2026–2027 Family Handbook



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ABSENCES

Academic success requires consistent attendance, continuity of instruction, and active classroom participation. Attendance is required for all students enrolled at Athenian Academy of Technology and the Arts during the days and hours school is in session. Parents and students share responsibility for ensuring regular attendance. **A student is considered absent when he/she misses 50% or more of the school day.**

Students are expected to attend school regularly, arrive on time, and complete all course requirements. Families must notify the school each time a student is absent. Upon returning to school, the student must provide a written note explaining the absence. Absences will be classified as either excused or unexcused. **All notes to excuse absences must be given to the homeroom teacher within two days of returning to school.**

Please note that early dismissals will not be permitted after 2:30 p.m. on normal school days and 12:30 p.m. on early release days.

✓ Excused Absences Examples	✗ Unexcused Absences Examples
Medical or dental appointment with documentation	Truancy or skipping class
Student illness with a physician's note	Family vacations
Death in immediate family with service program	Out-of-school suspension
Observance of a religious holiday	Transportation issues
Absences approved by the administration	Student illness is supported only by a parent note

Consequences

Students who accumulate 18 or more unexcused absences during the school year may lose enrollment eligibility for the following school year and will be required to reapply for admission. Attendance notification letters will be sent home with report cards when a student reaches the following unexcused absence thresholds:

- 5 or more Unexcused Absences by the end of Scene I
- 9 or more Unexcused Absences by the end of Scene II
- 13 or more Unexcused Absences by the end of Scene III
- 18 Unexcused Absences during the school year

ANTI-BULLYING POLICY

Bullying is…

Bullying is the repeated use of written, verbal, physical, or electronic behavior that intentionally causes physical or emotional harm, creates a hostile or intimidating environment, or interferes with a student's education. Bullying often involves an imbalance of power and may include teasing, threats, intimidation, social exclusion, harassment, stalking, physical aggression, theft, public humiliation, or damage to property.

All reports of bullying will be investigated. Students who engage in bullying others may be subject to disciplinary action, including detention, suspension, or expulsion.

Examples may include, but are not limited to:

- Physical Bullying – hitting, pushing, kicking, tripping, pinching, or other forms of physical aggression.
- Verbal Bullying – name-calling, teasing, insults, threats, or spreading rumors.
- Emotional Bullying – Social exclusion, humiliation, intimidation, manipulation, extortion, or targeting personal characteristics such as race, ethnicity, disability, religion, or perceived sexual orientation.
- Sexual Bullying – inappropriate comments, gestures, touching, harassment, or exposure to sexually explicit materials.

If you believe a student is being teased, harassed, or bullied, please notify the student's classroom teacher as soon as possible. If the concern is not resolved, please contact school administration by email at Danielle.Dudley@aaota.org or Evan.Markowitz@aaota.org. Athenian Academy is committed to investigating all reports and working collaboratively with families to ensure a safe and supportive learning environment for all students.

Athenian Academy Compliance Officer:

Principal: Evan Markowitz

Email: Evan.Markowitz@aaota.org

Phone: 727-372-0200

Address: 3118 Seven Springs Blvd New Port Richey, Florida 34655

ARRIVAL



Regular and timely school attendance is essential to student success. Student drop-off begins at 7:35 a.m., and classroom instruction begins promptly at 8:00 a.m. Students are considered tardy if they are not in their classroom by 8:00 a.m. Once the gates close, a parent must park and walk the student to the gate.

Students may not bring outside food or drinks onto campus, including items from Starbucks, Dunkin', McDonald's, energy drinks, soda, or other similar items.

There is no student supervision before 7:35 a.m. unless the student is enrolled in the Before Care Program. Students dropped off between 6:30 a.m. and 7:30 a.m. who are not properly registered for Before Care will be charged a $50 fee. All students using the Before and/or After Care Program must complete the required registration and pay a one-time $25 registration fee, in addition to the applicable service fees.

As part of the school's safety plan, only Athenian Academy team members and enrolled students may enter campus unless a volunteer visit or meeting has been scheduled in advance.

For student safety, parents may not allow children to exit the vehicle and walk across the parking lot. Students must remain in their vehicles until they reach the designated unloading zone. Families must use their assigned car loop and may not use the dentist's parking area. Students with last names A-L must use the front car loop, and students with last names M-Z must use the back car loop.

> **Individuals who repeatedly violate parking regulations in the dentist's office or hair salon area will be trespassed from the campus.**

ATHLETICS AND CLUBS

Athenian Academy offers students the opportunity to participate in after-school sports programs and clubs. Participation in these activities is a privilege and carries both academic and behavioral responsibilities. For student safety and traffic flow, adults may not walk up to pick up students after these activities. All students must be picked up through the front car loop following dismissal. Repeated failure to follow this procedure may result in the student being removed from the after-school activity.

Requirement	Standard
Grades	Maintain a minimum grade of 70% (C) in all subjects on progress reports and report cards
Detentions	No more than one detention per grading period
Suspensions	No suspensions during the grading period
Attendance	Be present for at least 50% of the instructional day

> **Students must be present for at least 50% of the instructional day to participate in practices, games, performances, or other school-sponsored activities that day. Students who leave school due to illness may not participate in any after-school activities on the same day.**

Families are expected to demonstrate respectful and appropriate behavior at all after-school events, including athletic contests, competitions, performances, and club activities. Parents, guardians, and guests may not engage in confrontational, disruptive, or disrespectful behavior toward students, families, team members, coaches, officials, or representatives of visiting schools. Individuals who fail to adhere to these expectations may be prohibited from attending future school events.

BEFORE AND AFTER CARE PROGRAM

The Before and After Care Program is a fee-based service. All students participating in the program must complete registration and pay a one-time $25 registration fee, in addition to the applicable service fees. **Before Care** begins at 6:30 a.m. Students must be signed in by an adult at the front gate. Students may not be dropped off for Before Care after 7:30 a.m. Families arriving after 7:30 a.m. must use the regular car loop, which begins at 7:35 a.m. Students report to class at 7:50 a.m.

After Care begins at dismissal and ends at 6:00 p.m. Students are provided with a snack and drink each day. Payment is due each Friday. **A $25 late payment fee will be charged if payment is not received by Friday.** A late pickup fee of $1 per minute will be charged after 6:00 p.m. and must be paid upon arrival.

For questions about the program, please contact the Before and After Care Director at Sharon.Long@aaota.org.

Service	Fee
Registration Fee	$25.00 one-time fee
Before Care Only	$50.00 per week
After Care Only	$50.00 per week
Before and After Care	$70.00 per week
Early Release Day	$50.00
Drop-In Care	$50.00
Late Pickup After 6:00 p.m.	$1.00 per minute

Before and After Care Program Discipline Policy:

Families utilizing the Before and After Care Program are expected to follow all policies outlined in the Athenian Academy Handbook. Students are expected to listen, follow directions, and keep their hands, feet, and objects to themselves. Students who fail to follow expectations may be suspended or removed from the program.

> **Students who are not enrolled in Before Care but are dropped off between 6:30 a.m. and 7:30 a.m. will be charged the $50 drop-in fee. All students using Before Care must complete registration and pay the one-time $25 registration fee, in addition to the applicable service fee.**

BINDERS

All students are required to bring a zippered binder to school each day in place of a backpack. As part of Athenian Academy's school-wide organizational system and safety plan, backpacks are not permitted on campus. Students have digital access to their textbooks through Schoology and are not required to transport textbooks to and from school. Teachers and administrators will assist students in maintaining organized binders that are free of unnecessary materials and remain as lightweight as possible.

Students are also expected to maintain their school planner and record assignments, reminders, and important school information as directed by their teachers. Families should review and sign their child's planner each evening to support communication between home and school and to help students develop strong organizational habits.

Families and students are responsible for reviewing the binder contents each evening and removing unnecessary items.

BIRTHDAY CELEBRATIONS

Students may celebrate their birthdays at school. Families may provide individually packaged, store-bought treats and drinks for the student's homeroom class.

Please note the following guidelines:

- Arrangements must be made with the classroom teacher at least two school days in advance.
- Homemade treats are not permitted.
- Party bags, balloons, decorations, and other party favors are not permitted.
- Siblings who attend Athenian Academy may not leave their assigned classroom to participate in another student's birthday celebration.

CAFETERIA PROGRAM

Charter School Pricing	Breakfast	Lunch
Reduced Price	$0.30	$0.40
Elementary	$1.95	$3.40
Middle	$2.10	$3.40
Adult	$2.10	$4.45

PBIS Lunch Expectations

- Own It: Arrive on time and clean up after yourself.
- Work to Be Safe: Keep hands, feet, and objects to yourself; and remain seated.
- Learn All You Can: Make healthy food choices.
- Show Respect: Follow directions, use a conversational tone, and raise your hand for assistance.

Lunch Visitors

Families are welcome to have lunch with their child. All lunch visitors must be pre-approved through the front office and sign in upon arrival. Families who visit for lunch will be seated with their child in the courtyard. Only your child may sit with you during lunch.

Breakfast and Lunch Schedule	
All Grades	7:35 a.m. – 7:55 a.m.
Kindergarten	10:15 a.m. – 10:45 a.m.
1st Grade	10:45 a.m. – 11:15 a.m.
2nd Grade	11:15 a.m. – 11:45 a.m.
3rd Grade	11:45 a.m. – 12:15 p.m.
4th Grade	12:00 p.m. – 12:30 p.m.
5th Grade	12:15 p.m. – 12:45 p.m.
Middle School	12:45 p.m. – 1:15 p.m.

CARE OF SCHOOL PROPERTY



Students are expected to respect and properly care for all school property. Defacing, damaging, or vandalizing school property is a serious violation of school rules and may result in disciplinary action, including suspension or expulsion. Students and/or families may be held financially responsible for the repair or replacement of damaged property.

CELL PHONES/ELECTRONIC DEVICES



Student use of electronic devices, including cell phones, smart watches, earbuds, headphones, and similar devices, is prohibited during the school day. Students who bring a cell phone to school must ensure it is powered off and turned in to their classroom teacher at the beginning of the day. The device will be stored in a designated location and returned at dismissal.

Offense	Consequence
1st Offense	The device will be returned to a parent the next day and the student will receive a Thursday Detention
2nd Offense	The device will be returned to a parent the next day and the student will receive a Saturday Detention
3rd Offense	The device will be returned to a parent on the last day of school and the student will receive a 1-Day OSS.

CHILD ABUSE



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

COMMUNICATION

Open and consistent communication between school and home is essential to student success. Athenian Academy administration and team members are committed to maintaining clear, timely, and respectful communication with families.

For classroom-related concerns, families should first contact the student's teacher. If the concern has been shared with the teacher and remains unresolved, families may contact administration by email at Danielle.Dudley@aaota.org or Evan.Markowitz@aaota.org.

Families are expected to create and regularly monitor their Schoology account to communicate with teachers and review student academic progress. Progress reports and report cards will also be sent home throughout the school year. Families must sign and return the progress report and report card envelope the following school day. Failure to return the signed envelope will result in a homework infraction.

Teachers welcome scheduled conferences with families. However, conferences may not take place during arrival, dismissal, or while other students are present. Conferences must be scheduled in advance to ensure the teacher and/or administration are available.

Families are responsible for staying informed by checking Schoology and the student's planner regularly. Schoology access information will be provided within the first two weeks of school.

Team members are expected to respond to emails promptly. If you have contacted your child's teacher and have not received a response within **three business days**, please contact administration at Danielle.Dudley@aaota.org or Evan.Markowitz@aaota.org.

> **For absolute emergencies, you may contact the principal on his cell phone at 863-529-2580**

COMPLIANCE OFFICER:

Principal: Evan Markowitz

Email: Evan.Markowitz@aaota.org

Phone: 727-372-0200

Address: 3118 Seven Springs Blvd New Port Richey, Florida 34655

DISCIPLINE PROCEDURES

Discipline is the process of helping students develop self-control, responsibility, and positive decision-making skills. At Athenian Academy, discipline is intended to teach and correct behavior, not simply punish it. Our goal is to help students make appropriate choices and reach their full potential.

The following guidelines are not all-inclusive. Teachers will establish classroom procedures and consequences consistent with these expectations. Classroom consequences may include loss of privileges, recess consequences, walking laps, and infractions. Administration does not issue infractions but may assign more serious consequences, including Lunch Detention, Thursday Detention, Saturday Detention, Out-of-School Suspension, or Expulsion.

Students are expected to:

- Respect the authority of all school personnel.
- Follow the school uniform policy.
- Respect school property.
- Help keep the campus clean and free of litter. Please note that gum is not permitted on campus and will result in an automatic Thursday Detention. After 3 strikes, it will become a Saturday Detention.
- Leave toys, electronic devices, trading cards, and other non-school items at home.
- Ensure that notebooks, lunch boxes, binders, and other personal items do not contain inappropriate items.
- Use appropriate language at all times.
- Refrain from inappropriate displays of affection while on campus or at school-sponsored events.
- Maintain a safe learning environment.

Athenian Academy has zero tolerance for aggression, drugs, alcohol, or other behaviors that threaten the safety of students or staff. Students who engage in physical aggression, including pushing, hitting, biting, or kicking, are subject to suspension and additional disciplinary action.

Grade Level	Detention Time
Kindergarten–2nd Grade	Thursdays, 3:20 p.m. – 3:50 p.m.
3rd–8th Grade	Thursdays, 3:20 p.m. – 4:20 p.m.
Saturday Detention	8:30 a.m. – 10:30 a.m.

Thursday Detentions are assigned when a student accumulates three infractions within the same category. Repeated behaviors and/or more serious misconduct may result in Saturday Detention, Out-of-School Suspension, or Expulsion.

Behavior

The first and second behavior infractions will result in an infraction notice being sent home. The third behavior infraction will result in Thursday Detention. Behaviors that are more serious in nature may be referred directly to administration and may result in Lunch Detention, Thursday Detention, Saturday Detention, Out-of-School Suspension, or recommendation for Expulsion.

Missed Homework

The first and second homework infractions will result in an infraction notice being sent home. The third homework infraction will result in Thursday Detention. Students are required to have their planner signed by a parent or guardian each night. Failure to obtain a planner signature will result in a homework infraction.

Tardy

Students are considered tardy if they are not in their classroom by 8:00 a.m. Tardy students must report to the office and obtain a tardy slip before reporting to class. The first and second unexcused tardies will result in an infraction notice being sent home. The third unexcused tardy will result in Thursday Detention. Tardies are excused only with appropriate medical documentation.

> **After a student serves a detention in a specific category, the infraction counts in that category resets to zero. However, upon the third cycle of infractions within the same category, the student will receive a Saturday Detention instead of a Thursday Detention.**
>
> **Additional infractions following Saturday Detention will result in another Saturday Detention or other disciplinary action as determined by administration.**

Saturday Detention: 8:30 a.m. – 10:30 a.m.

A third detention in the same category during the same Scene will result in a Saturday Detention. Administration may also assign a Saturday Detention for more serious behavioral concerns. Students assigned Saturday Detention will perform supervised campus cleaning. **Students assigned Saturday Detention must wear their school uniform.** Students will report to the front gate at 8:30 a.m. and be picked up in the front car loop at 10:30 a.m.

Failure to return a signed detention form or serve an assigned detention will result in an Out-of-School Suspension.

Out-of-School Suspensions

Out-of-School Suspension may be assigned for serious or repeated violations of school rules, including defiance, disrespect, disruptive behavior, or physical aggression. Out-of-School Suspensions are considered unexcused absences. Students who accumulate 18 or more unexcused absences during the school year must reapply for admission and may lose enrollment placement for the following school year.

DISMISSAL



At the end of each school day, students may be dismissed through the front/back car loop or participate in the After Care Program. Students are not permitted to walk home from school.

Families with last names A-L must use the front car loop, and families with last names M-Z must use the back car loop. All families must remain in the car line during dismissal. Parents may not walk up to pick up students.

Students must leave campus immediately after dismissal unless they are enrolled in the After Care Program, attending an after-school club, attending tutoring, or serving Thursday Detention. Families must wait in the car line when picking up students following regular dismissal, clubs, tutoring, or detention. Students not picked up during dismissal will be placed in After Care and charged a $50 fee.

All vehicles must display the school's assigned car sign on the dashboard during pick-up. Families who do not have their car sign displayed will be required to present a valid photo ID and be listed on the student's Emergency Card before the student will be released.

To avoid the school becoming involved in family disputes, parents or guardians must provide the school with copies of any court orders or legal documents that affect custody or access to a student. In the absence of legal documentation, school officials will release students only to individuals listed on the student's Emergency Card. Students will not be released to friends, acquaintances, or other individuals without verified parental authorization.

Students who are not picked up on time will be placed in the After Care Program and charged according to the fee schedule below:

Late Pickup	Fee
After Care Drop-In Fee	$50.00
After 6:00 p.m.	$1.00 per minute

Changes to a student's dismissal plan must be submitted in writing before 2:30 p.m. Families may email the request, along with a copy of their Florida Driver's License to Traci.White@aaota.org, Danielle.Dudley@aaota.org, and Evan.Markowitz@aaota.org. Phone requests will not be accepted.

Students picked up early for a medical appointment must provide a doctor's note upon returning to school. Failure to provide documentation will result in the early dismissal being marked unexcused.

For student safety, all parents must remain in the car loop during dismissal. Students will not be permitted to return to classrooms after dismissal to retrieve forgotten items, including students attending the After Care Program.

DRESS CODE

Athenian Academy believes that a higher standard of dress promotes respect, school pride, safety, and a positive learning environment. Reasonable regulation of school attire helps reduce distractions, limit peer pressure, and create an atmosphere focused on learning. All students are required to purchase and wear the official Athenian Academy school uniform on regular school days.

Please note the following: Students are expected to comply with the school uniform policy. Students who report to school without the required uniform polo with logo, and/or approved bottoms, shoes, or outerwear will remain in the office until a change of clothes is brought to school or the student is picked up.

- **1st Offense: A change of clothes must be brought to school, or the student must be picked up.**
- **2nd Offense: A change of clothes must be brought to school, or the student must be picked up. In addition, the student will receive a Thursday Detention.**
- **3rd Offense: A change of clothes must be brought to school, or the student must be picked up. In addition, the student will receive a Saturday Detention.**
- **Additional Offenses: The student must be picked up from school and may be subject to additional disciplinary action.**

Polo Shirts

- All students must wear a red, navy blue, or white polo shirt with the Athenian Academy logo.
- Polo shirts must be purchased through the school.
- Shirts must be clean, in good condition, and free from rips, writing, drawings, or other alterations.

Pants, Shorts, Skorts

- Students must wear properly fitting uniform-style bottoms.
- Bottoms must be solid navy blue or khaki.
- Skinny-style pants and bottoms worn below the waist are not permitted.
- Shorts and skorts must be of an appropriate length and may not be altered.

Shoes

- Students must wear tennis shoes or sneakers each day.
- Shoes may not have heels, wedges, lights, wheels, or extend above the ankle.
- Boots, flats, and similar footwear are not permitted.

Socks

- Solid navy blue, black, or white socks must be worn each day and must remain visible.

Physical Education

- Families must purchase a clear Athenian Academy bag and spirit shirt for middle school students enrolled in Physical Education.
- Families may purchase solid navy blue athletic shorts from a vendor of their choice.
- The Physical Education uniform consists of a school spirit shirt, solid navy blue athletic shorts, and a clear Athenian Academy bag. Students must wear their Physical Education uniform to school and change into their regular school uniform following class.

Outerwear

- Only solid navy blue, zipper or button-down sweaters and jackets may be worn.
- Pullover sweatshirts are not permitted.
- Outerwear may not display logos, designs, branding, or graphics other than the Athenian Academy logo.
- Raincoats must be solid navy blue.
- The Athenian Academy uniform polo shirt must be worn under all outerwear.
- Students may wear long navy blue or khaki uniform-style pants.
- Students may wear solid navy blue or white tights or leggings under their uniform bottoms.
- Gloves, hats, and arm warmers may not be worn indoors.

Other

- Students may wear one stud-style earring in each ear.
- No visible body piercings other than earrings are permitted.
- Students may wear no more than one bracelet per wrist. Bracelets must fit securely on the wrist and may not exceed 1 inch in width.
- Necklaces hanging below the shirt collar must be tucked into the shirt.
- Hair may not be dyed, colored, highlighted, or altered with tinsel, colored extensions, beads, or other accessories.
- Hairstyles must be neat and may not be distracting to the learning environment. Mohawks, spikes, shaved designs, and similar styles are not permitted.
- Hair should not obstruct a student’s vision.
- Clothing may not be torn, ripped, or tattered.
- Tattoos are not permitted.
- Students may not write, draw, or color on themselves or their clothing.
- Students may not wear sunglasses, hats, gloves, or arm warmers indoors.

- Families may purchase a Friday Spirit Shirt Pass through GoFan for $40. Students participating may wear jeans and the Athenian Academy spirit shirt on Fridays. Jeans may not be torn, ripped, or contain holes.

Dress Down and Spirit Days

- Athenian Academy hosts two Spirit Weeks each year. Students may participate by dressing according to the designated theme or by wearing their regular school uniform. Spirit Week themes may include activities such as Superhero Day, Toy Day, or Book Character Day.
- Costumes and themed attire may not include masks, props, or accessories that disrupt the learning environment. Spirit Days are not dress-down days.
- Students may also participate in themed attire during the Halloween Trunk or Treat event. The same guidelines apply.
- Students may occasionally earn or purchase a dress-down pass. All dress-down attire must be school appropriate, including appropriate length, no holes or tears, no spaghetti straps, and no inappropriate graphics, language, or messages.

EARLY DISMISSAL & EARLY RELEASE



If you need to pick up your child before dismissal, please ring the bell at the front gate, and the office will assist you with signing your child out. Any student leaving school before the end of the school day will have an early dismissal recorded. To have an early dismissal marked as excused for a medical appointment, a doctor's note must be submitted to the school on the next school day.

Under Florida law, non-attendance during instructional time includes tardiness, early dismissals, and absences for any portion of the school day. Unless otherwise excused under school policy, repeated early dismissals may be recorded as unexcused absences in accordance with F.S. 1003.02(1)(b).

> **Please note: Students will not be released after 2:30 p.m. on regular school days or after 12:30 p.m. on Early Release Days.**

Early Release Days

School dismisses at 1:00 p.m. on early release days. After Care is available on most Early Release Days for a $50 drop-in fee.

On Early Release Days when After Care is not available, all students must be picked up by 1:15 p.m. On regular school days when After Care is not available, students must be picked up by 3:15 p.m. Late pick-ups on days when After Care is unavailable will incur a $50 late pickup fee, plus $1 per minute thereafter. The following Early Release Days are scheduled for the 2026-2027 school year. After Care availability is listed below.

Date	After Care
August 26	Available – $50 drop-in fee
September 23	Available – $50 drop-in fee
October 28	Available – $50 drop-in fee
November 20	Not available – Students must be picked up by 1:15 p.m.
December 18	Not available – Students must be picked up by 1:15 p.m.
January 27	Available – $50 drop-in fee
February 24	Available – $50 drop-in fee
March 19	Not available – Students must be picked up by 1:15 p.m.
April 28	Available – $50 drop-in fee
May 27	Not available – Students must be picked up by 1:15 p.m.

ENRICHMENT CLUBS

Enrichment programs operate independently of the After Care Program. Students do not need to be enrolled in the After Care Program to participate in enrichment activities. A variety of extracurricular and enrichment programs are offered throughout the school year for an additional fee. Information about available programs will be shared with families throughout the school year. Students participating in enrichment activities must be picked up through the front car loop immediately following the conclusion of the program.

ENROLLMENT

Lottery: The kindergarten lottery will be held on November 30, 2026, and the lottery for grades 1-8 will be held on January 4, 2027. Sibling preference applies only during the lottery process. Families wishing to enroll a sibling who is not currently attending Athenian Academy must submit a new student application through the enrollment section of the school's website before the applicable lottery date.

Recommit Form: To assist with enrollment and staffing projections, families must complete a recommit form for each currently enrolled student. A separate recommit form is required for each child. Information regarding the recommit process will be shared through Schoology during November and December.

Submission of the recommit form reserves a student's seat for the following school year, provided all enrollment requirements are met. Students who do not submit a recommit form by the deadline will forfeit their enrollment placement and must reapply for admission. Please note that space may no longer be available after the lottery has been conducted.

Enrollment Requirements: Continued enrollment at Athenian Academy is contingent upon:

- Submission of the annual recommit form by January 3, 2027.
- Completion of 20 family service hours by May 7, 2027.
- Compliance with the school's attendance policy.

EMERGENCIES

Athenian Academy has clinic assistants available each school day to administer approved medications and provide basic first aid for minor injuries. Families will be contacted when a student becomes ill or sustains an injury requiring attention. In the event of a serious illness or injury, emergency medical services will be contacted, and families will be notified immediately.

Regular attendance is important; however, students who are ill should remain at home. Students must be free of fever, vomiting, and diarrhea for at least 24 hours before returning to school. Students sent home with any of these symptoms may not return to school until they have been symptom-free for at least 24 hours. Students with a temperature of 100°F or higher will be sent home.

Families should notify the school of any chronic medical conditions, including asthma, diabetes, heart conditions, or seizure disorders. This information is important in the event of a medical emergency.

> **It is the parent/guardian's responsibility to keep the Emergency Card current with accurate phone numbers and emergency contact information.**

EMERGENCY EVACUATION

Your child’s safety is our highest priority. To ensure we are prepared for unexpected emergencies, Athenian Academy regularly conducts drills throughout the school year. In the event of an emergency, it may become necessary to evacuate the campus.

Our goal is to safely evacuate all students and team members while following the school’s Emergency Operation Plan. During an evacuation or other emergency, the school will communicate with families through Schoology, the school’s website, social media, and other available communication methods, as appropriate. Families are encouraged to monitor these official communication channels for instructions.

Students will only be released to individuals listed on the student’s Emergency Card. A valid photo ID is required before a student is released. To help ensure timely communication during an emergency, families are responsible for keeping the Emergency Card current with accurate contact information.

FAMILY RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. FERPA gives parents and eligible students certain rights regarding access to and the confidentiality of student records.

Without your prior written consent, the school will not disclose personally identifiable information from a student's education records except as permitted by law. School officials with a legitimate educational interest may access student records as necessary to fulfill their professional responsibilities.

Parents may provide written consent authorizing the release of student records to outside agencies or individuals working with their child, as permitted by FERPA.

FAMILY SERVICE HOURS

Family involvement is a critical component of a child's educational success. Athenian Academy of Technology and the Arts prides itself on the success of our students and therefore requires that families become active stakeholders in their child's future. All Athenian Academy of Technology and the Arts families are required to complete a minimum of twenty (20) service hours per academic year. **Service hours are due by May 7, 2027.**

> **Families are required to have a minimum of 20 service hours per family each school year. Ten service hours should be completed by the end of the first semester. To volunteer in classrooms, please make prior arrangements with the teacher so that instructional time is not lost. Families who have not completed 20 service hours by May 7, 2027 will forfeit their child's placement at Athenian Academy for the following school year.**

A notice will be sent home with report cards, notifying families of how many service hours have been completed to date. All service hours are tracked by the front office, please feel free to contact them at any time to verify the service hours for your family. All volunteers on campus must be approved through the school's volunteer system and must present a valid photo ID to be scanned through our volunteer system.

Service hours may be achieved through a multitude of ways. Below is a list of some of the various service opportunities available each year. Please contact the front office at 727-372-0200 for additional service hour opportunities.

- Book Fair
- Field Day
- Field Trips
- Mega Blast
- Fall Festival
- Buddy-A-Thon
- Owl Buck Store
- Cafeteria Assistance

FIELD TRIPS

Field trips are planned to enhance classroom instruction and provide students with meaningful educational experiences. Parents may be invited to serve as chaperones when additional supervision is needed. Siblings of any age are not permitted to attend field trips.

All parent chaperones must complete the school's volunteer background check and sign the Field Trip Chaperone Guidelines before participating. Chaperones are expected to follow all school policies and procedures while supervising students.

Participation in field trips is a privilege. Students represent Athenian Academy while participating in school-sponsored activities and may be excluded from a field trip due to academic performance, behavior, attendance, or outstanding financial obligations.

Students with unpaid fees owed to the school, including Before and After Care Program fees, late fees, damaged technology fees, or other outstanding balances, may not participate in field trips or other school-sponsored events until their account has been brought current.

Teachers will post field trip information, permission forms, and payment instructions in Schoology approximately **six weeks** before the scheduled trip. The online permission form and any required payment through GoFan must be submitted by the published deadline. Students and chaperones who fail to submit the required permission form or payment by the deadline will not be permitted to attend.

Students must wear the required school uniform on the day of the field trip. Field trip privileges may be revoked at any time due to behavior, disciplinary consequences, or failure to meet school obligations. Once the GoFan payment deadline has passed, refunds will not be issued for students or chaperones who are unable to attend.

FOOD POLICY

To help protect students with food allergies and ensure food safety, all food brought to school for classroom celebrations must be commercially prepared and remain in its original, unopened packaging with the ingredient label intact.

This includes food provided for birthdays, holiday celebrations, end-of-year celebrations, and other classroom events.

GIVE A HOOT

Give a Hoot Celebrations are held each month to recognize students who consistently demonstrate positive behavior and meet school expectations.

Students are eligible to participate if they have fewer than three infractions during the month, have not been assigned a Thursday Detention or Saturday Detention, and have not received an Out-of-School Suspension.

GRADES

Grade	Percentage
A	90% – 100%
B	80% – 89%
C	70% – 79%
D	60% – 69%
F/U	0% – 59%

Category	Weight
Classwork	25%
Homework	15%
Projects	20%
Tests	40%

Missing Assignments and Tests Due to Absences

Students are responsible for making up all assignments, quizzes, and tests missed due to an absence. Students are allowed one school day to complete make-up work for each day they are absent.

Example: A student who is absent on Monday and returns on Tuesday must submit all make-up work by Wednesday morning. A student absent for two school days will have two school days to complete make-up work after returning to school.

Late Work

Students are expected to submit all assignments by the established due date. Work that is submitted one school day late will receive a deduction of one letter grade. Assignments submitted more than one school day after the due date will receive a grade of zero.

Additional Attempts

Additional attempts on classroom assignments, homework, projects, and assessments are not permitted unless the grade-level team elects to make additional attempts available to all students. Once an assignment or assessment has been submitted, the grade is considered final.

GRIEVANCE PROCEDURE

Athenian Academy of Technology and the Arts is an independently operated public charter school. As such, Athenian Academy has its own Governing Board and is not affiliated with the Pasco County School District. If you have a grievance or complaint, you should do the following:

1. Carefully analyze the problem and ensure you have all the facts.
2. Seek to resolve the problem with the teacher or team member first.
3. After meeting with the teacher or team member, if you believe the problem has not been resolved, please request a meeting with school administration via email at Danielle.Dudley@aaota.org or Evan.Markowitz@aaota.org. It is the expectation of all team members to promptly respond to all emails. With that said, if there is an absolute emergency and administration hasn't responded to your email within 24 hours, you may contact the school's principal Evan Markowitz on his personal cell phone at 863-529-2580.

If you are a parent and have not been satisfied with the resolution of an issue after speaking with your child's teacher, or if you have contacted the school regarding a concern and are not satisfied with the response, please follow the steps below:

Step 1: Contact the Assistant Principal, Danielle Dudley.

Step 2: If your concern remains unresolved, contact the Principal, Evan Markowitz.

Step 3: If you are still not satisfied with the response, contact the Administrator, Dan Rishavy.

Step 4: If additional concerns remain, you may contact the Governing Board's designated parent liaison, James Mathieu.

Public Comment

Members of the public may address the Governing Board for up to three minutes during the public comment portion of Governing Board meetings. Public comments generally occur near the beginning of the meeting. Individuals wishing to speak must complete and submit a Public Comment Card before the meeting begins.

Comments are limited to three minutes per speaker, and everyone will be given one opportunity to speak. The Board is not obligated to respond during the meeting and generally will not do so.

Parental Rights in Education Concerns

Procedures for parents to notify the school of concerns relating to parental rights in education can be found here: Parental Rights in Education F.S. 1001.42(8)(c) Expressed Concerns.

Step 1 refers to the process outlined above. To raise a concern, the parent or guardian must first summarize the nature of the concern in writing, specifically describing the factual issues. The school principal will respond and attempt to resolve the concern within seven (7) days of receipt of the notification.

Contact Information

Assistant Principal: Danielle Dudley – Danielle.Dudley@aaota.org
Principal: Evan Markowitz – Evan.Markowitz@aaota.org
Administrator: Dan Rishavy – Dan.Rishavy@aaota.org
Governing Board Member: James Mathieu – Jmathi222@aol.com
Telephone: (727) 372-0200
Fax: (727) 376-1916

HOMEWORK POLICY

The purpose of homework is to reinforce classroom instruction, develop independent study habits, and encourage responsibility. Homework may include practicing previously taught concepts, assigned projects, or independent reading.

Students are expected to complete homework independently and arrive at school prepared each day. Families are encouraged to establish a consistent homework routine by checking and signing the student planner, reviewing completed assignments, and ensuring all materials are returned to the student's binder before school.

Grade Level	Daily Suggested Time
Grade K	30 minutes
Grade 1	40 minutes
Grade 2	50 minutes
Grades 3, 4, 5	60 minutes
Grades 6–8	90 minutes

These timeframes are based on the average student's attention span and assume uninterrupted work time. Students who do not complete classroom assignments during class may be required to finish the work at home in addition to their regular homework.

Students are responsible for recording assignments in their planner each day. Families are expected to review and sign the planner nightly. Failure to return a signed planner will result in a homework infraction.

Families can support student success by:

- Providing a quiet, consistent place to study.
- Practicing spelling words, vocabulary, math facts, and other skills as needed.
- Encouraging daily reading.
- Reviewing homework for neatness and completeness.
- Allowing students to complete their own work while offering guidance when appropriate.

Please remember that homework is ultimately the student's responsibility.

HONOR ROLL AND AWARDS REQUIREMENTS

Awards	Criteria
High Honor Roll	All A's in all subjects
Honor Roll	All A's and B's in all subjects
Athenian Excellence Award	One student per grade level for outstanding achievement in academics, citizenship, and effort.
Citizenship Award	One outstanding citizen per class
Music / Art / P.E. Achievement	One student per class (K–5); one per course (middle school)
Art Achievement	One student per class K – 5 class and one per course in middle school
P.E. Achievement	All A's and B's in all subjects
Athenian Excellence Award	Outstanding achievement in academics, citizenship, and effort (1 per grade level)

ILLNESS

Students who are ill should remain at home. Students with a temperature of 100°F or higher will be sent home. Students must be fever-free, vomit-free, and diarrhea-free for at least 24 hours without the use of fever-reducing medication before returning to school.

LABELS

Please clearly label all personal belongings, including lunch boxes, sweaters, jackets, binders, water bottles, headphones, and other frequently misplaced items, with your child's first and last name. If an unlabeled item is found, school personnel may label it for the child.

LOST AND FOUND

Lost items are placed in the school's Lost and Found, which is in the cafeteria. Students who lose a personal item should check the Lost and Found as soon as possible.

Items that are not claimed will be removed. Families are encouraged to clearly label all personal belongings to help ensure lost items can be returned promptly.

MEDICATION

School personnel may administer prescription or over-the-counter medication only when the required authorization forms have been completed and signed by the student's parent/guardian and physician, as applicable.

Families should obtain the required medication authorization forms from the front office. All medication must be delivered to and picked up from the front office by a parent or guardian. Medication will be securely stored in the clinic and administered by authorized school personnel.

> **Students may not carry any prescription or over-the-counter medication, including cough drops, pain relievers, or similar products.**

PBIS – POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

Positive Behavioral Interventions and Supports (PBIS) is a school-wide framework that promotes positive behavior, responsibility, and a safe, respectful learning environment. Students are recognized for demonstrating positive choices through Owl Bucks, participation in the Give a Hoot Celebration, and other individual, classroom, and school-wide incentives.

PBIS Core Values

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

PEDICULOSIS (HEAD LICE)

Students may be screened periodically for head lice. If live lice are identified, the student will be sent home for treatment.

Students may return to school after appropriate treatment has been administered and all live lice and nits have been removed. Upon returning to school, the student may be rechecked by school personnel before returning to class.

Families are encouraged to check their child's hair regularly and promptly treat any signs of head lice to help prevent the spread to others.

Tips to help prevent head lice:

- Check your child's hair regularly, especially after sleepovers, camps, or group activities.
- Encourage children to avoid sharing hats, brushes, combs, hair accessories, or headphones.
- Long hair should be tied back when practical.

PLAGIARISM/ACADEMIC DISHONESTY



Plagiarism is the act of presenting another person's words, ideas, or work as your own without proper acknowledgment. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabricating information or sources, unauthorized collaboration, and the unauthorized use of artificial intelligence (AI) or other technology to complete assignments.

Academic honesty is an essential part of the learning process. Acts of academic dishonesty undermine student learning, violate the trust between students and teachers, and diminish the integrity of the educational environment.

Academic dishonesty is taken seriously at Athenian Academy. Consequences may include receiving a zero on the assignment, loss of credit, disciplinary action, suspension, loss of extracurricular activities, or other consequences as determined by school administration.

PROGRESS & REPORT CARDS



Progress reports and report cards are issued quarterly for all students in Kindergarten through Grade 8. Both are sent home in a yellow envelope that must be signed by a parent or guardian and returned on the following school day.

> **Failure to return the signed envelope results in a homework infraction each day until it is returned.**

RETURNED CHECKS

A $25.00 returned check fee will be assessed for all checks returned by the bank. Payment for the returned check and the applicable fee must be received within seven days of notification by the school.

After two returned checks, families will no longer be permitted to pay by personal check. Future payments must be made by cash, money order, or credit card.

Families with outstanding financial obligations may be restricted from participating in field trips, school-sponsored events, extracurricular activities, or other school privileges until their account has been brought current.

SCHOOL HOURS

Program	Hours
Before Care	6:30 a.m. – 7:30 a.m.
Office Hours	7:35 a.m. – 3:15 p.m.
Student Arrival	7:35 a.m. – 7:55 a.m.
Instructional Hours	8:00 a.m. – 3:00 p.m.
Student Dismissal	3:00 p.m. – 3:15 p.m.
After Care	3:00 p.m. – 6:00 p.m.

SCHOOLOGY

Schoology is Athenian Academy's online learning management and communication platform. Families use Schoology to communicate with teachers and administration, monitor student grades, access classroom assignments, view the school calendar, and receive school announcements.

New families will receive Schoology login information within the first two weeks of school.

SCREENINGS

Students will receive health screenings at the following grade levels in accordance with Florida requirements:

- **Kindergarten**: Speech, hearing, and vision
- **Grade 1**: Hearing, vision, and Body Mass Index (BMI)
- **Grade 3**: Vision and Body Mass Index (BMI)
- **Grade 6**: Hearing, vision, Body Mass Index (BMI), and scoliosis
- **New Students**: Vision and hearing

SEVERE WEATHER INFORMATION



In the event of severe weather or other emergency conditions, Athenian Academy will follow the direction of the appropriate local emergency management officials.

Whenever possible, the school will communicate important information regarding school closures, delayed openings and dismissals, or other emergency procedures through Schoology, the school website, Facebook, and other official communication channels. Families are encouraged to monitor these sources for the most current information.

STUDENT DROP OFF AND PICK UP



Students with last names beginning with A-L must use the front car loop for arrival and dismissal. Students with last names M-Z must use the back car loop.

Student arrival begins at 7:35 a.m. Students may not be dropped off before that time unless they are enrolled in the Before Care Program, which operates from 6:30 a.m. to 7:30 a.m. Students arriving after 8:00 a.m. must report to the front office to obtain a tardy slip before reporting to class.

Families may not park in the parking areas serving the neighboring dentist’s office or hair salon. These parking areas are reserved for their customers.

For the safety of all students, students and families may not walk to or from school. All students must arrive and depart through the designated car loop.

STUDENT RIGHTS

Every student has the right to learn in a safe, respectful, and orderly school environment free from threats, intimidation, harassment, bullying, and physical harm.

Disruptive, threatening, or unsafe behavior will not be tolerated and may result in disciplinary consequences, including classroom interventions, detention, suspension, expulsion or referral to law enforcement, when appropriate.

Parents, guardians, and visitors may not confront or discipline another student on campus or at a school-sponsored event. All students, families, and team members are expected to treat one another with dignity and respect. Threatening, abusive, or hostile behavior toward any student or team member will not be tolerated and may result in removal from campus or trespass from Athenian Academy property.

SUSPENSION AND EXPULSION

Administration may suspend a student for serious or repeated violations of school rules, including but not limited to:

- Fighting, physical aggression, or other unsafe behavior.
- Possession or use of tobacco, alcohol, drugs, or other prohibited substances.
- Possession or use of flammable materials.
- Insubordination, disrespect, profanity, or disruptive behavior.
- Repeated violations of school rules.

Administration may recommend expulsion for serious violations of school rules, including, but not limited to:

- Possession, use, or transmission of a weapon or dangerous object.
- Possession, use, or distribution of illegal or prohibited substances.
- Assault, battery, arson, vandalism, or other serious criminal conduct.
- Threats of violence or conduct that endangers the safety of students or team members.
- Repeated or egregious violations of school rules.
- Any other conduct that warrants expulsion under school policy or applicable law.

TARDY POLICY

Students are expected to be in their classroom and ready to learn by 8:00 a.m. Students arriving after 8:00 a.m. must report to the front office to obtain a tardy slip before reporting to class.

Tardies are excused only for medical appointments. A doctor’s note must be presented to the front office upon arrival for the tardy to be excused.

Students who accumulate three unexcused tardies will receive a Thursday Detention.

VISITORS

Visitors are not permitted on campus before 8:00 a.m. or during dismissal. Please ring the bell at the front gate and state the purpose of your visit.

For the safety of our students and team members, all visitors must present a valid government-issued photo ID, sign in at the front office, and obtain a visitor's pass before proceeding anywhere on campus.

Visitors, including parents and guardians, may not enter classrooms without prior authorization, as doing so disrupts instruction. Visitors may not confront or discipline another student on campus or at any school-sponsored event. Concerns involving another student should be directed to the classroom teacher or school administration.

Thank you for helping us maintain a safe, secure, and orderly learning environment.

WEBSITE

The Athenian Academy website, www.aaota.org, is the primary source for forms, handbooks, the school calendar, and other important information.

WITHDRAWAL PROCEDURE

Parents/guardians enrolling a student in another school should complete the new school's records release authorization so the student's educational records can be transferred.