

MIAMI UNION ADVENTIST ACADEMY



2023 - 2024 STUDENT HANDBOOK

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WELCOME

Welcome to *Miami Union Adventist Academy*.

You have chosen to attend a school where the principles of self-discipline, responsibility, and commitment to study are held in high esteem. Discipline, order, and respect are essential prerequisites to learning. You will need to practice these at all times.

This *Handbook* is prepared to help you understand the privileges and responsibilities that will be yours to enjoy during your academic career at **Miami Union Adventist Academy**. You and your parents need to study it carefully.

May God bless you as you do your best in work and conduct to make Him, your parents, and the school proud.

Sincerely,

MUAA Administration, Faculty & Staff

MIAMI UNION ADVENTIST ACADEMY MISSION STATEMENT

The mission of Miami Union Adventist Academy is to provide a loving Christian environment that educates, edifies, and equips students to achieve success today, tomorrow, and for eternity.

INTRODUCTION

The need for a solid foundation in education cannot be overstated. In conjunction with the home and the church, the school represents that dimension of the great triangle that comprises the basic education unit of society. **Miami Union Adventist Academy** recognizes this need for a unique blend of education to ensure proper head, heart, and hand development.

Miami Union Adventist Academy is accredited by the National Council for Private Schools, the Accrediting Association of the North American Division of Seventh-day Adventists, and the Middle States Accreditation of Colleges and Schools. These organizations are recognized by the State of Florida and the United States Department of Education.



ABOUT THE SCHOOL

GENERAL INFORMATION

Miami Union Adventist Academy is a Seventh-day Adventist day academy located at 12600 NW 4th Avenue in the community of North Miami and affiliated with the Southeastern Conference of Seventh-day Adventists.

HISTORY

Miami Union Adventist Academy has its roots firmly embedded in the Bethany SDA Church. The school was founded in 1917. Beginning as an elementary school, the dream of expanding to a senior high program became a reality in 1987 through the combined efforts of its administration, local school board, constituency, and the Southeastern Conference officials. **MUAA** is presently a VPK (Pre-Kindergarten-4) through twelfth-grade school. **Miami Union Adventist Academy** stands today as a living testimony of its founding fathers' faith, insight, and perseverance.

PHILOSOPHY

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that superseded human reason. Through His Church on earth, He seeks the loss of His kingdom.

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen White, are directed toward God's restorative plan for fallen humanity. The Church conducts its education system to engender belief in these tenets within the context of one's personal relationship with Jesus Christ and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist education seeks to nurture thinkers rather than mere reflectors of others' thoughts, loving service rather than selfish ambition, maximum development of one's potential, and an appreciation for all that is beautiful, true, and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Adventist education, homes, schools, and churches cooperate with divine agencies to prepare learners for citizenship here and in the New Earth to come.

OBJECTIVES

Seventh-day Adventist schools are established to help students attain the fullest and noblest development of character. Students are taught to live Christ-centered lives while preparing for eternal life with Christ.

Specific objectives include:

1. To help students adopt a Christian philosophy of life based on Biblical principles.
2. To lead students to explore God's plan for their lives.
3. To help students as they choose to cooperate with God's plan for their lives.
4. To acquaint students with the doctrines of the Seventh-day Adventist Church and the role and operation of the church.
5. To develop students with qualities of leadership.
6. To develop students' accuracy and sound judgment habits in thinking and doing.
7. To prepare students for useful service in a chosen vocation.
8. To help students practice the principles of healthful living, recognizing that physical fitness is the foundation of a happy life.
9. To help students develop the social graces.
10. To help students cultivate a sense of civic responsibility.

WHO MAY ATTEND

Any student who expresses and demonstrates a sincere desire for a Christian education is welcome to **Miami Union Adventist Academy**. A student with significant behavioral or scholastic problems may be advised to seek admittance to another school specializing in their need. **MUAA does not discriminate based on race, religious belief, sex, or ethnicity.**

Students presenting themselves for admission to MUAA pledge to cheerfully observe all regulations and respect the Christian principles upon which the school is founded.

A student who attends MUAA has chosen to respect the religious beliefs of the Seventh-day Adventist Church. This should not prove to be a burden; instead, it should be a blessing and strength to each student. Students are expected, therefore, to attend and participate in all worship and chapel programs.

EXCEPTIONAL STUDENT EDUCATION

In order to meet the needs of an increasingly diverse community, Miami Union Adventist Academy seeks to employ educators who are trained in differentiated instruction. We welcome students who may have learning exceptionalities. In order to best meet the needs of such

students, an IEP or 504 Plan must be submitted to the office. Accommodations and modifications cannot be provided for students suspected of having a learning exceptionality unless an IEP or 504 Plan is on file. Upon receiving an IEP or, developing a 504 Plan, or as the student progresses through the school's program, the school will inform the parents of any concerns we may have in meeting the student's individualized needs. The school will always seek the best interest of the child. If we cannot meet the student's individualized needs, this information will be communicated to the parent.

APPLICATION PROCEDURE

Any school-aged child may be admitted to MUAA upon satisfactory completion of the online application process:

- Apply online at **www.muasda.org**. (Fee applies)
This step must be completed before any of the following:
- Submit transcripts from previous schools.
- Payment of registration fee and first month's tuition.
- Submit the following documentation:
 - Birth Certificate
 - Social Security
 - Up-to-date Immunization/Physical records
 - Last Report Card from former school
- Admissions Placement Screening
- Administrator's interview (required for all new students with an IEP/504 Plan and all students in grades 4-12).
- **Students enrolled in Kindergarten must be five (5) years of age by September 1. Those enrolled in first grade must be six (6) years of age by September 1. Students to be enrolled in Pre-Kindergarten must be four (4) years old and potty-trained by September 1.**

The Admissions Committee reviews applications. ***Students are only considered officially enrolled once the entire process is completed.***

REGISTRATION

All students should register on the days indicated in the school calendar and begin regular class work on the opening day of school. Those who must register more than two weeks late for either semester will be permitted to carry a full class load at the discretion of the faculty. Students arriving late or who arrange to leave before the end of the semester will be expected to pay full tuition for the semester.



ACADEMIC INFORMATION

GRADING SYSTEM

The following scales are used throughout the school to report students' academic progress.

Grade K-2

E = Superior – 90%-100% S = Good – 70%-89%
N = Needs Improvement – 69% and below

Grade 3-12

A = Superior B = Good C = Average
D = Needs Improvement F = Failure

A+ = 97%-100% A = 94%-96% A- = 90%-93%
B+ = 87%-89% B = 84%-86% B- = 80%-83%
C+ = 77%-79% C = 74%-76% C- = 70%-73%
D+ = 67%-69% D = 64%-66% D- = 60%-63%
F = 0%-59%

Grades 9-12 (Honor Classes)

A+ = 100% A = 96-99% A- = 94-95%
B+ = 92-93% B = 88-91% B- = 85-87%
C+ = 83-84% C = 78-82% C- = 75-77%
D = 65-74% F = 0-64%

Honor Roll Status

Honor Roll: B (3.0-3.49 GPA)

High Honors: A (3.5-3.99 GPA)

Principal's & Highest Honors: A+ (4.0+ GPA)

Students must maintain grades above 80% in all subjects.

EXAMS

Exams in the various subject areas are given at the end of each academic semester. A satisfactory settlement of the account is required before a student may take semester examinations. A student who is not financially cleared for exams must receive clearance by a designated date in order to take the exam and receive credit. If the exam is not taken by the prescribed date, the student will receive an "F" for the exam grade.

INCOMPLETES (I)

A grade of "I" (Incomplete) is given when, for legitimate reasons, the student is unable to do sufficient work in any given marking period to receive a satisfactory grade. All incomplete grades must be remedied within two weeks after the marking period except by action of the Academic Standards Committee. If the course is not completed within the allotted time, the work completed will be used to determine the grade.

GRADE REPORTS

Grade reports are issued to parents or guardians for the students at the close of each academic period. An interim report will be sent to parents at the mid-point of each grading period to alert them of any potential problems. Grades and progress reports are also accessible online; parents are strongly encouraged to frequently access their child's online grade report to keep track of their child's progress in each class/subject.

FLORIDA VIRTUAL SCHOOL

Students who have earned a "D" or "F" in a core subject may be required to repeat the class using the state of Florida's Virtual School program. Night school or alternate academic programs may be approved at the discretion of the Academic Standards Committee, and students must receive written authorization to take summer/night classes from the registrar's office. No more than eight FLVS/alternate academic class credits (two per year) will be counted on a student's transcript towards his/her graduation requirement unless approval is received through the Academic Standards Committee.

In accordance with the Step Up for Students scholarship (SUFS) and McKay scholarship rules, SUFS/McKay students may only enroll in two courses per year through FLVS or any other distance learning program (with the exception of dual enrollment courses). The SUFS/McKay rule does not regard the amount of credits the course is worth, nor does it regard whether or not the student is completing one or two semesters of the same course (i.e., English 1 is considered a course, whether or not the student takes one or both semesters of the course or whether or not the course is worth 5 or 10 credits). A student is considered enrolled in a course whether or not he/she passes, fails, or drops the course.

If a student has a schedule conflict with a core subject course and an elective, he/she may elect to take the elective course through the FLVS program. Written authorization from the registrar's office is required before enrolling on FLVS.

There is a cost associated with all FLVS courses. Please see the Finances section of the handbook for more information about parental financial responsibilities for FLVS courses.

ACADEMIC PROBATION

A student who is failing in two or more subjects or whose GPA falls below a "C" (2.00) will be placed on Academic Probation. Certain restrictions will apply to student activities, which will be outlined to the parent in writing. The academic committee will conduct a review of the student's academic and extracurricular programs to determine the course of action best suited to the student's needs, which may include mandated tutoring or study hall or a recommendation for withdrawal from

this school program. The Academic Standards Committee must approve any changes deemed necessary.

CHANGES IN CLASS SCHEDULES

A student must be registered for a course in order to receive credit for the class. Changes in classes may be made with the approval of the teacher and registrar’s office during the first two weeks of each semester. A drop or add voucher will be given to the student once the change has been officially filed in the registrar’s office.

A student desiring to add a class, private lesson, or to have an independent study after the first two-week time limit must submit a petition to the Academic Standard Committee. If a student desires to gain experience from a class without receiving credit for the class, the student may petition to audit the class. The student will need to gain approval from the teacher, registrar, and the Academic Standards Committee. If approved, the student is expected to be faithful in attendance and participation, but no grade or credit will be issued for the class.

STANDARD OF PROMOTION (GRADES 1-8)

- Students may pass a class with a “D-” but must maintain an overall GPA of 2.0.
- Core subjects are math, language arts, science, and social studies.

Grades 1-5:

- Students must pass all core subjects.

Grades 6-8:

- Students must pass all core subjects.
- If students fail one core class, they may have the option to retake the course during the summer through Florida Virtual School, as determined by the Academic Standards Committee. A student may not take a course through Florida Virtual School for remediation or credit repair more than three times during Junior High School.

GRADUATION REQUIREMENTS (Grade 8)

Each eighth-grade student must successfully pass all core classes and have a cumulative GPA of 2.0 to graduate. All financial obligations must be cleared and completed with the office before taking part in any graduation activities.

All eight graders must complete a total of 40 community service hours with an approved organization in order to meet the requirements for graduation.

SUMMER GRADUATE STATUS (GRADE 8)

Any student who is lacking up to one (1) class or who has not received financial clearance for graduation may be listed as a Summer Graduate in the official graduation program. Once the class is completed or the financial account is cleared, the student will receive a diploma.

CLASS STANDING (GRADES 9-12)

UNDERCLASSMEN

Freshmen All first-year high school students. Eight grade diploma or its equivalent is required.

Sophomore All students who have satisfactorily earned at least 60 semester periods of credit.

UPPERCLASSMEN

Junior All students who have satisfactorily earned at least 120 semester periods of credit.

Senior All students who have earned a minimum of 180 semester credits and will have successfully completed all Graduation Requirements during the academic year.

GRADUATION REQUIREMENTS (Grade 12)

Each twelfth-grade student graduating from Miami Union Adventist Academy must meet the criteria for one of the following programs of study while maintaining a minimum GPA of 2.0. The two diploma tracks are:

	STANDARD	ACADEMIC
<u>Subject Area</u>	<u>Credits</u>	<u>Credits</u>
*Religion	40	40
English	40	40
*Math	40	40
*Science	30	40
*Social Studies	30	40
Fine/Practical Arts	20	10
*Physical Education	20	10
Health/HOPE	10	10
Computers/Technology	10	10
Foreign Language	00	20
Electives	45	25
Total	285	285

*Subject Area Requirements for Graduation

- All students must take one year of religion for each year in attendance at MUA.A.
- Two science courses counting towards a standard diploma must be lab courses, one of which must be Biology. Three science courses counting towards an academic diploma must be lab courses, one of which must be Biology.
- Math credits are counted from the Algebra 1 level. Algebra 1 and Geometry are required for a standard diploma; Algebra 1, Geometry, and Algebra 2 are required for an academic diploma.
- American History, World History, Government, and Economics are required for both standard and academic diplomas.
- Personal Fitness and either Fitness Lifestyle or Outdoor Education can be used to satisfactorily meet the Physical Education requirement.

Additional Requirements for Graduation

- All graduates must have successfully completed one online course.
- All seniors must complete a total of 200 community service hours with an approved organization. *Students will be placed on academic probation if they do not complete a minimum of 50 hours per school year. Thereafter, they will have one quarter to submit records; failure to do so may affect the student's admission status.*
- A student must earn a grade of at least a "D-" in order to receive credit for all courses on the standard diploma track. A minimum GPA of 2.0 is required for the standard diploma.
- A student must earn a grade of at least a "C-" in all core courses and no less than a "D-" in elective courses for the academic diploma track. Core courses are English, science, math, social studies, and religion. A minimum GPA of 3.0 is required for the academic diploma. The Academic Standards Committee will review special cases for final approval.

Any candidate for Valedictorian and Salutatorian must complete a minimum of four consecutive semesters at Miami Union Adventist Academy.

SUMMER GRADUATE STATUS (GRADE 12)

Any student who is lacking up to ten (10) credits or who has not received financial clearance for graduation, may be listed as a Summer Graduate in the official graduation program. Since Miami Union Adventist Academy provides no official summer ceremony, the student is permitted to

participate in the Robing, Consecration, and Baccalaureate ceremonies, but the student will not be able to participate in the Commencement ceremony. Once the credits are completed, or the financial account is cleared, the student will receive a diploma.

COLLEGE REQUIREMENTS

While both diploma programs prepare students for acceptance to college, the Academic Diploma program is a more thorough preparation, requiring a fourth year of both Social Studies and Science and at least two years of the same foreign language course. Parents and/or students should consult the admission office of any prospective college to determine admission requirements. Students should choose electives that will better prepare them for college acceptance and career service.

HONOR'S PROGRAM

Select core subjects will be offered as honor classes for grades 9-12. Honor points will be given as follows:

A1 = Honors A = 5.0	B1 = Honors B+ = 4.3
A2 = Honors A- = 4.67	B2 = Honors B = 4.0
	B3 = Honors B- = 3.67

To enroll in an honor course, the student must have a cumulative GPA of at least 3.0 and a grade of at least a B+ in the prerequisite course.

NATIONAL HONOR SOCIETY PROGRAM

Criteria for Acceptance in National Honor Society

- Cumulative GPA of at least 3.5. Maintenance of 3.5 is required to remain in the Honors program.
- Invitation after the first semester of the prescribed year:
 - National Elementary Honor Society - 4th grade
 - National Junior Honor Society - 7th grade
 - National Honor Society - 10th grade
- Completion of application and interview to review each candidate based on academics, leadership, community service, and character/citizenship.



ATTENDANCE POLICY

There is 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 precedes grade failure, loss of interest and may result in students withdrawing from school.

Absences can be monitored online through RenWeb.

- After an unexcused absence, a parent may be consulted.
- After three unexcused absences, a conference will be called with the parent.
- A student accumulating ten (10) or more unexcused class absences in an annual course or five (5) or more unexcused class absences in a designated semester course will be subject to the withholding of passing final grade(s) pending a student/parent requested administrative screening and/or review of all absences by the academic standards committee.

Students are to be counted in attendance only if they are actually present or are engaged in a school-approved educational activity, which constitutes a part of the instructional program for the student.



SCHOOL HOURS

School starts at 8:10 AM with dismissal, Monday through Thursday, at 3:20 PM. Dismissal on Friday is at 2:00 PM. Prompt attendance is a **MUST FOR ALL STUDENTS**. Once they have come onto campus, students may not leave before dismissal. This includes lunchtime. The Principal must approve any variations to these times.

BEFORE CARE

Students are to arrive on the school campus no earlier than 40 minutes before school begins, which is **7:30 A.M.** The school *will not* assume responsibility for students that arrive before that time. Students who arrive between 7:10 A.M. and 7:25 A.M. should report to the Cafeteria. Students who arrive after 7:25 should go to the following designated areas:

- **Pre-K – 12th:** Cafeteria, only if eating breakfast
- **K – 5th:** LTC Assembly Hall
- **6th – 8th:** Designated Middle School Classroom
- **9th – 12th:** Main Building, 2nd Floor

If a student arrives before 7:30 A.M., the following steps will apply:

1. **First offense** – An administrator will call the parent or guardian to discuss the matter and be informed again of the reasonable time for arrival.
2. **Second offense** – The parent will receive a letter outlining the policy.
3. **Third offense** – An administrator will have a conference with the parent to discuss and resolve the matter.
4. **Fourth Offense** – The administration will contact the Florida Department of Children and Families to report the issue.

AFTERCARE

After Care begins at 3:50 P.M. and runs until 6:00 P.M. from Monday – Thursday. Students who remain on campus after 3:50 P.M. are to report to the designated After Care area. Parents must arrange to pick up students by the end of the After Care Program. A fee will be charged for all students in After Care and must be paid for each student that remains on campus after 4:00 P.M. After Care on Friday begins at 2:30 P.M. and ends at 4:30 P.M.

Any student who remains on campus after 4:00 P.M. and does not go to After Care will be disciplined accordingly. Miami Union Adventist Academy will not be responsible for those students who do not comply with this policy.

EXCUSED SCHOOL ABSENCES

- Student illness: A doctor's note is required if a student misses more than three consecutive days.
- Medical appointment
- Death in the family
- School-sponsored event or activity previously approved.
- Other individual student absences beyond the control of the parent or student, as determined and

approved by the administration.

UNEXCUSED SCHOOL ABSENCES

Any absence that does not fall into one of the above-excused absence categories is to be considered unexcused.

While individual classes monitor tardiness and absences, the attendance officer is aware of all class attendance.

UNEXCUSED ABSENCES/TRUANCY

First	Referred to Administration; Parent Notification
Third	Mandatory Parent Conference with Administration
Fifth	Mandatory Parent Meeting with Disciplinary Committee
Further Offenses	Possible Expulsion

Please note that for habitually truant students, the school will act in accordance with Florida Law. Habitual unexcused absences may result in a truancy petition being filed, prosecution, or a legal deposition.

TARDINESS

The following outlines the consequences of tardiness. It is strongly suggested that students and parents become familiar with each step.

First & Second Tardy	Classroom teacher warning
Third Tardy	Referred to Administration; Notification of Parent
Fourth Tardy	Detention/Community Service
Fifth Tardy	Indoor Suspension
Sixth Tardy	Outdoor Suspension

After these measures have been exhausted, any student who continues to present themselves with unexcused tardiness will be referred to the Disciplinary Committee for further action.

EXCUSED TARDINESS

Request to excuse a tardy should be in writing or in person by a parent. Oversleeping is not considered an excused tardy. Traffic delays are only considered a cause for excused tardiness in extenuating circumstances.

PERMISSION TO LEAVE SCHOOL

A student will not have permission to leave school with anyone other than the individuals whose names appear on the emergency contact or pick-up list. Any pupil called away must check out at the office before leaving.

DRESS CODE

SCHOOL UNIFORM

All students attending Miami Union Adventist Academy MUST wear the official school uniform by the first week of September. Any student presenting himself or herself out of uniform without a proper written explanation by a parent or guardian will be sent home.

Girls Uniform

Pre-K – 4th Grade

Shirt:	YGB – Yellow Peter Pan (Mon-Fri)
Jumper:	695 Ibiley Premium – #8 Navy & Gold V-Slit Front Jumper with Knife Pleats (Tue-Fri)
Tie:	FBE43 – Navy Cross Tie (Mon)
Vest	A+ Vest – Navy Vest (Mon)
Cullote	230 Ibiley Premium - #8 Navy & Gold Wide Leg Cullote (Mon)



5th Grade

Shirt:	311730 – Yellow Long or Short Sleeve Oxford (Mon-Fri)
Skirt:	220 Ibiley Premium – Navy Knife Pleat Skirt (Mon-Fri)
Tie:	091636 – Navy Cross (Mon)
Vest	A+ Vest – Navy Vest (Mon)



6th – 8th Grade

Shirt:	311730 – Blue Long or Short Sleeve Oxford (Mon-Fri)
Skirt:	220 Ibiley Premium – Navy Knife Pleat Skirt (Mon-Fri)
Tie:	091636 – Navy Cross or Long Tie (Mon)
Vest/Cardigan:	A+ Vest/Cardigan – Navy Vest/Cardigan (Mon)



9th – 12th Grade

- Shirt: 311730 – White Long or Short Sleeve Oxford (Mon-Fri)
 Skirt: 220 Ibley Premium – Navy Knife Pleat Skirt (Mon-Fri)
 Tie: 94960 – Navy & Gold Specialized Long Tie (Mon)
 Cardigan/Blazer: A+ Cardigan/Blazer – Navy Cardigan/Blazer (Mon)



Boys Uniform Pre-K – 5th Grade

- Shirt: 311730 – Yellow Long or Short Sleeve Oxford (Mon-Fri)
 Slacks: 04-KPFF05 – Navy Flat Front Pants (Mon-Fri)
 Tie: FBE220 – Navy Pre-Tied or Clip Tie (Mon)
 Vest: A+ Vest – Navy Vest (Mon)



6th – 8th Grade

- Shirt: 311730 – Blue Long or Short Sleeve Oxford (Mon-Fri)
 Slacks: 04-KPFF05 – Navy Flat Front Pants (Mon-Fri)
 Tie: FBE220 – Navy Pre-Tied Tie (Mon)
 Vest/Cardigan: A+ Vest/Cardigan – Navy Vest/Cardigan (Mon)



9th – 12th Grade

- Shirt: 311730 – White Long or Short Sleeve Oxford (Mon-Fri)
 Slacks: 04-KPFF05 – Navy Flat Front Pants (Mon-Fri)
 Tie: 94960 – Navy & Gold Specialized Long Tie (Mon)
 Cardigan/Blazer: A+ Cardigan/Blazer – Navy Cardigan/Blazer (Mon)



All Students

- P.E. Shirt: G500B – Gold T-Shirt (P.E. Days)
 Shorts: A4 – Navy Mesh Shorts (P.E. Days)
 Jacket: 191825 – Navy Reversible Jacket
 Belt (Boys): Black Belt
 Socks (Boys): Black/Navy Socks
 Socks (Girls): Navy/White Triple Roll or Knee Socks; Navy, White or Skin Tone Stockings
 Shoes: All Black Dress Shoes or Sneakers



SPECIAL DRESS

Students may wear approved school spirit items, including sweaters and jackets. Hats, visors, and similar items may be used at ball games, field days, etc., but not as a part of regular uniform dress.

Note: No ornamental tattoos or jewelry should be worn. Such ornamental jewelry, when confiscated, **WILL NOT BE RETURNED**. The hair should be groomed and simply dressed, avoiding fads, extreme hairstyles, and unnatural hair colors. Lipstick, fingernail coloring, rouge/blush, eyebrow pencil, or makeup of any type should not be used.

UNIFORM DECORUM

The school uniform represents Miami Union Adventist Academy and should be worn with pride and dignity. Buttons with pictures or slogans, wristbands, headbands, and other such accessories should not be worn with the uniform. Similarly, students should behave in a manner that best reflects Christian principles and which would bring honor to Miami Union Adventist Academy. The uniform guidelines are meant to help students present themselves ready for school in the proper dress attire. Students are to be within these guidelines when they arrive for school until they leave the campus at the end of the school day. Students who are not in the classes but remain on campus for appointments must stay in the school dress code. These guidelines are not published as a moral standard of right or wrong. They are meant to avoid distractions and help promote good decorum in the classroom. School dress should be clean, properly fitted, and modest. In matters of opinion, the judgment of teachers and administration will prevail. Violators of the dress code will be removed from classes for the remainder of the school day if the infraction is not immediately correctable.

DISCIPLINARY PROCEDURES

The following section is designed to present the rules by which Miami Union Adventist Academy operates on a daily basis. These regulations are designed for the smooth and safe operation of the school. Careful observation of these rules will enhance the success of MUA.

FUNDAMENTAL STANDARDS

As a Seventh-day Adventist Christian institution, MUA expects a high level of cooperation from students. This section, although not exhaustive, lists several practices *not* acceptable at MUA.

The vehicle used to implement the discipline system at Miami Union Adventist Academy is a demerit point system. Parents and students will have full access to disciplinary records using RenWeb. Parents are also encouraged to keep in constant communication with their child's teacher.

Discipline Matrix Key:

* Requires an appearance of both the student and parent before the administration.

** 15 demerits. Automatic three-day suspension with a referral to the disciplinary committee for determination of proper disciplinary actions, in addition to the suspension, that may include a recommendation for withdrawal or expulsion.

*** 15 demerits. No tolerance; automatic three-day suspension with a recommendation to the School Board for withdrawal or expulsion.

Offense	Points Per Occurrence		
	1 st	2 nd	3 rd >
Alcohol, tobacco or other drugs – Sale or Transfer	***	***	***
Alcohol, tobacco or other drugs – use or possession	**	***	***
Arson	***	***	***
Aggravated assault on a student/Assault on a staff or volunteer	***	***	***
Banned items, including inappropriate use of electronic devices, gum, etc.	1	2	3
Bomb threats, false alarms, 911 calls	***	***	***
Breach of security	3	4	5
Bullying or hazing, including electronic or written	***	***	***
Bus/bus stop violation - see bus/bus stop offenses	-	-	-
Cell phone violation - see cell phone offenses	2	4	6
Computer trespassing	2	4	6
Detention - missing an assigned day or time	1	2	3
Disorderly conduct – including to & from school - see disorderly conduct offenses	4	6	8
Disrespectful behavior	2	2	2
Dress code violation	1	1	1

Drug paraphernalia or anything that promotes the use of drugs	3	4	5
Extortion/physical threats for favor or money	5	5	5
Falsification (non-academic issues)	2	3	4
Fighting or physical aggression	**	***	***
Physical aggression	4	6	8
Gambling	3	4	5
Incite unsafe condition	6	9	12
Harassment: including but not limited to racial, religious, sexual	4	5	6
Loitering/trespassing	2	3	4
Misconduct/insubordination/classroom disruption	2	2	2
Pornography (distribution/possession)	***	***	***
Profanity	1	2	3
Profanity & vulgarity and/or lewd behavior and/or language directed towards staff, school employee or volunteer	4	5	6
Public display of affection	1	2	3
Skipping a class	2	3	4
Skipping school (leaving campus)	6*	10*	***
Theft and/or possession of property not belonging to student, less than \$20	3	4	5
Theft and/or possession of property not belonging to student, greater than \$20	6	8*	10**
Serious/IMPLIED threat to student, staff, school employee, volunteer or their property	***	***	***
Sexual activity or sexting	***	***	***
Unauthorized sale of items (other than drugs)	1	2	3
Vandalism or destruction of property less than \$50 and restitution	2	3	4
Vandalism or destruction of property greater than \$50 and restitution	6	6*	**

The Principal, Disciplinary Committee, and/or School Board reserves the right to impose further sanctions on the student, especially if failure to do so may affect the health and safety of other students and staff. This, however, does not take away from the student's or parent's right to appeal.

Offenses not explicitly listed may result in points being assessed in accordance with the discretion of the administration, including, but not limited to, behavior requiring police intervention.

Note: A weapon includes any object used to threaten or inflict harm upon another. This includes, but is not limited to, guns, knives, and mace/pepper spray. It may also include any toy object presented as, or perceived as, a real weapon and any object converted from its original purpose to be used as a weapon to threaten or inflict harm upon another. This includes, but is not limited to, pens, pencils, furniture, etc. Criminal charges may be filed for this violation. No student can have in his/her possession any instrument, other than school-related supplies, that is capable of inflicting bodily injury, either in the school building, school grounds, or at school-sponsored activities.

Levels of Dispositions are as follows:

Total Demerits	Disciplinary Consequences
	Tier 1: Temporary Probation (After 10 Points)
1	Warning and possible before/after school detention.
2 to 5	Before/after school detention.
6 to 9	Two days detention or one-day in-school suspension. At nine points, a parental conference may be required.
10	One full day out-of-school suspension.
11 to 12	Two days detention and/or in-school suspension.
13	Two days out-of-school suspension. Student and parent shall be required to meet with sponsor and/or school administrator in order for the student to return to school.
14	Three days detention and/or two days in-school suspension.
15	Three days out-of-school suspension. Student and parent shall be required to meet with sponsor and school administrator in order for student to return to school.
	End of Tier 1

Tier 2: Permanent Probation

Student's points will return to zero upon returning to school after a three-day suspension. Upon the second accumulation of fifteen points during the school year, the student will be recommended to the School Board for a four-day or five-day out-of-school suspension.

Tier 3: Recommendation for Expulsion

Student's points will return to zero upon returning to school after a four/five-day out-of-school suspension. Upon the third accumulation of fifteen points during the school year, the student will be recommended to the School Board for withdrawal or expulsion.

SUSPENSIONS

Suspension days are defined as days when school is in session. If a student is suspended, the parent may be asked to pick-up, or arrange for student to be picked up, within two hours of parental contact. If student is not picked up within two hours, police notification may be made. **Students who are placed on out-of-school suspension will not receive class assignments for credit.**

PARENT/GUARDIAN CONTACT

It is essential that the school has up-to-date contact information for each child's parent/guardian. Disciplinary actions cannot be withheld and appeal process may be

affected if the school does not have updated contact information.

In the disciplinary process, contact will be made...

- At all levels. A notice will be sent home, a phone call, and/or an email message will be sent informing parent/guardian of violations of school's behavioral code. Parental conferences may also be necessary at times to help modify student behavior.
- Whenever deemed necessary to involve outside agencies, social workers, and/or law enforcement officials.
- When any points assessed during the final two weeks of school will be carried over to the following school year on the student's disciplinary record.

DISCIPLINARY APPEAL PROCESS

Students and parents have the right to appeal disciplinary decisions by submitting a written request to the disciplinary committee. Appeals must be submitted within five days of the incident occurrence. An appeal may not stop the disciplinary process, but may reverse the level of demerits.

POINT ROLLBACKS (MERITS)

1. If a student has no disciplinary referrals for thirty days, his/her point total could be reduced by up to three points at the discretion of the administration.
2. If a student participates in counseling with the school counselor, counselor/therapist outside of MUAA or a designated pastor, his/her point total could be reduced by one point for each hour of documented counseling.
3. The student will revert to zero points after a suspension that resulted from the accumulation of fifteen points; however, this rollback is *not* merit based; it is a change in the disciplinary tier.
4. The student will begin the school year with zero points, with the exception of points assessed during the last two weeks of the previous school year.
5. The student may voluntarily engage in community service activities approved by administration to roll back points. Such activities must be approved for point roll back prior to student involvement and must not be associated with a school wide, class, graduation, or extracurricular activity. Credit will be awarded at one point for every hour of documented service.



ELECTRONIC DEVICE POLICY

Cell phones, smartwatches, and any other communication devices, including headphones, are NOT to be used while on campus. Students who bring such devices on campus must leave them in their backpacks, TURNED OFF while at school and during Extended Care. Students who decide to carry the phone in a pocket or on his/her person will be in violation of this policy and will be asked to surrender the device. Texting, photography, videography, making or answering calls, or the use of any applications on a personal device is not permitted at any time during the school day while on campus grounds or on a school-sponsored event outside of the school grounds. Should parents need to contact their child during the school day, they must call the main office at (305) 953-9907. The following are the procedures for each Electronic Device Policy offense:

1st: \$25 Fine, Written warning, and required meeting with parents.

2nd: \$50 Fine and 5 Demerits*

3rd: \$100 Fine and 10 Demerits*

4th: 15 Demerits, up to 10 days of outdoor suspension, and a recommendation to the School Board for withdrawal or expulsion.

****The device may only be retrieved by the parent/guardian at the end of the day once the following consequences have been satisfied.***

The principal/designee may confiscate a student's electronic device and search its contents, including but not limited to phone usage, texting, and images/videos when reasonable suspicion exists that the student violated the MUAA Student Handbook Disciplinary Matrix. Such search is not subject to prior parent/guardian notification. The search of a student or his/her property may be conducted when reasonable suspicion exists that the student possesses a prohibited or illegally possessed item. The search must be conducted (with an adult witness present) in a discreet manner out of view of other students.

Students are to make transportation arrangements BEFORE they arrive at school that day, and emergency matters can be handled in the front office.

Note: *The Electronic Device Policy* remains in effect during extracurricular activities and field trips, with modifications made only by the teacher and/or sponsor in charge of such activities.

The school does not assume any responsibility for any device damaged, lost or stolen after confiscation. The parent/guardian will have up till one week after school has been dismissed for the summer to pick-up student's phone. Any phone not picked up by then will be donated to charity.

A student in possession of a phone not belonging to him/her

will be held to the same standards and procedures above. The parent/guardian of the child to whom the phone belongs, will have to claim the phone from an administrator.

DISORDERLY CONDUCT OFFENSES

Students are expected to conduct themselves in a manner consistent with the goals and values of Miami Union Adventist Academy, Christian education, and the community at large. Students must understand that they are representative of the school wherever they go. Students should expect that if they engage in inappropriate behavior outside of school, the school still holds the right to take appropriate disciplinary actions. Thus, students should refrain from rude and offensive behavior including, but not limited to, fighting, profanity, loitering, insensitive remarks and gestures, and behavior that represents a lack of respect for others in the community.

Students are expected to go directly home at the end of the school day and school sponsored events. Anything deemed disorderly conduct occurring on the way to and from school, or to and from a school sponsored event, will be subject to disciplinary actions.

BUS/BUS STOP/VAN OFFENSES

Minor Offenses - *anything that warrants three points or less on the disciplinary scale.*

- | | |
|--------------|--|
| 1st Offense: | Warning |
| 2nd Offense: | One day bus suspension |
| 3rd Offense: | Three-day bus suspension |
| 4th Offense: | Five-day bus suspension |
| 5th Offense: | Bus suspension for the remainder of the school year. |

If the student has no transportation related disciplinary referrals for thirty days, his/her level of disposition will roll back to the previous occurrence level.

Major Offenses – *anything that warrants four points or more on the disciplinary scale.*

Points will be assessed in accordance to the Discipline Matrix.



RANDOM SEARCHES

To ensure the safety of our campus and the students, administration reserves the right to perform random searches of all lockers, desks and book bags as needed.

EXTRACURRICULAR ACTIVITIES/CLUBS

Participation in school sponsored clubs and activities are privileges given to students, not rights. Students with ten or more discipline points during the school year will be excluded from participating in all extracurricular clubs and/or activities until their point total is less than 10 discipline points. Students who revert to zero after a suspension must obtain administrative approval to participate in such activities.

SCHOOL REGULATIONS

TREATS AND REFRESHMENTS

Parents are welcomed to contribute treats and refreshments to class/school functions provided that proper arrangements have been made with the teacher beforehand, and complete lists of ingredients for all food items must be provided to the teacher. Parents are asked not to bring treats on their child's birthday. Teachers who wish to hold birthday celebrations for their students will schedule one day each month to hold a birthday party and will notify parents who wish to assist.

SCHOOL SAFETY DRILLS

Monthly fire drills will be held at MUAA. Students will exit the building in an orderly fashion and proceed at least 100 feet from the building to line up with their teacher and wait quietly until the signal is given to return. Tampering with firefighting equipment is prohibited, as it is a federal offense.

The school will also perform other periodic drills, such as a lock-down, bomb and active shooter threats. The purpose of these drills is to practice for emergency situations.

READING MATERIAL

Since the printed page is one of the mightiest forces for good or evil in the life of the readers, students are admonished to read only that which ennobles and uplifts, and to refrain from bringing into the school frivolous, exciting tales, and other forms of questionable literature. **SUCH QUESTIONABLE LITERATURE WILL BE CONFISCATED AND DESTROYED.** Repeat offenders will be disciplined.

AUTOMOBILES

All automobiles must be registered at the office within two days. The vehicles are to be used only for transportation to and from the student's home or job. The following guidelines govern this privilege:

- Both insured vehicle and licensed driver must be registered at the school office.
- Students will park in designated areas. Students should avoid visiting the car, or using the car for storage during the school day.
- Students should avoid chauffeuring other students to school. Miami Union Adventist Academy cannot be responsible for passengers. Arrangements must be made privately and a written copy of any such arrangement must be presented to the school office.

The following regulations apply to all motorized vehicles, including automobiles, scooters, and motorcycles:

1. Students are not allowed in automobiles unless leaving school for home or approved appointments. The parking lot is off limits during school hours. Students should not use their cars as lockers.
2. Students needing to use their vehicle due to early dismissal from school must submit to the faculty a written petition signed by a parent. In the case of emergency or special appointments, students must make arrangements at the office before leaving campus and report to the office upon return and before reentering classes. Failure to comply with this regulation WILL result in the loss of campus driving privileges.
3. Infractions of these rules may result in students having to leave the keys to their automobile at the front office during the school day or being deprived of driving privileges for school purposes.
4. Students must petition the Administration for any exception to the motor vehicle policy.
5. Students understand that a copy of the insurance coverage must be submitted with parking application.
6. Student understands that driving privilege is subject to school supervision throughout the school areas.
7. Student understands that driving privilege/permit can be pulled for a period of time for any major infractions.
8. Student understands that He or She MAY NOT PARK BEHIND THE BUILDING OR OUTSIDE OF THE GATE. Students MUST park in the designated area.
9. Students understand that parking permits must be purchased from the MUAA Business Office.
10. Student understand that parking permits are not transferable. I may not lend my permit to any other person at any time. Student understands that permits will be confiscated if the policy is violated.
11. Student understands that parking an automobile on campus is a privilege. The automobile may be subject to periodic searches. Failure to cooperate with an administrator who may ask you to unlock your automobile may result in disciplinary action.
12. Student understands that once the car arrives on campus, the student is not to go back to the car, nor should the car be moved from the school grounds during the school day without permission from a parent and an administrator.

Drug Testing of students Participating in Athletics, Extracurricular Activities, and Driving a Vehicle on Campus

The Miami Union Adventist Academy School Board firmly believes that the use and abuse of drugs that are not prescribed or used as prescribed are detrimental to the physical, emotional and mental well-being of its students. The Board further believes that this abuse seriously interferes with the academic and athletic performance of students and creates an unhealthy learning environment. These concerns have prompted the Board to authorize the administrative staff to develop and implement drug screening procedures for all students who wish to participate in any interscholastic athletic activity, any interscholastic extracurricular activity, or any student who applies for a parking permit and intends to park a vehicle on school grounds of Miami Union Adventist Academy.

It shall be the policy of the Board to take positive action through education, counseling, parental involvement, intervention, medical referral, and police referral in the handling of the incidents in the schools involving the possession, sale, distribution and/or use of behavior affecting substances. It shall further be the policy of the Board for all students to be provided age appropriate, developmentally based drug and alcohol education and prevention programs, which address the legal, social, and health consequences of drug and alcohol use and to be provided with information about effective techniques for resisting peer pressure to use an illicit drugs or alcohol. These programs shall also provide information about any drug and alcohol counseling rehabilitation and re-entry programs that are available to students.

Compliance with the requirements set forth in this policy is mandatory.

ADDITIONAL REGULATIONS

Regulations that are added during the school year are just as binding as those printed here.

SOCIAL RELATIONSHIPS

SOCIAL STANDARDS

The foundation of true Christian friendship is an important part of Christian education. A friendly

intermingling of young men and women is expected in group association and recreation. It is planned that a congenial, responsible adult will attend all mixed activities, both social and religious. We believe that social relationships are important and that there is no better place than a Christian campus for developing friends. Experience has shown, however, that these friendships should have certain defined limits; therefore, **MUAA maintains a “hands-off” policy, which includes handholding, wrestling and other physical contact.** The staff will counsel or discipline individuals whose social behavior reflects improper conduct or irresponsible behavior.

STUDENT ACTIVITIES

Realizing that “true education embodies the head, heart and hand”, MUAA provides many extra-curricular activities for students. Membership in most of these is governed by student interest, citizenship, and academic standing. Participation in most organizations requires a minimum GPA of 2.0; term and cumulative GPA.

LEADERSHIP

The acceptance of leadership to either an elected or an appointed office carries with it a responsibility. Students who assume these positions should realize that their character and behavior must be exemplary of a Seventh-day Adventist Christian, and the life-style should be in harmony with the spirit and purposes of the school and the church. Students' academic performance, class conduct, attitude, and attendance will be considered in determining eligibility for and maintaining any elected or appointed office or position of leadership. Students must maintain a minimum GPA of 2.0 (term and cumulative) and students on academic/disciplinary probation will not be eligible for office. Students who come under discipline may forfeit the right to continue serving in any elected or appointed office. A poor attendance record may also jeopardize student positions of responsibility or office.

VISITORS

All visits by school aged children must be pre-arranged and approved by the Principal or Assistant Principal. Visiting friends are expected to comply with all campus regulations. Upon arrival on the campus, visitors should report to the office. While on campus, each visitor has the privilege of being a member of the school family, and such, will willingly cooperate in the support of all standards of conduct and dress.

SOCIAL MEDIA POLICY

Digital Citizenship

In the digital world, what you post online can define who you are; therefore, being a good digital citizen means positively contributing to the digital space, respecting other people's views and reporting issues that disrupt a positive digital environment.

Your digital footprint or reputation is left online when you post on blogs, upload videos and pictures, or even leave comments. What you share can leave a permanent record even if you click delete.

MUAA has a 1:1 device implementation for grades K-12. Having a device to use for school is a privilege that carries responsibilities. The Acceptable Use Policy outlines rules and guidelines for using devices and network resources.

Definitions:

Social Media Definition: social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. Some examples of social media platforms include Instagram, Tik-Tok, Kik, LinkedIn, Pinterest, Reddit,

Twitter and YouTube.

Cyberbullying – This happens when a person bullies another through electronic technology. Cyberbullying includes:

- Intimidating or threatening persons
- Threats against the school or person's property.
- Using another person's log-in or password to send inappropriate messages and images
- Creating fake profiles of other persons
- Creating websites to embarrass, threaten or socially isolate another person.
- Circulating offensive photos or videos
- Texting or direct messaging offensive messages
- Creating rumors and posting false information about people.

Guidelines:

Be Respectful - It is important to represent yourself in a positive manner online. Think about what you post online and consider how it would look to people you know and don't know. Sometimes social media will be used for a class assignment and the same classroom rules will apply online as they do at school. Unless your teacher gives you permission, do not expose content to audiences for whom it was not intended.

Avoid Negativity and Profanity – Being responsible for the content you post is important in all social media environments whether at home or at school. Only post accurate information and be accountable for what you say. **THERE IS NOT SUCH THINGS AS BEING ANONYMOUS ONLINE.** Through an internet IP address, your identity can always be determined. This includes posts made while in school uniform, posts related to students, families, faculty and staff related to MUAA, posts made on campus, during school events held off-campus or on school bus and during school events (games, concerts, field trips, etc.), posts made off campus regarding MUAA, its students, families, faculty and staff in any way.

Get Permission - If a post involves other students or teachers, seek permission before sharing online. When in doubt, seek counsel before making posts that could be considered a concern.

Protect Identity and Privacy - You are in control of how much information is shared online. Some ways you can protect yourself and your privacy online are:

- Only accept friend or follow requests from people you know.
- Always log out when using a shared computer or device
- Don't share personal details like your address , date of birth or phone number.
- Limit sharing your location or where you are all the time.
- Never share your password with friends or others
- Never share your banking information or social security number.

Policy Violations:

When social media becomes a disruption, even when a post is made during personal time, the school may need to get involved and disciplinary action can be taken which may range from a parent conference to a recommendation for expulsion. There is no right to privacy when using social media. The school may review what you post at any time. Infractions can include but are not limited to involvement of other students, posts made on campus or in school uniform, or in violation of the Student Code of Conduct.

Inappropriate Use of Social Media includes, but is not limited to, the use of social media in ways that threaten, abuse, bully, harass, frighten, incite violence or hatred, belittle, unfairly criticize, offend, embarrass, defame, exclude, insult, damage reputations, impersonate, misrepresent, convey sexual innuendo or proposition, communicate false pretenses, encourage unlawful acts, violate privacy and confidentiality, or otherwise disrespect the rights of others or MUAA.

Consequences:

- 1st Offense - 3 Day Suspension; Referred to Counselor; Mandatory conference with parent, student, and administration
- 2nd Offense - 5 Day Suspension; 15 demerits; Referral to the Disciplinary Committee for further action; may include recommendation for withdrawal or expulsion.

3rd Offense - 10 Day Suspension; 15 demerits; Referral to School Board for withdrawal or expulsion

HEALTH & COMMUNICABLE DISEASES

As stated in the objectives, good health is an important

aspect of the school program. Students are encouraged to live by sound principles, guarding well their health.

The Administration shall have power to expel or suspend from the school, any pupil whose health is such as to affect adversely other pupils attending the school. Each pupil is required to have an updated medical certificate on file.

A communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another.

Guidelines published by the Center for Disease Control as standard practices and procedures to minimize disease transmission will be followed.

PREScription DRUGS

We request that parents inform the faculty of all prescription and over-the-counter medications being taken by the student. An administrator or the school nurse must administer any prescription medication. Medication should be given to the MUAA front office in its original container,

including the pharmacy label, clearly indicating the recipient, the doctor, the name of the medication and the dosage. This will prevent any misunderstanding as to possible infraction related to drug use and in the following *SUBSTANCE ABUSE POLICY*.

testing upon request of the Academy, will result in the permanent dismissal of the student.

SUBSTANCE ABUSE POLICY

Prohibited Conduct:

- A. It is the policy of Miami Union Adventist Academy to maintain a safe and healthful environment for its students and employees. A drug-free/alcohol-free life-style is intrinsic to this policy. Therefore, it is MUAA's policy that the manufacture, distribution, possession, and/or use of tobacco, alcohol, illicit drugs, or dangerous drugs is strictly prohibited.
- B. Illicit drugs include such substances as opium derivatives, hallucinogens (i.e., marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, morphine and other drugs prohibited by law.
- C. Dangerous drugs include drugs which, although legal, are available by prescription only. However, students using or possessing such drugs when prescribed to them under a physician's care, and in a manner that complies with the physician's orders and school policies, will not be considered to have violated the Substance Abuse Policy.
- D. It shall also be a violation of this policy for any student to inhale, ingest, apply, use, or possess an abuse able glue, aerosol paint, or substance containing a volatile chemical with intent to inhale, ingest, apply, or use any of these in a manner:
 - o Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, paint, or substance; and
 - o Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance or coordination.

Consent to Drug Testing:

By enrolling students at Miami Union Adventist Academy, the parent/guardian consents to having their child receive drug tests on the basis of both reasonable cause and random selection. Failure to submit to

Reasonable Cause Drug Test

- A. When the Administrative Committee determines that there is reasonable cause to suspect a student has violated the Substance Abuse Policy's "General Prohibitions," it may require the student to submit to a drug test. Failure or refusal to submit to the required drug test will result in dismissal from the Academy.
- B. If a required drug test based upon reasonable cause returns a negative result, the cost of the test will be the responsibility of the Academy. Should the results be positive, the cost will be the responsibility of the student and/or parents.

Consequences of Prohibited Conduct or Positive Tests

- A. A student will be deemed to have violated the Substance Abuse Policy, and may be disciplined by the Administrative committee any time that: (1) the Committee determines that the student has violated any of the Prohibited conduct provisions above, or (2) the student tests positive in a Reasonable Cause Drug Tests, a random Drug Test, or a Follow-up Drug Test.
- B. Any student holding elected positions for officers within the Academy or extracurricular organizations who violates the Substance Abuse Policy will be required to resign their posts for the balance of the school year.
- C. It is the intention of Miami Union Adventist Academy to ensure that students who violate the Substance Abuse Policy receive the professional help that they need.
- D. A student who violates the Substance Abuse Policy must attend an Academy—approved counseling session to determine whether there is a need for greater substance abuse intervention. Failure to attend this counseling session will result in permanent dismissal.
- E. A student who violates the Substance Abuse Policy must submit to Follow-up Drug Tests (at the parents' expense) throughout the twelve-month period following the initial violation. These Follow-up Drug Tests will be conducted at (as near as possible) 100, 200, 300, and 365 days from the initial positive test to ensure that the student remains drug-free.
- F. If any of the required follow-up tests fall on a date in which the Academy is not in session, the student will still be expected to submit to the testing. Re-admittance to the Academy will be denied to students who fail to submit to the required testing.

- G. If a student's four Follow-up Drug Tests are all negative, the student will be placed back into the Random Testing pool.
- H. If a student violates the Substance Abuse Policy a second time in the 24 months following the initial violation, the student will be permanently dismissed. In summary, two violations in any 24-month period result in permanent dismissal.
- I. Although the preceding second chance program is the preferred discipline for violators of the Substance Abuse Policy, the Administrative committee reserves the right to impose any consequences for any violation of this policy, up to and including expulsion from school, if it determines, in its sole discretion that aggravating factors warrant greater consequences, or mitigating factors warrant lesser consequences. For examples, students who distribute, attempt to distribute substances banned by this policy may be expelled, while those in possession of drugs may be asked to withdraw.

LIBRARY POLICIES

GENERAL BEHAVIOR

The library is here to serve our students. All rules and procedures are posted in the library. Students should become familiar with these. They are to conduct themselves in a quiet and orderly fashion within the library and while entering and leaving. Unnecessary movement, horseplay, or noise will not be accepted. Conversation is allowed only when absolutely necessary, and when it does not disturb others.

BORROWING LIBRARY MATIERALS

Instructions for checking out books are posted in the library. No material of any sort may be removed without proper checkout procedure. Taking material without checking it out may be considered theft.

Library material is considered overdue if it is not returned to the library on or before the date due. Semester tests will not be given to those with overdue books or outstanding fines.

COUNSELING SERVICES

The guidance and counseling of students is an integral component of the educational mission of Miami Union Adventist Academy. Guidance and counseling services and programs promote the personal, social, educational and career development of all students. In addition, counseling

is based on Christian principles through the help of the Holy Spirit, our ultimate Guide.

The purpose of the guidance counselor is to provide students with information, counsel, and guidance as it relates to all aspects of their educational experience. Duties may range from assisting in monitoring students; working with teachers to assess student needs and coordinate services; overseeing standardized testing as well as administering vocational and aptitude tests that may be available; providing individual and/or family session, as well as group counseling sessions; maintaining accurate student records.

Students may see the counselor by making an appointment directly or through teacher/administrative referral. Walk-ins are also available by the permission of teacher and counselor. If ongoing counseling is deemed necessary, parents will be asked to sign a parental consent form. All counseling sessions with students and/or parents will be held in the strictest of confidence. For limits to confidentiality, contact the guidance office. The counselor may also make referrals to other agencies or programs when additional needs are identified and must be addressed.

FINANCES

It is the objective of Miami Union Adventist Academy to operate the school and each of its departments as efficiently and economically as possible, so that we can offer Christian education to our youth at the lowest possible cost; however, the school must reserve the right to change the rates charged at any time, in order to meet changing economic conditions.

The following financial policies have been adopted. Strict adherence to these policies is in the best interest of the student and the school.

TUITION

Tuition fees are calculated on an annual basis. These fees, however, may be paid monthly, semi-annually (semester) or annually. Discounts for paying tuition in advance are as follows:

Semester (2 payments) = 7.5% Year = 15%

The monthly fees are due by the first of each month. Failure to pay by this date may result in a 10% late fee being charged. Any returned checks will incur a return check fee of \$25.00, and may result in the refusal of any further personal checks. Furthermore, personal checks may not be accepted on accounts that in arrears. Final payments for graduation or withdrawal must be made in cash or money order.

All accounts must be settled within the school year (August – May).

The account for the previous year's expenses at Miami Union Adventist Academy must be paid before the student is permitted to enroll for the current school year.

EXAM CLEARANCE

A satisfactory settlement of the account is required before a student may take semester examinations, receive a transcript of credit, march with the graduating class, or receive his/her diploma. A student who is not financially cleared for exams must receive clearance by a prescribed date. If the exam is not taken by the prescribed date, the student will receive an "F" for the exam grade.

Students who receive full credits for makeup work will be expected to pay full tuition.

WITHDRAWALS

Any student who withdraws from school is expected to pay the full registration fees. All textbooks must be returned at the time of the withdrawal. The account must have a zero balance in order to receive records.

SCHOLARSHIPS

Scholarship information is available upon request at the front office during registration.

High school students who are interested in receiving financial assistance through the Worthy Student Fund must complete an application form. Some restrictions may apply.

REGISTRATION FEE

The registration fee covers those necessary items and services relevant to the student's grade level. For example, textbooks, student association, lab fees, technology, etc.

DIGITAL PROGRAM

MUAA is engaged in a one-to-one iPad program for the high school department. This program utilizes eBooks/eBooks for most student textbooks. The program comes with a rent-to-own contract for the equipment. Those who participate in this program are governed by a contract agreement provided by the office.

REPAIRS

Parents are expected to cover expenses incurred by the student from deliberate or negligent damage, breakage, or vandalism of school property, theft, defacing of walls and such acts that necessitate reimbursements. This also includes the cost to repair/replace computers, iPads, and tablets; among other learning tools. The parent will be billed for the expense to replace or restore the item, as well as the cost of labor.

FLORIDA VIRTUAL SCHOOL FEES

There is a cost associated with all FLVS courses. The guidelines that govern payment responsibilities are subject to change from year to year based on state laws and/or district and scholarship regulations. Currently, the state will cover the cost of FLVS courses for non-scholarship recipients. Similarly, Step-Up and McKay will cover the cost of up to two courses per academic year for scholarship recipients.

The Family Empowerment Scholarship (FES), however, will not cover the cost of any FLVS course. For FES recipients, MUAA will cover the cost of lab courses only. Lab courses are virtual courses that are a part of the school schedule, in which all students in the class have been registered by an administrator, and in which all students have the same FLVS teacher who works with an MUAA assigned facilitator. The cost of all other courses, including courses taken for credit recovery and enrichment, will be charged to the student's account and will be the responsibility of the parent/guardian.

FLVS enrollment may impact the student's ability to maintain their scholarship. Parents/Guardians should visit www.flvs.net for information about the impact these courses may have on scholarship renewal.

DUAL ENROLLMENT FEES

Dual Enrollment with Miami Dade College is offered to MUAA students at a discounted course rate. MUAA will cover the cost of up to two courses per semester for Juniors and Seniors who qualify for the program and who have sufficient space in their academic schedule; one open period per Dual Enrollment Course. Students will be encouraged to take summer courses free of charge. Parents/Guardians will be responsible for the cost of any additional course taken. Books and materials for each course will also be the responsibility of the parent/guardian. Students who wish to enroll in Dual Enrollment prior to Junior year may do so, but all fees will be the responsibility of the parent/guardian.

LOANING OF MONEY

Money will not be loaned from the business office. Teachers and students are not encouraged to borrow from or loan any money to students.

CAFETERIA

MUAA is participating in the National Breakfast and Lunch Program. Qualification is based solely on financial need and does not discriminate based on age, religious belief, sex or race.

LOST/STOLEN ITEMS

Miami Union Adventist Academy is not responsible for items that are lost/stolen on the campus.

STUDENT ACCIDENT INSURANCE

The school carries an accident insurance policy, which covers medical payments for school accidents. This serves as a supplement to the family's medical insurance. The policy is in effect when the student is:

- a. On school grounds during the days and hours when school is in session.
- b. Traveling directly to and from home on the bus for regular sessions.
- c. While participating in an activity solely sponsored and supervised by school authorities.

Should a student be injured under these circumstances, he should notify the teacher immediately and his parent should:

- a. Receive an accident report and an insurance claim form from the school within twenty-four hours of the accident.
- b. File a claim and collect from the family's medical insurance.
- c. Follow the instructions given on the school's insurance claim form to file a claim for treatment not covered by the family's medical insurance.

PARENT-SCHOOL RELATIONS

The success of the school depends upon cooperation among parents, teachers and students in maintaining and fostering the principles of the institution. Teachers should pledge their best efforts to keep communication with parents.

Parents and teachers should cooperate in the development of the child. "Parents should stand pledged to sustain the authority of the teachers, and should require their children to respect and obey rightful authority." Students, realizing that they are the reason for the existence of MUAA, must maintain high respect for parents and teachers, as they are critical to their success.

When parents cooperate with teachers, difficulties and differences are quickly resolved. On the other hand, prolonged strife makes it difficult for the teachers to retain the respect and confidence of the student. Such a situation seriously limits the good that the teachers can do for the student.

When students view a spirit of cooperation on their behalf, they begin to understand the value placed on them. They, in turn, become more cooperative in the education process. Any break in home and school unity will affect the student's performance both at home and at school.

Parents of our students are always welcome on campus, but such parents should report to the school office on arrival and

departure. Under no circumstances should a parent confront or discipline a student other than their own while on campus. Instead, bring all necessary matters to the attention of a teacher or administrator. When possible, it would be best to make an appointment with the teacher or principal. Parents taking their children off campus during school hours must first seek the permission of an administrator.

PARENTS’/GUARDIANS’ RESPONSIBILITIES

Parents/Guardians play a major role in the education of the child before entry into formal education. Parents must remain involved in the educational process, even when the student enters school.

Parents’/Guardians’ responsibilities include:

- 1 Active participation in the Parent Involvement Program and PTA/Home & School activities.
- 2 Reflect an interest in student’s work.
- 3 Provide an environment conducive to study.
- 4 Attend parent/teacher/student conferences as scheduled by the school.
- 5 Request parent/teacher conferences when the need becomes apparent.
- 6 Attend school functions as a support to the child.
- 7 Ensure that fees are paid to keep the child’s account current.
- 8 Request assignments when the student will be absent from school for an extended period of time.
- 9 Show unconditional love to the child.

TEACHERS’ RESPONSIBILITIES

Christian teachers have chosen to serve by devoting their time to the education of their students. While the Teachers’ Handbook expresses the rights and responsibilities of the teachers more completely, this brief section is placed here for the students’ understanding. At the foundation of their responsibility is the thorough commitment to Christ and thorough preparation for the education of each student.

Teachers’ responsibilities also include:

- 1 Provide an outline or syllabus to students and parents/guardians detailing the requirements, grading procedures and general policies governing the course.
- 2 Informing students and parents/guardians in writing of student’s general progress by use of interim reports and grade sheets.
- 3 Show interest and respect for students as individuals.

STUDENTS’ RESPONSIBILITIES

- 1 A respectful attitude towards all faculty and staff.
- 2 Thorough completion of schoolwork, including homework and independent studies.
- 3 Proper care and use of school facilities.
- 4 Cooperation with elected or appointed student leaders.
- 5 Reading and following all guidelines of the *Student Handbook*.
- 6 Disciplined behavior in and out of class, including school transportation—public and private.



STUDENTS’ RIGHTS/PRIVILEGES

- 1 A quality education program.
- 2 A list of class requirements, procedures and policies.
- 3 A clean, pleasant and safe environment.
- 4 Adequate facilities in the school’s physical plant.
- 5 A fair representation through student organizations such as Student Association, Student Senate and Class Officers.
- 6 Access to the Principal and Assistant Principal.
- 7 An Attitude of Respect from faculty and staff.
- 8 Access to all records and other information including attendance and referrals to their file. Such access should be arranged with the office ahead of time. Students under 18 years of age need parental authority.

School Operation **FACULTY AND STAFF**

The faculty and staff are the heart of Miami Union Adventist Academy. Whether a member of Administration, the teaching faculty or the support staff, everyone collaborates to ensure the best learning environment for all our students. The following individuals are involved in the ministry of education at Miami Union for the 2022-2023 school year.

Administration

Principal: Edwin Silié
Vice Principal: Shelley Garner
Vice Principal: Edmund Harty
Vice Principal: Rhyanne Carrington
Treasurer: Elaine Llewellyn
Registrar: Cornelia Sewer
School Counselor: Marlene Newton
Administrative Secretary: Robbin Farrington
Administrative Secretary: Stnophia Burrows

Elementary Faculty

VPK: Maria Goddard
Kindergarten: Rosalind Flemming
1st Grade: Sylvia Haylock
2nd Grade: Maria Goddard
3rd Grade: Millac Chung
4th Grade: Karla Moya
5th Grade: Jevanni Milien

Middle School Faculty

Bible/Social Studies: Scott Delva
Language Arts: Salathiel Robinson
Math/Science: Edmund Harty

High School Faculty

English: Shelley Garner
Math: Randall Willis
Religion: Carlos Moya
Science: Arnold Mercado
Social Studies: Zachary Saunders
Health/Physical Education: Michael McDuffie
Foreign Language/Physical Education: Lisbet Guilarte
Music/Instrumental: Eddy Lorenzo
Music/Vocal: Nelson Hall

Staff

Teachers' Aide: Diana Ugarte
Teachers' Aide: Efrain Orozco
Teachers' Aide: Tasmay Duke
Teachers' Aide: Angelo Vetiack
Maintenance Director: Herbert Eudovicque
Custodian: Glen Gibson
Food Service Director: Tonya Francis
Head Cook: Langley Patterson
Assistant Cook: Adeline Sanon

Each member of staff can be reached by contacting the office at 305-953-9907 or directly by email using their first and last name.

Staff Email: firsrname.lastname@muasda.org



SCHOOL BOARD MEMBERS

The members of the Miami School Board work behind the scene in making decisions that ensure Miami Union Adventist Academy continually operates in accordance to its mission statement while providing quality Christian education. The MUAA School Board is comprised of representatives of each constituent church and local pastors.

School Board Members

Baldwyn English, Chair
Edwin M. Silié, Principal and Executive Secretary
Shelley Garner, Vice Principal
Edmund Harty, Vice Principal
Rhyanne Carrington, Vice Principal
Elaine Llewellyn, Treasurer

Antoinette Shaw	Alexa Philossaint
Angela Choate	Anita Harris
Bertha Lewis	Carla Robinson
Cosmos James	Deanna Moss
Dedrieanne Smith	Donna Ash
Jondra Grier	Ketlie Daniels
Klautrelle Long	Laurore Philossaint
Lena McArthur	Marie Frais
Marlene Jairam	Micheline Vetiack
Michelle Barret	Miriam Fluerimond
Nicolas Louis	Novelette Brown
Price Reveel	Selina King
Sharon Lewis	Sherral Anderson
Sherri Heller	Van Neilly
Yvonne Russell	

Ex-Officio Members:

Michael Owusu, Southeastern Conference (SEC) President
Dayami Valdespino, SEC Human Resources
Sandra Fletcher, SEC Superintendent
Edson Jarvis, SEC Associate Superintendent
Keith Hallam, Southern Union Education Director
Alex Royes, Pastor
Donald Burden, Pastor
Eric Ampadu, Pastor
Garth Dottin, Pastor
Joseph Butts, Alumni President

MIAMI UNION ADVENTIST ACADEMY

2022-2023 Proposed School Calendar School Opens – August 8, 2022

School Year:

Semester I = Total 89 Days

First Quarter (45 Days)

August 8th – October 7th

Second Quarter (44 Days)

October 11th – December 16th

Semester II = Total 91 Days

Third Quarter (47 Days)

January 3rd – March 10th

Fourth Quarter (44 Days)

March 20st – May 19th

Total Number of Days = 180

Alternate School Days:

Fall Family Fun Day – September 25th

Spring Family Fun Day – March 7th

School Rally/Science Fair – April 22nd

HOLIDAYS

Labor Day – September 5th

Columbus Day – October 10th

Veterans Day – November 11th

Thanksgiving Holiday – November 21st – 25th

Christmas Recess – December 19th – January 2nd

Martin Luther King – January 16th

President's Day – February 20st

Spring Break – March 13th – 17th

Good Friday – April 7th

PROGRESS REPORTS – Half Day/Noon Dismissal

Progress Report Distribution – September 7th, November 10th, February 9th, and April 20th

Parent/Teacher Conferences – October 20st and March 30st