



ACADEMY
— AT THE —
LAKES

**ACADEMY
AT THE
LAKES**

**LOWER DIVISION
FAMILY HANDBOOK 2018-2019**

ALMA MATER

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 UNWAY'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 UNWAY'RING TRUE WHEN WE FROM LIFE
SHALL PART.

THE COLORS OF ACADEMY

FIGHT, FIGHT, BLUE AND WHITE

OH YES, 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

(REPEAT, THEN END WITH "FIGHT")



August 2018

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 characterized by our Core Values: Balance, Courage, Distinction, Inclusion, Integrity, and Stewardship.

Included in this handbook you will find much important information about our school's policies and procedures. Please read it carefully and feel free to consult it frequently as the year progresses.

We are so pleased to be your partners as we move into a very exciting period of our school's history while helping all of our students learn, grow, and thrive. 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 *Family Handbook*

Wendle Campus

PK3-4th Grade
(813) 948-2133

McCormick Campus

5th-12th Grades
(813) 948-7600
(813) 949-0563 fax

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



ACADEMY
— AT THE —
LAKES

Board of Trustees

**2018/19 Board of Trustees
Officers, Trustees & Executive Staff**

Term of Office Runs from July 1 to June 30

Position

Chair
Vice Chair
Treasurer
Secretary

Officers & Executive Committee

John Faith
Brent Smith
Patrick Pesch
Cynthia Martin

Trustees

Kristin Bain
Andrea Doromal
Tommy Giglio '05
Santosh Govindaraju
Kara Hill
Jessica Johnson
Betsy Joyce
Mary McCormick, *Ex-officio, Emerita*
George Miller
Aliya Rathore
Michael Riley
Paul Tuten
Maggie LaPunzina Wells

Executive Staff

Head of School, <i>Ex-officio</i>	Mark Heller
Business Manager	Dorie Burnham
Director of Development	
Secretary to the Board	Karen Sooklal

Family Handbook

Table of Contents

<i>Alma Mater</i> and Fight Song	Pg. 2
Letter from Head of School	Pg. 3
Trustees and Executive Staff	Pg. 5
Table of Contents	Pg. 6
Section I Introduction: The School-Family Relationship	
Mission Statement	Pg. 7
Statement of Core Values	Pg. 7
Philosophy and History	Pg. 8
Board of Trustees	Pg. 8-9
Parents and the Board of Trustees	Pg. 9
Parents and the Faculty and Administration	Pg. 9-10
Parent Association	Pg. 10
Accreditation and Affiliation	Pg. 10
Development Office	Pg. 10
Statement on Diversity	Pg. 11
Section II General Policies	
Drop Off and Dismissal	Pg. 12-13
Attendance	Pg. 13-14
Celebrations	Pg. 14
Class Placement	Pg. 14-15
Communications and Conferences	Pg. 15
Counseling Services	Pg. 15-16
Cumulative Records	Pg. 16
Dress Code	Pg. 16-18
Electronic Devices	Pg. 18-19
Emergency Procedures	Pg. 19-22
Enrollment Agreement	Pg. 22-24
Extended Care	Pg. 24
Field Trips/School Activities	Pg. 24
Food Service	Pg. 24-25
House System	Pg. 25
Medical Information	Pg. 25-26
Solicitors	Pg. 26
Summer Camp	Pg. 27
Textbooks	Pg. 27
Transportation	Pg. 27
Section III Academic Policies and Information	
Ancillary Programs	Pg. 27
Developmental Concerns	Pg. 27-28
Grading	Pg. 28
The Core Curriculum	Pg. 28-29
Homework and Homework Policy	Pg. 29-30
Make-Up Work	Pg. 30-31
Library Policy	Pg. 31
Section IV The Code of Honor and Discipline	Pg. 31-38
Section V Who to Contact	Pg. 39-40

I. Introduction: The School-Family Relationship



Mission

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.

Core Values

- Courage** We foster personal responsibility, empathy, and resilience.
- 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.*
- Balance** We embrace the joy in the journey, which consists of experiences that balance academics, fine arts, athletics, and co-curricular activities.
- Distinction** We apply high standards of quality, relevance, and accountability to all we do.
- Stewardship** We care for each other and our school, serve our communities, and responsibly engage with the world – today and tomorrow.

Philosophy and History

Academy at the Lakes is a non-denominational, coeducational, PK3—12th 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 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 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 contract 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. However, most teachers and administrators would 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 Parent Association bylaws clearly state the Association's mission to support the decisions and policies of the school.

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 School (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 a 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.

II. General Policies and Related Information

The School Day

Wendle Campus School Hours

PK3-SK	8:15AM-2:45PM
Grades 1-4	8:15AM – 3:05PM
Extended Care PK3-4th	7:30- 8:00AM and 3:15-5:45PM

Drop Off and Dismissal Procedures

Supervised drop-off begins at 8:00 a.m. in front of the school. Students without parental supervision prior to this time will be escorted to before care and parents will be charged accordingly. Students in Grades PK3 – SK will dismiss at 2:45 p.m. All other children (Grades 1-4) will dismiss at 3:05 p.m. in front of the school. If you have a child in Early Childhood, as well as an older Lower Division student, please pick up your children at the later time (3:05 p.m.).

Please let the school office know of any regular car pools. In addition, please notify the school if there are any changes to your car pool at any time. Students who remain at school for extended care will be teacher-escorted to the appropriate classroom or playground. Charges will be imposed for pick ups made after 3:30 p.m.

Please note the following:

For the first two weeks, PK3, JK, and SK parents may drop off their child at their classroom. After the first two weeks of school, parents are strongly encouraged to use the regular drop off in front of the school.

All children must be accompanied through the parking lot at both drop-off and pick-up times. If you choose to walk your child to school or pick your child up after school, please park your car and use the cross walk.

When using the car circle, please pull your car up as far as you can in the line. Do not stop and wait by the door from which your child enters or leaves for this holds up cars behind you. Teachers will escort your child to your car.

Please note: We ask that parents refrain from using cell phones while in the car line because it creates an unsafe environment for students during such a busy time.

To help keep the car line moving and to promote safety for our young students, please have the name card provided by the school in the windshield; this is especially important if you are using a different car on a particular day.

Please stay in your car. The teachers will bring your child to you. Please do not leave your car unattended in the car line.

Observance of the above procedures will permit an efficient drop-off and dismissal process with a minimum of waiting.

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

Unless there is a genuine emergency, students and families are expected to observe vacation dates, neither leaving early nor returning late from holidays. Similarly, parents are respectfully requested not to take students out of school simply for the sake of convenience.

A written note must be sent with a student or a telephone call made to the office in the morning if a child is to be excused early or is to go home by a different car pool.

Students who are not present at the start of the school day or arrive after 11 a.m. will be marked absent for the day.

When a student is unable to attend school due to illness or other family circumstances, please call the school to confirm the absence at 813-948-2133. To return to school after an illness, children must be **fever free or symptom free for 24 hours** without the use of Tylenol, aspirin, ibuprofen, or any other drug used to depress fever. **If a child has vomited or had diarrhea, the child may not return to school until they have been symptom free for 24 hours.**

Please follow the guideline below concerning when it is **NOT** safe to allow a child to attend school:

- A temperature of 99.5 degrees or higher
- Diarrhea
- Vomiting
- Any rash which may be contagious

Lice - A child with lice may not remain at school. Children should remain at home 24 hours after being treated. All children who

return to school after lice or nits have been discovered must be checked by school personnel before they will be allowed to return.

Any other contagious condition such as strep throat or pink eye; such conditions require a minimum of 24 hours of prescription medication prior to returning to school.

Please notify the school if your child is diagnosed with a communicable disease.

Students leaving school early must be released through the office. Teachers will not release students from the classrooms. Students will only be released to individuals listed under the emergency/transportation information in RenWeb.

Tardy to School

Students benefit greatly from arriving to school on time. 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 school. The office will monitor students who are habitually tardy. The Lower Division Director may request a meeting to discuss reasons for habitual tardiness. If a student has difficulty completing academic requirements due to habitual tardiness, retention may have to be considered.

A student in PK3 – grade 4 who is not in class by 8:20 a.m. is tardy. Tardy students need to report to Ms. Twila in the front office before reporting to class. Tardy students will be escorted by school personnel to their class.

Celebrations

Celebrations occur to enhance classroom learning, to acknowledge achievement of curricular goals, or to highlight a special day or season.

Parents should consult with teachers concerning in-school birthday celebrations. Invitations to parties outside of school may only be distributed in school if the entire class is invited.

Class Placement

Near the end of the school year, current classroom teachers and the Lower Division Director meet to discuss the class placement of students. Placement is based upon academic and social considerations that relate to a child as an individual and as a member of a community. Many factors are carefully analyzed to come up with balanced classes.

It is not the policy of Academy at the Lakes to accept parental requests

concerning class placements. Often times a parent is unaware of dynamics and relationships that teachers observe as we strive to form the best mix of students. Parents need to have confidence that the teachers and administration will have the best insights regarding a student's needs in the school. Parents contract with the school for an Academy at the Lakes experience, not for particular teachers.

Communications and Conferences

Please make certain the information in RenWeb includes current and accurate home, cell, and business phone numbers, as well as information on whom to contact in an emergency, should you be unavailable.

Parent teacher communication is an important part of effective education. Teachers will usually be available for scheduled appointments before and after school hours. Please call and make an appointment with the teacher to be sure she/he will be able to meet with you. Teachers are not always available for conferences or telephone calls during the school day.

Notes and emails are an excellent form of communication and are always welcome but should not be used for relaying specific concerns, which are better communicated in person or over the phone.

Each Friday, a home/school envelope is sent home with important information, field trip information, assignments, and graded work. Please return the envelope to school on each Monday. Lost envelopes will be replaced at a cost of \$5. Our e-Calendar is sent weekly to community members.

Please note: Important information about upcoming events is sent via email. Be sure to check your email frequently for Academy updates.

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

Cumulative educational records are maintained by the school for each enrolled student. The records include all data that is collected concerning a student's educational progress. The record is updated at the conclusion of a school year. The school requests student educational records from former schools. Likewise, educational records are sent to other schools with parental authorization.

Dress Code

Dress code separates for Academy at the Lakes are available through Lands' End. To order please call 1-800-469-2222 and mention your preferred school and logo number to the operator who takes your call. You may also order via the internet at **www.landsend.com/school**. You must use these reference numbers when ordering from Lands' End.

Logo Number: 0255148K

Preferred School #: 90007689 4

Students are to wear items from the Lands' End School Catalog.

Shirts of students in grades 2 through 4 must be tucked in except during recess and PE.

Everyday Dress Code

- | | |
|--------|---|
| Shirts | solid color polo shirts in classic navy, gray heather, chambray blue, or white with Academy at the Lakes logo |
| | turtleneck shirts in classic navy or white with Academy at the Lakes logo |
| | short or long –sleeve |
| Shorts | classic navy or khaki |
| Pants | classic navy or khaki
long or cropped (for girls) |
- Cargo pants are not part of the Lower Division dress code***

- Skorts classic navy or khaki
Skirts are not part of the Lower Division dress code
- Jumpers classic navy
- Dress polo in classic navy with Academy at the Lakes logo
short or long sleeve
- Belts brown or navy belts must be worn with shorts and pants
that have belt loops for students in grades 2 through 4
- Shoes black, navy, or brown closed toe with flat heel (**no boots or shoes with heels higher than 1/2 inch**)
- Sneakers Sneakers should be neat, clean, and non-distracting. **Shoes that light up and shoes with wheels are not part of the Lower Division dress code.**
- Socks solid white, classic navy, black, or khaki
- Hair Hair should be neat, clean, and non-distracting. Extreme hairstyles are not permitted.
- Hats Hats may be worn only during PE, recess, or after school.

Optional Friday uniform: students may wear an Academy at the Lakes spirit shirt or Academy Book Club shirt with uniform bottoms. Spirit shirts may be purchased through the Lower Division Office and at the spirit store.

Dress Uniforms for Day of Manners, Special Events, Performances, and Field Trips

- Boys navy blue blazer (optional), **navy blue** pants or shorts, white oxford shirt with button down collar (short or long sleeve), Academy Boys' tie (purchase from Spirit Shop), black or brown dress shoes (**no sneakers**), belt
- Girls navy blue jumper (**no skorts or skirts**) with white Peter Pan collar blouse or white oxford shirt with button down collar (short, long, or $\frac{3}{4}$ sleeve)
Black, navy, or brown dress shoes (**no sneakers**) with white socks or white tights (**no boots or shoes with heels higher than 1/2 inch**)

Cold Weather Uniform (logo optional)

Sweatpants	classic navy or pewter heather
Sweatshirts	classic navy or pewter heather crewneck or zip front
Cardigan	classic navy, pewter heather, white button or zipper
Sweaters	classic navy or white
Fleece vest	classic navy
Fleece jacket	classic navy
Pea Coat Cardigan	classic navy

It is recommended that students also bring a change of clothes – uniform shorts and shirt – in case the weather warms up. Please order your cool weather uniforms early in the year to avoid problems with supply. There is no uniform requirement for heavy coats.

Students who arrive in violation of the dress code will receive a written warning on the first and second infractions. The third incident will result in a phone call home.

Electronic Devices

The Academy strives to have students interact meaningfully with each other and with faculty during the school day. Accordingly, Students may not bring electronic devices such as iPads, other personal listening devices, cameras, or portable game systems to school unless specifically invited to do so by a member of the faculty for a specific time and purpose. Faculty members will make such invitations rarely and only for reasons that support their curriculum or classroom goals. Cell phones are not needed during the day, and we discourage our young children from bringing cell phones to school. Cell phones brought to school will be kept in the children’s backpacks. Academy at the Lakes is not responsible for lost or damaged cell phones.

The use of any electronic devices while on school property, while in attendance at school-sponsored events, and in any case where doing so disturbs the educational process and/or constitutes harassing, disrespectful, or unacceptable behavior is bound by the Academy’s procedures, rules, Technology Acceptable Use Agreement, and Code of Honor. They may not be used during the school day for personal e-mail,

social networking, surfing the web, or playing games without the clear and expressed permission of a supervising member of the faculty.

The Academy reserves the right to inspect any personal electronic device brought onto school property or to a school-sponsored event. Any student who uses an electronic device for an unapproved or inappropriate purpose – *including but not limited to* 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 restrooms.

Emergency Procedures

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 go to the emergency room, students or staff will be taken to the closest hospital.

Injuries and Health Conditions

When students are injured, an injury report is 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 or symptom free for 24 hours before returning to school.** Rest mats used in Early Childhood must be the standard plastic school mat that can be wiped clean easily.

Fire Drills/Evacuations

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

Communications with Parents

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

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 ARC: Head, Division Heads, Administrative Assistants, Childcare Providers, Physical Education Teachers, and Athletic Coaches.

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.

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.

Severe Weather/School Closing

During a severe weather alert the following activities will occur:

1. Administrative Assistants and Facilities staff will monitor Radio/Television broadcasts.
2. During periods of a severe weather "watch", all outdoor activities will cease and students will be supervised indoors. News broadcasts will be monitored, and the PA system will be utilized to inform teachers of possible further actions.
3. During periods of a severe weather "warning", all outside activities will cease and all teachers will refer to the "Weather and Tornado Alerts" section of the Staff handbook.
4. Parents will be notified of school closings due to weather or other emergencies through our Parent Alert system. The Parent Alert system 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 system accordingly.

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

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).

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 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.

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, the Head of School and/or Director of Facilities will direct activities.

Search

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

Safety on Campus

All visitors must report to the office to state their business. Parents, volunteers, guests, 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. Upon leaving campus such individuals will sign out and make their exit known in the office.

Other Safety Guidelines

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. An administrator will 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 protocol for visiting campus. Students are required to be under the supervision of a staff/faculty member at all times, including lunch, break, and recess times. Student schedules are created to assure that students receive the instructional time indicated by curricular practices. Students and staff are required to follow and adhere to students' schedules. **All Lower Division classroom doors and other entrances are locked during the school day.**

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 reenrollment 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 tuition and 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 when their tuition account is not current. Purchase of the tuition refund plan is required of all families who pay on installment plans. The refund plan protects both the family and the school in the event of student withdrawal for a variety of reasons. Information about the plan is distributed to parents at the time of enrollment and re-enrollment. Parents who pay the tuition in full in one installment are not required to purchase the refund plan; however it is still 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 Fee, Tuition Refund Plan, and other miscellaneous expenses which may arise.
- 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 some cases. Reenrollment decisions are usually made by the administration in January. A decision to offer re-enrollment to 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 re-enrollment 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)

Prior to entrance, all Senior Kindergarten students must be in compliance with the additional immunizations required by the Department of Family Services.

International students must be eligible for I-20 status from the INS, according to Federal law. Tuition charges for international students must be paid in full in one installment.

Extended Care

An Extended Care program is contractually provided. Extended Care is provided on the Wendle Campus on both a before school and after school basis for students in PK3-4th grade. The program opens each school day at 7:30 a.m. and closes at 6:30 p.m. Lower Division students who arrive 15 or more minutes prior to the start of the academic day will be supervised in the Before Care program. Students who are contracted to attend the program (either before school, after school, or before and after school) are expected to participate. Students who arrive in the program on a "drop-in" basis will be billed at the drop in rate. Students who remain 15 or more minutes after dismissal will be escorted to the After Care program for supervision and parents will be billed for this service. Parents who have unforeseen situations arise whereby use of Extended Care is necessary should contact the school on the day the service is required to make such arrangements.

Field Trips/School Activities

Field trips serve as an important extension of the school's programs. A blanket permission form is part of the annual Enrollment Agreement. Parents will be notified of field trips through the Home/School Envelope well in advance of the trip. An activities fee is charged in order to curtail the cost of invoicing individual field trips. Field trip charges are not refundable. A limited number of parents may be invited to attend field trips as chaperones.

Food Service

An "order out" lunch program is available on most school days. Orders for lunches are made on-line. Credit cannot be made due to absence. 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. Teachers cannot be expected to cook individual lunches. Snacks and drinks provided should be healthy; sodas are not permitted

for snacks or lunch.

House System

The House System is designed to further opportunities for the development of relationships through predictable community activities designed to develop cross-age relationships through healthy competitions and planned community gatherings. Events such as intramural sports and academic competitions, an energy-filled House Day, and spirit days are presented annually. 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.

The students are divided into one of four (4) houses - Peregrine, Nighthawk, Osprey, or Kestrel. Siblings are placed in the same house. The house colors are:

Peregrine	Red
Nighthawk	Yellow
Osprey	Blue
Kestrel	Green

During House events students and faculty are required to wear their House shirt. House shirts are issued to the students by the school.

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 administered to students on campus only if parents have:

Submitted a written form authorizing such use; and

Given their permission to the administrative assistant via telephone or other electronic means at the time the medication is to be administered. Students will be allowed to carry metered dose asthma inhalers with written permission from their physician and parent/guardian.

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

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

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 with written permission from their physician and parent/guardian.

Any child entering PK3 or Junior Kindergarten and students in Senior Kindergarten to grade 4, must have a completed Florida Certification of Immunization form (DH 680) with either proof of immunization or exemption for the form to be valid.

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 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.

Solicitors

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

Summer Camp

Summer at the Lakes is the official summer camp of Academy at the Lakes. The Camp is conducted on the McCormick and Wendleak Campuses from early June — early August. Enrollment for the camp begins in February of each year. Early enrollment is recommended.

Textbooks

Students are responsible for textbooks issued to them. Textbooks are the property of the Academy and are rented by the students. Should a textbook be lost or damaged, the student is responsible for the cost of the book.

Transportation To and From School

Parents and others who drop off or pick up students are required to follow these published safety procedures:

- Parents are to remain in their vehicles at both pick-up and drop-off times. Students will be brought to your vehicle.
- Please follow the flow of traffic as you are directed.
- Students are supervised by school personnel at both drop-off and dismissal times.
- All traffic will exit using the traffic signal.
- The drive into the Wendleak Campus uses a one-way traffic pattern. Please follow the arrows unless otherwise directed by school personnel.

III. Academic Policies and Information

Ancillary Programs

After-school ancillary programs are designed to offer students and families opportunities to pursue their interests and talents. Classes typically meet from 3:15-4:15 p.m. Announcements concerning ancillary programs will be distributed to the community for each session. Charges for ancillary programs are in addition to normal tuition charges. As an added benefit, many members of the Academy's faculty serve as ancillary instructors.

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 Lower Division Director is available to aid parents or students who have adjustment concerns. A school counselor is available to meet with children and/or parents. Requests for special consultant services should be made through the

Lower Division Office.

From time to time students who are thought to have the potential for success at Academy at the Lakes may experience difficulty in making the transition to our program. In this case, the student may be asked to complete summer work, spend an additional year in a grade, or undergo an educational evaluation, including special testing at the family's expense. If a learning difference is discovered, the Lower Division Director should be informed right away to help determine the best course of action.

Since essential skills such as reading, writing, and critical thinking are part of the curriculum, the school cannot make too many accommodations without seriously altering the program. 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 options.

Grading

Parents receive a narrative report along with the report card at the end of each quarter that indicates how the student has performed according to the standards and benchmarks established in each subject for every grade level. These reports are designed to present an evaluation of the child's academic and personal growth.

The Core Curriculum

The Academy Core Curriculum provides a well-defined focus and energy for all that we embrace at Academy at the Lakes. As a professional learning community, we are dedicated to preparing our students for the 21st century. Academy's curriculum and program are centered around six core strengths – strengths that will help our students find success in the 21st century academic arena, workplace, and global market. They are: critical thinking; communication; collaboration; creativity; citizenship; and character.

- **CRITICAL THINKING:** The process of actively and skillfully analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation and experience, as a guide to belief and action.

- **COMMUNICATION:** The act or process of using words, sounds, images, signs, or behaviors to express or exchange information or to express your ideas, thoughts or feelings to someone else.
 - Taking time to listen to other points of view
 - Expressing oneself clearly and purposefully
- **COLLABORATION:** To work with another person or group in order to achieve a goal.
 - demonstrating leadership by being a good role model on the field, on the playground, or in the classroom
 - modeling the importance of playing the game well, as opposed to simply winning
 - taking the time to teach others
 - accepting each other's strengths and weaknesses
 - advocating for a strong sense of camaraderie
 - ensuring that peers feel valued during class activities
- **CREATIVITY:** The ability to create – to make new things, new combinations of things, or think of new ideas.
- **CITIZENSHIP:** The qualities that a person is expected to have as a responsible member of a community.
 - taking an active role in our school community
 - setting an example for others by performing tasks without being asked
 - taking care of school property and the property of others
 - showing respect to all
 - taking pride not only in themselves, but also in the total school community
- **CHARACTER:** The way someone thinks, feels, and behaves. A person of strong character is one of integrity and compassion.
 - displays self-determination and pride in his/her work
 - displays a high level of motivation in all endeavors
 - always strives to do his/her personal best
 - consistently behaves in ways that are right and good

Homework and Homework Policy

Homework is assigned for many purposes. Children need the time to practice, read, write, and edit on their own. Through homework, they develop the important ability to think independently, to budget their time, and to work without guidance from their teachers and, as time passes, from their parents. They work toward becoming autonomous learners. Furthermore, homework disciplines and prepares them for the

future steps in their education - steps that will take them into secondary school and college.

Our view at Academy at the Lakes supports the busy lives of our students and parents. While homework is a natural extension of the school day, we realize our students spend nearly seven hours a day in structured academic activities. Homework builds in frequency and duration throughout a child's years at our school. Our homework policy provides our Lower Division students ample opportunity for after school activities with friends and family.

Homework assignments and projects are assigned as an extension and application of material introduced at school. Homework assignments and projects are due as required.

PK3 and JK

Homework, in the traditional sense, is not as common at this age as it is in the primary grades and beyond. However, as the parents are the "first teachers," important learning takes place each minute in the home through the daily routine of activities. Parents can assist their young children by encouraging curiosity and support for learning in everything the child does. Measuring while cooking, counting rows and pedals while gardening and reading together often are a few of the many possible activities that will encourage academic growth and development. Spontaneity is the key to dealing with young children, and it is never too early to begin good study habits.

Grades SK - 4

The primary aim of homework in the Lower Division is to develop good home study habits. It is extremely important that the place where a child studies meets her/his needs and is conducive to concentration. Homework should be a successful experience. If a student requires excessive time or experiences great frustration on a regular basis, please communicate with us so we can discuss the situation. Often, minor adjustments or arrangements can be effected. In addition to regular homework assignments, reading for enjoyment is strongly encouraged!

Make-Up Work

Work that is permitted to be made-up must be in accordance with the class policies. **When school is missed, students are expected to make up work in a timely manner.** Students cannot expect teachers to be responsible for seeing that make-up work is done. If a student knows that he/she will be absent, assignments may be obtained from the teachers in advance.

If a student is suspended, he or she will be permitted to make up scheduled tests or quizzes, under the following conditions:

Students who serve an out-of-school suspension should be prepared to take previously announced tests or quizzes on the day they return; however, the teacher may delay the make-up test up to three days if needed.

A student serving an in-house suspension will be permitted to take previously announced tests or quizzes

Library Policy

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.

IV. The Code of Honor and Discipline

Important Note: The provisions of the Code of Honor and our discipline policies are school-wide. They apply to every student, PK3 – 12th Grade in age-appropriate ways.

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. 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:

Code of Honor

On my honor, I pledge that the work I submit is my own and that I have neither given nor received unauthorized help on this assignment. I will show respect and kindness to my classmates, teachers, colleagues, and administration at all times.

Students pledge to uphold the following provisions of the Code of Honor:

I will neither give help to nor accept help from another student during a test or graded assignment—unless express permission is given by my teacher.

I will neither accept information in advance of a test or graded assignment from someone who has already taken it, nor will I disseminate information to someone who has not yet taken it.

I will not use notes or other sources of information during a test or graded assignment unless allowed to do so by the teacher.

I will not plagiarize. I will cite outside sources properly and not represent them as my own ideas.

If I receive help from someone else, including parent(s), tutor, another adult, or a peer, in doing any out-of-class, graded assignment, I will make sure the assignment represents my work and my ideas and not those of the person who helped me—*unless the ideas are properly cited in an appropriate format.*

I will not treat others with contempt or cruelty. I will be civil to other persons and take them seriously.

I will never misrepresent the truth in order to obtain special consideration or privilege.

I will use technology in an appropriate and legal manner and will not abuse that privilege.

Bullying and Harassment

Academy at the Lakes 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:

- Teasing
- Social Exclusion
- Threat/Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public or private humiliation
- Destruction of property
- Obscene gestures or remarks

Cyberbullying means bullying by any electronic communication through the use of any electronic device, including but not limited to e-mail, 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. 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.

Bullying and harassment are considered to be very serious breaches of the Academy's Honor Code, 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.

The Computer and Academic Dishonesty

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 a computer file is the same as 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 FaceBook and YouTube), or the cell phone 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.

Violations of the Code of Honor

The following definitions of honor violations clarify breaches of honor. With regard to school assignments, if there is any doubt about how to complete an assignment, it is the student's responsibility to ask the teacher who has made the particular assignment to clarify the matter in question.

Lying is the deliberate misrepresentation of one or more facts. Lying erodes self-esteem and causes others to question a person's character. In all circumstances students should speak and work in a thoughtful and honest manner.

Cheating is the violation of the established rules affecting the content of any work, including copying from a fellow student, plagiarism, unauthorized acquisition of advance knowledge of the contents of a test or assignment. Students should always be responsible for completing their own work. Students must take responsibility for their actions.

Plagiarism “Plagiarism is the use of the distinctive ideas or words belonging to another person without adequate acknowledgment of that person’s contribution. With most academic writing the greater part of the thought and expression is the property of the author himself. But when the writer borrows what belongs to any other person, whether from a published or an unpublished work, he/she must indicate the source by way of a footnote or an internal reference, and he/she must enclose any and all distinctive words of the source within quotation marks.” It is essential to realize that, in both oral and written assignments, whenever a student presents facts, ideas, or quotations that are not his/her own, the source be recognized. Teachers will provide instructions for acknowledgment of sources.

Stealing is taking property, ideas, or credit without permission. Respect for another person’s property, possessions, and work is one of the most fundamental rules of community life.

Sportsmanship: Each student is a representative of Academy at the Lakes whether in the classroom or on the playing field. Proper conduct during Physical Education, recess, and during participation in athletic contests is essential. Language and attitudes should remain consistently appropriate.

Stewardship: Each student is responsible for taking care of the campus. Littering and the improper use of resources is not acceptable behavior.

Respect of others: The language that people use has power. Words, whether written or spoken, can hurt other members of the community. Students should maintain a high degree of respect for each person associated with the school. Humor should not be an excuse to belittle or disrespect another member of the school community.

Off-campus Incidents

We view prank phone calls and other harmful incidents as a poor reflection of our school and may consider these actions to be honor code violation.

All violations in the Lower Division will be reviewed by the Lower Division Director and will take into account the child’s age, grade, and level of maturity.

Difference

Every student should be able to express his or her opinions and individuality without fear of being ridiculed or rejected in a manner

which displays lack of respect, insensitivity, or intolerance. While differences of opinion are natural and welcomed, these should be conveyed with courtesy and consideration towards others' beliefs, ideas, backgrounds, ethnicity, sexual orientation, privacy, and appearance. Treating each other with respect will create a better environment for all students.

If a student feels that this value system has been ignored or disobeyed by another student or member of the community and has been unable to resolve the issue satisfactorily, that student should see their teacher or the Lower Division Director.

Code of Honor Interventions and Consequences

Whenever the behavior of an individual conflicts with the rights of others, a response is required for the benefit of both the individuals and the school as a whole. The Lower Division Director will review decisions involving the most serious infractions. **Please remember that it is not possible to list every behavior that is inappropriate. Academy at the Lakes expects all students to abide by the spirit as well as the letter of our rules as stated in the Code of Honor.**

Disciplinary Action

When a student acts in a manner that is inconsistent with the school's community standards, it is the responsibility of the school to educate the student about inappropriate behavior. Students and their families should constructively accept discipline and recognize that life-long lessons can be learned from mistakes. The focus is to be constructive with the students.

Consequences for behavior will be handled on an individual basis. A parent conference with the Lower Division Director and teachers may be required as a result of irresponsible behavior.

Parents may disagree with some decisions. However, if a situation arises where a parent does not support the school, the student would be best served by attending another school.

Disciplinary Reports

A system of assigning Disciplinary Reports for infractions exists. Any faculty or staff member can issue Disciplinary Reports to students. Few students go through the academic year without some minor infractions of the rules, and a few occasional reports create no major concern and carry no penalty other than discussion, review, and counseling with teachers and administrators. Initial infractions of inappropriate behavior by a student are handled through counseling by teachers and the Lower Division Director. However, when counseling does not correct a behavior

and a student begins to accumulate significant numbers of Disciplinary Reports because he or she is continually disruptive to the educational process, he or she could become subject to probation, suspension, and eventual dismissal.

Disciplinary Reports are kept on file in the Lower Division Office. The Lower Division Director reviews each student's infraction and decides upon an appropriate penalty.

Disciplinary Warning: Disciplinary Warning is a formal written notice to both the student and parents that the student's behavior has violated the Code of Honor of the Academy at the Lakes' community. Further breaches of conduct may result in probation, suspension, or dismissal. The cause and terms of the warning are spelled out in each case.

Disciplinary Probation: Disciplinary Probation is a formal written notice to both the student and parents that the student has either repeatedly violated a specific school rule or, through repeated disrespect, has shown willful disregard of the community. Further breaches of conduct may result in suspension or dismissal. The cause and terms of the probation are spelled out in each case. Probation means that a student's behavior is being closely observed and further breaches of conduct could result in the student's contract being withheld, or the student might be asked to withdraw or be expelled.

Suspension: After a very serious violation of community rules or repeated incidents resulting in on-campus discipline, it may be beneficial for a student to spend time away from the routine of school, preferably under the guidance of his/her parents, reflecting on the attitudes or actions which led to the suspension. Suspension is not a way to reject the student; rather, it is an opportunity for the student to think and to change. Suspension is usually followed by a probationary period, a time when, by exemplary behavior, a student proves his/her desire to be a constructive member of the school community.

For an in-house suspension, a student stays on campus and may take announced tests and quizzes, though separately from the rest of the class. The student must take the responsibility to review material presented during missed class discussions. The student, parents, and Lower Division Director may meet both before and/or after the suspension period to confer on the reasons for, and terms and expectations of, the suspension.

Expulsion: At times a student's action or actions convince the school that he or she either does not want to be a member of our community or that he or she must be separated from the community. Moreover, it is sometimes not constructive for the school or for the individual to be retained within the community. Such a decision might come after a single act, after a series of acts, or at the end of the school year.

Administrative Authority

The administration is the final authority regarding interpretations of all aspects of the Code of Honor – as well as of all academic and behavioral 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.

IV. WHO TO CONTACT

- ☑ For **general school information or events**:
 - First, check the Handbook, website, *Parents Web*, and/or specific e-mail messages.
 - Second, contact the Lower Division Administrative Assistant, Ms. Twila:
 - tgonzalez@academyatthelakes.org
 - (813) 948-2133

- ☑ If your question deals with a particular **class or teacher**:
 - First, contact the teacher:
 - E-mail address as listed in the School Directory
 - (813) 948--2133
 - You may also contact the Lower Division Director, Kathy Heller or Director of Curriculum and Instruction, Raini Jewell for any follow-up:
 - kheller@academyatthelakes.org
 - (813) 948-2133
 - rijewell@academyatthelakes.org
 - (813) 948-2133

- ☑ If your question deals with **After School Enrichments**:
 - First contact Honoria Nadeau:
 - hnadeau@academyatthelakes.org
 - (813) 948-7600
 - Second, contact the Lower Division Administrative Assistant, Ms. Twila:
 - tgonzalez@academyatthelakes.org
 - (813) 948-2133

- ☑ If your question deals with **billing or payments**:
 - Contact our Business Office Assistant, Mrs. Benson:
 - pbenson@academyatthelakes.org
 - (813) 948-7600
 - Or contact our Business Manager, Mrs. Burnham:
 - dburnham@academyatthelakes.org
 - (813) 948-7600

- ☑ If your question deals with **Admissions**:
 - Contact our Associate Director of Admissions, Mrs. Starkey:
 - mstarkey@academyatthelakes.org
 - (813) 909-7919 or (813) 948-7600
 -

- ☑ If your question deals with **financial support of the school**:
 - Contact our Director of Development, Mrs. Morrison:
 - mmorrison@academyatthelakes.org
 - (813) 948-7600

- ☑ If your question deals with **counseling** for your student:
 - Contact our School Counselors, Dr. Martinell-Smith , Mrs. Fulkroad and Lis Rice:
 - lmsmith@academyatthelakes.org
 - (813) 948-2133
 - nfulkroad@academyatthelakes.org
 - (813)948-7600
 - lrice@academyatthelakes.org
 - (813)948-2133

- ☑ **Middle Division:**
 - Middle Division Administrative Assistant, Mrs. O'Donnell:
 - vodonnell@academyatthelakes.org
 - (813) 948-7600, x300

 - Middle Division Director, John Pitcairn
 - jpitcairn@academyatthelakes.org
 - (813) 948-7600, x306

- ☑ **Upper Division:**
 - Upper Division Administrative Assistant, Mrs. Baker:
 - mhbaker@academyatthelakes.org
 - (813) 948-7600, x301

 - Upper Division Director, Mr. Sullivan:
 - rdsullivan@academyatthelakes.org
 - (813) 948-7600

- ☑ **Head of School:**
 - Assistant to the Head of School, Mrs. Sooklal:
 - ksooklal@academyatthelakes.org
 - (813) 948-7600, x316

 - Head of School, Mr. Heller:
 - mheller@academyatthelakes.org
 - (813) 948-7600



**Lower Division
Handbook Agreement**

Your child's education is a partnership between home and school. By working together and communicating clearly, your child's experience will be fulfilling and positive.

We (student and parent) acknowledge our understanding and support of the guidelines set forth in this handbook.

Student (Print) _____ Grade _____

Student's Signature _____

Parent's Signature _____

Date: _____