

M.O.T. ACADEMY STUDENT/PARENT HANDBOOK

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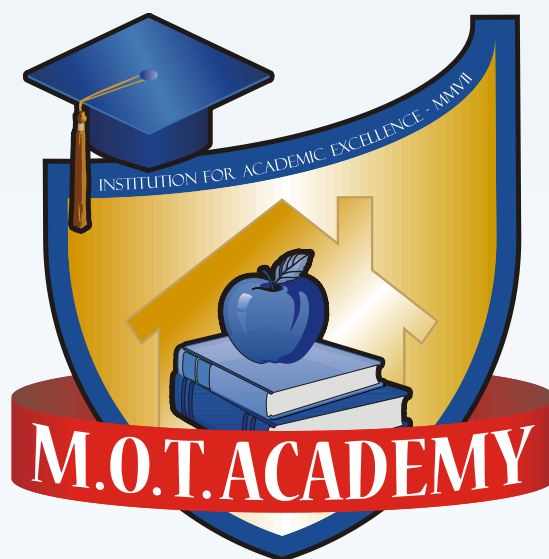


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MISSION STATEMENT

To assist parents in full development of students by establishing individualized appropriate instruction. We provide safety, security and improve skills needed for success through our dedicated teachers.



VALUES

Our values are best defined by the ongoing quest for academic excellence. We have established a safe and physically comfortable learning atmosphere which promotes student learning. Most importantly we are committed to developing each child's unique style of learning while maximizing every student's individual academic potential.



**One plus One =
Success**



LETTER FROM THE PRINCIPAL

Dear Parent/Guardian:

It is with great pleasure that I welcome you and your child to the 2012-2013 school year. With a month of summer remaining, we are very excited and proud of what we are achieving at M.O.T Academy. In our classrooms, in our programs and in our extracurricular activities- our achievements are not due to complacency and satisfaction with status quo. Our program is what it is because a staff of dedicated men and women whom have a common goal- to do what is best for our students- and are always looking for ways to achieve the goals set out for your child.

It is our intent to deliver the very best instructional program possible to our students. Our curriculum is aligned with Sunshine State Standards and offers a variety of enrichment opportunities. To keep current, staff members attend professional development a few times a year. They attend workshops, meetings to better the education of our students here at M.O.T Academy. Our M.O.T Academy Teachers meet weekly to monitor student progress and identify strategies to improve student skills. Our work is done with the uttermost love and care for each student. Parent teacher conferences are recommended throughout the year in order to focus on the goals set out for your child. Multiple resources are offered to assist in the development of the whole child.

M.O.T Academy is equipped with technology used to enhance instruction. Staff members have taken the initiative to attend trainings and spend time incorporating Smart boards, computer instruction, and other technology instruction, activities and assessments. As we prepare students for the future, we recognize that the use of technology is significant in daily life and increases student engagement. Our work will continue to better serve you and your child with their education, social and life skills.

M.O.T parents must pick up their child's uniforms at [All Uniform Wear](#) (7346 SW 117 Avenue- Kendall Location). On Friday, August 17th, 2012, we will also be having an "Open House," from 9:00a.m.-3:00p.m. the purpose is to allow children accompanied by parents to quickly find their classroom, briefly meet their teachers, and drop off their classroom supplies. We hope that this short visit will help your child feel more comfortable on the first day of school. The first day of school will be Monday, August 20th and will be a full day beginning at 8:30 a.m. until 3:00 p.m. All students must be in their classrooms by 8:30 a.m. Our After School Program is from 3:15 p.m.-6:00 p.m. All students must be picked up by 6:00 p.m.

Our ***Back-To-School*** Open House event will be on Wednesday, August 29th from 6:30p.m.-8:00p.m. and will begin in Building 1 with a Staff Introduction and to revise our school policies. You will have the opportunity to visit your child's classroom, begin to form a relationship with the classroom teacher, as well as learn about the grade level curriculum, classroom policies, classroom technology, and special events. The staff and I eagerly await welcoming you to another wonderful school year and look forward to seeing families and students very soon! Together we do make a difference in the lives of our students. And through them I believe we are making the world and our community a better place for everyone.

Best wishes,
Ms. Arlene Torres (*Principal*)



CLASSROOM

CLASSROOM PLACEMENT

The placement of students to classrooms is a task requiring much careful planning by the school staff. Our procedure includes both parental input and professional judgment, with the final decision for classroom placement resting with the school.

Using a team approach, we address the following criteria when placing students in instructional groups:

- A mixture of academic abilities, talents, personalities, and gender;
- Special Information: Identified by the parent/guardian

Parents or guardians should contact us if they feel that there is special information that would be helpful in placing their child. Examples of such information include: learning styles, building organizational plan, the learning environment most beneficial to the child, individual children to consider for placement or separation special health concerns, etc.

ARRIVAL/DISMISSAL

If we are to keep our children safe, each of us must cooperate by being patient and cautious when we are around large numbers of children at arrival and dismissal times. A photo must be taken and a copy of a photo ID included in your child's profile for anyone authorized to pick up your child. Upon pickup, photo ID must be presented so that we can identify those individuals authorized to pick up your child. If we do not have an individual in your child's profile and are unable to reach you for any reason, your child will not be released until this information can be verified. Please make arrangements for individuals for authorized pick up to present themselves once added to your list.

STUDENTS WHO WALK TO SCHOOL

Pupils who walk to and from school must be well informed about the route that they are expected to take. Parents are urged to walk the route with their children several times before the first day of school. Be certain that youngsters use sidewalks and marked crosswalks and know how to respond to traffic, signs and signals. Please inform a member of administration if your child is going to be permitted to walk home from



school or to will be leaving with another student. In addition, written authorization from parent in either case must be left in the main office. A child may leave the premises until dismissal.

EARLY DISMISSAL

We will not dismiss children by phone. The parent must come into the office and sign the child out of school. The child will then be called to the office to meet the parent. Only those persons listed on the authorized pick up list will be allowed to take the child from school. Proper identification is required.

The last half hour of school is an important time when teachers complete classroom instruction, review important concepts presented during the day, give out homework assignments and distribute notices to go home. We do NOT interrupt classes at that time. Therefore, students may not be signed out between 2:30 p.m and 3:00 p.m.

In order to ensure the safety of all children, students will be released from school only in the office. Students will not be released from a classroom to any person, including a parent.

ATTENDANCE/TARDIES

There are probably no factors more important to a student's academic progress in a school than regular school attendance. All our students are expected to be present at school each and every day, arrive at school before 8:30 a.m., be prepared for class and demonstrate appropriate behavior and readiness to learn. Students missing two (2) or more consecutive days of school due to illness or injury are required to provide a written statement from a medical provider within two (2) days upon the return to school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, he/she must be under the supervision of a physician in order to receive excused absences from school. If a student is absent due to a medical appointment, a written statement from a medical provider indicating the date and time of the appointment must be submitted.



ABSENSES- EXCUSED

1. Illness.
2. Medical/dental appointment that cannot be scheduled when school is not in session.
3. Death in family.
4. Observance of religious holiday or service.
5. Participation in a school sponsored activity.
6. Emergencies beyond the control of parent or student, as determined and approved by the school administrator and with proper documentation. Students granted an excused absence have the right to make up all course work within three (3) days upon the return to school. After successful completion of all make up assignments, the student cannot be penalized for the absence.

UNEXCUSED

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Unexcused absences include:

- No note from home
- Illness in excess of ten (10) days unless verified by a doctor's note
- Indoor/Outdoor suspensions or expulsion.
- Vacations other than on dates approved by the School Board.

Any student who has been absent from school will be marked unexcused absent from school will be marked unexcused absent until he/she submits required documentation, as specified above. Failure to provide this documentation within three (3) days will result in an unexcused absence. A failing grade will be issued for any work missed during an unexcused absence.

TARDIES

School is a child's place of business, and children should learn the importance of being punctual and having regular attendance. The cooperation of parents is vital in achieving this goal.

Pupils should arrive at school between 8:00 a.m and 8:20 a.m. Students are considered tardy if they are not sitting in their homeroom at 8:30 a.m.



Tardy students who arrive at school between 8:30 am- 8:45 a.m. will report directly to the office and the teacher will mark them tardy.

BEHAVIOR

Parents are responsible for providing the foundation of a child's social skills during the early years of life. When a child enters school, the parents, teachers and students all become partners in the continuing development of social citizenship skills. Our emphasis is on positive, corrective measures that will lead toward growth in self-discipline.

Our students in M.O.T Academy are well behaved. We are proud of them and of our schools reputation. Occasionally, however, a student may disrupt the process of education or inflict injury to others. Such behavior is of serious concern and necessitates that prompt and firm action be taken when it occurs. Parents will be contacted to meet with school personnel when it is necessary.

Students are not expected or allowed to take matters into their own hands. Instead, they should notify the teacher or adult in charge whenever there is a problem so that appropriate disciplinary action may be taken. General school rules are brief and applicable to all situations:

1. Be polite. (Fighting, play fighting, name-calling, and teasing are not polite behavior and will not be permitted.)
2. Be Respectful. (Follow directions the first time they are given by all staff member, even if they are not your teachers.)
3. Keep your hands, feet and objects to yourself.
4. Walk slowly and talk softly.
5. Respect school property and other people's property.
6. Don't litter or deface school property
7. Follow the rules that are posted in special areas.
8. The Academy maintains a strict zero tolerance policy for bullying. Consequences include indoor/outdoor suspension.

Students are expected to pay for any damage they cause. Unintentional damage shall be reported to the school office immediately. Proper behavior is therefore very important for the student's best interest. Students who are suspended from school at any time during the school year, have excessive absences or tardies, or who



demonstrate a continuous pattern of poor behavior may not be allowed to participate in celebrations, field trips, or special class/school activities.

INTERNET USE POLICY

Access to the 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, M.O.T Academy 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.

Please note- M.O.T Academy is not responsible for any lost or stolen electronic hand held devices (i.e, portable gaming devices, cellphones, cameras, tablets, etc.)

CODE YELLOW/CODE RED

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

In the event there is an emergency such as weather conditions, in which the safety of individuals may be endangered, is only at the discretion of M.O.T Academy and/or Miami Dade Public School System to close down the school.

FIRE DRILLS

All schools are required to have ten fire drills during the school year. At the sound of the emergency bell, all staff and students must proceed to the nearest exit as outlined



in the evacuation maps and remain outside the building until permission is given to re-enter.

SCHOOL SUSPENSION AND EXPULSION

Any pupil may be subject to expulsion by the Principal/Administration when the pupil has:

1. Possessed, used, or transmitted a substance capable of modifying mood and/or behavior.
2. Possessed, used, or transmitted a weapon.
3. Used any article as a weapon or in a manner reasonably calculated to threaten any person.
4. Committed a serious breach of conduct including but limited to, an assault on school personnel or another pupil, a lewd or lascivious act, arson, vandalism, or any other act, which disrupts the orderly conduct of the school or school activity.
5. Engaged in less serious but continuing misconduct including, but not limited to, the use of profane, obscene, or abusive language, or other acts that are detrimental to the educational function of the school.

Any expulsion recommendation based on such misconduct shall include a detailed report by the principal on corrective measures taken prior to this recommendation of expulsion.

MIDTERM AND FINAL EXAMINATIONS

All students are required to take Midterms (January) and Final Examinations (May) in all academic subjects at the regularly scheduled time. Students who have conflicts must see the teachers involved and arrange to re-take the exams.



AFTER SCHOOL STUDY HALL PROGRAM

M.O.T Academy offers an afterschool study hall program (3:15-6:00 p.m.) for any student K through grade twelve. There is a separate registration form, fee and set of procedures for participation in this program. We provide a structured program that includes, homework supervision, indoor/outdoor games, and/or extracurricular activities.

The fee for this program is \$25.00 weekly or \$100.00 monthly. Payment must be made before the first date of attendance. Students not picked up on time will incur a \$15 fee for each interval of 15 minutes that the student remains at MOT Academy. (For example, a student picked up between 6:00 and 6:15 will be charged an additional \$15, whereas a student picked up at 6:18 will be charged \$30.)

If you wish to discontinue your child's participation in this program a withdrawal form must be received. Billing will continue until the date specified on the withdrawal form.

No refunds or credits will be issued for failure to withdraw your child from the program.

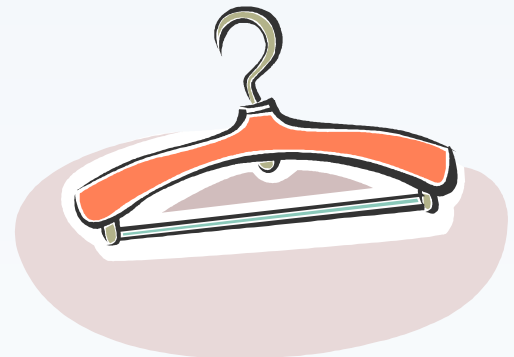
DRESS

MOT Academy requires that all students wear the mandatory school uniform.

In addition to the mandatory uniform requirement we require that all student maintain a neat appearance. No mohawks, or piercings may be worn and hair must be of a conservative length and style.

FIELD TRIPS

Field trips are organized by each grade level throughout the school year to coordinate with the curriculum. Parents are notified of field trip plans and asked to sign permission slips and return them to school along with a fee to cover transportation costs and admission.



RECESS

One recess a day is scheduled at lunch, with additional recess periods at the discretion of the classroom teacher.

If a child needs to stay indoors for medical reasons, please send a note from a physician to the Main Office.



PLAYGROUND SUPERVISION

Our playground is supervised by adult employees of the school. They do their best to make our playground an exciting and safe place for your children.

PLAYGROUND EQUIPMENT

The equipment is provided for the use of all students. Students may take the balls, jump ropes, etc. from the cart, but they are expected to return what they have used when they are finished with it.

LOST AND FOUND

Please check the principal's office for your child's missing items. As items accumulate, unclaimed and unlabeled items are donated to charity. Parents are requested to put their child's name on all personal belongings.

BIRTHDAYS

Please check with the teacher regarding celebrations of birthday's during class / lunch time. If your child wants to bring a treat to share with the class, it must be commercially prepared.

TELEPHONE USE



Students may make telephone calls during the day with permission from a staff member using the office phone. Arrangements for transportation, going home with another student, etc., should be made before leaving home.



Cellular phones are **NOT** permitted at any time. Experience has shown that having this phones result in a major distraction for the student. Cellular phones brought to school will be confiscated and held in the office for parental retrieval. Confiscation of these items may be indefinite, and is at the discretion of the teacher and/or administration.

HOMework

We believe homework should be used to:

- Improve academic performance
- Encourage parental involvement in their child's education
- Assess students daily progress

DAILY HINTS

The following guidelines can be helpful for parents:

- Set aside a quiet study area with adequate work space.
- Have appropriate materials available, which may include crayons, markers, scissors, glue, ruler, paper, pens, pencils, calculator, dictionary, atlas, and thesaurus.
- Offer lots of encouragement.
- Foster independence by helping, not doing the work for them.
- Limit television/video game time.

REPORTING AND ASSESSMENT

Student assessment is a continuous process. M.O.T. Academy is progressing in the use of student portfolios as well as traditional report cards. A portfolio is a collection of student work samples which represent the progress the individual student has made during the assessment period.



Report cards are issued on a quarterly basis.

Students are graded on an A, B, C, D, and F scale. These grades are based on a grade standard. Our report cards are hand delivered at a meeting between principal, homeroom teacher and the parents. The homeroom



teacher will be following your child daily studies and will be well versed in all areas of your child progress.

Grade	Numerical Values (%)	Verbal Interpretation
A	90-100	Outstanding Progress
B	80-89	Good Progress
C	70-79	Average Progress
D	60-69	Lowest Acceptable progress
F	0-59	Failure
I	0	Incomplete

PARENT TEACHER COMMUNICATIONS

M.O.T. Academy, parents and child are working together with the common goal of fostering your child's education and development. Open communication between parents and teachers is important to your child's successful school year. It is important to establish a comfortable system of communication with your child's classroom teacher.

TELEPHONE COMMUNICATIONS

Teachers will not answer calls during class instruction. Please leave a message and the teacher will return your call during a planning time or after school.

Staff members try to check their e-mail regularly. If you have an urgent message, please call the M.O.T. Academy office directly.

CONFERENCES

Opportunities to discuss your child's progress are readily available. Parent/Teacher nights are scheduled quarterly and if required you may contact the main office to schedule a meeting with administration or child's teacher prior to those meetings.



Conferences may occur at any time and can be initiated by either a parent or a teacher.

Report cards will be distributed during the quarterly parent/teacher nights once you have met with your child's teacher. If necessary additional appointments can be made to discuss academic progress. Report cards will not be mailed or sent with your child.

PARENT INVOLVEMENT

Volunteers play an active role at M.O.T. Academy. Parent volunteers help run many curriculum enrichment programs, offer classroom assistance, and organize fund raising activities and other school programs.

CLASSROOM OPPORTUNITIES

In the classroom, volunteers are needed to help on an occasional basis with class parties, field trips, or class projects. The needs of individual teachers vary in the amount of parental assistance they desire. To find out more about opportunities within the classroom, please contact the office staff.

PARENT VOLUNTEER RESPONSIBILITIES

As we work toward a safe and respectful learning environment, volunteers are asked to:

- Sign in and out at the front office
- Honor the privacy of students

Be sure to allow time to check in with the teacher/staff to review your assignment. If you are unable to be here at the arranged date and time, please notify the teacher.



SUPPLIES & EXPENSES

SUPPLIES



Students need to bring their own supplies as listed on the classroom supply list. The list of school supplies is sent home in the spring and is also included in the August back-to-school letter.

All supplies must be labeled with your child's name, etc.

EXPENSES

Extra costs do occur throughout the year, including: lunch tickets, field trips, room party dues, school pictures, yearbook and others.

There are also instances when students are asked to pay for lost or damaged books and equipment. These assessments are made by the teacher, media specialist or principal as circumstances dictate.

STUDENT MEALS

MOT Academy does not provide lunch. However, as a courtesy, lunches can be coordinated through the use of various outside catering services. Menus will be provided to students in advance. Payments for lunch must be made in the main office on Monday of the desired week and must be made in cash. Though we will assist in cases of an emergency, lunches will not be provided to students in advance. MOT cannot be held responsible for lunches ordered that the child does not care for and/or chooses not to eat. In such cases, we insist that you send your child with a lunch prepared at home.



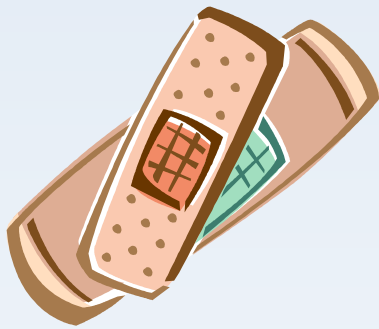
GENERAL HEALTH AND EMERGENCY INFORMATION

At the beginning of each school year, all health and emergency forms must be current and updated. This is your opportunity to update us on any significant changes in your child's health, to alert us to any potential health problems with your child, and to furnish us with information that could be critical in an emergency situation. Please make sure that any emergency numbers you give us belong to people who are usually home and willing to take responsibility for your child. It is the responsibility of the parent to keep the main office informed of all changes to medical information. Please keep the Main Office updated on changes during the school year such as medication or a change in family circumstances that may be reflected in your child's performance. MOT Academy will not be responsible for failure to update medical information.

FIRST AID AND ILLNESS

- If a student requires more than basic first aid, 911 will be called.
- If your child is absent due to illness, please call the Administration Office.
- If your child has had a fever of 100° or more, the child should stay at home for 24 hours after the temperature returns to normal. If your child has vomited or had diarrhea, the child should also stay home until 24 hours after the last episode. If your child has any rash, check with your family physician before sending the child to school.
- All communicable conditions (e.g. chicken pox, strep throat, head lice) should be reported to the school and notices of the symptoms will be sent to all students in that classroom.
- Students are checked for the presence of lice on a regular basis. Periodically, informational pamphlets will be sent home as a preventative measure and to provide guidance to stop the spread of lice. If the presence of lice is detected, you will receive notification and the requirements that must be met for your child to return to school.
- If your child is ill at school, the administration office will attempt to call the parent first and then the person on the authorized pick-up list. If neither can be reached, an M.O.T. staff member will direct your child's care as per your authorization supplied to us via the registration package. A student will not be sent home without consulting an adult.





- When an accident/injury involves a student at school or during a school authorized activity, school official will immediately notify one of the parents or the person listed on the authorized pick up list. If the illness/injury is serious the Emergency Rescue Squad and/or police may be called. For every incident an accident report will be completed and filed by the supervising employee.

M.O.T Academy does not have a nurse or clinic. When a child is sent to the office because he/she does not feel well, the child may remain in the office only for a brief time until he/she feels well enough to return to the classroom or the parent arrives to pick the child up. Parents that have been called to pick-up their child are expected to do so in a timely manner. We require that students be picked up within the hour by the parent or other individual designated to do so.

IMMUNIZATIONS

All enrolled students upon enrollment must provide the following two forms:

- School Immunization Form (DH680)
- School Entry Exam (3040)

STAY-IN REQUESTS FOR RECESS OR PHYSICAL EDUCATION CLASSES

The school's position is that children well enough to attend school are well enough to take part in physical education classes and outdoor recess. A stay-in request will be honored if made by the child's physician in writing and filed in the administration office. If the child has an ongoing medical condition that requires his/her activities to be modified it should be noted on the Pg 9 under medical information in registration form.

MEDICATION AT SCHOOL

Medication to be administered at school is to be kept in the administration office except for students who have written parental permission to carry an asthma inhaler. Other special requests must be discussed with the administration office. When a student requires any prescription or nonprescription medication at school, the parent must send:





- Written parent permission slip authorizing school personnel to administer medication.
- A written order from the physician indicating the necessity of medication.
- The original labeled container of the medication.

For prescription medication, the pharmacist will supply a duplicate labeled container so one can be kept at home and one can be kept at school. Each container should contain the phone number of the pharmacy, the student's name, the physician's name, and the medication's name and dosage to be given.

The administration office staff is not responsible for breaking tablets in half. This will not be done at school. When there is an order to give one-half tablet, please talk with your pharmacist.

If your child does take daily or as-needed medication, you will be receiving a form to complete indicating whether or not there is a need for this medication on field trips. The administration office will be available to administer medication on field trips.



BEHAVIOR

I have read and understand the Behavior Policy and the consequences resulting from violation of the policy as a as outlined in the Parent/Student Handbook for the Academic School Year.

Parent Name & Signature

Student Name & Signature

GENERAL HEALTH AND EMERGENCY INFORMATION

I have read and understand the General Health and Emergency Information required and further understand, that MOT Academy will not be held responsible for failure to update any information or changes in these records as outlined in the Parent/Student Handbook for the Academic School Year.

Parent Name & Signature

As a parent/student I have read the M.O.T. Academy Student/Parent Handbook for the Academic School Year in its entirety. I understand the policies of M.O.T. Academy, what is acceptable and expected behavior for my child, as well as the consequences outlined for violation or non- adherence to these rules.

Parent Name & Signature

Student Name & Signature

