the administrator)

Teacher Detention: being detained by the teacher (time to be determined by the teacher)

Out of School Suspension (OSS): to take away the privilege of attending school for a certain number of days, outside of school (Work missed cannot be made up for credit.)

In School Suspension (ISS): to take away the privilege of attending class (Student remains in school and may get credit for work completed during ISS.)

Severe Clause: extremely disruptive behavior results in immediate removal from class to the principal's office

Referral: written warning given to students who have violated the code of conduct or school rule.



** Students may be issued referrals for tardies, absences, and/or severe disruptive behavior. Referrals remain in a student's permanent record.*

Consequences: a result of one's actions

Discipline: a set of rules that develops self-control and orderliness in students by providing logical consequences for both appropriate and inappropriate behavior; the goal being a safe and orderly environment for all students.

Disrespect: to be rude or discourteous to another person

Respect: to be courteous to those around you, to show consideration

Students are expected to show respect for themselves, for other students, and for their teachers. Students are expected to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be generally corrected when home and school work together.

Teachers and students must foster a mutual respect for one another. Teachers will never use corporal punishment or offensive language toward a student. According to the Code of Student Conduct, methods of positive reinforcement/rewards and/or loss of privileges are utilized. Administration will make the final decision on disciplinary actions.

Home Learning Policy

Home Learning Assignments are a very important part of learning since they reinforce concepts that have been learned. Our policy is to assign homework



EVERY night. This keeps the academic flow and a means of involving parents aligned with our curriculum goals.

To improve the effects of Home Learning Assignments:

- Provide your child with a quiet place which is conducive to studying and to learning.
- Show an interest in your child's home learning assignments by providing assistance and reviewing completed work.
- Do not complete the home learning assignments for your child. If your child is having difficulty, try to help them with their assignment and notify the teacher.
- Read with or to your children daily.

Student responsibilities for completing home learning activities:

1. Students are responsible for recording and completing all Home Learning Assignments independently. Parents may provide assistance, but students must complete the work on their own.
2. Home Learning Assignments should be done in a quiet place with good lighting and minimal disturbances.
3. If there is a problem in understanding how to complete Home Learning Assignments, students are to do the very best job possible. If a student does not understand the assignment(s), they are encouraged to bring it in the next day and ask the teacher for assistance. In this case, the homework should be completed that evening along with the regular Home Learning Assignments.
4. A daily calendar can be used to keep track of home learning assignments for each night.
5. If a student is having difficulty in managing their time for homework, ask the teacher for assistance with homework time management.

**Failure to complete 10 homework assignments will result in a referral.
Science Projects are mandatory.**

Agendas

Agendas/Student Planners must be purchased for every student in grades 2nd – 8th. Please check your child's agenda on a daily basis. Parents are welcomed to communicate with the teacher regarding student progress by using the comment section. This promotes a better understanding between staff, parents/guardians, and students.

Parents

Open-Door Policy- The school has an open door policy insofar as volunteering in school is concerned as long as it does not interrupt instruction. Volunteering will not take place during the first month of school. This allows for students to acclimate to the new school environment. Although parental involvement is



encouraged, it should not interfere with the operation of the classroom and your child's adjustment. Parents must sign in and receive a volunteer pass at the school office prior to going into the classroom.

When volunteering in a classroom, please follow the School Volunteer Policies and Guidelines located at http://community.dadeschools.net/!svp/SVP_Policies_Guidelines.pdf and please remember two vital things:

1. Please do not engage in conversation with the teacher when he/she is working with the students. The teacher's job in class is to be with the children. Arrange for a conference at a time when he/she is not needed in the classroom.
2. Please do not interfere with the discipline of the class (even if your own child is involved). Do not approach a child in the class on a discipline issue. Please refer to the teacher at all times for conflict resolution. It is best for all concerned that you act as a passive observer and not a participant unless you were called upon to help in an activity. **Under no circumstances should a parent directly reprimand another child.**

Parents as Liaisons (PAL)

Mater Brickell Preparatory's PAL Association supports the faculty and administration in their efforts to improve educational and extracurricular activities in the school. Parents and students are encouraged to become involved in PAL Association. We encourage you to visit the PAL website for update PAL news. The MGA PAL website is <http://mgapals.my-pto.org>.

Volunteer Requirements, Options, and Guidelines

Each family is requested to complete 30 volunteer hours, per family equally among all enrolled students prior to the last day of the school year. Due to mandates from Miami-Dade County Public Schools, all parents wishing to volunteer must participate in the School Volunteer Registration Program and must be cleared through Miami-Dade County Public Schools before permission to volunteer is granted. This mandate includes clearance for volunteers in school events such as book fairs, classroom parties, fundraising activities, etc. Parents must also be cleared to chaperone fieldtrips.

It is the responsibility of the parent to communicate with their child's teacher(s) to complete the hours. Notices of completed hours will be sent along with quarterly report cards to assist parents in tracking their volunteer hours. In addition, a reminder will be sent during the fourth quarter of the school year to ensure that the volunteer requirement is fulfilled.

Parents may complete hours by any of the following:

- Assist the teacher
- Be a guest speaker



- Be a room parent
- Chaperone field trips
- Tutor students
- Organize special events
- Tell/read stories
- Make educational games

Any parent/guardian who would like to volunteer in the classroom must inform the classroom teacher **prior** to volunteering. Consent from the administration must be confirmed before parents will be allowed to enter classrooms. In addition, parents/visitors must sign-in at the main office and obtain a visitor's pass. In order to ensure the safety of all of our students, **NO PARENTS/VISITORS WILL BE ALLOWED BEYOND THE MAIN OFFICE WITHOUT A VISITOR'S PASS. NO EXCEPTIONS. ONLY 5 PARENT VOLUNTEERS WILL BE ALLOWED TO CHAPERONE FIELD TRIPS AND/OR CLASSROOM PARTIES.**

EESAC Meetings/Board Meetings are posted in the Main Office and can be viewed at : <http://meetings.dadeschools.net/list.asp>

Contact Information Update

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

Visitors

FOR THE SAFETY OF ALL OF OUR STUDENTS, **ALL VISITORS** must report to the main office to obtain a visitor's pass. Only persons with pertinent business are permitted on school grounds. Children and family members, who are not currently enrolled at the school, will not be permitted on school grounds during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions.

Dress Code/Uniforms

A higher standard of dress encourages greater respect for individual students and others and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress for normal school days. The school reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians. All students shall wear a school uniform daily.

The school uniform purchased at All Uniform Wear will be the following:

Kindergarten – 5th Grade Girls:

1. Culottes in blue and yellow plaid. Pants or shorts in navy blue with school monogram. No skinny pants allowed.



2. White Peter Pan blouse or polo short sleeve shirt in yellow or light blue with navy trim **with emblem**.

6th and 8th Grade Girls:

1. Culottes in blue and yellow plaid or navy. Pants or shorts in navy blue with school monogram. No skinny pants allowed.
2. White oxford or polo short sleeve shirt in white with navy trim **with emblem**.

Kindergarten – 5th Grade Boys:

1. Pants or shorts in navy blue with school monogram.
2. White OXFORD or polo short sleeve shirt in yellow or light blue with navy trim **with emblem**.

6th and 8th Grade Boys:

1. Pants or shorts in navy blue with school monogram.
2. White oxford or polo short sleeve shirt in white with navy trim **with emblem**.

Kindergarten – 8th Grade Girls and Boys:

1. *Cold Weather:* Navy pants or navy sweat pants. Girls may wear stockings or tights in navy or white. Rugby shirt in navy and white with logo. Navy jacket, cardigan or sweatshirt.

Shoes/Socks: Topsiders in black or navy. Sneakers in white, black or navy sneakers (yellow or blue accents only). Black or navy school shoes (no shoe laces for Kindergarten). **White or black socks only.** Shoes must have laces or Velcro. No Skate Sneakers (Heelys), light up shoes, or slip-on sneakers will be permitted. No sandals, “ballerinas,” open toe, or platform shoes will be permitted.

Belts: black belt.

Hair: Hair must be neat, clean and away from the face. No hats may be worn. Boys' haircuts must be above the collar and above the ears. No writing on hair or Mohawks will be allowed. Boys' haircuts will be monitored. Spiked hair longer than an inch is not permitted. Students are not allowed to dye hair or have extravagant hairdos.

Jewelry: Girls with pierced ears may wear modest simple earrings. More than one set of earrings on girls, large hoops, long dangling earrings, large necklaces with charms, wristbands, earrings on boys or visible piercing of other body parts are unacceptable and will not be permitted.

Make-up: Make-up, tattoos, colored nail polish/acrylic nails, or glitter will not be permitted (at any age). Girls that have nail polish will be sent to the office to remove nail polish.

***School mascot T-shirts are available for sale in the main office and may be worn ONLY on Fridays with the uniform bottoms or with jeans on paid Jean Days.**

STUDENTS MUST WEAR THEIR UNIFORMS ON THE 1ST DAY OF SCHOOL! Uniform shirts are to be tucked in at all times. Girl culottes are to reach the knee or be just one inch above the knee.



Students should have enough uniform tops and bottoms that laundry issues should not interfere with the uniform policy. ANY STUDENT NOT WEARING A COMPLETE SCHOOL UNIFORM, OR IN VIOLATION OF ONE OF THE ABOVE MENTIONED INFRACTIONS, WILL BE ISSUED A WARNING OR UNIFORM VIOLATION FORM AND PARENTS WILL BE CONTACTED TO BRING THE OFFICIAL UNIFORM. After 3 uniform violations, a referral will be issued.

We appreciate your anticipated cooperation with our uniform policy and thank you for your assistance in helping your child/children comply with our rules.

Items not permitted in school

Please note that students are not allowed to bring any toys, electronic devices, pets, or animals to school. Cell phones may not be turned on inside of the School building at any time. Cell phones may not be visible at any time during the School day, may not be displayed during School, and must be left in the Students bag. The School will confiscate any unauthorized items a student may bring to school. Confiscated items will only be returned to parents at which time a parent/student conference may be required. The school may keep any such unauthorized items until the end of the school year. Continued violations of this policy may result in further penalties, and may subject the student to disciplinary action and/or referral to the School's administration/discipline review committee. While the School will take every measure to protect such items, the School shall not be responsible for loss or damage to any unauthorized items which have been confiscated. Any items not claimed by the last day of school shall be disposed of without further liability to the School. After three (3) violations of this policy, the student will be issued a referral.

Academic Recovery

If the School identifies your student as requiring additional instruction and/or remediation including but not limited to: mandatory tutoring, summer school, etc., attendance at and successful completion shall be required.

Accidents/Illnesses

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

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



Authorization for Medication

Miami-Dade County School Board policy “prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form must be signed by the child’s physician and/or parent(s).” In order for medication to be administered to your child, we must have an *Authorization for Medication Form*. This form is available in the office and must be kept on record. These forms must be completed by a pediatrician or a family doctor. Medication must be in its original container labeled with the following information: the child’s name, dosage, name of the drug, physician’s name, and the name and phone number of the pharmacy that filled the prescription. **Rigid guidelines are followed in administering medication.**

Birthday Celebrations

Although birthdays are a special occasion, parents wishing to “celebrate” their child’s birthday at school must check with the classroom teacher first. Teachers will take place during recess time. ALL students Birthday “celebrations” will consist of cupcakes and juice.

Field Trips

All trips planned by the school are for specific educational purposes. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his or her teacher in advance. Students going on a field trip must assume the responsibility for any necessary fee. Please keep in mind that once the field trip has been paid, the school will not issue a refund. If a hardship exists where a student cannot afford the cost of the field trip, please notify the teacher. Parent chaperones must not bring siblings along, as they are not covered by insurance. All parents attending field trips must be cleared through the Volunteer Safety Program. **ONLY 5 CHAPERONES PER FIELD TRIP.** Students will not be released to **anyone** during a field trip for **any reason**. Authorized persons who wish to have a student released early must report to the main office to sign out the child and wait for the child to return with their class from the field trip.

Internet and Media Use Policy

No recording, either photographic or audio/visual in nature may be made on school property without the express authorization of the administration. No document or media existing now or in the future and which impacts the School and/or disrupts the learning environment, relating to the School, its staff or students, including but not limited to photographs, letters, yearbooks, and other material may be published in any public forum or media without the express authorization of the administration. Furthermore, the unauthorized use of the Mater Academy name and/or any of its logos is expressly prohibited. For purposes of this section, the term “public forum or media includes but shall not be limited to publicly accessible websites and web forums, newspapers, print and other media sources.



Access and use of the Internet is a privilege, not a right, and its use must support the educational objectives of the school. Students must always get permission from their teachers prior to using the Internet. In addition, the school prohibits the transmission of materials such as copyright material, threatening or obscene material or material protected by trade secret, which violate local, state, and federal law or regulation, as well as the use of the Internet for product advertisement, commercial activities, political campaigning or solicitation.

Lost and Found

A lost and found area will be designated in the main office. To minimize the quality of lost and found articles, we ask that you please write your child's name on everything he/she brings to school.

Lunch

Students are required to bring in their lunch in the morning or purchase lunch from the cafeteria. Lunch money for the week is due on Monday.

Parents are not allowed to drop off lunch in the middle of the day and no outside foods, such as McDonald's or Burger King will be allowed in school. It is the

parent's responsibility to monitor the

student's lunch account and assure that the account has sufficient funds.

Students who do not bring lunch and/or lunch money will be provided with lunch, and the parent must reimburse the school for any money borrowed from the cafeteria the following school day.

The cost of school lunch is as follows:

Lunch \$3.50

Reduced Prices for lunch \$0.40

Free and Reduced Lunch Program: The National School Lunch provides free and reduced priced meals for children unable to pay the full price. Applications must be filled out every year; forms are sent to all homes with a letter to parents or guardians the first week of school. Meal benefits begin on the day the application is approved and continue throughout the school year in which the application is approved, and approximately the first twenty days of the next school year.

Outstanding Fees

Please be aware that all outstanding fees must be resolved in full by the last day of school. Failure to reconcile accounts in full by the last day of school may result in the loss of re-enrollment privileges and/or suspension of extracurricular activity privileges (including, but not limited to, loss of participation in graduation ceremonies and other end of the year activities). Fees may include, but shall not be limited to: lost books, library fees, lunch accounts, before/after care fees, and any and all fees which may accrue in the normal course.



Substitute Teachers

A substitute teacher has the same authority as a regular classroom teacher. We expect that all students demonstrate respect and cooperate fully with our substitute teachers.

Textbooks

Students will be issued books at the beginning of each school year. Students must immediately inform teachers about any lost or damaged books so that they can be replaced. Parents will be responsible for the cost of the replacement book. The same rule applies for lost library books.

Use of Student Photographs or Videotape

Photographs or video of classroom activities will be taken throughout the year and may be published on our web site, public newspapers, and in any advertising the school may have.

Please note that your child's full name may be posted on such mediums when he/she is recognized for accomplishments or participation in events. If you object to this use, please contact the main office upon registration.

Withdrawals

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



Name of Student : _____

Teacher: _____ Grade: _____

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

I have read the Mater Brickell Preparatory Parent/Student Handbook, including uniform policy and the M-DCPS Student Code of Conduct and agree to cooperate with all of the policies contained therein.

As a parent I understand the importance of the M-DCPS Code of Student Conduct, which can be accessed at: <http://ehandbooks.dadeschools.net/policies/90/index.htm> and is available in the school's main office. The Code of Student Conduct was reviewed and referenced by me at the time of registration, along with the Parent/Student Handbook, and I agree to abide by all of its contents.

(Signature of Parent/ Guardian)

(Date)

(Signature of Student)

(Date)