



Institution for
Academic Excellence

ADVOCACY PERSONNEL HANDBOOK

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WELCOME TO THE 2025 — 2026 SCHOOL YEAR!

Academy values collaboration with external service providers who support the growth and well-being of our students. We appreciate the work you do and are glad to welcome you onto our campus as part of each child's extended support team. Because we take pride in maintaining a safe, respectful, and structured environment for all students, we ask that every visitor follows the guidelines below. These expectations help ensure that everyone on campus—staff, students, and providers—can work together smoothly and safely. To begin services and access campus, all external providers must complete the onboarding process outlined below. These requirements reflect both **M.O.T. Academy policies** and **mandatory compliance with FLDOE regulations** to ensure the safety and integrity of our school environment.

ONBOARDING COMPLIANCE DOCUMENTS

To begin services at M.O.T. Academy, all advocacy personnel and providers must complete the following steps:

- **Submit a Copy of Valid Driver's License (you can attach a PDF or picture of it on the registration form)**
- **Submit a Clear Photo of Yourself (you can attach a PDF or picture of it on the registration form)**
 - This photo will be uploaded to our OASIS system, which you will use to sign in and out each day on campus. It allows our staff to easily identify you as an approved provider regularly working with a student on-site.
- **Fill Out Required Personal Information Form (see the Link at the end)**
 - Includes full legal name, DOB, SSN, contact info, vehicle details, client information, and proposed therapy schedule. Full Social Security Number is required in the Personal Information Form so we can access your Level 2 Background Screening through the Clearinghouse.
- **Level 2 Background Screening**
 - With your SSN, we will access your record in the Clearinghouse. If your fingerprints are active, no further action is required. If they are expired or missing, you will be required to complete a new screening.
- **Proof of Qualifications (you can attach a PDF or picture of it on the registration form)**
 - Submit a copy of your active license or certification.
- **Read the M.O.T. Academy Advocacy Personnel Policies & Procedures (Pag. 3 of this document)**
- **Sign the Acknowledgement Form (See the link at the end)**

PLEASE NOTE:

You will not be permitted on campus or allowed to work with students until all onboarding documents have been submitted, reviewed, and approved. These policies are in full alignment with FLDOE safety standards for school-based personnel.

POLICIES & PROCEDURES

1. Daily Sign-In

- a. All external providers are required to sign in and out each day using the designated iPad kiosk located in the front office (OASIS system). Upon sign-in, a visitor badge will be issued and must be visibly worn at all times while on campus. At the end of each day, all providers must return to the front office, sign out using the iPad, and return their visitor badge before leaving the premises. Please note: if you do not check in through the OASIS system in the main office, you will not be permitted entry onto the campus.

2. Dress Code

- a. All external providers are expected to maintain a professional appearance while on campus. Your agency's designated uniform must be worn at all times. This typically includes scrubs or a polo shirt with the agency logo, along with appropriate pants. If your agency does not have a uniform, you are still required to dress in professional, school-appropriate attire.
- b. Professional attire should include clean, well-fitting clothing that is modest and non-distracting. Jeans, leggings, shorts, crop tops, ripped clothing, or excessively tight or revealing outfits are not permitted. Footwear must be closed-toe and appropriate for working with students. All providers, regardless of gender, are expected to present themselves in a way that is neat, respectful, and aligned with the standards of a school setting.

3. Campus Access & Security

- a. External providers are not permitted to access any part of the campus without proper check-in and clearance. Entry is granted only after all required documentation and background verification have been approved. Providers must enter through the main office, check in via the OASIS system, and wear a visible visitor badge at all times while on campus.
- b. Keys or access to locked areas will not be provided under any circumstances. For safety and security, therapists are not permitted to open doors for students, staff, or other visitors. Anyone seeking entry must be directed to the front office for proper sign-in. Doors may not be left propped open or unlocked at any time. When exiting the building, providers must ensure the door fully closes and locks behind them.

- c. Violation of this policy can jeopardize the safety of students and the security of the school. Failure to follow access protocols may result in formal documentation, agency notification, suspension of campus privileges, or permanent removal from M.O.T. Academy grounds.

4. Conduct & Professionalism

- a. All external providers are expected to uphold the highest standards of professionalism while on campus. This includes respectful communication, appropriate behavior, and a commitment to maintaining a positive and collaborative environment. Providers must conduct themselves in a manner that reflects the values of M.O.T. Academy and supports the well-being of all students and M.O.T. Academy staff.
- b. Gossip, unprofessional remarks, or negative comments about students, families, other service providers, or M.O.T. Academy staff are strictly prohibited. External providers are not to interfere with classroom instruction, remove students from the classroom without the teacher's permission, or assume a teaching or disciplinary role. You are present to support your assigned student—not to complete academic work on their behalf or intervene outside the scope of your services. All instructional decisions are at the discretion of M.O.T. Academy staff and must be respected. However, if an instructional decision directly interferes with your student's behavior or intervention plan, you are expected to respectfully and appropriately communicate this concern to the classroom teacher. If the issue cannot be resolved collaboratively, it should be brought to school administration in a professional and solution-oriented manner.
- c. Providers must maintain appropriate professional boundaries with all students. This includes refraining from giving personal gifts, initiating private communication, or establishing any connections with students or their families outside the school environment, including through social media. All interactions must remain focused, purposeful, and consistent with the student's support plan.
- d. If you have concerns about classroom practices, school operations, or student-related matters, these concerns must be directed to M.O.T. Academy administration. As a guest on our campus, it is not within your role or responsibility to communicate with families regarding school matters. If needed, you may also communicate concerns through your supervising agency so they can address them in partnership with school leadership. All matters should be handled through appropriate, professional channels.

- e. Student confidentiality must be upheld at all times in accordance with FERPA and agency guidelines. Personal, behavioral, academic, or medical information about any student may not be shared with unauthorized individuals or discussed in non-secure settings.
- f. Professional boundaries must also be maintained with M.O.T. Academy staff and other providers. Excessive socializing, lingering in common areas, or disrupting daily school operations is not permitted. Providers should remain in designated areas and transition between sessions without interfering with the instructional environment.
- g. Violation of this policy may result in formal warnings, notification to your supervising agency, and/or removal from campus. M.O.T. Academy reserves the right to restrict or revoke campus access for any individual who does not meet the behavioral expectations outlined above. This includes breaches of confidentiality, disregard for school authority, or any behavior that undermines the professional and respectful culture of the school.

5. Phone & Device Use

- a. To maintain a focused and respectful learning environment, external providers are expected to limit phone and device use while on campus. Personal phone use is not permitted inside classrooms, therapy areas, or during student interaction unless there is an emergency. Texting, scrolling, or taking calls during active sessions is considered unprofessional and disruptive to the instructional setting.
- b. If you need to take notes digitally, send a message, or use your device for clinical purposes, you must step outside the classroom to do so in an appropriate and private area. Personal phone use should be limited to designated breaks or conducted outside the building.
- c. Frequent or inappropriate phone use during service hours may result in a formal warning, agency notification, or loss of campus access privileges. All providers are expected to remain present, engaged, and attentive while supporting their assigned student.
- d. Calls to parents are not to be made in the event of a student injury. M.O.T. Academy staff will contact parents directly to inform them of any incident, no exceptions.
- e. Taking pictures, videos, recordings, or sharing any form of media within a classroom or therapy setting is strictly prohibited unless authorized in writing by M.O.T. Academy staff and administration.

- f. Conversations with parents should not occur in the classroom. If receiving an urgent call, please step fully outside the building. Hallways may not be used for personal calls, texts, or device use during school hours, as this can interfere with instructional or transitional periods for nearby classrooms.

6. Therapy Expectations

- a. External providers are expected to remain fully engaged and attentive to their client throughout the duration of their session. This includes all parts of the school day the student participates in—such as structured activities, enrichment, transitions, outdoor periods, and lunch. Providers must prioritize the student’s behavioral, emotional, and engagement needs at all times and are not permitted to disengage from the session or shift focus to unrelated tasks.
- b. Therapy must take place within the student’s assigned environment unless otherwise approved by M.O.T. Academy administration. Providers are not permitted to pull students from instruction, enrichment, or support services without prior communication with and approval from the classroom teacher or supervising staff. Providers must also refrain from modifying the student’s schedule without school input.
- c. All therapeutic support should align with the student’s individual goals and behavioral intervention plan. If classroom instructional methods do not align well with your client’s needs, you are encouraged to respectfully discuss modifications with the classroom teacher. Collaboration is always welcome, and we believe the best outcomes come from open communication and a shared commitment to student success. When needed, instructional adjustments can be made to support both academic progress and therapeutic consistency.
- d. Failure to maintain these expectations may result in documentation, agency notification, and potential revocation of campus access.

7. Supervision & Student Movement

- a. External providers are required to maintain continuous supervision of their assigned student while on campus. This includes during transitions, restroom breaks, walks, outdoor activities, and all movement throughout the school. Students must never be left unattended or redirected without the knowledge of M.O.T. Academy staff.
- b. If you need to leave any area with your student, you must first notify the classroom teacher or supervising staff. Movement around campus must be

clearly communicated to ensure student safety and accurate documentation.

- c. Unauthorized relocation of a student, or failure to inform staff of student movement, will be treated as a serious breach of protocol and may result in disciplinary action, agency notification, or removal from campus.

8. Student Food

- a. External providers are strictly prohibited from offering or providing food, snacks, candy, gum, or beverages to any student at any time without prior approval. This policy is in place to protect students with allergies, medical conditions, dietary restrictions, and sensory sensitivities, many of which may not be immediately visible or disclosed. Even seemingly harmless items can trigger serious allergic reactions or behavioral complications.
- b. We understand that many providers utilize edible reinforcers as part of behavior intervention plans. As long as the edible reinforcer is approved by the student's parent/guardian and supervising agency, and M.O.T. Academy is notified in advance, its use is permitted. Communication and documentation are essential to ensuring student safety.
- c. Failure to comply with this policy will be treated as a serious safety violation. Any provider who disregards this expectation may be removed from campus immediately, and their agency will be contacted. Repeated violations may result in permanent loss of access to M.O.T. Academy.

9. Package & Food Deliveries

- a. All package and food deliveries for external providers must be directed to the M.O.T. Academy front office. Under no circumstances should items be delivered directly to classrooms, therapy rooms, or other areas of the school.
- b. Once your delivery arrives, front desk staff will notify you. Providers are responsible for retrieving their items during an appropriate break that does not interfere with student support or school operations.
- c. Repeated disregard for this policy may result in formal documentation and potential restriction of delivery privileges.

10. Parking

- a. All external providers must park in designated public street parking areas outside of the gated M.O.T. Academy campus. Parking inside the school gate is strictly reserved for high school student drivers and M.O.T. Academy staff with authorized access.

- b. M.O.T. Academy is not responsible for any parking citations, towing fees, or vehicle damage resulting from improper or unauthorized parking. Providers who park illegally or block restricted areas may have their vehicles towed at their own expense.
- c. If you have a medical condition or injury that requires close proximity parking, you may request special accommodations by contacting Ms. Arlene Torres. If approved, a parking pass will be issued and must be clearly displayed on your dashboard while on campus.
- d. Repeated violations of this policy may result in documentation, agency notification, or suspension of on-campus access privileges.

11. Emergency Procedures

- a. All external providers are required to fully participate in all emergency drills and procedures conducted at M.O.T. Academy, including fire drills, lockdowns, and evacuation protocols. Your participation is not optional and must be immediate and aligned with school staff directions.
- b. During any drill or actual emergency, you must remain with your assigned student at all times and follow all instructions provided by M.O.T. Academy staff or emergency personnel. Do not separate from your student, exit the building without clearance, or attempt to handle the situation independently.
- c. Failure to comply with emergency procedures is considered a serious safety violation. Non-compliance may result in immediate removal from campus, notification to your supervising agency, and potential termination of your access to M.O.T. Academy. Student safety is our top priority, and we expect full cooperation from all on-site personnel.

PERSONAL INFORMATION AND ACKNOWLEDGMENT FORM

You can fill and sign the forms online here:

[M.O.T. ACADEMY THERAPIST REGISTRATION FORM](#)