



Dear Academy Families:

Welcome to the exciting educational journey that is the Academy at the Lakes experience. Our school offers each child and each family so many meaningful opportunities to learn and grow in an atmosphere of care and respect where achievement and engagement are highly valued.

Included in this handbook you will find much important information about our school: its values, policies, and procedures. Please read it carefully and feel free to consult it frequently as the year progresses. A school calendar is included for your reference on the back cover.

We are so pleased to be your partners as we celebrate the love of learning and the joy in the journey that make our school so special. Thank you very much for your participation and support – they are absolutely essential to our success.

Have a great year!

Sincerely,

Mark Heller  
Head of School

*This Handbook establishes Academy at the Lakes' codes and guidelines. This Handbook cannot cover every possible circumstance that a student, faculty member or the school may encounter in the course of a school year. Many decisions, policies and situations are left to the good judgment of the faculty and/or the school administration.*

# **Academy at the Lakes**

## *Upper Division Family Handbook*

### *Wendlek Campus*

PK3-4<sup>th</sup> Grade  
(813) 948-7600  
(813) 948-2943 fax

### *McCormick Campus*

5<sup>th</sup> -12<sup>th</sup> Grades  
(813) 948-7600  
(813) 949-0563 fax

[www.academyatthelakes.org](http://www.academyatthelakes.org)

Academy at the Lakes admits students of any race, color, sex, religion, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, creed, color, religion, sexual orientation, national or ethnic origin, gender, age, disability, or any other characteristic protected by law in the administration of its educational policies, admissions, policies, scholarship or loan programs, and athletic and other school-administered programs. It is the policy of Academy at the Lakes to ensure that all services, facilities, privileges, advantages, and accommodations are offered to and are accessible in a meaningful manner for qualified persons with disabilities, in accordance with the Americans With Disabilities Act and state law.



2016-2017  
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**Executive Staff**

Mark Heller, Head of School-*Ex-officio*  
Dorie Burnham, Business Manager  
Elizabeth Hult, Director of Development  
Karen Sooklal, Secretary to the Board

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# INTRODUCTION:THE ACADEMY AT THE LAKES

## Mission Statement

Academy at the Lakes is a learning community of shared values dedicated to the success of each individual at school, in the community, and in the world. We celebrate the love of learning and the joy in the journey.

## Vision

To be and be known as Tampa Bay's choice for educational and personal discovery.

## Core Values

- Balance** We embrace the joy in the journey, which consists of experiences that balance academics, fine arts, athletics, and co-curricular activities.
- Courage** We foster personal responsibility, empathy, and resilience.
- Distinction** We apply high standards of quality, relevance, and accountability to all we do.
- Inclusion** We are a caring and compassionate community composed of many different beliefs and traditions seeking points of unity in common experiences.
- Integrity** We believe in the power *of heads to know the good, hearts to love the good, and hands to do the good.*
- Stewardship** We care for each other and our school, serve our communities, and responsibly engage with the world - today and tomorrow.

The Statement of Core Values is our institutional belief statement. Our core values are the basis for our mission.

## Philosophy and History

Academy at the Lakes is a non-denominational, coeducational, PK3—12<sup>th</sup> grade, independent day school. The school was founded in 1992. The school's programs are designed to build a sense of responsibility and cooperation in students. Our overall goal is to provide a stimulating, nurturing school experience in which students are exposed to relevant information and experiences; are motivated to become seekers and users of information; are inspired to meet the challenges of the future; and are encouraged to become effective problem solvers.

Academy at the Lakes is committed to academic excellence. To be successful, every independent school needs and expects the cooperation of its parents, who must understand and enhance the School's mission, share its core values, and fully support its curriculum, faculty, and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire community.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty and respect. In practice, the greatest impediment to effective teamwork between independent schools and parents grows out of misunderstandings about school decision-making processes. Independent schools must communicate their procedures to parents who, in turn, share the important responsibility to become informed members of the school community.

### Board of Trustees

The Board of Trustees and officers of the Board serve as the corporate representatives of Academy at the Lakes, a not for profit corporation formed under the authority of the laws of Florida and the United States. The Board of Trustees is a group of volunteers acting under the authority of the corporation to govern the school's mission and provide the resources necessary for the mission to thrive. The Board employs a single employee – the Head of School – who is charged with the implementation of all facets of the school's operations. The Board operates in trust, and thereby governs the business operations of the school. The Board approves all budgets and fundraising activities. The trustees are stewards of the school's mission and work to provide the resources necessary for the mission to be actualized. Committees of the Board further serve to regulate and establish policies and to manage the school's finances and governance. All actions relating to the Board's governance of the school must be approved by a vote of the Board as specified in the corporate by-laws.

### Parents and the Board of Trustees

In most independent schools, decision-making authority at the highest level resides with a volunteer Board of Trustees whose membership often includes parents. The Board of Trustees does not intervene in the daily affairs of the school, such as curriculum development and the hiring, evaluating, and firing of faculty and staff. Instead the Board focuses on three areas critical to the success of any independent school: it selects, evaluates, and supports the Head of School; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school. In the conduct of its official business, the Board acts only as a whole. Individual trustees, including the Board Chair, have no authority to act unless specifically authorized to do so by the board acting as a whole.

The Academy encourages parents who are interested in high-level decision-making to stay informed about the work of the Board of Trustees by reading school publications, talking to the Head of School, and attending appropriate meetings. Parents with concerns about the

school or with decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process, but they should not expect the Board of Trustees to act as an appeals board.

### Parents and the Faculty and Administration

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support both faculty and administration through extensive volunteer activities and events. The school formally governs the relationship between parents and the faculty and administration through the written enrollment agreement and handbooks, in which procedures are spelled out. When parents choose to enroll their children in an independent school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. Most teachers and administrators would, however, agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parents. The Academy encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. The school welcomes thoughtful questions and suggestions. It is incumbent upon the school to provide parents with timely and pertinent information.

Parents support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents will be viewed by the school as counterproductive and non-supportive. While parents may not agree with every decision made by the school, in most cases, the parent and school will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parents and school should consider whether another school would be a better match for the family.

### Parent Association

The Parent Association in an independent school provides a vital and much-appreciated service to school leadership and the entire school community. The activities sponsored by the Parent Association are designed to build community spirit and advance the mission of the school. The Parent Association supports the policies and decisions of the administration. The parents neither participate in policy-making by the school nor function as a lobbying group. The finances of the Parent Association are a part of the school's audited financial statements.

The Board of Trustees, through its corporate bylaws for the Association, makes clear its procedures and role as a service organization. The bylaws clearly state the Association's mission to support the decisions and policies of the school. The administration should be closely involved in the Association's nominating process. Cooperation and teamwork between the administration and the officers of the Parent Association are crucial to the health of the school community.

Academy at the Lakes welcomes volunteers! Volunteers must log their hours at the school



in the "Volunteer Log" book located in the offices. Volunteers are requested to complete the log at the beginning of each volunteer visit to the school. Volunteering is a wonderful way for parents to become involved with the educational process. Volunteers are required to sign in and out and to wear an identification badge. Classroom volunteers must be approved through the office and the teachers involved.

#### Accreditation and Affiliation

Academy at the Lakes is accredited by the Florida Council of Independent Schools (FCIS), the Florida Kindergarten Council (FKC), and the Southern Association of Colleges and Schools (SACS). The school is a full member of the National Association of Independent Schools (NAIS) and the Bay Area Association of Independent Schools (BAAIS).

#### Development Office

The Development Office exists to further the mission of the school by securing the necessary resources. The Office is responsible for approving and monitoring a variety of activities, fundraisers, and special events. The Office coordinates all such activities and trains volunteers in order to better meet school goals.

#### Statement on Diversity

At Academy at the Lakes, diversity is seen as a positive aspect of our lives and an essential aspect of education. The children, staff, Board members, and friends of the school recognize and respect the fact that diversity exists in the languages we speak, the colors of our skin, the traditions we observe, the structure of our families, the financial and educational resources our families possess, and the special needs we may have. We believe that our separate heritages, beliefs, and choices of expression help to define us as individuals and that our commitment to learning about one another and the larger world unites us as a community. Differences of all kinds are acknowledged and explored with enthusiasm, respect, and acceptance.

Academy at the Lakes assumes an ongoing responsibility to act as part of the larger community. In our recruitment practices for both families and staff, we strive to create a community whose members reflect the diversity inherent in the Tampa Bay area, as well as in the world. In our curriculum, such topics as race, ethnicity, family structure, gender, religion, physical attributes, sexual orientation, and economic differences are introduced and studied in ways that are developmentally appropriate. In our assemblies, special events, guest lectures, and other extra-curricular activities, we work to further our commitment to diversity.

We view the family as the primary source of traditions, celebrations, and values for children. The role of the school is to affirm that each individual has a distinct identity and to help children and others appreciate their own identity as well as those of others. We believe that the experience of an education will enable children to value themselves while preparing them to participate with pride and confidence in a rich, complex society. We recognize that working to provide such an experience requires dedication and an ongoing commitment of time, energy, and resources.

Founded on the principle of respect, Academy at the Lakes is a place where children can listen, question, challenge, probe, and thereby make sense of their world. When children graduate from Academy, it is our hope and vision that they will carry with them a strong sense of their identity, a willingness to see the common threads which run through our lives, and a high regard for the breadth and value of differences.

## GENERAL POLICIES AND RELATED INFORMATION

### The School Day

#### WENDLEK CAMPUS SCHOOL HOURS

PK3-4<sup>th</sup> Grade 8:15am-3:15pm

Extended Care PK3-4<sup>th</sup> 7:30-8:15am and 3:15-5:45pm

#### MCCORMICK CAMPUS SCHOOL HOURS

5<sup>th</sup>-12<sup>th</sup> Grade 8:00am-3:15pm

### Drop-Off and Dismissal Procedures

**DROP-OFF INFORMATION:** Supervised drop-off begins at 7:40am at the front of the school. On arriving, students should move directly on to their locker areas to prepare for the school day. It is strongly recommended that students arrive no later than 7:50am so as to give them sufficient time to greet each other and organize materials for their first classes. The first class begins promptly at 8:00am.

All students who arrive after 8:00am must check in at the office to receive an admit slip before attending class.

**PLEASE NOTE:** for the safety of our students, the roadway between the loop and McCormick Hall is designated a **pedestrian zone between the hours of 7:40am and 3:45pm**. A barrier will be in place to prevent entry to this roadway. Please do not attempt to drop off or pick up students in front of McCormick Hall or the 5<sup>th</sup>/6<sup>th</sup> Grade Suite between these hours.

**DROP-OFF PROCEDURE:** Carefully follow these procedures to ensure a safe and efficient morning drop-off with a minimum of traffic delays:

1. Enter the campus at the access road entrance – reached by turning onto Collier Commons at the light – *not* the Collier Parkway entrance. **For the safety of our students, the campus speed limit is 5 miles per hour.**
  - a. During morning drop-off, vehicles *southbound* on Collier Parkway may turn right at the school entrance and then turn right onto the one-way path around the loop. (There can be *no left turns* onto the loop from the Collier Parkway entrance.)

- b. Vehicles *northbound* on Collier Parkway *may not* turn left across the southbound lane to enter at the Collier Parkway entrance.
2. Carefully follow the one-way path around the two-lane entrance loop toward the front of the Upper Division Building.
  - a. The **right lane** is for **drop-offs and pick-ups**.
  - b. The **left lane** is a **through lane**.
3. Pull as far forward as possible, up to the white line in the road past the Upper Division Building.
4. Please follow the instructions of school personnel who are supervising the drop-off.
5. Students must exit their vehicles from the curb-side only.
6. Carefully pull away after your child has reached the sidewalk with all of his or her materials, moving into the through lane when there is a safe opening.
7. Please exit the campus only via the access road, *not* Collier Parkway.
8. All children must be accompanied through the parking lot at both drop-off and dismissal. If you choose to walk your child to the front doors or pick your child up by walking to the front of the school, please park your car.
9. Please do not leave your car unattended in the line for any reason.

**PLEASE NOTE:** we ask that you **refrain from using cell phones** while in the car line because it creates an unsafe environment for students during such a busy time.

**DISMISSAL INFORMATION:** At 3:15pm, students are dismissed for pick-up from the front of the Upper Division Building. Please inform the school office in writing of any regular car pools *and* of any changes to your car pool any time they occur. Students will only be released to individuals listed on the registration forms, listed on the emergency information cards, or otherwise specifically identified to the school in writing or by telephone. Such individuals may be required to present a photo identification card.

Students are responsible for notifying their parents of their whereabouts when they are involved in any after-school activity. Club activities and Extra-Help are generally over by 4:00pm, and athletic practices generally begin at 4:00pm.

**PLEASE NOTE:** for the safety of our students, the roadway between the loop and McCormick Hall is designated a **pedestrian zone between the hours of 7:40am and 3:45pm**. A barrier will be in place between these hours to prevent entry to this roadway. Please do not attempt to drop off or pick up students in front of McCormick Hall or the 5<sup>th</sup>/6<sup>th</sup> Grade Suite between these hours.

**DISMISSAL PROCEDURE:** Carefully follow these procedures to ensure a safe and efficient afternoon dismissal with a minimum of traffic delays:

1. Please plan on arriving between 3:15pm and 3:20pm. (Students are not released until 3:15pm and do not reach the dismissal area for a few minutes after that.) This

will ease the congestion caused by early arrivals stacking up the pick-up lane.

2. Enter the campus at the access road entrance – reached by turning onto Collier Commons at the light – *not* the Collier Parkway entrance. **PLEASE NOTE: for the safety of our students, the campus speed limit is 5 miles per hour.**
3. Please ensure that the name card issued by the school is prominently displayed on your rear-view mirror or dashboard.
4. Carefully follow the one-way path around the two lane entrance loop toward the front of the Upper Division Building.
  - a. The **right lane** is for **drop-offs and pick-ups**.
  - b. The **left lane** is a **through lane**.
5. Pull as far forward as possible, up to the white line in the road past the Upper Division Building.
6. A member of the faculty or administration will then direct your child to you.
7. Should your child not have arrived at his or her dismissal waiting area in a timely manner, you may be asked to go around the loop again and may be asked to park until he or she arrives.
8. Carefully pull away after your child is safely inside your vehicle and wearing his or her seatbelt, moving into the through lane when there is a safe opening.
9. Please exit the campus only via the access road, *not* Collier Parkway.
10. All children must be accompanied through the parking lot at both drop-off and dismissal. If you choose to walk your child to the front doors or pick your child up by walking to the front of the school, please park your car.

Please do not leave your car unattended in the line for any reason.

**PLEASE NOTE:** we ask that you **refrain from using cell phones** while in the car line because it creates an unsafe environment for students during such a busy time.

**Please ensure that anyone who will be dropping off or picking up your child has a copy of these procedures, including the map, and is thoroughly acquainted with them before they arrive on campus.**

**Thank you for your patience and for your attention to these procedures. They will help ensure a safe and efficient drop-off and dismissal each day for our students, faculty, and staff.**

#### Attendance

ABSENCE: Regular attendance is, of course, expected and vital to a student's academic success. *Students who are not present at the start of the school day or who arrive after 11:00 a.m. will be marked absent for the day.* Because missed classroom instruction cannot really ever be made up,

though missed assignments must be, the Academy strongly discourages absences undertaken merely for convenience, for outside social activities or for extended vacation time. The school does not designate absences as excused or unexcused.

- Please make every effort to schedule appointments with doctors, dentists or other such professionals before or after school hours.
- School holidays are scheduled throughout the year and are published before the beginning of the school year. Because missing school jeopardizes academic progress for the student and places an additional burden on the faculty, families are urged to plan family vacations to match the school holidays. Leaving early for or returning late from school vacations will be considered an absence unless special circumstances exist. Parents must communicate with the Division Director and submit the Extended Absence Notification Form at least two weeks prior to any such absences. The Extended Absence Notification Form is available online on our website under Forms and in the office. Depending upon the individual circumstances, the Division Director will decide whether the proposed absence is excused or not.

**NOTIFYING THE SCHOOL:** Whenever a student is unable to attend school, will arrive late, will leave early or will be picked up by someone not in his or her usual car pool, please notify the school in writing or call by 8:00am.

**MISSED WORK:** **The student is responsible** for identifying and making up all work he/she missed during an absence. **All work** (homework, quizzes, tests, projects, etc.) that was assigned prior to the absence(s) and was due during the absence(s) is **due on the day the student returns** from that absence *unless* it contains new material given during the absence(s).

- A student who misses part of a day must hand in assignments and/or take any quiz or test scheduled for that day or make arrangements to make up that assessment with the instructor after arriving or before leaving campus. A student who fails to do so may receive a zero for the missed assessment.
- A student who misses one or more day(s) will have one day to make up missed work upon his/her return for each day of absence. (For example, a student whose absence lasted three days will have three days *after* returning to complete the work that was assigned during the absence, turning it in on the fourth day.) A student who misses assessments assigned and given during an absence should meet with the instructor on the day of his/her return to schedule make-up work.

Students are always encouraged to be proactive about their studies and to communicate with their teachers during their absences.

**PARTICIPATION IN AFTER-SCHOOL ACTIVITIES:** A student must be present for a minimum of five periods in order to participate in practices, games, or performances for any extracurricular activities on that day. Exceptions may be made with the prior approval of the Upper Division Director.

**RETURNING AFTER ILLNESS:** Please follow the guidelines below in determining when it is *not* safe to allow a child to attend school:

- *A temperature of 99.5 degrees or higher.* Children must be fever-free for 24 hours without the use of Tylenol, aspirin, ibuprofen, or any other drug used to depress fever.
- *Diarrhea or vomiting.* A child who has had diarrhea or vomited may not return to school for 24 hours.
- *Contagious condition.* A child with any potentially contagious condition, such as a rash, strep throat, flu or conjunctivitis, may not return to school until he or she has been examined by a doctor, has taken required prescription medications for at least 24 hours, and has been cleared by a doctor to return to school.
- *Contagious illness.* In the case of any more serious contagious illness such as chickenpox, measles, mumps, MRSA (Methicillin-Resistant Staphylococcus Aureus) etc., please inform the school immediately and keep your child at home until such time as his or her doctor clears the child to return to school.

In the event of an extended absence for medical reasons, and in all cases of a contagious illness, the school may require that a doctor's note be provided upon the student's return to school.

**LEAVING SCHOOL EARLY:** All students who leave school early must be released through and signed out in the office. Teachers will not release students directly from the classrooms. For students who drive themselves, parents must notify the office in writing, by phone, or by email of any early release plans. It should also be noted that the same rules that apply to excused or unexcused absences apply to early release.

Please note that the period of time just before regular dismissal (3:00–3:15pm) is a very busy time in both the classrooms and offices. Kindly reserve your requests for early dismissal to extraordinary situations.

**EXCESSIVE ABSENCES:** With four unexcused absences, students will lose cell phone privileges for a week. They will be required to turn in their cell phones to the main office at the beginning of the school day. Further absences will result in escalated penalty and may result in academic and/or other disciplinary consequences such as afternoon detention, a grade penalty and a family conference with the Division Director or Dean of Students. With 10 absences in a quarter, there will be a letter grade reduction. At the discretion of the Division Director, a student may be exempted from such consequences because of extended illness, valid religious reason or for other reasons deemed to be in the best interest of the student.

#### Punctuality/Tardy Policy

In order for students to achieve to their highest potential and to develop the highly valued and valuable life-long habit of punctuality, students are expected to be on time to all classes and school activities. Students who are habitually tardy miss much, placing themselves in a position of having to catch up, placing an undue burden on their teachers, and disrupting the learning environment of their classmates.

All students who arrive to school after 8:00am are considered tardy to their first period

class and must check in at the main office to receive an admit slip before attending class. With four tardies to first period or any class period, students will lose cell phone privileges for a week. They will be required to turn in their cell phones to the main office at the beginning of the school day. Further tardies will result in escalated penalty and may result in academic and/or other disciplinary consequences such as losing points on bellwork assignments, a grade penalty, afternoon detention and a family conference with the Division Director or Dean of Students. For each 10 tardies to a class in a quarter, there will be a letter grade reduction.

If a student is delayed by a member of the faculty or administration for any reason, the student is entitled to and should request a tardy pass from that person.

### Closed Campus

Academy operates a closed campus. Once students arrive on the campus, they are not permitted to leave unless signed out by a parent/guardian or accompanied by a faculty member. The only exception is seniors who have permission to leave campus. Students must sign out when they leave and sign back in when they return. Students may not go to the parking lot for any reason unless given permission by an administrator.

### Communications and Conferences

Please make certain that we have current and accurate home, cell, and business phone numbers, current and accurate e-mail addresses, as well as information on whom to contact in an emergency, should you be unavailable.

The school's web site ([www.academyatthelakes.org](http://www.academyatthelakes.org)) is a particularly rich and useful source of school information, providing access to a regularly updated newsletter, calendar, important forms, etc. The website also includes a *ParentsWeb* link, through which parents have access to weekly assignment sheets for their children, grades, email links to teachers, attendance records and community service records. (See "Using *ParentsWeb*" below.)

Much communication between home and school is done by email. Teachers often communicate directly with parents about the progress of students in their classroom. These types of communication will also be emailed home:

- Weekly eCalendar
- Permission and Order forms
- Academic and Behavioral Updates
- Quarterly Report Cards

If a parent needs to contact a teacher during the school day, he/she should call the administrative assistant at 948-7600 to leave a message for the teacher or follow the directions on the voicemail to leave a message in the teacher's voice mailbox. The teacher will return the call within 24 hours. Email is a very effective way to communicate with teachers. Email addresses are listed in the online school directory through *ParentsWeb* and links to teachers' emails are accessible on *ParentsWeb* under School Information. The addresses most often follow a simple formula: first initial and last name followed by "@academyatthelakes.org."

**Please note the exceptions for...**

**Upper Division Director:** [rdsullivan@academyatthelakes.org](mailto:rdsullivan@academyatthelakes.org),

**College Counselor/Registrar:** [dspitcairn@academyatthelakes.org](mailto:dspitcairn@academyatthelakes.org)

**Administrative Assistant:** [mhbaker@academyatthelakes.org](mailto:mhbaker@academyatthelakes.org)

When parents deem it more appropriate, they may call or meet with members of the faculty or administration. Faculty members will usually be available for scheduled appointments before and after school hours and, occasionally, during school hours. Please call and make an appointment with the faculty member to be sure he or she will be able to meet with you. Teachers have been instructed not to conference with parents between classes, while on morning or afternoon duty or in the car line.

Parents may schedule conferences with one or more of their child's teachers at any time during the school year simply by contacting the school. Parents are strongly encouraged to do so any time that it is in their child's best interest to share pertinent information about their child's progress, health or well-being with the faculty and administration. Quarterly Report Cards will be emailed home each quarter.

**NOTE:** For a quick reference as to whom to contact when you have specific questions, please refer to the "Who to Contact" section at the end of this Handbook.

Using PARENTSWEB

Through *ParentsWeb*, part of our school's online school management system (*RenWeb*), parents are able to view their child's assignments and grades, email teachers, monitor their child's attendance and community service records, and find school directory information. To connect to *ParentsWeb*, just click on the "QuickLinks" tab at the top right of our school web site, [www.academyatthelakes.org](http://www.academyatthelakes.org). From the drop-down list, click on "*ParentsWeb*." This will take you to the parent login page. The login instructions are:

For First-Time Users:

District Code: AL-FL

Email: Type in the email address you have listed with the school.

Click "Parent" or "Student"

Click "Create New Parents Web Account"

When you have done this, RenWeb will respond with a notice telling you that a password will be emailed to you. When you receive your password, return to *ParentsWeb* as above, then:

Enter the District Code: AL-FL

Enter your email address and your new password.

Click on the "Parent" or "Student" tab.

Click on "Log In."



You will have an opportunity to change your password; follow instructions to do so, if you wish.

### Community Service

Upper Division students at Academy at the Lakes must complete a service requirement in order to graduate. This program differs from the middle division program in that students are expected to schedule their own service opportunities outside of school. It also becomes the responsibility of the students to fill out a community service hours form, have it signed by a representative of the organization served, and turn it into the Upper Division Office. In addition, Key Club, National Honor Society and the administration organize a variety of service opportunities throughout the year for which students may sign up.

The goal of the Upper Division Service Program is to develop a spirit of citizenship, leadership, and service in our graduates, as well as an understanding of their ability to make a difference in the community. By the time they graduate, Academy at the Lakes students will have a broad range of experience in different situations and with diverse groups of people. In addition to learning about the world around them, they will understand better what interests they have. While building a habit of service to the community, they will learn to “know the good, love the good, and do the good.”

**NUMBER OF HOURS REQUIRED:** Each student must complete 150 documented hours of service by the end of the spring semester of his/her senior year in order to receive an Academy diploma. Students entering the Academy after their freshman year will have their hours prorated as follows: new sophomores will need to complete 120 hours in three years, new juniors will need to complete 80 hours in two years and new seniors will need to complete 40 hours in one year. As delineated below, students are required to complete 100 of the 150 hours with organizations outside of Academy at the Lakes. In order to help students budget their hours, we strongly recommend yearly minimums of 40 hours. Many students will complete many more than the required hours. Please submit hours beyond the minimum so we can acknowledge student excellence in this area.

**GUIDELINES:** In order to clarify what opportunities to serve others are eligible for service hours, please consult the following chart. If you are uncertain about an activity, get it approved by the Upper Division Director **before** you do it. ***Starting with the Class of 2019 students must perform ⅔ of their required hours outside of the Academy Community.*** (i.e. a maximum of 50 hours of service performed at Academy at the Lakes will be allowed towards the 150 hour requirement, and 100 hours **must** be served in the larger community.)

#### ON CAMPUS SERVICE OPPORTUNITIES:

##### Approved

Admissions Events  
School Auction  
Golf Tournament  
House Day Set up/clean up

##### Not approved

Extra-curricular activities such as yearbook, drama, sports, Fund-raising activities which directly benefit extra-

Assisting on the Wendlele Campus  
Tutoring younger students  
Campus jobs after school hours such as  
clean-up, repairs, office work, before or after care

curricular activities, such  
as JSA or Student Council

#### COMMUNITY SERVICE OPPORTUNITIES:

##### Approved

Service work with a church, synagogue,  
temple or mosque  
Non-profit agencies and organizations  
Homes for veterans, children and the elderly  
Parks and community recreation work  
Tutoring (unpaid)  
Unpaid work for needy persons outside the  
circle of family and friends  
Hospitals

##### Not approved

Unpaid work for businesses of  
family members or family  
friends or **any for-profit**  
organization  
Unpaid work for persons  
inside the circle of family  
and friends

#### Counseling Services

The mission of the Academy at the Lakes counseling program is to empower all students to reach their maximum potential in academic, personal, and social development. The program aims to help students develop healthy coping skills, make positive lifestyle choices, and develop skills that will enable them to make effective personal, social, and educational decisions. The counselor will consult and collaborate with faculty, staff, and families to help students establish personal goals and develop future plans. Counseling services will also include prevention and/or intervention activities to meet students' immediate and future needs through individual or group counseling in areas including anger management, stress management, decision making, social skills, etc. The school counselor is available on a drop-in basis, or by referral from student, parent, teacher or administrator. Confidentiality is an essential part of the trust built with students. The counselor will keep student interactions confidential, unless harm to self or others is indicated. The counselor may refer students to other school support services or outside professionals as needed.

#### Cumulative Records

The school maintains cumulative educational records for each enrolled student. These records include all data that is collected concerning a student's educational progress. The records are updated at the conclusion of each school year. Parents/legal guardians may review the contents of the cumulative record by making an appointment with the Upper Division Director. The school does request educational records and/or transcripts from a student's former schools and will forward a student's educational records and/or transcripts to other schools when provided with written parental authorization to do so.

#### Distribution of Materials

Any student distributing unauthorized written materials on school grounds will be subject to disciplinary action.

### Upper Division Dress Code

The Upper Division dress code provides students and parents with clear expectations for appropriate attire at Academy at the Lakes. Upper Division students have the opportunity to make choices, but it is up to the parents and administrators to guide them. Parents who actively participate in partnership with Academy at the Lakes to create an atmosphere of appropriate dress and demeanor give the faculty the support they need for dress code enforcement. Active learning in an academic setting requires focus and attention for students, faculty and administrators. Appropriate dress within the dress code parameters creates an atmosphere that is conducive to that experience.

**DRESS CODE VIOLATIONS:** Parents comprise the first line of defense against dress code violations. Students who are in violation of the Dress Code will be given a Dress Code Violation. If violations are deemed egregious, the students *must* change into proper clothing before they return to class – either their parents will be called, students will drive home with permission or they will wear clothing the school provides. Parents/Students can avoid this by addressing the issue at home before the students go to school, or students can bring dress-code acceptable clothing with them. If the proper clothing is left with an administrator, then there will be no dress code violations. We encourage the students and their families to be proactive. For example, students may ask about or even show questionable items to an administrator before wearing the clothes. The Upper Division Director or Dean of Students will make the final determination as to the propriety of a student's dress or appearance. Should you have any questions about the dress code, please do not hesitate to contact the school.

### General Guidelines for Students

- No item of clothing may display conspicuous writing or logos acknowledging or promoting any commercial entity – whether it refers to a band, pop culture icon, brand of clothing or other product or service. Discreet logos on the front breast pocket or shoulder area are permissible. Sweatshirts may display the name and logo of a college or university only.
- Styles that are too sloppy or provocative are unacceptable.
- Clothing must fit properly - neither too tightly nor too baggy.
- Clothing may not be torn, frayed or ripped

- No leather clothing (except jackets) is allowed.
- Denim blue jean clothing, including jackets of any style, is not permissible.

### **Shirts/Tops**

#### **Boys/Girls**

- Academy team polos may be worn on Fridays or game days. Spirit shirts, which include House t-shirts and any Academy t-shirt that the student has acquired through involvement in school activities, may be worn on Fridays.
- Sweatshirts that have a hood may not be worn with the hood up. Sweatshirts may be worn only over appropriate dress code tops. Sweatshirts may not be worn on Business Attire Days.
- Non-collared shirts may not be sheer, wrinkled or too casual.
- Button-down shirts must be buttoned.

#### **Girls:**

- Upper garments may not reveal cleavage or midriff (when hands are raised above head, belly should not show).
- Sleeveless tops must have straps that are at least 3 fingers wide.
- A top (with straps that are at least 3 fingers wide) must be worn underneath off-the-shoulder blouses, sheer blouses or weaved sweaters.
- Scooped-back and racerback shirts and dresses are not permissible.
- Bra straps or undergarments of any kind may not be visible.

### **Bottoms/Coordinates**

#### **Girls:**

- Stockings/Tights are expected to be appropriate for school and worn with a skirt or dress.
- Solid color jeans or joggers, not made from athletic or sleepwear material, are permissible.
- Proper opaque leggings, not workout/yoga pants or tights, are allowed if they are worn with appropriate-length tops – **five** inches above the knee.

- Skirts and dresses must be no shorter than **three** inches from the top of the kneecap.
- Shorts must be no shorter than **five** inches from the top of the kneecap.

**Boys:**

- Slacks and shorts must be worn at the waist and secured with a belt if the shirt is worn tucked in.
- Solid color jeans or joggers, not made from athletic or sleepwear material, are permissible.
- Shorts must not be shorter than **five** inches above the knee nor go below the knee.
- Underwear must not be visible.

**Footwear**

- Feet must be appropriately covered in P.E. and art class.
- Science students must wear appropriate (protective) shoes during labs.
- All footwear must be secured around the heel with a back or strap; no flip-flops or slides.
- Excessively high-heeled shoes (three inches or higher) are not appropriate for school. This includes business attire days.

**Hair and Accessories:**

- Extreme hairstyles are not permitted; hair should be neat, clean and non-distracting.
- Boys are permitted to wear neatly groomed facial hair.
- Hats may not be worn during the school day - except during PE classes.
- Tattoos must be covered and not visible.
- Visible piercing, other than earrings, may not be worn

## **Business Attire Days**

Several days during the year are designated as “Business Attire Days.” On these days, the students are required to dress in clothing appropriate for a professional workplace: Days of Manners, days of honors ceremonies, certain all-school assemblies, and when there is a guest speaker on campus.

**Girls** are expected to wear a dress, skirt, or dress slacks (not everyday pants) and a collared, button-down shirt or blouse. Dresses must cover 3-fingers width on the shoulder. Skirts/dresses must not be shorter than **three** inches from the top of the kneecap. Dress shoes aren’t required to have heels, but athletic shoes are not allowed.

**Boys** are required to wear dress slacks (not everyday pants) and a collared, button-down shirt. Black or brown formal leather dress shoes, non-white socks, and a belt are expected. A tie is optional.

## **Driving on Campus**

Students who have a driver’s license will be permitted to drive themselves to and from school with written parent permission. They will not be permitted to leave the grounds with other students unless they and the other student have written permission on file in the office. Students who drive to and from school must present a copy of their driver’s license and auto insurance card to the office. Once all documents have been received, students will be issued a parking permit. Students may not park on campus without a parking permit. Juniors and seniors are permitted to enter school grounds late or exit early if they are taking college courses through an approved dual enrollment program. Posted campus speed limits will be strictly enforced. Driving is a privilege and a responsibility. Failure to properly meet that responsibility will result in a suspension of driving privileges.

To view the Upper Division Driving Privileges Parent Permission Form copy and paste the following Parent Permission Form into your browser:

[http://academyatthelakes.org/wp-content/uploads/2016/07/MasterDrivingForm\\_072016.pdf](http://academyatthelakes.org/wp-content/uploads/2016/07/MasterDrivingForm_072016.pdf)

## **Emergency Procedures**

### *A. Emergency Telephone Numbers, Hospital*

In the event of any emergency an administrator will dial 911 and explain the emergency. Should an event occur which requires students or staff to be hospitalized, the closest hospital to the school is Florida Hospital Wesley Chapel at 2600 Bruce B. Downs Highway.

### *B. Injuries and Health Conditions*

Students injured must have an injury report completed (Clinic Pass/Injury Report); the injury section of this document must be fully completed by the staff member present at the time of the injury. Students who fall and appear to have a possible fracture, concussion, or other serious injury should not be moved. Supervisors must seek the support of an administrator, administrative assistant or other staff member (First Aid or CPR Trained) who will evaluate the injury. In all cases, parents will be notified of the injury and asked for advice concerning further treatment. In the event that a parent is not able to be reached, the Head of School or Division Director will take the action necessary in the best interest of the student.

Children who have temperatures above 99.5 degrees F, who vomit, or appear otherwise ill, will have parents contacted for pick up. First Aid procedures will be utilized in treating illness and injury. Children must be fever free for 24 hours before returning to school.

#### *C. Fire Drills/Evacuations*

Drills and evacuations are conducted routinely as a measure of preparedness in the event of a fire or severe weather.

#### *D. Communications with Parents*

In the event of an emergency, the school will communicate important information through our automated emergency alert system.

#### *E. First Aid/CPR/AED Trained Personnel*

The school will provide and require the following employees to be trained and certified in First Aid/CPR/AED by the American Red Cross:

Head, Division Directors, Administrative Assistants, Childcare Providers, Physical Education Teachers, and Athletic Coaches.

#### *F. Chain of Command*

In an emergency situation the chain of command is as follows: Head of School, Division Directors and other members of the Administrative Team, Administrative Assistants, Chairs and Team Leaders.

#### *G. Release of Students*

Students are released only to those individuals identified by parents/guardians. Each occasion of such a release requires parents to notify the school in writing, and requires the individual making such a pick up to identify themselves with a valid driver's license. Such individuals will sign students out of school.

#### *H. Severe Weather/School Closing*

During a severe weather alert the following activities will occur:

1. Administrative Assistants and the Director of Facilities will monitor the emergency broadcast system and news/weather web sites.
2. During periods of a severe weather "watch," all outdoor activities will cease and students will be supervised indoors. The school PA system will be used to inform

teachers of possible further actions.

3. During periods of a severe weather “warning,” all outside activities will cease and all teachers will follow the procedures laid out in the school’s Emergency Procedures Guidelines document.

4. Parents will be notified of school closings due to weather or other emergencies through our Parent Alert. The Parent Alert will send a text message to the cell phone(s) listed in RenWeb. Messages will also be posted on our website. There are times when Hillsborough or Pasco County will close due to weather related problems in the aftermath of severe weather. Academy at the Lakes will not close at these times unless the school is unable to accommodate student attendance. The Head of School will determine whether or not school will be in session and will activate the Parent Alert accordingly.

5. The campus must be secured during severe weather to avoid damage from strong winds. All objects capable of being carried by the force of strong wind will be secured. To prevent danger of electrical fires all lighting and computers and other electronic devices will be disconnected. All sources of electricity will be turned off. In the event that the phone systems are incapable of use, school cell phones will be utilized to communicate with parents and community authorities.

6. In the event of a utility service interruption (electric service, water service) the Head of School will decide whether school will remain in session.

#### *I. Smoke or Fire*

In the event of smoke or fire the alarms will sound and the facility will be evacuated. The administrative assistants will contact proper authorities. Facilities will remain evacuated until the problem is cleared.

Teachers must remain with students and await administrative direction concerning further action(s).

#### *J. Child Abuse Reporting*

This policy complies with Florida Statute 827.07, Abuse of Children:

Reports of Abuse Required: Any person, including but not limited to any physician, nurse, teacher, social worker or employee of a public or private facility serving children, who has reason to believe that a child has been subject to abuse or neglect shall report or cause reports to be made to the Department of Child and Family Services.

Immunity: Anyone participating in the making of a report to the Department of Child and Family Services pursuant to this act or participating in a judicial proceeding resulting from *prima facie* involvement, shall be presumed to be acting in good faith and in so doing shall be immune from any liability, civil or criminal, that otherwise might be incurred or imposed. Please note that the law requires our teachers and personnel to report when they have reason to believe a child has been subject to abuse or neglect.

#### *K. Criminal Activity*



It is illegal to carry a gun, gun look-a-like or any other weapon onto a school campus. Administrators will follow the guidelines as established by law in all such cases. Students found in possession of controlled substances will be subject to laws and school policies concerning such substances. Controlled substances are not permitted on a school campus.

Bomb threats require the immediate intervention of law enforcement officials. During such a threat facilities must be evacuated immediately. The Head of School will direct activities.

#### *L. Search*

The School reserves the right to search students' desks, lockers, backpacks and other personal possessions. Only administrators may conduct such searches.

#### *M. Safety on Campus*

All visitors must report to the office to state their business. Parents, volunteers, guests, alumni, friends from other schools, and others authorized to be on campus will sign in and wear either a visitor or volunteer badge and will be escorted to the location of their service. Visiting friends must have prior permission from the Upper Division Director to be on campus and a letter from their parents acknowledging that their child is on our campus for that day or time.

Upon leaving campus such individuals will sign out and make their exit known in the office.

Uninvited solicitors are not welcome on campus. Staff spotting of unknown and/or suspicious individuals must be reported to the office immediately. Persons with no business at the school are considered trespassers. Administrators will attempt to track such individuals to determine their reason for being on campus. If necessary, law enforcement officials will become involved.

Only authorized persons may enter classrooms. A member of the faculty or staff must escort such persons to classroom areas. Any unescorted individuals may not enter classrooms or common areas.

Signage at the school clearly directs visitors as to the procedures to be followed for visiting our campus.

#### *N. Supervision*

For their own safety and well-being, students must be under the supervision of a faculty or staff member at all times, including break and lunch. Students may only leave campus under the direct supervision of a member of the faculty or staff, a parent, or another adult specifically authorized to do so by the parent after written notice to the school. Students may not walk off campus at any time during the school day without such supervision. Avoiding or evading these supervision requirements will be considered a serious breach of discipline and will be treated accordingly.

### Enrollment Agreement

Academy at the Lakes is an independent school. All parents are required to enter into a contractual agreement with the School in order for a student to attend the Academy. The

contractual agreement (Enrollment Agreement) is issued to all families upon acceptance to the school or during the re-enrollment period. The contract fully outlines the financial obligation of the adult(s) responsible for the financial commitment which signing the contract represents.

The school bases expenditures for teachers and other personnel, as well as overall operations, upon contracted students. The contractual agreement is not segmented. Tuition and fees are due and payable according to the contract. Withdrawal does not relinquish responsibility for full payment of fees due. Persons financially responsible for tuition enter into the contract with the school for a full academic year, and consequently, withdrawal from the school does not eliminate financial responsibility. Students may not receive their report cards or have access to RenWeb when their tuition account is not current. The Tuition Refund Plan is required of all families who pay on the base rate or installment plans, and the fee will be collected by the school. The Refund Plan allows both families and the school protection in the event of student withdrawal for a variety of reasons. Refund Plan information is distributed to parents at the time of registration and during the enrollment process. The contractual agreement between a family and the school explains the Refund Plan requirement. Parents who pay the tuition in full are not required to participate in the Refund Plan; however it is recommended.

- Fees must be paid by the stated due date or the student(s) will not be allowed to attend classes, participate in school activities and/or receive transcripts.
- Tuition does not include: Textbook/Technology Fee, Activities Fees, Tuition Refund Plan Fee, and other miscellaneous expenses which may arise. The costs of the annual Extended Trips are also not included in tuition.
- The Parent(s) accept(s) the policies, procedures, rules, regulations and academic achievement standards adopted by the school
- The Enrollment Agreement is for one academic year only. Re-enrollment for succeeding academic years should not be implied or inferred under a yearly contract.

Summer school or summer tutorial work may be required in cases where a student did not pass a course. Reenrollment decisions are usually made each January by the administration. A decision to re-enroll a student and to subsequently forward a re-enrollment agreement to the parents is based upon a student's academic record, effort, attitude, and behavior, and upon the willingness of the parents to accept their responsibility in the partnership of education. On occasion, re-enrollment contracts are held until a time (usually April or May) when an appropriate decision about placement can be made.

Parents should also understand that the school reserves the right not to offer a reenrollment contract for a child if the parents have been uncooperative or if their actions have in any way undermined the effectiveness of our teachers. In some cases, it may be determined that it is not in the child's best interest to continue at the school. This difficult conclusion is only reached after extremely careful consideration.

In order for admitted students to be fully registered and begin attending classes, the following must be *on file*:

1. Current physical examination (Department of Child and Family Services Form)
2. Florida Certificate of Immunization (Department of Child and Family Services Form)
3. Birth certificate copy (verifies birth date)
4. Social Security Card copy (verifies number)

International students must be eligible for I-20 status from SEVIS, according to Federal law. Tuition charges for international students must be paid according to Plan I.

### Field Trips, Retreats, and Extended Trips

The Academy's field trips, Upper Division retreat and extended trips serve as important extensions of the school's mission.

**FIELD TRIPS:** Faculty members and the administration plan a number of field trips during the course of the school year. A blanket permission form for such trips is part of the annual Enrollment Agreement. The school will make every effort to notify parents of field trips well in advance. This is not always possible when unexpected opportunities arise. An activities fee will be billed in order to curtail the cost of invoicing individual field trips. The activities fee is not refundable. Members of the faculty generally chaperone all field trips.

**UPPER DIVISION RETREAT:** Sometime during the first weeks of school, 9<sup>th</sup>-12<sup>th</sup> graders attend an overnight retreat at a retreat center, chaperoned by members of the faculty. The cost of the retreat is included in the activities fee. All 9<sup>th</sup>-12<sup>th</sup> grade students are expected to attend, absent special circumstances and the prior approval of the Upper Division Director. The dates for the retreat are published in the school calendar. Detailed information will be provided to parents at the beginning of the school year.

**EXTENDED TRIPS:** 9<sup>th</sup>-12<sup>th</sup> graders go on an extended overnight trip chaperoned by members of the faculty and administration. All 9<sup>th</sup>-12<sup>th</sup> grade students are expected to attend these trips, absent special circumstances and the prior approval of the Upper Division Director. The dates for these trips are published in the school calendar. Detailed information, including the cost to parents, will be provided to parents well in advance of each trip.

### Food

**FOOD:** In order to maintain a clean and pest-free environment, food may only be brought into school buildings, including classrooms, with the specific permission of a member of the faculty or administration. Students, of course, are responsible for cleaning up after themselves whenever and wherever they are permitted to eat. Littering will subject a student to disciplinary measures.

**GUM:** Students may not chew gum on campus at any time because of the damage it can cause to school property. Any student found to be chewing gum will serve a break detention. Repeated violations may result in further disciplinary measures, including after-

school detention.

**DRINK:** Because of the proven health and learning benefits of staying well hydrated, students are welcome to bring beverages to class. Bottles must have closeable tops. Students, of course, are responsible for cleaning up after themselves whenever and wherever they are permitted to drink.

### House System

The House system is designed to further opportunities for the development of relationships through traditions designed to encourage the development of cross-age relationships through healthy competitions and planned community gatherings. The school organizes events such as intramural sports and academic competitions, an energy-filled House Day, and spirit days each year. In order for the goal of the development of relationships to embed itself in the efforts of the House System, students, faculty members, and families are sorted into one of four houses. Competitions and other events are all based upon House membership.

Students and faculty members are organized into one of four Houses, each with its own color:

Kestrel	Green
Nighthawk	Yellow
Osprey	Blue
Peregrine	Red

During House events, students and faculty are required to wear their House shirt. The school issues House shirts to students at the beginning of the school year. House shirts should not be altered in any way - marked up, cut and/or ripped. If students wear altered shirts, they will be required to replace their shirts prior to participating in school events.

### Lockers

Students are expected to secure their books, materials, and other possessions inside their locked locker at all times and to keep their locker combination to themselves. All bags and backpacks must be placed safely inside or on top of students' lockers. Students who do not keep their textbooks, materials, and other such possessions safely in their backpacks or lockers will lose their phone privilege for the day. Further issues with misplaced items will result in escalated penalties.

Lockers are school property on loan to students. Damage to lockers will result in parents being charged for repairs. The school will require periodic locker cleanouts, including at the end of each semester. Lockers are subject to search by school administrators.

The school is not responsible for the contents of students' lockers. Because some lockers are located in exterior spaces, there is a risk of theft and damage by trespassers, especially at night, over the weekend, and during school holidays. Students should not keep valuables, including cash, in their lockers at any time. Such items are best left at home.

Students in P.E. classes are encouraged to bring a combination lock for use in the gym locker room during their P.E. class. Locks and belongings must be taken with the students after each P.E. class. Upper Division athletes will be assigned a locker for use during their sport season.

### Lost and Found

“Lost and Found” bins are located in various places on campus. The bins will be emptied at the end of each quarter; unidentified contents will be given to the uniform recycling program, donated to charity, or otherwise disposed of. Found valuables – such as jewelry, calculators, cell phones, etc. – will be turned in to the Division office.

### Lunch

Lunch can be ordered online. Students may choose to bring in their own lunches. Any lunch that needs to be heated in a microwave should take no longer than 30 seconds. Students must remain in their designated lunch location for the duration of lunch, where they are under the supervision of faculty members. Students are responsible for cleaning up after themselves and for helping to keep their lunch location clean.

Students are not encouraged to order lunches from outside vendors. However, any such lunch orders must be placed with the vendor before 10:00am with the specific instruction that the lunch be delivered at the beginning of lunch. The student must be at the entrance of the upper division building at the beginning of lunch to accept and pay for the delivery. Food is not permitted in the classroom. Late lunch deliveries will not be accepted.

### Medical Information/Medications

Parents should make the school aware of any health problem(s) that their child(ren) may have. Over-the-counter medications may be taken by students on campus only if parents have:

1. Submitted a written form authorizing such use; and
2. Provided said medicine to the Upper Division Office.

Prescription medications must be brought to school by the parent or guardian in the original prescription container labeled as follows:

- |                       |                         |
|-----------------------|-------------------------|
| a. Student's Name     | e. Physician's Name     |
| b. Name of Medication | f. Date of Prescription |
| c. Dosage Prescribed  | g. Special Instructions |
| d. Time to be given   |                         |

No more than one month's supply should be brought to school at one time. Medication will be counted by the parent and an employee and logged on the individual “Student Medication Record.” An “Authorization to Administer Medication Form” must be completed by the parent granting the school permission to administer the medication.

Forms are available from the office upon parental request. Students will be allowed to carry medication/equipment for life-threatening emergencies, such as inhalers and epi-pens, with written permission from their physician and parent/guardian.

All students must have a completed Florida Certification of Immunization form (DH 680), or equivalent, with either proof of immunization or exemption on file.

*Physicians may obtain the Florida Certification of Immunization Forms from their local county health department. The following information must be recorded on form DH 680 in order for the form to be valid:*

- a. The child's complete name, date of birth, and name of parent or guardian.
- b. All vaccine dates with the month/day/year. If the child has received more than the required number of doses of a vaccine, the last space to the right of the vaccine should indicate the date of the last dose given.
- c. The child's social security number is optional.
- d. The state immunization identification number (ID#) will appear on a computer-generated DH 680 and is an identification number issued by the Florida State Health Online System (Florida SHOTS).
- e. Part A-1, A-2 or Part B must be completed with the name of the physician or clinic; physician or clinic address; signature or signature stamp of the physician, public health nurse, physician's authorized designee, or the County Health Department stamp with the date the form was signed and issued.

Key school personnel are CPR/AED/First Aid trained. Policies concerning the administration of first aid follow the guidelines of the American Red Cross program. Students with communicable diseases may not attend school, according to the guidelines set forth by the local health department and the Centers for Disease Control.

### Personal Technology

The Academy considers there to be three keys to digital citizenship: looking after yourself, looking to the well-being of others, and looking after the property of others.

**CELL PHONES AND TELEPHONE MESSAGES:** Upper Division students may bring cell phones to school. Except during the designated times of lunch and break, phones must be silenced and stored away from sight. Travel time between classes is not an appropriate time for phone use. Unless given permission, students may not use their cell phones during class, including study halls. Improperly used cell phones will be confiscated by the teacher and turned into the Upper Division office. Any student who uses a cell phone for an inappropriate purpose – including, but not limited to, using a cell phone during a quiz, test, or exam – will face more serious disciplinary measures.

Should parents need to reach their child during the school day, they should call the school office, *not* their child's cell phone. Urgent messages will be passed on to the child

immediately; messages of lesser importance will be passed on as soon as practicable.

**ELECTRONIC DEVICES:** Academy strives to have students interact meaningfully with each other and with faculty during the school day. Therefore, students may only use electronic devices such as laptops or tablets with plug-in earbuds in study halls. Earbuds, with or without cords, should not be used or visible at any other time, including break, lunch, or between classes.

Any student who uses an electronic device for an inappropriate purpose, such as anything constituting harassing, disrespectful, or unacceptable behavior is bound by Academy's procedures, rules, Technology Acceptable Use Agreement, and Code of Honor. The Academy reserves the right to inspect and/or monitor any personal electronic device brought onto school property or to a school-sponsored event. A student making, posting, or sharing audio, photo, or video recordings of others without their prior knowledge and expressed prior permission to do so – will be subject to immediate confiscation of the device and additional, more serious disciplinary measures. Use of imaging devices, such as still cameras, video cameras, or camera phones is strictly prohibited in school locker rooms and restrooms.

To view the full Technology Acceptable Use Agreement copy and paste the following url into your browser:

[http://academyatthelakes.org/wp-content/uploads/2016/07/TechnologyAcceptableUseAgreement\\_072016.pdf](http://academyatthelakes.org/wp-content/uploads/2016/07/TechnologyAcceptableUseAgreement_072016.pdf)

### Senior Privileges

To gain experience with the freedoms students will have in college, seniors have special privileges. They may go off campus for lunch with written parental permission. As long as seniors accurately sign in and out at the office with Mrs. Baker, they may avail themselves of this privilege when they are not in an assigned class. These privileges are dependent on students being up to date with assignments and in accordance with all Academy rules and policies, including dress code, cell phone, attendance and tardy policies. Any abuse of these privileges along with the failure to meet academic or other school responsibilities will result in the suspension of these privileges.

### Solicitors

Solicitors are permitted at the school only by the invitation of school officials.

### Sports

Academy at the Lakes encourages all Upper Division students to participate in its interscholastic sports programs. Please refer to the *Athletic Handbook* or contact the Athletic Director for detailed information.

### Textbooks

Students are responsible for the care of all textbooks and materials issued to them by the school. Textbooks are the property of the Academy and are rented by students. Should a student lose or damage a textbook, his or her parents will be billed for the replacement cost.

### Visitors

STUDENT VISITORS: Other than prospective student visits arranged through the Admissions Office, students must make arrangements for visitors with the Division Director at least 24 hours before the visit. On the day of the visit, the student visitor must bring a note from his/her parents indicating that the parent is aware of the visit. A visitor must sign in and out at the office and wear a Visitor's Badge while on campus. Students are required to introduce the visitor to each of their teachers. All guests must be appropriately dressed for a day at Academy at the Lakes. This policy includes visitors who would like to socially meet Academy high school students after the school day.

ADULT VISITORS: ***All visitors must sign in at the office and wear a Visitor badge, including Academy parents and alumni.***

## I. ACADEMIC POLICIES AND INFORMATION

### Academic Policy

The Upper Division Director coordinates academic matters. There are situations when, for various reasons, it is best that a student not be promoted to the next grade level. In case of course failure, the school may, at its discretion, require summer work, the retaking of a class, or the repeating of a grade. Students whose GPA falls below 2.0 will be placed on academic probation and given one semester to raise their GPA.

Intellectual, social, emotional, or physical growth may be such that the child will benefit most if the present grade is repeated. It is the school's policy that decisions of this nature will only be made after meeting with the family, teachers, and administrative staff who are professionally involved with the child.

If, after a period of time, it becomes apparent that Academy at the Lakes is not an appropriate school for a student, then the school advises the parents as early as possible and counsels them concerning other school placement.

### Advisory Program

All Upper Division students are assigned to a faculty advisor. Advisory groups meet weekly throughout the school year. Advisors act as advocates for their advisees, lead students in exploring a variety of problem-solving, virtues education, college preparatory activities, and academic activities relating to the high school years of human development.



### Developmental Concerns

Most students adjust to the school's expectations responsibly and successfully. However, the school stands ready in several ways to help any student experiencing difficulty. The Division Director, Director of Curriculum and Instruction, School Counselor, and Dean of Students are available to aid parents or students who have adjustment concerns.

Requests for special consultant services should be made through the Upper Division office. From time to time students who are thought to have the potential for success at the Academy may experience difficulty in making the transition to our academic program. In this case, the student may be asked to repeat a grade or undergo an educational evaluation, including special testing at the family's expense. If a learning difference is discovered, the Division Director and Director of Curriculum and Instruction should be informed right away to help determine the best course of action.

Since essential skills such as reading, writing, and thinking are part of the curriculum, the school cannot make too many accommodations without seriously altering the program. In some cases, the Academy may not be the best match for a student and the family will have to make other school arrangements.

### Resolving Classroom Concerns

Students should communicate directly with their teachers when in need of help or when faced with a classroom issue so that they can work together to address that need or concern. Parents are then, of course, welcome to follow up with teachers to clarify the need, concern, and/or resolution.

#### Grades

GRADING SCALE:	90-100	A	4.0
	80-89	B	3.0
	70-79	C	2.0
	60-69	D	1.0
	0-59	F	0.0

ACADEMIC HONORS: Students who achieve a 4.0 grade point average at the end of an academic quarter earn *Head of School's Honor Roll* for that quarter. Students who achieve a grade point average of 3.5-3.99 (with no "C"s) earn *Honor Roll*. Students who achieve a grade point average of 3.0 - 3.49 (with no "C"s) earn *Commendation*.

SEMESTER GRADES for each subject area are calculated as follows:

Quarter Grades:	40% each
Semester Exam:	<u>20%</u>
	100%

The Semester Grade for classes without exams is calculated by averaging the two Quarter Grades.

YEARLY GRADES are calculated by averaging the two Semester Grades. (Courses taken for only one semester will receive only a Semester Grade.)

GRADES IN PERFORMING ARTS COURSES: Students taking performance arts courses (chorus, strings, band, and theater) must attend all rehearsals planned prior to performances and the performances unless previously excused by the instructor. In such classes, performances stand as assessments and make up a significant part of each student's grade.

### Graduation Requirements

#### 24 Total Credits

- 4 English (I – II – III – IV)
- 4 Math
- 3 Science (Biology, at least 2 with substantial lab)
- 3 Social Science (World History, U.S. History, American Government/Economics)
- 3 Foreign Language (at least 2 in the same language)
- 1 Health Opportunities in Physical Education (HOPE)
- .5 Personal Finance
- 1 Fine Arts
- 4.5 Other credits
- 150 Hours Community Service (pro-rated for years of enrollment)

These are minimum requirements. A student may elect to take additional credits. No student is permitted to take less than 5 credits during a school year, except under extenuating circumstances. It is not the policy of Academy at the Lakes to allow students to graduate early.

### Homework

HOMEWORK EXPECTATIONS IN THE UPPER DIVISION: Homework is a regular experience for students in the Upper Division. Faculty members give assignments to supplement the ideas, concepts, skills, and content covered in class. Faculty members also assign long-term projects and papers with the goal that the student will develop the ability to budget his or her time and plan accordingly. Homework is also designed to establish a disciplined approach toward academics and study skills. It is expected that homework/papers will be printed at home.

Students and parents are encouraged to regularly refer to the weekly assignments page and student grades page through the *ParentsWeb* link on the school web site: [www.academyatthelakes.org](http://www.academyatthelakes.org).

**HOMEWORK AND HOLIDAYS:** Families may always request an extension on homework assigned over any religious holiday observed by that family.

**LATE AND MISSING HOMEWORK:** In order to receive full credit, all homework must be completed and turned in on the date it is due. Late homework will be subject to a grade penalty up to and including the full value of the assignment.

Faculty members may alter these consequences as fits particular circumstances and the best interests of individual students. Faculty members will communicate with parents whenever a student begins to develop a pattern of turning homework in late.

When a student reaches three missing assignments in a class, that faculty member will contact the parents and complete a “Notice of Academic Concern” listing the missing work and noting how it should be made up.

#### Extra Help

Extra help is available every day from 3:15-4:00 p.m., Monday through Thursday. If a student needs help in a subject area that is not being offered on a given afternoon, he or she may make an appointment with that teacher for extra help at another time.

#### Final Exams

During the last week of each semester, students sit for exams in each of their core classes: English, math, science, social studies and Foreign Language. In order to best prepare students for these exams, faculty members conduct exam reviews during the week leading up to exams. Students must sit for their exams on the scheduled dates unless parents obtain prior approval from the Upper Division Director. Please make such requests as early as possible and only in the event of a genuine family emergency.

#### Library

Academy at the Lakes has a procedure in place for the challenge of materials in the school library. If you have a concern about materials in the library, please contact our Director of Library Services, Jay Gibson at [jgibson@academyatthelakes.org](mailto:jgibson@academyatthelakes.org).

#### Honor Societies

Academy at the Lakes has chapters of the National Honor Society and Mu Alpha Theta, a mathematics honor society. The criteria for student induction into these societies are as follows:

##### National Honor Society

- Students in 11<sup>th</sup> and 12<sup>th</sup> grades who have been enrolled in Academy for at least one semester and have maintained a cumulative GPA of 3.5 are eligible for membership.

- Students are also evaluated on the basis of service, character, citizenship and leadership according to the guidelines stated in the NHS Handbook.
- Selections shall be accepted into this organization by a majority vote of the faculty council based on the NHS criteria.
- Students who have already been inducted into the NHS at a previous school will automatically be enrolled in Academy's chapter.
- Students are expected to maintain their GPA and live up to the guidelines or risk removal from NHS.

#### Mu Alpha Theta (Mathematics Honors Society)

- Requires a GPA of 3.5 or higher in math. Students must have completed at least 2 credits of college preparatory high school math and be enrolled in a third.
- Students will be invited into the club on the basis of academic performance, leadership, dependability, attitude and willingness to provide service.

#### Online Courses

An Academy at the Lakes diploma is awarded to students who successfully complete the Academy's required curriculum for graduation with Academy's faculty on campus.

Online courses can be valuable supplementary education and are encouraged for this purpose. However, credit for courses offered at Academy taken online will not be awarded, generally. Exceptions are occasionally made with prior approval from the Upper Division Director in certain circumstances:

- 1) A student wishes to take a course not offered at Academy at the Lakes.
- 2) A student cannot get a required course needed to graduate into his/her scheduled day at Academy.
- 3) A student wishes to retake a course for grade repair or improvement of skills.
- 4) Health reasons mandate that a student must study at home for an extended period of time.
- 5) Academy will consider students' wishes to accelerate a particular core course of study on a case by case basis.

#### College Courses

Students are encouraged to take courses, outside the high school graduation requirements, at colleges/universities in the area or over the summers. These courses can provide valuable experiences and expand educational opportunities. Students must work around their schedule at Academy at the Lakes. Academy reserves the right to accept or deny these credits towards high school graduation.

## II. THE CODE OF HONOR AND DISCIPLINE POLICIES

### The Code of Honor

It is understood that genuine academic and personal achievements presuppose academic and personal integrity. No matter the pressure felt to achieve, the appearance of academic and personal achievements, without their realities, is a betrayal to the self and others; it is a blow to one's integrity. Major violations of the Code of Honor include, but are not limited to, cheating, plagiarizing, stealing, bullying, harassment, and being disrespectful to others or their property. The truth must not be misrepresented in order to obtain special privilege or consideration. In that light, students pledge to uphold – and are held accountable to – the following Academy at the Lakes Code of Honor:

*As a member of the Academy at the Lakes community, I pledge that I will uphold the highest values of academic and personal honesty and integrity, and that I will show respect and kindness to my classmates, teachers, colleagues and administration at all times.*

All homework, assessments, papers and projects are written under the Honor Code.

Students have the responsibility to:

1. Participate in the school program to the best of their ability;
2. Respect others. Verbal, electronic, or physical bullying, harassment, threats, intimidation; the infliction of bodily harm; or blatant disrespect are entirely unacceptable behaviors in this community.
3. Conduct themselves both in school and out in a manner that supports safety, integrity, and care for the school and its reputation;
4. Refrain from the use of profane language of all sorts.

### Bullying and Harassment

It is the policy of the Academy at the Lakes that all of its students have an educational setting that is safe, secure, and free from bullying and harassment of any kind. The Academy will not tolerate bullying or harassment; conduct that constitutes bullying and harassment, as defined below, is prohibited.

*Bullying*, which includes *cyberbullying*, means systematically and chronically inflicting physical hurt or psychological distress on a student by one or more students with a power imbalance over that student. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property

*Cyberbullying* means bullying by any electronic communication through the use of any electronic device, including but not limited to email, Internet, instant message, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

*Harassment* means any threatening, insulting, or dehumanizing gesture, image, use of data or computer software, or written, verbal or physical conduct directed against a student that:

1. Places a student in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;
3. Causes a student substantial emotional distress and serves no legitimate purpose; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Any student or parent with a concern about bullying or harassment should immediately bring that concern to the attention of a teacher or administrator. Any student, teacher, or member of the staff who witnesses or otherwise has knowledge of an occurrence of bullying or harassment should immediately report the matter to an administrator. There will be no negative consequences for anyone, student or otherwise, who makes a report of bullying or harassment in good faith. The school will promptly investigate any such reported occurrences of bullying or harassment. Any form of retaliation against a student for making a good faith report – or for assisting the school in its investigation of the report – will be considered a serious breach of the Code of Honor.

### Sexual Harassment

Sexual harassment includes, but is not limited to, the following instances: verbal sexual abuse; disseminating sexually explicit or obscene material (in any form) or having such material in one's possession at school or off-campus at school sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on school property; continuing any unwanted written or oral communication of a sexual nature directed at another; spreading sexual rumors/innuendoes; obscene or sexually explicit gestures; and any physical touch or other inappropriate behavior of a sexual nature that demeans or offends the recipient.

Allegations of sexual harassment are to be brought to a teacher or administrator without delay. The parents of both the offender and the victim will be informed of the allegations. The matter will be kept confidential. If the allegations are found to have merit, severe disciplinary action will be taken, up to and including separation from the school.

### Technology

The growing use of the computer in all disciplines and its capacity to access the Internet has increased the possibility for computer fraud, using the computer to misrepresent someone else's work as your own. Academy at the Lakes does not tolerate this in any way and offenses will be treated as plagiarism under the Code of Honor. The fact that the computer is involved does not influence the decision-making process. Copying information in an electronic form is no different from copying or having someone else write a science lab report or a research paper.

Furthermore, the use of e-mail, instant messages, chat rooms, social networking sites (such as Twitter, Instagram, Tumblr, FaceBook and YouTube) or the telephone to send inappropriate, offensive or harassing messages or images – from whatever location they are sent – will be considered a serious violation of the school's Code of Honor and dealt with accordingly.

To help guide their safe and appropriate use of technology, all students will be required to review and sign the school's Technology Acceptable Use Agreement before being allowed access to any of the school's technology resources.

### Discipline Policies

When it is suspected by a faculty or staff member that a student has violated the Code of Honor, the faculty or staff member will be expected to meet with the student privately and then, if necessary, report the violation to the Division Director. The Division Director may remove the student from classes while the alleged violation is investigated. If the investigation finds that the allegation has merit, then the student's parents will be notified and the violation will be considered a major disciplinary offense. The Division Director will recommend a course of action based upon his or her investigation.

When a student recognizes that he or she has violated the Code of Honor, either wittingly or unwittingly, it is expected that the violation will be admitted to a faculty member, advisor, or administrator. In such cases, the voluntary admission may mitigate the penalty

and the violation may be treated as a lesser offense. The student's parents will be notified and the school procedures for such offenses will be followed.

When a student discovers that *another student* has violated the Code of Honor, it is expected that the student will choose from the following responsible actions: (a) confront the violator and encourage the violator to make an admission of having violated the Code of Honor to an appropriate adult; (b) not confront the violator but report the violation to a faculty member, advisor, or administrator – with or without revealing the name of the offending student. If a student does nothing upon discovering violation, that student has condoned the violation.

In all cases where a violation of the Code of Honor is suspected, care will be taken to avoid an erroneous accusation in recognition of the damaging effect a false accusation can have on a student's reputation.

Interventions and consequences for inappropriate behavior include the following:

1. A student who behaves inappropriately will receive counseling from teachers and administrators.
2. Parents are expected to support the school in correcting any disciplinary issues.
3. Students whose behavior is disruptive to the educational process or threatens the well-being of others in the community may be subject to removal from the classroom or activity, in-school or after-school detention, early dismissal from school, in-school or out-of-school suspension, or separation from the school.
4. Parents may be contacted to immediately remove a student from school under certain circumstances.
5. Students assigned out-of-school suspension may not enter the campus or participate in any school-sponsored after-school activities for the duration of the suspension. All assigned work must be completed before the student returns to the classroom. The student will receive a grade of zero on all assignments and assessments completed during the course of the suspension.
6. In the case of any suspension, parents may be required to attend a conference with school administrators before a student is allowed to attend classes.
7. Students whose behavior continues to be contrary to the school's mission or Code of Honor may be placed on probation, suspended, or separated from the school.
8. Academic fraud – cheating on an assignment or assessment, plagiarism, etc. – is considered to be a grave breach of the Academy's Code of Honor, with potential long-term serious consequences for the student. Students are expected to perform on all assignments and assessments with honesty and integrity. Students who commit academic fraud will earn a grade of zero on that piece of work and may be required to redo the assignment or retake the assessment. Students who commit academic fraud on more than one occasion will be subject to more serious consequences, up to and including failing a course and/or dismissal from the school.
9. A student who does not comply with the Dress Code may not be permitted to



attend classes. Parents may be called and asked to bring appropriate clothing to school. Students may be required to remain in the Division office until appropriate clothing is made available.

10. In the event that a student damages or defaces school property or the property of others in our school community (including textbooks), the student and parents will be held responsible for all costs associated with repairs and/or replacement of said property. A student may be required to undertake repair work. In response to acts of defacement or vandalism, the Division Director may apply additional disciplinary measures – including detention, suspension, and separation.
11. Bullying and harassment are considered to be very serious breaches of the Academy's Code of Honor, with potential long-term impactful consequences for the student. Students who engage in such unacceptable behavior will be subject to serious consequences, up to and including separation or dismissal from the school.
12. Florida law prohibits weapons or weapon look-a-likes to be brought to or possessed on any school campus. In addition to reporting all such cases to the appropriate law enforcement agency, students who bring such items to school, or possess them on campus, may face immediate suspension and possible separation.
13. Illicit drugs, as legally determined by judicial systems, tobacco products, and alcohol/alcohol containing beverages and products are not permitted on campus or on school-related outings or field trips for any reason, at any time. Student possession of any such substances on campus or on school-related outings or field trips is considered a major offense, punishable by, under most circumstances, separation from school. Any student adjudicated or involved with the criminal or juvenile justice system in connection with the use of illicit substances, whether on or off campus, also faces possible separation from school. The use of illicit substances by students will not be tolerated by the Academy at the Lakes community.
14. A student adjudicated by or otherwise involved with the Adult or Juvenile Justice System may be separated from school. It is incumbent upon the parents and student to make the administration aware of the details of the adjudication at the time of the action or the enrollment of the student.

#### Probation

The school will make every effort to provide students with the support needed for a successful school experience. The school may, however, place students who fail to meet the school's expectations on academic and/or behavioral probation. Students placed on probation will be expected to meet certain specified conditions – that are communicated to parents – before being removed from such status. If these conditions are not met, or the underlying problems are not remedied, the student may face further consequences, including but not limited to suspension or separation.

#### Administrative Authority

The administration is the final authority regarding interpretations of all aspects of the Code of Honor, school rules and policies, and the consequences assessed for violating those provisions. The Academy reserves the right to modify and/or amend the contents of this Family Handbook at any time during the school year. Though the school will endeavor to communicate any such changes to families in a timely manner, students and parents should check the Academy's website periodically to ensure that they are aware of the most current version of the school's Code of Honor, policies, and procedures.

### III. WHO TO CONTACT

- For **general school information or events**:
  - First, check the Handbook, website, *ParentsWeb*, and/or e-mail messages.
  - Second, contact the Upper Division Administrative Assistant, Mrs. Baker:
    - [mbbaker@academyatthelakes.org](mailto:mbbaker@academyatthelakes.org)
    - (813) 948-7600, option 5 or x301
  - Or contact the Upper Division Director, Mr. Sullivan:
    - [rdsullivan@academyatthelakes.org](mailto:rdsullivan@academyatthelakes.org)
    - (813) 948-7600, option 5 or x307
  
- If your question deals with a particular **class or teacher**:
  - First, contact that teacher:
    - E-mail address as listed in the School Directory
    - (813) 948-7600 (Please note: during the school day you may have to leave a voicemail message.)
    - Home phone as listed in the School Directory
  - Second, contact Mr. Sullivan (see above) for any follow-up.
  
- If your question deals with **athletics**:
  - For athletic schedules, consult the school website
  - Otherwise, first contact the Athletic Director, Mr. Haslam:
    - [thaslam@academyatthelakes.org](mailto:thaslam@academyatthelakes.org)
    - (813) 948-7600, option 6 or x331
  - Contact the coach for team specific information:
    - Contact information for coaches who are not members of the faculty will be provided at the beginning of each sport's season.
  
- If your question deals with **billing or payments**:
  - Contact the Business Office Assistant, Mrs. Benson:
    - [pbenson@academyatthelakes.org](mailto:pbenson@academyatthelakes.org)
    - (813) 948-7600, option 8 or x217
  - Or contact the Business Manager, Mrs. Burnham:
    - [dburnham@academyatthelakes.org](mailto:dburnham@academyatthelakes.org)
    - (813) 948-7600, option 8 or x215

- If your question deals with **admissions**:
  - Contact the Associate Director of Admissions, Mrs. Starkey:
    - [mstarkey@academyatthelakes.org](mailto:mstarkey@academyatthelakes.org)
    - (813) 909-7919 or (813) 948-7600, ext.315
  - Or, contact the Director of Admissions and Marketing, Mrs. Rogers
    - [progers@academyatthelakes.org](mailto:progers@academyatthelakes.org)
    - (813) 909-7919 or (813) 948-7600, ext. 310
  
- If your question deals with **financial support of the school**:
  - Contact the Director of Development, Mrs. Hult
    - [bhult@academyatthelakes.org](mailto:bhult@academyatthelakes.org)
    - (813) 948-7600, ext. 337
  
- If your question deals with **curriculum or educational support** for your student:
  - Contact the Director of Curriculum & Instruction, Mrs. Kent:
    - [jkent@academyatthelakes.org](mailto:jkent@academyatthelakes.org)
    - (813) 948-7600, ext 308
  
- If your question deals with **counseling** for your student:
  - Contact the School Counselor, Jason Dobrow:
    - [Jdobrow@academyatthelakes.org](mailto:Jdobrow@academyatthelakes.org)
    - (813) 948-7600, ext 320
  
- If your question deals with **college counseling, transcripts and records** for your student:
  - Contact the Upper Division, Mrs. Pitcairn:
    - [dspitcairn@academyatthelakes.org](mailto:dspitcairn@academyatthelakes.org)
    - (813) 948-7600, ext 328
  
- If your question deals with **student activities or discipline** for your student:
  - Contact the Upper Division Dean of Students, Mrs. Zalac:
    - [szalac@academyatthelakes.org](mailto:szalac@academyatthelakes.org)
    - (813) 948-7600, ext 346
  
- **Lower Division**:
  - Lower Division Administrative Assistant, Mrs. Gonzalez (“Miss Twila”):
    - [tgonzalez@academyatthelakes.org](mailto:tgonzalez@academyatthelakes.org)
    - (813) 948-7600, option 2 or x201
  - Interim Lower Division Director, Mrs. Moore:
    - [jmoore@academyatthelakes.org](mailto:jmoore@academyatthelakes.org)
    - (813) 948-7600, option 2 or x216
  - Lower Division Assistant Director, Ms. Freeman:
    - [dfreeman@academyatthelakes.org](mailto:dfreeman@academyatthelakes.org)

- (813) 948-7600, option 2 or x205
- **Middle Division:**
  - Middle Division Administrative Assistant, Mrs. O'Donnell:
    - vodonnell@academyatthelakes.org
    - (813) 948-7600, option 4 or x300
  - Middle Division Director, Mr. Pitcairn:
    - jpitcairn@academyatthelakes.org
    - (813) 948-7600, option 4 or x306
- **Head of School:**
  - Assistant to the Head of School, Mrs. Sooklal:
    - ksooklal@academyatthelakes.org
    - (813) 948-7600, option 9 or x316
  - Head of School, Mr. Heller:
    - mheller@academyatthelakes.org
    - (813) 948-7600, option 9 or x305



***ESSE QUAM VIDERI***

(To the tune of “Annie Lisle”)

Our strong bands shall ne'er be broken  
Formed at Academy  
Far surpassing wealth unspoken  
Friends forever we

*Esse quam videri*, that's our creed  
Deep graven on each heart  
Shall be found unwav'ring true  
When we from life shall part

Days in school will soon be passing  
Swiftly to the sea  
Let us pledge love everlasting  
For Academy

*Esse quam videri*, that's our creed  
Deep graven on each heart  
Shall be found unwav'ring true  
When we from life shall part



## **THE COLORS OF ACADEMY**

**Fight! Fight! Blue and White!**

The colors of Academy  
We're fighting for the White and Blue

Oh yes, the colors of Academy  
Will spur us ever on to victory!

Oh yes, the colors of Academy  
Will keep us ever strong and true  
Blue and White, Truth and Light,  
They're the colors of Academy!

Fight! Fight! Blue and White!  
*(Repeat, then end with "Fight!")*



2016-2017 School Calendar  
(Revised 03/07/16)

August 2016

- 11 McCormick Campus New Family Night (Grades 5-12)
- 15 Wendlele Campus New Parent Night (Grades PK3-4)
- 16 Orientation Day: McCormick Campus All Families 8:30-10:30am;  
Wendlele Campus All Families 10:30-12:30pm
- 17 Classes Begin
- 24 Senior Retreat
- 25-26 Middle Division and Upper Division Retreats

September	30	Parent Night – Wendlek Campus
	5	No School - Labor Day
	8	Parent Night – McCormick Campus
October	30	Homecoming Game/Tailgate Party
	6	Founders’ Day Assembly
	7	Quarter 1 Concludes
	7-9	Upper Division Extended Trip
	10-11	No School – Founders’ Day Recess
	12	No Classes – Professional Day
	21	Lower Division Fall Production
	24	Grandparents’ and Special Friends’ Day
	31	Halloween Celebrations
November		
	1-4	Grade 8 Extended Trip
	11	Veterans’ Day Assembly
	18	Thanksgiving Assembly
	21-25	No School – Thanksgiving Recess
December		
	1	Winter Concert
	12-14	Grades 7-12 Semester Exams
	15	Make-up Exams Grades 7-12; Grades PK3-6 dismiss at 11:45am Quarter 2 Concludes
	16	No Classes – Professional Day
	19-30	No Classes – Winter Break
January 2017		
	2	No Classes – Professional Day
	3	Classes Resume
February	16	No School – Martin Luther King Jr. Day
	20	No School – Presidents’ Day
March		
	2	Quarter 3 Concludes
	3	No Classes – Professional Day
	17-18	Grades K-12 Spring Musical
	27-31	No Classes – Spring Break
April		
	7	House Day
	14	No School – Good Friday
	17	No School – Easter Monday
	21	Cabaret Night
	28	Instrumental Night
May		
	20	Upper Division Honors and Commencement Ceremony at 6:30pm
	22-24	Grades 7-11 Semester Exams
	25	Make-up Exams Grades 7-11; Grades PK3-6 Last Day Quarter 4 Concludes
	26	No Classes – Professional Day
	29-30	No School – Memorial Day
	31	Grades 7-8 Honors Ceremony at 6:00pm
June		
	1	No Classes – Professional Days

