



# **Athenian Academy Parent Handbook**

2018 - 2019 - Revised 6/13/2018

**2018-2019 Student/Teacher Calendar**

July-18				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

4 4th of July Holiday  
9-13 FTE Survey Window

August-18				
6	7	1	2	3
*	14	15	16	17
20	21	22	23	24
27	28	29	30	31

6-10 Teacher Planning Days  
7 Secondary Orientation  
9 Elementary Orientation  
13 STUDENTS' FIRST DAY  
28/30 Adult Ed Graduation

September-18				
3	4	5	6	7
10	11	12	13	Ⓢ
17	18	19	20	21
24	25	26	27	28

3 NO SCHOOL-Labor Day  
14 Progress Reports

October-18				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	Ⓢ	24	25	26
29	30	31		

8-12 FTE Survey Window  
12 End of 1st Quarter  
15 Teacher Planning Day  
23 Report Cards

November-18				
5	6	7	1	2
12	13	14	15	Ⓢ
19	20	21	22	23
26	27	28	29	30

16 Progress Reports  
17-25 NO SCHOOL - Thanksgiving Break  
19-20 Possible Hurricane Makeup Days

December-18				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

21 End of 2nd Quarter & Semester  
22-31 NO SCHOOL-Winter Break

January-19				
7	1	2	3	4
14	Ⓢ	16	17	18
21	22	23	24	25
28	29	30	31	

1-6 NO SCHOOL-Winter Break  
7 Teacher Planning Day  
15 Report Cards  
21 NO SCHOOL - Martin Luther King Day  
29/31 Adult Ed Graduation

February-19				
4	5	6	7	1
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

4-8 FTE Survey Window  
8 Progress Reports  
18 No School-Presidents' Day

March-19				
4	5	6	7	1
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

15 End of 3rd Quarter  
16-24 NO SCHOOL-Spring Break  
25 Teacher Planning Day

April-19				
1	Ⓢ	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	Ⓢ
29	30			

2 Report Cards  
19 No School-Teachers/Students  
26 Progress Reports

May-19				
6	7	1	2	3
13	14	15	16	17
20	21	22	23	24
27	28	*	30	31

22-26 Graduation  
27 Memorial Day Holiday  
29 STUDENTS' LAST DAY  
30-31 Teacher Planning Days

June-19				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

TBD Report Cards  
10-14 FTE Survey Window

**NOTE:**  = Non-school day for students & teachers  
 = Non-school day for teachers  
 = Work day for Teachers  
 = Report Cards  
 = First and Last Days  
 = Progress Reports  
 = Early Release Days

1st qtr	44	
2nd qtr	44	88
3rd qtr	47	
4th qtr	45	92



### **ABSENCES:**

Any time a student returns to school after an absence, a note must be brought from home. Acceptable excuses for student absences are illness, a death in the family, a school-sponsored event or activity that has been previously approved or religious holiday. A doctor's note can also excuse your child's absence. All notes to excuse absences must be given to the homeroom teacher within two days of returning to school.

**Students must be signed out at the front office. No early dismissals will be permitted after 2:30 p.m.**

Although the school does not support students missing school for vacation purposes, any student missing school for vacation must notify the home room teacher. Notification must be made in writing at least two weeks in advance so teachers can have the appropriate work ready for each student. Absences due to vacations are not considered excused.

When students miss school, they are missing out on direct instruction from the classroom teacher. Please do your part to ensure your child is at school each and every day, so he or she has the opportunity to learn.

### **AFTER SCHOOL CARE:**

The after school care program is a service we provide for parents for a fee. The after school care program begins at the end of the school day and ends at 6:00 p.m. Students are provided a snack and a drink each day. There is a \$1 late fee charge for each minute after 6:00 p.m. for After Care, which must be paid upon arrival. For information on the After Care Program please contact the After Care Director at Sharon.Long@aaota.org

### **ANTI-BULLYING POLICY/PLAN:**

Bullying is defined as:

*Bullying is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; is carried out repeatedly and is often characterized by an imbalance of power; or unreasonably interfere or taunting, social exclusions, threat, intimidation, stalking, physical violence, theft, sexual, religious, or racial/ethnic harassment, public humiliation, destruction of property.*

All incidents of bullying will be investigated. Where appropriate, students who are bullying others are subject to discipline including but not limited to: detention, suspension, and expulsion.

Examples may include, but are not limited to:

- Physical Bullying – punching, shoving, poking, strangling, hair pulling, beating, biting, excessive tickling, tripping and pinching;
- Verbal Bullying – such as hurtful name calling, teasing and gossip;
- Emotional (psychological) bullying – rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rate/ranking of personal characteristics such as race, disability, ethnicity or perceived sexual orientation, manipulating friendships, isolating,

- ostracizing and peer pressure;
- Sexual Bullying – inappropriate or obscene language or gestures, touching, grabbing, pinching, or exposing “private” body parts;
- Cyber Bullying – tormenting, threatening, taunting, humiliating or otherwise targeting a student or staff member using the Internet, interactive and digital technologies, mobile phones or inviting others to join in these acts.

### **ARRIVAL:**

Students need to learn the importance of regular school attendance. In addition, it is important that students report to school on time. Drop off begins at 7:40 a.m., with classroom instruction beginning at 8:00 a.m. There is no supervision before 7:40 a.m. for students who are not enrolled in the Before School Care Program. Students dropped off for Before School Care between 6:30 and 7:15 will be charged \$25. Students dropped off for Before School Care between 7:15 and 7:40 will be charged \$10.

Please note that parents must say good bye in the car loop and wish them a great day before they leave the car. The start of the school day is not a time for parent/teacher conferences as there are children present in the room and the teacher’s responsibility is to care for the students. Teachers are responsible for having the room and students ready to begin instruction promptly at 8:00 a.m. As part of the school’s safety plan, Athenian Academy’s Security Officer will only permit Athenian Staff Members and enrolled students to enter the campus, unless a volunteer/meeting has been scheduled for an appointed time.

**For the safety of our students, parents may not allow their child/children to get out of the car and walk across the parking lot. All students must remain in their vehicles until the car reaches the unloading zone (See student drop off). Please ensure you are utilizing either our front car loop or back car loop unloading zone, as we are not permitted to use the dentist office’s parking area.**

### **ATHLETICS:**

Athenian Academy provides the opportunity for students in grades 4 – 8 to join our sports program. The privilege of participation on these teams brings corresponding social and academic responsibilities. Student athletes are required to abide by the Code of Conduct and meet academic eligibility requirements of at least a 2.0 grade point average in each subject to be eligible to participate. Student athletes must also meet discipline criteria by not having more than one detention during a sport season and no suspensions.

**Students Athletes must be in attendance at least half of the instructional day to participate in activities that day. If a student leaves school due to illness, he/she may not participate in sporting events that afternoon.**



### **BEFORE SCHOOL CARE:**

Before School care is a service Athenian Academy provides for an additional weekly fee. Students who will be attending the Before School Care program are expected to be signed in by a parent in the cafeteria. Before School Care opens at 6:30 a.m. each morning and students are sent to class at 7:50 a.m.

### **BINDERS:**

All students are required to carry a zipper style binder to school each day in lieu of a backpack. Athenian Academy works to help students with organization and has a school wide system of organization. **As part of the school's safety plan, students may not utilize a backpack at Athenian Academy – no exceptions.** Students have digital access to their text books at home via Schoology. Students will not be transporting textbooks to and from school, which will not necessitate the need for a backpack. Administration, teachers, and staff will work with students to help keep the binders organized, free of excess materials, and as light as possible.

### **BIRTHDAY CELEBRATIONS:**

Students are welcome to celebrate their birthday at school in Kindergarten through Fifth grade. Individual store bought treats (cupcakes, cookies, etc.) and a drink may be brought to school to share with your child's homeroom. **Arrangements must be made at least 2 days in advance with the classroom teacher.** Party bags, balloons, decorations, etc. are **not** permitted. Siblings attending Athenian Academy may not attend this celebration as it would be disruptive to another class and a loss of instructional time.

### **BREAKFAST:**

Free breakfast is available each morning from 7:40 – 7:50 AM. If your child is going to have breakfast at school, he/she must be in the cafeteria before 7:50 in order to be in class by 8:00 AM.

### **BUS TRANSPORTATION:**

Athenian Academy will provide limited bus transportation services for students who meet the eligibility criteria. The public schools have limited transportation boundaries set according to guidelines. Routes, pick-up, and drop-off times will be established before the beginning of the year. Parents wishing to apply for transportation must complete and return a transportation request prior by August 1, 2018.

Students are expected to exhibit appropriate bus behavior. These behaviors include but are not limited to: staying seated, using quiet voices, keeping hands and all other body parts inside the bus, following the direction of the driver and not throwing items. Students exhibiting inappropriate bus behavior will lose bus privileges.

**Please note that there is no eating or drinking on the school bus.**



### **CAFETERIA PROGRAM:**

#### **K-5 Lunch**

\$2.50 Full Pay

\$0.40 Reduced

#### **6-8 Lunch**

\$3.00 Full Pay

\$0.40 Reduced

The lunch menu is posted on our school website [www.aaota.org](http://www.aaota.org) for you to reference each month. Students are not permitted to bring glass bottles, sodas, candy or gum to school. Parents are welcome to eat lunch with their child; however, it must be in the courtyard. All other students must remain in the cafeteria and eat at their assigned table. Please keep in mind, you may not pull other siblings out of class to have lunch outside their scheduled lunch period.

**Payment:**

All students have a lunch account assigned to them. Students may bring cash or checks to have additional funds placed on an account. Parents may also pay online at <https://www.myschoolbucks.com>

Students are very limited with how many lunches may be charged if money has run out on a child's account. Students will be provided a notice from the cafeteria staff when money is low or insufficient.

**Free/Reduced Price Lunches:**

Beginning on July 1<sup>st</sup>, an application for Free or Reduced meals is available at <https://www.schoollunchapp.com/District.aspx>. Parents must apply for this benefit yearly. Students will only have the status from the previous school year for 10 days. After that time, if a family has not applied for this service again, the child must bring lunch or purchase at the full price.

**Behavior:**

Students should eat in an atmosphere that is pleasant and conducive to good habits. Please discuss good lunch manners with your child. All students will follow the PBIS lunch criteria.

**Own It:**

Arrive on time  
Clean up after oneself

**Work to be Safe:**

NBC - No Bodily Contact  
Ask staff to leave  
Always walk  
Remain seated, get up only with permission

**Learn all you can:**

Make healthy choices

**Show Respect:**

Follow all adult directions the first time they are given  
Talk in a conversational tone  
Use good manners  
Raise your hand for assistance (utensils, straws, napkins, etc.)

**Volunteers are welcome each day during lunch; however, it must be pre-approved through the front office. Lunch is served in the cafeteria between 10:30 – 1:15.**

**CARE OF SCHOOL PROPERTY:**

Students are expected to show respect for all school property at Athenian Academy. Marking or defacing school property is a serious offense and may lead to suspension and possible expulsion. Students who damage/vandalize school property will be required to make full restitution for damages.

### **CELL PHONES/ELECTRONIC DEVICES:**

The use of electronic devices on school grounds is not permitted. If a student brings a cellular phone to school, it should be turned off (not on vibrate) and placed out of sight in the student's binder. **Students may not keep phones in their pockets.**

- First Offense: - The electronic device will be returned to the parent/guardian of the student by administration after signing the electronic policy form.
- Second Offense – The electronic device will be returned to the parent/guardian of the student by administration after signing the electronic policy form. The student will receive a Saturday Detention.
- Third Offense – The electronic device will be returned to the parent/guardian of the student on the last day of school by administration and the student will receive a 1 Day Suspension..

### **CHILD ABUSE:**

State law requires that teachers, administrators and other school personnel report suspected cases of child abuse, abandonment or neglect to the DCF Hotline at 1-800-96-ABUSE.

### **COMMUNICATIONS:**

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communication with families at all times.

In addition to report cards and conferences, student work will be sent home weekly (K - 5) and bi-weekly (6 - 8) along with a quarterly progress report from your child's teacher in the communication folder. The parent/guardian will be asked to sign and return the information the following day.

Please feel free to consult with the office regarding any problems or questions that concern your child; **however, it is imperative you speak with the child's teacher first for classroom issues.** It is the desire of the administration and staff to be of service to both parents and students, and every teacher welcomes a conference with any parent. At no time is it appropriate for a teacher to meet with parents while students are present, including at arrival time. Conferences need to be scheduled ahead of time, so the teacher and/or administrator will be available to meet with you.

It is the parent's responsibility to stay informed. Important information will be posted on our website as well as Schoology. Information will be provided to you within the first 2 weeks of school regarding access to Schoology. Please check your child's planner and Schoology daily.



Athenian Academy also uses the app, *Remind* to send out text messages for important information and reminders! Please enroll by texting @aaota to the number 727-288-9078



## **DISCIPLINE PROCEDURES:**

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience, but with the intention to help the student make appropriate choices. Though few students desire discipline, they often need it in order to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. The following list is not all-inclusive.

1. Students are expected to respect the authority of school personnel, which includes but is not limited to: administration, teachers, office staff, bus drivers, substitutes and additional support staff.
2. Destruction of school property results in the replacement, repair, or payment for damages by either the student or his/her parents and/or suspension from school.
3. Students shall help keep the school clean at all times. **Gum is not permitted on Athenian Academy's campus.**
4. Items such as water pistols, matches, radios, cassette players, skateboards, Gameboys, toys, iPod, electronic devices, game cards, weapons of any sort, etc. are not permitted at school.
5. Notebooks, magazines, lunchboxes, etc. will be not be permitted to have inappropriate pictures or slogans referring to drugs, alcohol, etc.
6. Profane, abusive, and/or slang language may not be used at Athenian Academy.
7. Cell phones brought to school must be turned off and placed in the student's binder. Parents needing to communicate with a student must do so through the school office. Cell phones that ring or vibrate in class will be removed by the teacher and remain in administration's office. Please refer to Cellphones and Electronic Devices.
8. Zero tolerance for aggression, drugs and alcohol. (Students that push, hit, bite or kick will be suspended) as all students deserve a safe, learning environment at school.

## **Detention Policy:**

- Kindergarten – 2<sup>nd</sup> Grade from 3:20 – 3:50
- 3<sup>rd</sup> Grade – 8<sup>th</sup> Grade from 3:20 – 4:20

Detentions are served on Thursdays. Detentions are given by administration, teachers, and school staff in the following categories but are not limited to the list below:

## **Behavior:**

The first and second time a student receives an infraction for behavior, an infraction notice will be provided to the parent and child. The third infraction will result in a detention being assigned for a Thursday.

### **Missed Homework:**

The first and second time a student receives an infraction for not turning in homework on time, an infraction notice will be provided to the family and child. The third infraction will result in a detention being assigned for a Thursday.

### **Tardy:**

The first and second time a student is tardy without being excused (a tardy is only excused when accompanied by a Dr.'s note), an infraction notice will be provided to the family and child. The third time a student has an unexcused tardy to school or class (middle school) a detention will be assigned for a Thursday.

**After serving a detention in a category, the student starts over at zero before receiving an additional detention; however, on the third round of infractions, a student will receive a Saturday Work Detention instead of an afterschool detention. For any warnings after a SWD, the child will automatically receive another SWD or Suspension.**

At the beginning of each quarter the child starts with a clean slate. Repeated detentions in multiple categories will be referred to administration for other disciplinary action.

### **SATURDAY WORK DETENTION: 8:30 a.m. - 10:30 a.m.**

After 3 detentions in the same category, students will receive a Saturday Work Detention (SWD). A student may also receive a SWD for extreme misbehavior. SWD will consist of working on school grounds to keep it clean and in good repair. **Students must wear their uniform to SWD.** After 2 Saturday Work Detentions in the same category, a student will be suspended for continued misconduct.

Students missing a detention on Thursday or Saturday will receive an additional detention day. Leaving a detention early will result in another day being assigned.

Once the detention has been assigned, it is the child's responsibility to return the signed detention notification form to the teacher. Failure to return the signed detention form will result in additional consequences.

### **DISMISSAL:**

Students must leave the school grounds immediately after dismissal unless enrolled in the After School Care Program or Enrichment Programs. **Parents must wait for their children in the car loop.**

Only individuals listed on the EMERGENCY CONTACT card will be allowed to pick-up students from the school. A valid photo identification will be required of all individuals picking-up students.

If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have a valid photo identification, the student will not be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents, which indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent being permitted to pick up a child.

Friends and strangers will be denied access to a student in the absence of verified parental consent. Students not picked up on time will be placed in the After Care Program and be charged according to the After Care Fee Schedule below:

### **After Care Fee Schedule**

3:20 – 4:00     \$10.00  
After 4:00       \$25.00

If making changes in your child's dismissal plan, please fax information with a copy of your Florida Driver's License and signature to the school office at 727-723-1207 before 2:30 p.m. No phone calls will be accepted for the safety of your child.

**Any child picked up early for a doctor's appointment must bring a doctor's note the following day or it will be an unexcused early dismissal.**

**All parents must remain in the car loop at dismissal time.** Teachers will escort students to the designated area for dismissal. Walkers will be released once the front car loop concludes dismissal. Please follow our procedures for dismissal to ensure the safety of our students.

## **DRESS CODE:**

A higher standard of dress encourages greater respect for individuals, students, and others and results in a higher standard of behavior. Athenian Academy believes that reasonable regulation of school attire can enhance educational interests, including the following:

- Creating a greater sense of community, school pride, and respect among students.
- Reducing distractions and loss of self-esteem caused by teasing and competition over clothing.
- Fostering a safer school environment with easy identification of students at school activities, group gatherings, and walking to and from school.
- Reducing parental cost of school clothing.
- Reducing peer pressure for wearing brand name apparel.
- Enhancing school safety by making it harder to conceal weapons and contraband.
- Creating an atmosphere reflecting seriousness of purpose about education.
- Minimizing disruption from wearing inappropriate clothing or possessing inappropriate items in school.

Our dress code guidelines indicate appropriate school uniform during normal school days. Students are expected to follow these guidelines. Every student in attendance shall wear the Athenian Academy official school uniform.

Failure to arrive to school in the school uniform will result in the family being called to bring a change of clothes for the student out of uniform. Failure to bring a change of clothes will result in an Out-of-School Suspension.

## **Student Dress**

### **Code Shirts**

- All students must wear a red, navy blue, or white short/long sleeved polo with school logo
- Shirts **may** be purchased from the uniform vendor:  
<https://www.rissebrothers.com/index.cfm>
- Shirts must be in good repair and clean

## **Pants, Shorts, Skorts**

- Only properly fitted uniform style and material bottoms may be worn
- Bottoms must be solid navy blue or khaki
- No skinny style pants or pants hanging below the waist
- Shorts and skorts must be of appropriate length (shorts/skorts length should not be altered)
- Only bottoms of the design and material from the uniform vendor will be accepted
- If purchasing bottoms outside of the uniform vendor, please check the school lobby for appropriate styles/material

## **Physical Education**

- Middle school PE students must bring their PE uniform to school for PE each day

## **Outerwear**

- Only solid navy blue sweaters and jackets may be worn and must be the style provided by the school. Outerwear may not have a logo on it, other than the Athenian Academy logo
- A solid, navy blue jacket may be purchased from the vendor or you may purchase a navy blue jacket from Amazon, Walmart, Target, JC Penny, etc.
- School uniform shirts must be worn under outerwear and may not wear outerwear in lieu of a uniform shirt
- Only long navy or khaki uniform style pants
- Students may wear solid navy or white tights/leggings under their uniform

## **Socks**

- Solid navy, black, or white socks must be worn each day
- Socks must be visible

## **Shoes**

- Only tennis shoes/sneakers may be worn to school
- Sneakers may not have heels, lights, wedges, or go above the ankle

## **Other**

- Only stud style earrings may be worn for girls or boys
- Only one earring per ear is acceptable
- No body piercings other than the ears may be visible
- Bracelets are limited to five
- Necklaces hanging below the shirt collar must be tucked in the shirt
- No unnatural hair colors
- Hair styles must not be distracting to the learning environment (mohawks, spikes, etc.)
- Hair should be neat and not fall into the face
- Clothing may not be torn or tattered
- Sunglasses and hats may not be worn on campus or the bus



### **EARLY DISMISSAL:**

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Excused early dismissals are given for doctor's appointments with a note from the doctor. To receive an excused early dismissal, a doctor's note must be brought to school the next day.

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will call for your child.

Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office. Parents will not be allowed to pick up their child from the classroom.

Non-attendance for instructional activities is established by tardiness, early sign-out or absences for any part or all of the day. Unless excused under the provisions permitted in this policy, accumulated early sign-outs will be recorded as unexcused absences. (F.S.1003.02(1)(b))

Students will not be released after 2:30 p.m. until dismissal begins at 3:05 p.m.

### **ENRICHMENT CLUBS:**

Enrichment programs function independently from the after school care program; therefore, it is not a requirement to be enrolled in the after school care program to participate in enrichment activities. Students have several opportunities to participate in extra-curricular activities for an additional fee. An enrichment guide will be posted on our website which will include activities offered, and the days, time and cost of these activities.

### **EMERGENCIES:**

Athenian Academy has a clinic aide on staff each day. The clinic aide is available to assist in administering medication and treating minor cuts and/or abrasions. Parents will be contacted by the clinic aide when students are ill or for nonemergency injuries. In the event of a more serious injury or illness, emergency services will be contacted and then parents will be notified.

Illness: Regular attendance is important; however, students who are ill should not be sent to school. Students should be free of diarrhea, fever, and/or vomiting for 24 hours before returning to school. (If a student is sent home with these symptoms, they should not return to school the next day, as 24 hours has not passed.) Students will always be sent home if they have a temperature of 100 or higher. Please make sure the clinic aide is made aware of any chronic illnesses your child may have (asthma, diabetes, heart conditions, seizures). This information is helpful if there is ever a medical emergency.

**It is the parent/guardian responsibility to keep the Emergency Card updated with current phone numbers.**

## **EMERGENCY EVACUATION:**

Your child's safety is one of our major concerns; therefore, we need to be prepared for the unexpected. We hold monthly fire drills, as well as extreme weather drills and active threat drills to prepare our staff and students for the possibility of these events. Under extreme circumstances, we may need to evacuate the building. Depending on the situation, we would evacuate to the VFW building next door, the fire station down the road on Seven Springs Blvd, or if the entire area needs to be evacuated, the local police will determine the location. Under no circumstance will parents be allowed to pick up their child at school during an evacuation period.

Our goal is to evacuate the entire building safely. Please patiently wait for a phone call from our staff telling you the location and procedure for picking up your child. The media is always helpful with disseminating information regarding evacuations and procedures as well. Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home phone numbers and cell phones.



## **FAMILY RIGHTS AND PRIVACY ACT:**

The revised Family Rights and Privacy Act (FERPA) became a Federal law in November, 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

## **FIELD TRIPS:**

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. **Siblings of any age are not permitted to attend field trips.**

The Guidelines for Chaperones form must be signed and volunteer approval from the district granted prior to any parent chaperoning a field trip. Parent chaperones are required to adhere to these guidelines.

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation on any trip for reasons relating to academics, behavior/conduct, and/or attendance.

Students with fees owed to the school for Before Care Program/After Care Program, late fees, lost books, damaged technology, etc. will not be permitted to attend field trips until these fees are paid.

Parent permission must be given for students to participate in field trips. The teacher will send home permission slips and information about each field trip 2-3 weeks prior to the field trip date. Money and permission slips must be turned in by the due date or the student will not be permitted to take part in the field trip. In addition, families who do not pay by the designated due date will not be permitted to attend the field trip. Finally, students not wearing the proper uniform on the day of the trip will be required to remain at school and not attend the field trip. **Field trip privileges may be revoked at any time without a refund.**

After the field trip money has been collected, no refunds will be given for students not attending the field trip.

- All field trip money will be collected by the classroom teacher.
- Money will not be accepted at the front office.
- Early dismissal after a field trip will be considered an unexcused early release
- All field trip prices included a \$5 bus charge for fuel.

### **FOOD POLICY:**

Recent changes in society and our environment necessitate that we use caution in allowing students to bring food from home to share. All food that is shared (i.e. Birthday celebrations) must be store bought and must be labeled with its contents.



### **GIVE A HOOT CLUB:**

All students in grades K-8 are eligible to attend the monthly Give a Hoot Club Celebration. Students who do not have 3 infractions for the month will attend the celebration (unless he/she has been suspended or assigned a detention that month, as some of these disciplines happen without other warnings for more severe offenses).

### **GRADING SCALE:**

Grade K - 2

E = Excellent (90 – 100)

S = Satisfactory (75 - 89)

N = Needs Improvement (60 - 74)

U = Unsatisfactory (0 – 59)

Grade 3rd – 8th

A = 90 - 100%

B = 80 - 89%

C = 70 – 79%

D = 60 - 69%

F = 0 - 59%

### **GRADE WEIGHTS:**

K-2

CLASSWORK - 25%

HOMEWORK - 10%

PROJECTS - 25%

TESTS - 40%

3-8

CLASSWORK - 20%

HOMEWORK - 10%

PROJECTS - 20%

QUIZZES - 20%

TESTS - 30%

### **MISSING ASSIGNMENTS/TESTS DUE TO ABSENCES:**

All students are expected to make up missed work due to absences. For absences due to (a) student illness, (b) illness of immediate family member, (c) death of a family member, the absence is excused and full credit is awarded for the assignment if completed and turned in within the allotted time frame. A student has **one (1)** day to make up work for each day the student is absent. Example: A student is absent on Monday and returns on Tuesday. The student's makeup work is due Wednesday morning.

Unexcused absences must follow the late work procedure below.

### **LATE WORK:**

Due dates and deadlines are a reality of the world we live in today. As such, it is important that we teach our children the expectation of turning in work on time. With that said, we understand that things happen. All students are expected to make up and complete work, which was missed during an absence. Students have one (1) day to turn in late work, which automatically drops one (1) letter grade. After the one (1) day, the missing work becomes a zero (0).

### **GRIEVANCE PROCEDURE:**

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and ensure you have all of the facts.
2. Seek to resolve the problem with the teacher, if applicable.
3. If you believe the problem is not resolved, meet with school administration.



### **HOMEWORK POLICY:**

The purpose of homework is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. Homework should be done independently. Teachers use the following time schedule as a guide when assigning homework.

Grade K -	30 minutes
Grade 1 -	40 minutes
Grade 2 -	50 minutes
Grade 3 -	60 minutes
Grade 4/5 -	60 minutes
Grade 6-8 -	90 minutes

These times are based on the average child's ability and concentration with undistracted time for completing homework. A child who does not complete class work in class may have to complete class work in addition to homework.

Assignments must be completed on time and properly written. If a student fails to bring in homework, he/she should complete it for the following day. Teachers keep daily records of homework assignments which are used in the student's overall grade.

Students are required to write assignments in their school agenda. Parents are required to sign the agenda each night to improve communication. Parents not signing the agenda will result in a student receiving a consequence for not being prepared for class.

Parents may help in the following ways:

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in practicing with spelling words, vocabulary, number combinations, etc.
- Encourage home reading and listen to your child read.
- Review the homework for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home study with your child's teacher.
- It is important to note that homework is the responsibility of the student.

Students will not be permitted to return to a classroom after dismissal to get homework assignments and projects. This also includes students participating in the aftercare program. Assignments will not be accepted at the office from parents.

It is the parent's responsibility to provide a quiet environment for the student to complete his/her homework in and to provide assistance when needed.

## **HONOR ROLL AND AWARD REQUIREMENTS:**

### **1<sup>st</sup> and 2<sup>nd</sup> Semester Awards**

#### **Third – Eighth Grade**

High Honor Roll - All 90's in all subjects

Honor Roll - All 80's and 90's in all subjects

Perfect Attendance – Zero absences (An Excused Absence is still an Absence)

#### **Kindergarten – Second Grade**

High Honor Roll - All E's in all subjects

Honor Roll - All E's and S's in all subjects

Perfect Attendance – Zero absences (An Excused Absence is still an Absence)

### **End of Year Awards**

Athenian Excellence Award - One student per grade level for outstanding achievement in academics, citizenship and effort.

Citizenship - One outstanding citizen per class.

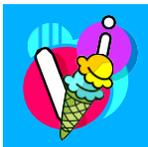
Greek Achievement – One student per class in K – 5 and one per course in middle school

Spanish Achievement – One student per class in K – 5 and one per course in middle school

Music Achievement – One student per class K – 5 and one per course in middle school

Art Achievement – One student per class K – 5 and one per course in middle school

P.E. Achievement – One student per class K – 5 and one per course in middle school



### **ILLNESS:**

The importance of regular attendance cannot be over-emphasized; however, students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 99 degrees or above. In order for a child to return to school, he/she must be fever and vomit free for 24 hours.



### **LABELS:**

Please have your child's name on all personal property such as: lunch boxes, sweaters, raincoats, etc.

## **LOST AND FOUND:**

Throughout the school year, items which have been lost are turned into the lost and found. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go to the "Lost and Found" to claim it. There are many items lost and never claimed each year. These items are donated monthly to various charitable institutions; therefore, please label your child's personal belongings.



## **MEDICATION:**

The administering or dispensing of any medicines (including non-prescription medication) to students by employees of Athenian Academy without specific written authorization by the physician and parents of the student is forbidden. Please obtain the appropriate form in the school office so the clinic assistant may dispense medication to your child. The medication will be kept in the office and will be administered by office personnel. Students are not allowed to have any medication in their possession (including over the counter). Parents must pick up and drop off medicine in the office.

Students may not carry any medication at school, including over the counter medications like cough drops.



## **OFFICE HOURS:**

The school office is open each school day from 7:30 – 3:30.



## **PARENT SERVICE HOURS:**

Parents have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available at the Open House before school starts and during Back to School Night in September. Other opportunities are announced throughout the school year. To volunteer in classrooms, please make prior arrangement with the teacher so that instructional time is not lost.

Parents are required to have a minimum of 20 service hours per school year. Ten service hours should be completed by December 22<sup>nd</sup>. Families who have not completed the 20 hours by the end of May will be placed on the waiting list.

## **PBIS (Positive Behavior Intervention & Support):**

PBIS is a framework that guides the school community through a process of addressing the unique culture, climate, and behavioral issues.

### **OUR PBIS CORE VALUES**

- Own it
- Work to be safe
- Learn all you can
- Show respect

## **PEDICULOSIS (HEAD LICE):**

Students will be checked periodically for head lice. Students will be sent home immediately if school personnel detect lice in the hair. A student may not return to school until treatment has been administered and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and shampoo frequently.

Ways to help prevent lice in your child's hair:

- Long hair should be worn in a ponytail.
- Lice do not like hair products (use hair spray, gel, and/or moose).

## **PLAGIARISM/ACADEMIC DISHONESTY:**

Plagiarism or the practice of taking someone else's work or ideas and passing them off as one's own without proper acknowledgment is not permitted. Plagiarism/academic dishonesty includes, but is not limited to: cheating, fabricating information or making up resources, and improper collaboration. All acts of academic dishonesty violate the very spirit of the learning process, undermine the student learning, violate the trust between student and teacher, and diminish the value of the learning process for all students.

Academic dishonesty is taken very seriously at Athenian Academy, with consequences ranging from failing the assignment or course to being suspended.

## **PHONES:**

School phones are available for emergencies. If an emergency arises, school personnel will contact parents or guardian.

## **PROGRESS REPORT DISTRIBUTION:**

Students in grades K-8 (excluding K first quarter) will bring home a quarterly progress report. These reports are sent home in yellow envelopes. The envelope has a place for a parent/guardian signature. This envelope must be returned within 48 hours or it is considered late.



## **REPORT CARD DISTRIBUTION:**

Report cards are issued on a quarterly basis for all grades K-8. Report cards are sent home in a yellow envelope with a place for parent/guardian signature. The yellow envelope with parent/guardian signature must be returned within 48 hours of being sent home or it will be considered late.

### **RETURNED CHECKS:**

Returned checks to Athenian Academy are charged a \$25.00 returned check fee. Payment for the returned check and the \$25.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything at school - only cash, money orders, or credit cards will be accepted

Students whose families do not submit payment in a timely manner for returned checks will lose privileges to field trips and special events.



### **SCHOOL HOURS:**

Before School Care	6:30 – 7:40 a.m.
Student Arrival	7:40 – 7:55 a.m.
Student Dismissal	3:05 – 3:20 p.m.
After School Care	3:05 - 6:00 p.m.



### **SCHOOLGY:**

Schoology is a web based program for teachers and other school officials to communicate with parents. Schoology is a single sign on program for communication with teachers and administration. It also provides you access to your child's gradebook, the school calendar, and any special announcements. For new families, login information will be sent home the first week of school.

### **SCREENINGS:**

All Kindergarten students are screened for speech, hearing, and vision to rule out any difficulties in these areas. Students in sixth grade are screened for Scoliosis.

### **SEVERE WEATHER INFORMATION:**

Athenian Academy will follow instructions provided to the school by the County in case of severe weather emergencies. Parents should watch the local news for information about school closings. Whenever possible, the school will also send out messages via Remind, Schoology, Facebook, and the school website.

### **STUDENT DROP-OFF/PICK-UP:**

Students with the last names beginning with A-L will be dropped off and picked up at Gate B (parking lot). Students with last names beginning with M-Z will be dropped off and picked up at Gate C (PE field). Gates will open at 7:40 a.m. for drop off. Students may not be dropped off earlier than 7:40 a.m., unless the parent is signing the student into Before Care. Students arriving after 8:00 a.m. must report to the front office for a tardy slip.

**Athenian Academy parents/guardians are not permitted to park in the parking lot in front of the dentist office and hair salon. This parking area is for patrons of those businesses only, except for the unloading and loading of our busses.**

## **STUDENTS' RIGHTS:**

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable. Disruptive behaviors will result in the following possible outcomes: warnings, think time, exclusion from participation in class activities, detention, suspension, and expulsion and/or other possible disciplinary action, including intervention by the Sherriff's Department.

Parents who have a conflict with a student other than their own child are requested to speak with Administration. At no time may parents approach another student directly. All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, or other verbal or physical conduct against a student or employee will not be tolerated.

## **SUSPENSION AND EXPULSION:**

Administration may recommend to the Athenian Academy Governing Board to expel a student for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.
6. Any other conduct that warrants expulsion based on the Code of Conduct.

Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct. Suspension worthy offenses include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior (hitting, kicking, pushing or biting).
2. Possession or use of drugs and tobacco.
3. Being under the influence or having alcoholic beverages on school grounds.
4. Defacing or vandalism of school property.
5. Igniting any flammable substance.
6. Continual Disruption of Class
7. Emotional Outburst
8. Profanity
9. Insubordination
10. Disrespect
11. Peer Conflict



### **TARDY POLICY:**

A child is tardy when he/she is not in the classroom at 8:00 a.m. A student that enters a classroom with a late pass is considered tardy. A student that enters the campus before the gates close but reports to the classroom after 8:00 without a pass will be marked tardy by the classroom teacher and school office staff. **Students who arrive after 8:00 a.m. must report to the front office for a tardy pass.** Excused tardies are given for doctor's appointments with notes from the doctor. A doctor's note must be presented at the time of arrival to receive an excused tardy. Students receiving three unexcused tardies will earn a detention.

### **TEXT MESSAGE SYSTEM:**

Each family will have the opportunity to register their cell phones on a system we utilize to text families. Please make sure to register your phones immediately as we will be using this new system.



Text @aaota to the phone number 727-288-9078. You will receive a text from Remind asking you to add your name to the data base. No one else will see this information. Once you add your name, you will be able to receive texts from the school.



### **VISITORS:**

Visitors, including parents, are not permitted to go to their child's class unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Florida Driver's License, sign in and out, state who they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.



**WEBSITE:**

Athenian Academy has a website for information [www.aaota.org](http://www.aaota.org). All newsletters and information will be posted to the website. You can also use the Schoology Login on our website's homepage to access our Schoology Portal. Teachers will keep their Schoology Courses updated with homework, class information, and school information.

**WITHDRAWAL PROCEDURES:**

Parents/guardians must complete a withdrawal form with the registrar when a child leaves the school during the school year. Be sure that the child has returned all school property before he/she leaves the school.



## Handbook Acknowledgement

Dear Parent,

Please complete the bottom portion of this page and return it to your child's homeroom teacher by Wednesday, August 15<sup>th</sup>. If you have more than one student, an acknowledgement form must be completed for each student.

Thank you,

The Administration Team  
Danielle Nichols & Evan Markowitz

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

I acknowledge that I have read the Athenian Academy Parent Handbook. I agree to comply with the policies set forth in this handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (Grades 3 – 8)

\_\_\_\_\_  
Date