



Mater Lakes Academy Middle/High School

A Miami-Dade County Public Charter School

9010 NW 178th Lane

Miami, FL 33018

Phone: 305-512-3917

Student Services Department

Ms. Patricia Di Carlo

Guidance Counselor



Respect, Honesty, Integrity, Responsibility, Kindness, Confidence,

FAIRNESS, **Discipline**, Citizenship, Trustworthiness, DETERMINATION,

Caring, Fulfillment, Tolerance, *Knowledge*, Reliance,

determination, COURAGE, Dedication, **Service**, **Achievement**,

Challenge, Punctuality, Empathy, *Patience*, Loyalty, Helping, **Giving**, Loving,

CHALLENGE, **Success**, **Solidarity**,

MATER LAKES ACADEMY CHARTER MIDDLE AND HIGH SCHOOL STUDENT SERVICES DEPARTMENT

The mission of Mater Lakes Academy Student Services Department is to assist all students in the development of skills to ensure their academic, personal, social, and career planning achievement throughout the implementation of comprehensive services.

These comprehensive services are facilitated within the school community by the school guidance counselor and the student services staff, who will work collaboratively with the assistance of school administration, faculty and staff, and students' parents or guardian.

The Student Services mission will be accomplished through:

Assisting middle school students in the development of academic and career plans through the use of personalized career planning tools such as CHOICES, and other advising systems.

Assisting high school students in tracking their own progress toward meeting graduation requirements through the use of personalized tools such as, online advisement systems, Student History by Subject Area and Graduation Checklists.

Conducting orientation sessions for middle school students and parents to provide information regarding promotion from middle school to high school.

Conducting orientation sessions for high school students and parents to provide information regarding high school graduation requirements, academic acceleration programs, career and education planning, test information and options.

Coordinating articulation activities, class presentations and individual session to provide information about major areas of interest, curriculum option, and course selection.

Promoting the intellectual, emotional, and social growth of all students.

Guiding students to develop self-respect, awareness of others, and positive attitudes, and to become independent lifelong learners and responsible citizen.

Providing individual and small group counseling for students with special needs, including but not limited to, students dealing with transitional issues, who had been retained, with poor attendance, dealing with a personal or family concern and with interpersonal relationships.

Providing intervention services and community agencies referrals to students experiencing academic and personal/social barriers to learning.

Ensuring that students have access to a safe school climate necessary for academic and social/emotional growth.

Coordinating activities to increase awareness and prevention in issues affecting adolescents and young adults and their community.

Students requesting counseling services can fill out a Counselor Request/Referral Form, returning it to their teacher or drop it off in the main office before or after school.

The counselor can be contacted daily from 7:15 to 2:45. If not immediately available, counselors review their voice mail and e-mail throughout the day. If you need immediate attention, contact the School main Office at (305)512-3917

The Role of the Counselor...

Overwhelmed by classwork?

Scared because your parents are splitting up?

Worried about a friend?

Don't know about academic requirements?

Wonder about your future?

Feel like you don't fit in?

Sometimes it's just not possible to sort through tough times alone. Problems can build up and you may lose sleep, find you can't concentrate on homework, or even become depressed. When you need to talk to someone, your *school counselor* (sometimes called a guidance counselor) can be a great place to start. Your school counselor is someone who is separate from your life - a neutral adult who isn't a parent, relative, or teacher. School counselors know how to listen and help. They'll take your problem seriously and work with you to find a good solution. A counselor can help you deal with the sadness when someone has died as well as advise you on taking the right classes to get into your dream college.

WORDS OF CAUTION

- **How Confidential Is It?**

When you discuss personal concerns with a school counselor, your conversation will most likely be confidential. The counselor isn't going to go blabbing your business around school. In very rare cases, a counselor is unable to keep information confidential. If the counselor thinks that you or someone else is at risk of being harmed, he or she is required by law to share that information. Even in these rare cases, the counselor will share that information only with the people who need to know, including your parents.

- Your school counselor isn't a therapist. (So if you see your counselor, it's not the same as getting therapy.) If you need help in some way that the school counselor can't provide, he or she will provide information about other resources that will give you what you need, such as the name of a therapist.
- If you need additional help, you or your counselor may refer you to the following resources:

The Children's Trust Helpline

Dial 211

Resource and referral line available to everyone in our community for health and social services in our community by providing assessment of need and crisis counseling. Callers are expressing a wide variety of needs such as wanting to find an affordable summer camp for their child, a referral for family counseling services, child care or learning disabilities screening, as well as requesting advice about a rebellious adolescent, suspected child abuse, substance abuse in the home and much more. Especially trained **Switchboard of Miami** counselors are standing by, 24 hours a day, 7 days a week, in English, Spanish and Creole.

Switchboard of Miami

HELpline (305) 358- HELP

Free resource for confidential and telephone counseling, information and referral, and crisis intervention. Services are free of charge, offered in English, Spanish, and Creole, and designed for youth identified as at risk of alcohol, tobacco, and drug abuse; violence; early pregnancy; domestic violence; and other high-risk behaviors. Provides free individual, family, and group counseling programs for at-risk youth and their families.

Mater Lakes Academy Middle Charter School

Academic Requirements

Grading Scale

Section 1003.437, Florida Statutes (High school grading system), provides a consistent grading system and interpretation of letter grades for public high and now middle schools as follows:

Grade	Numerical Value (%)	Verbal Interpretation	Grade Point Value
A	90 - 100	Outstanding progress	4
B	80 - 89	Good progress	3
C	70 - 79	Average progress	2
D	60 - 69	Lowest acceptable progress	1
F	0 - 59	Failure	0
I	0	Incomplete	0

Middle School Promotion Requirements

8th grade Class of 2012 Coursework Requirements

A minimum of 14-18 courses must be successfully completed including:

Core courses:

3 courses in Language Arts

3 courses in Mathematics

2 courses in Science

Electives, including Physical Education and Intensive Reading, Intensive Math Courses.

END OF GRADE	COURSES PASSED	STATUS
7	12 Cumulative Courses Passed 6 courses passed in grade 6 and 6 courses passed in grade 7	Promoted to Grade 8 Regular 8 th grade student
7	8-11 Cumulative Courses Passed 4 courses passed in grade 6 including language arts and mathematics and 4-5 courses passed in grade 7 including 7 th grade language arts or mathematics and 1 course each of science and social science from 6 th or 7 th grade	8th Grade Student Placed in grade 8 and scheduled to repeat courses not passed as appropriate.
7	6-7 Cumulative Courses Passed	Retained 7th Grade Student
8	14-18 Cumulative Courses Passed Must pass 3 courses each in language arts and mathematics and at least 2 science, 2 social science, and 4 other courses	Promoted to Grade 9
8	13 or Fewer Courses Passed	Retained 8th Grade Student

Middle School Graduation Requirements 6th thru 8th Grade

A minimum of 15 to 18 courses must be successfully completed including:

Core Courses:

3 courses in Language Arts

3 courses in Mathematics

3 courses in Science

3 courses in Social Studies

1 course in Physical Education

A semester course of Exploration and Decision Making,

Electives including Intensive Math and Intensive Reading courses.

E. Summary - Promotion and Placement Requirements in the Middle School for Students Entering Grade 6 in 2006-2007

END OF GRADE	COURSES PASSED	STATUS
6	All Courses Passed	Promoted to Grade 7 Regular 7 th grade student
6	4-5 Courses Passed Must pass language arts or mathematics and at least 3 other courses	7th Grade Student Placed in grade 7 and scheduled to repeat courses not passed as appropriate
6	Less than 4 Courses Passed in Grade 6	Retained 6th Grade Student
7	12 Cumulative Courses Passed 6 courses passed in grade 6 and 6 courses passed in grade 7	Promoted to Grade 8 Regular 8 th grade student
7	8-12 Cumulative Courses Passed 4 courses passed in grade 6 including language arts, mathematics, science, and social science 4-5 courses passed in grade 7 including 7 th grade language arts and mathematics, science or social science, and the career and education planning course, unless incorporated in other courses	8th Grade Student Placed in grade 8 and scheduled to repeat courses not passed as appropriate
7	7-8 Cumulative Courses Passed	Retained 7th Grade Student
8	15-18 Cumulative Courses Passed Must pass 3 courses each in language arts, mathematics, science, and social science, the career exploration and decision making course, and 2.5 credits (courses) or 3 other courses (see option above)	Promoted to Grade 9
8	14 or Fewer Courses Passed	Retained 8th Grade Student

F.Y.I

Students are encouraged to maintain a strong academic standing minimum of a C average. If this C average is not maintained, the student will enter an administrative academic evaluation process to determine the eligibility to continue the middle school program at Mater Lakes. By the end of the 8th grade, students who do not satisfactorily complete the coursework requirements for promotion to the 9th grade will not be eligible for registration for the following school year.

Summer School

Students will be allowed to remediate a failing grade of a core course through registering in a summer term. Summer terms are subject of school funding and availability.

Intensive Reading and Intensive Mathematics Placement

According to the Florida Department of Education Statues, requires that:

All students who have scored an FCAT Level 1 or 2 in Reading in the previous grade must receive remedial reading instruction via a year long Intensive Reading course in the immediate year following that test score, each year until the student is performing at Level 3 or higher.

All students who have scored an FCAT Level 1 or 2 in Mathematics must receive remedial reading instruction via a year long Intensive Reading course in the immediate year following that test score, each year until the student is performing at Level 3 or higher.

Explaining Your Grade by Grading Period GRADING STUDENT PERFORMANCE

By School Board directive, academic grades are to reflect the student's academic progress. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period, including such factors as class attendance, homework, and participation.

Annual Courses

In authorized annual courses, the student's final grade shall be determined as follows:
Each Grading Period is equivalent to 20% of your final grade.
Midterm Exam is equivalent to 10% of your final grade.
Final Exam is equivalent to 10% of your final grade.
To pass the annual course you must earn 60%

Semester Courses

In authorized annual courses, the student's final grade shall be determined as follows:
40% value for each of two nine-week grading periods
20% value for the final examination.

Mater Lakes Academy High Charter School

Academic Requirements

2006-2007 GRADUATION OPTIONS AND REQUIREMENTS FOR STUDENTS IN GRADES 10-12

SUBJECT AREA	STANDARD HIGH SCHOOL 4-YEAR PROGRAM
English/ESOL	4 credits (major concentration in composition & literature)
Mathematics	4 credits (Algebra I, Geometry, & a higher level math course)
Science	4 credits (Earth/ Space Science, Biology, & Chemistry or Physical Science)
Social Sciences	4 credits (World History, World Geography, American History, American Government, & Economics)
Foreign Language	2 years consecutive levels for graduation and is required for admission to state universities
Performing Fine Arts	0.5 credit
Practical Arts	0.5 credit
Life Management Skills	0.5 credit
Physical Education	1 credit (0.5 credit in Personal Fitness & 0.5 credit in a Physical Education elective)
Electives	8.5 credits can be distributed amongst additional Math, Science and Social Science courses
Total	24 credits
State Assessment Requirement	Passing score of 3 or higher on the grade 10 FCAT (Reading, Math) and a 4 or Higher on the FCAT writes
Grade Point Average (GPA) Requirement	Earn a cumulative unweighted GPA 2.0 on a 4.0 scale
Community Service Project	75 hours

2007-2008 GRADUATION OPTIONS AND REQUIREMENTS FOR STUDENTS IN GRADE 9

SUBJECT AREA	STANDARD HIGH SCHOOL 4-YEAR PROGRAM
English/ESOL	4 credits (major concentration in composition & literature)
Mathematics	4 credits (Algebra I, Geometry, & a higher level math course)
Science	4 credits (Earth/ Space Science, Biology, & Chemistry or Physical Science)
Social Sciences	4 credits (World History, World Geography, American History, American Government, & Economics)
Fine Arts	1.0 credit
Physical Education	1 credit (0.5 credit in Personal Fitness & 0.5 credit in a Physical Education elective)
Major, Minor, or Electives	8.0 credits (including 4.0 Credits of Major Area of Interest)
Total	24 credits
State Assessment Requirement	Passing score of 3 or higher on the grade 10 FCAT (Reading, Math) and a 4 or Higher on the FCAT writes
Grade Point Average (GPA) Requirement	Earn a cumulative unweighted GPA 2.0 on a 4.0 scale
Community Service Project	75 hours

What is a "major area of interest?"

A major area of interest includes four (4) credits in a common area such as sequential courses in a career and technical program, fine and performing arts, or academic content area, selected by the student as part of the student's education plan. A student must earn a total of four (4) credits in a major area of interest.

Grading Scale

Section 1003.437, Florida Statutes (High school grading system), provides a consistent grading system and interpretation of letter grades for public high and now middle schools as follows:

Grade	Numerical Value (%)	Verbal Interpretation	Grade Point Value
A	90 - 100	Outstanding progress	4
B	80 - 89	Good progress	3
C	70 - 79	Average progress	2
D	60 - 69	Lowest acceptable progress	1
F	0 - 59	Failure	0
I	0	Incomplete	0

GRADING STUDENT PERFORMANCE

By School Board directive, academic grades are to reflect the student's academic progress. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period, including such factors as class attendance, homework, and participation.

Explaining Your Grade by Grading Period

Annual Courses

In authorized annual courses, the student's final grade shall be determined as follows:

Each Grading Period is equivalent to 20% of your final grade.

Midterm Exam is equivalent to 10% of your final grade.

Final Exam is equivalent to 10% of your final grade.

To pass the annual course you must earn 60%

Semester Courses

In authorized semester courses, the student's final grade shall be determined as follows:

40 percent value for each of two nine-week grading periods

20 percent value for the final examination.

5 Point Rule Applicable to High School Academic Grading

In order to pass an annual course in grades 9-12, a student will earn a minimum of 10 grade points, of which a minimum of five must be earned in the second semester.

PROMOTION

From 9th to 10th:

4 credits, including 1 English, 1 Math (still owe two credits!)

From 10th to 11th:

10 credits, including 2 English, 2 Math (still owe two credits!)

From 11th to 12th:

16 credits, including 3 English and 3 Math (still owe 2 credits!)

REMEDIATION

Students failing or missing credits toward graduation may be referred to remediate for these requirements by registering the student in one of the following:

ADULT EDUCATION PROGRAM:

A student must be **passing five out of six classes** in order to attend Adult Education.

You may only earn 4 credits of adult education towards your high school diploma. A student **cannot** be enrolled in a Adult Education subject which is currently included or being failed in the day schedule. The purpose of attending Adult Ed. is to make up "F"/ "D" grades and is not intended for classes currently failing in day school. Adult Ed. coursework cannot be used to graduate early.

SUMMER TERM REGISTRATION:

Students will be allowed to remediate a failing grade of a credit by registering in a summer term. Summer terms are subject of availability.

FLORIDA VIRTUAL SCHOOL:

(Strong academics and Dedication a Must!)

A rigorous online curriculum for Courses **delivered over the Internet**. To assure student success with virtual learning, a variety of web-based, technology-based and traditional resources are provided. Teachers **communicate with students and parents on a regular basis** via phone, email, online chats, instant messaging, and discussion forums.

What is Dual Enrollment?

Dual enrollment allows high school students to earn college credit toward a postsecondary degree or certificate and credit toward their high school diplomas simultaneously. Students must meet the following eligibility criteria: (a) 3.0 grade point average (GPA) to enroll in college credit courses, (b) pass the appropriate section of the college placement test (CPT), and (c) meet additional admissions criteria set by the postsecondary institution.

The college courses selected by the student can count toward high school graduation. Students must have an understanding that the amount of work necessary to succeed in dual enrollment courses will be greater than in high school courses.

They may earn bonus points equivalent to those earned in honors or Advanced Placement courses. Approval in advance of course registration is required. Students should check with their counselors for information and approval of dual enrollment courses.

Benefits:

- Enriches the course opportunities for outstanding high school students
- Shortens the time to attain a college degree
- Saves students and parents money, as dual enrollment students are exempt from paying application, registration, tuition, laboratory, and special fees if the classes taken are being used toward high school graduation
- Provides students with college credit that is transferable to a university
- Grades earned through dual enrollment will become part of the students' permanent high school and college transcripts

When and where may dual enrollment courses be taken?

The courses may be taken before school, after school, and during the summer.

What are AP Advanced Placement Classes?

AP classes are taught at a higher level than normal high school classes. They can be as challenging as many freshman-level college classes. Some pre-requisites may apply in order to participate in these classes.

At the end of your AP class, you can choose to take the AP Exam, which is administered across the country in May. The exam is pretty tough, but if your class has been taught well and if you have earned an A or a B in the class, you should be fairly well prepared for the exam. By taking the exam, you have a chance to earn college credit for the course.

The AP Exams are scored on a scale from 1 to 5, with a score of 5 being the highest. Each college determines whether or not they will accept AP credit and, if so, what score you need. For example, some colleges or universities will give you credit for their freshman English class if you earn a 3 or higher on the AP English Language Exam. Other universities might also give you credit, but only if you earn a 4 or higher. When you earn college credit for a course through an AP Class Exam, it means you will not be required to take that course in college.

GPA BONUS POINTS FROM HONORS, ADVANCE PLACEMENT AND DUAL ENROLLMENT COURSES

The grade and bonus point values shown in the chart below are used in determining unweighted (without bonus points) and weighted (with bonus points) GPA's.

GRADE AND BONUS POINT VALUES:

Letter Grades	Grade Points	BONUS POINTS		
		Honors	Advanced Placement	International Baccalaureate/Advanced International Certificate of Education
A	4	1	2	2
B	3	1	2	2
C	2	1	1	1
D	1	0	0	0
F	0	0	0	0

**** Dual Enrollment Bonus Points are calculated as Advance Placement Courses

CAREER PLANNING / COLLEGE ENTRANCE EXAMINATIONS

Entry Level Placement Tests

Prior to admission in college and enrollment in college credit courses, all students must take Entry Level Placement Tests. Students who do not achieve the minimum scores will be placed into college preparatory courses. Minimum scores required into college credit courses:

ACT American College Testing Program (11,12)- English= 17/Reading= 18/Math= 19

SAT Scholastic Assessment Test (11, 12) – Math 440/Verbal 440

CPT: College Placement Test (10, 11, 12) – Algebra 72/ Sentence Skills 83/Read. 83

For more information on testing dates and registration log on to www.collegeboard.com

Funding Your Post-Secondary Education

Thinking about how to pay for college after high school?

There are different programs and ways to finance your future career either through grants or scholarships, loans, and work-study assistance.

Here are a few links to get you started on your search:

- To apply for the **FREE APPLICATION FOR FINANCIAL STUDENT AID** Visit www.fafsa.ed.gov

U.S. Department of Education student aid is the largest but not the only source! You can find out about other sources of federal aid and about scholarships. Nonfederal financial assistance programs and requirements often vary from school to school, so check with the schools you're interested in for information about state and institutional aid.

- Florida Department of Education scholarship opportunities, log on to **Office of Student Financial Assistance OFSA** website at www.floridastudentfinancialaid.org
- Also visit www.Fastweb.com

Florida's Bright Futures Scholarship Program

The Bright Futures Scholarship Program establishes a lottery-funded scholarship for Florida high school graduates with high achievement who enroll in eligible Florida postsecondary institutions. The scholarship may be used for either full-time or part-time enrollment and is renewable.

To Be Considered for a Florida Bright Futures Scholarship a Student Must:

1. Apply for a Florida Bright Futures Scholarship by completing the Florida Financial Aid Application (FFAA)* during his/her last year in high school. A student may apply online at www.floridastudentfinancialaid.org beginning December 1st of his/her last year in high school. This application gives the Department of Education (DOE) permission to evaluate his/her high school transcripts for eligibility for a Florida Bright Futures Scholarship.
2. Earn a Florida standard high school diploma or its equivalent
3. Not have been found guilty of, or plead nolo contendere to a felony charge.
4. Meet academic requirement for the award. Public High School students may access their Bright Futures evaluation on the **www.FACTS.ORG**. This web access allows public high school students to review their academic progress toward meeting Florida Bright Futures Scholarship Program initial eligibility requirements.

What are the Academic Requirements for Initial Eligibility?

The Florida Bright Futures Scholarship Program consists of different awards listed below. Each award has its own academic eligibility requirements, award amounts and funding length. A student may receive funding for only one award.

✓ **Florida Academic Scholars (FAS)**

15 College Preparatory Credits
3.5 Weighted GPA on Academic Courses
1270 SAT or 28 ACT (excluding the writing section)
75 Community Service Hours

Students who earn the Florida Academic Scholars award and attend a Florida public technical center, community college, or university will receive:

Public Institution – 100% of tuition and fees (including lab fees up to \$300 per semester) plus \$300 for college-related expenses (excluding summer term) prorated by terms and hours.

Private Institution – Fixed award amount based on 100% of the average tuition and fees covered at a comparable Florida public institution including the \$300 per semester provided for college-related expenses prorated by term and hours.

✓ **Florida Medallion Scholars (FMS)**

- 15 College Preparatory Credits
- 3.0 Weighted GPA
- 970 SAT or 20 ACT

Students who earn the Florida Medallion Scholars award and attend a Florida public technical center, community college, or university will receive:

Public Institution – 75% of tuition and fees (including lab fees up to \$300 per semester)

Private Institution – Fixed award amount based on 75% of the average tuition and fees covered at a

comparable Florida public institution prorated by term and hours.

Academic Probation

Any student who attains an Academic-Grade-Point-Average of 2.00 or lower, receives an “F,” or has multiple “D’s” at the end of a quarter or semester will be placed on academic probation. It should be noted that the Academic-Grade-Point-Average does not include P.E. grades. Students on probation are reviewed at the end of each semester. Students who continue to maintain low grades are dismissed for academic reasons at the end of each semester.

Viewed as a temporary condition, academic probation gives a student the opportunity, in conjunction with his parents, teachers, guidance counselor, and the Vice Principal, to reflect on his/her undesirable academic attitude and/or performance. Probation status should encourage work toward desired goals, a realistic action plan, and conditions that will help the student to achieve academic success. The student should be able to recognize and assess his/her shortcomings and apply him/herself in order that he/she is diligently working toward their potential. Each student should regard this probationary period as serious and should see the necessity of working towards its closure. It is the hope of the school community that no student will maintain such a probationary period for the entire school year. Such a chronic duration will be cause for administrative review.

I. Grade Point Average

- a. Students must maintain an academic Grade Point Average of 2.0. If a student does not meet these criteria during any nine week session, an academic probation will result.
- b. Any student placed on academic probation will be reevaluated after the following nine week session is over.
- c. Any student who does not maintain a 2.0 Grade Point Average annually will be asked to reapply to Mater Lakes Academy for the following school year.