



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

Academy at the Lakes

Upper Division Family Handbook 2026–2027

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. Changes or revisions to this Handbook may be made at any time. All constituents will be notified of any changes.

Wendlek Campus

PK3–4th Grade
(813) 948-7600

McCormick Campus

5th–12th Grades
(813) 948-7600

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.



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2026 - 2027**

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INTRODUCTION: 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.

Core Values

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| 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 <i>heads to know the good, hearts to love the good, and hands to do the good.</i> |
| 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, PK3–12th 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 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, but 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.

Parents Association

The Parents Association helps foster the strong sense of community that is central to the school. Through volunteer opportunities, special events, and school traditions, parents support students, families, faculty, and staff while helping create a welcoming and connected environment.

The Parents 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 school welcomes and values parent involvement. Volunteers are required to sign in and out at the appropriate Division Front Office and wear the identification badge provided by the Administrative Assistant. Classroom volunteers must receive prior approval from the Division Director.

Advancement Team

The Advancement Team supports the mission of the school by building and strengthening relationships throughout the community. Bringing together Admissions, Development, and Marketing & Communications, the team works to welcome new families, engage current families, cultivate philanthropic support, and share the stories that reflect the life of the school.

The Advancement Team coordinates admissions outreach, fundraising initiatives, special events, community engagement efforts, and institutional communications. Through these efforts, the team helps secure the resources the school needs to provide a first-rate experience while also ensuring consistent messaging for all members of the community.

Accreditation and Affiliation

Academy at the Lakes is accredited by the Florida Council of Independent Schools (FCIS), and Cognia (formerly known as SACS). The school is a full member of the National Association of Independent Schools (NAIS) and the Bay Area Association of Independent Schools (BAAIS).

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 extracurricular 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 learn to 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 that run through our lives, and a high regard for the breadth and value of differences.

GENERAL POLICIES AND RELATED INFORMATION

MCCORMICK CAMPUS SCHOOL HOURS

5th–12th Grade	8am-3:15pm
Extended Care, Grades 5 th -8 th	3:30pm-6pm

McCormick Campus Arrival and Dismissal

ARRIVAL INFORMATION: Supervised drop-off for Upper Division students begins at 7:30am at the front of the school. The first class begins promptly at 8am. **PLEASE NOTE:** All students who arrive after 8am must check in at the Office to receive a student 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 7am and 4pm**. Access will be blocked to prevent entry.

ARRIVAL PROCEDURE: Please consult the [Arrival Map](#) and 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 Preakness Blvd. at the light. **PLEASE NOTE: For the safety of our students, the campus speed limit is 10 mph.**
 - a. During morning drop-off, vehicles **southbound** on Collier Parkway may turn right at the cut-off **past** the school entrance and then turn right onto the one-way path around the loop. **There can be no turns onto the loop from the school entry on Collier Parkway entrance.**
 - b. Vehicles northbound on Collier Parkway may not turn left across the southbound lane to enter at the Collier Parkway entrance.
 - c. When entering through Preakness, please stop at the stop sign by the Cut-off before school entrance. Cars heading southbound on Collier Parkway may be entering here.
2. Carefully follow the one-way path around the two-lane loop toward the front of the Upper Division Building.
 - a. The **right lane** is for **drop-off**.
 - 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.
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 belongings, 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. Please do not leave your car unattended in the line for any reason.

9. **PLEASE NOTE: Refrain from using cell phones** while in the parking lot.

DISMISSAL INFORMATION: At 3:15pm, students are dismissed for pick-up from their designated pick-up areas. Please inform the Office in writing of any regular carpools 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 records, or otherwise specifically identified to the school in writing or by telephone.

Students are released for dismissal directly from their dismissal areas as their names are called when their parents arrive in the McCormick Campus Loop. Students are responsible for notifying their parents of their whereabouts when they are involved in any after-school activity.

Please do not park at one of the neighboring businesses and ask your child to walk to you.

DISMISSAL PROCEDURE: Please consult the Dismissal Map on our website and carefully follow these procedures to ensure a safe and efficient afternoon dismissal with a minimum of traffic delays:

1. Enter the campus at the access road only – reached by turning onto Collier Commons at the light – not the Collier Parkway entrance. (The Collier Parkway entrance will be blocked off with cones.) **PLEASE NOTE: For the safety of our students, the campus speed limit is 10 mph.**
2. Please ensure that the name card issued by the school is prominently displayed on your dashboard.
3. When cars arrive on McCormick Campus for pick-up, we direct you to split into a Middle Division lane (the left lane) and an Upper Division lane (the right lane).
 - *If you have more than one child, your pick-up will be with the younger child.
4. Please stay in your lane and proceed past “The Castle” (the flagpole in front of the UD building) to the stop sign, **where you will be held** until the traffic director allows you to proceed.
 - a. 10-15 Middle Division cars at a time will be directed to make a right turn to proceed through the McCormick Hall driveway. Middle Division students will now be picked up in front of McCormick Hall and the 5th/6th Grade Suite.
 - b. After the first group of MD cars has made the turn toward McCormick Hall, the remaining MD cars will wait in the front loop (at the bend) until they are directed to proceed (via the “thru-lane”) to the McCormick Hall pick-up areas. This will keep the “thru-lane” open for UD cars to depart after their student is in the car.
 - c. Upper Division vehicles will pick Upper Division students up where they have for years -- in front of the Gym and the Upper Division building. They will then exit by using the “thru-lane” when it is open.

5. 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 or may be asked to pull over into the waiting area by the 5th/6th Grade suite until your child arrives.

6. Please exit the campus only via the access road, to the right of the cones, not Collier Parkway. As you exit campus at this entrance/exit point, **please bear as far to the right as possible** so as to maintain two full lanes, one in each direction.

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

7. **Refrain from using cell phones** while in the parking lot.

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.

ATTENDANCE

If a student will be absent or tardy, parents must email the Division Assistant at alitt@aatl.org by 8:30am.

Attendance Expectations: Regular attendance is expected for a variety of reasons: attendance is vital to a student's academic success; the learning experience cannot be replicated with make-up work; missing school impacts the progress and experience for all in the learning community; and routinely being on time and present is an important skill for adulthood. Because missed classroom instruction cannot really ever be made up, though missed assignments must be, Academy strongly discourages absences undertaken merely for convenience, for outside social activities, or for extended vacation time.

Participation in After-school Activities: In order to participate in practices, games, or performances for any activities on that day, a student must be present 3/4 of the day. This means s/he must attend 3 of 4 classes.

Communication of Absence: Parents must inform the Division Assistant if a student is absent. Further, communication about absences, especially prior communication, when possible, builds responsibility within our students; thus, we expect students to inform teachers of their absences, regardless of reason, so they can make a plan for learning the missed material and making up work. This policy includes students leaving early for athletics. Students who fail to communicate with their teachers may lose privileges and break time in order to master this skill and make up work.

Planned Absences for Appointments: Parents should make every effort to schedule appointments with doctors, dentists, or other such professionals before or after school hours. When this is not possible, parents should inform the Division Assistant via email before the appointment. The student should notify his/her teacher before missing class for the scheduled appointment.

Planned Absences for Travel: Families are urged to plan family vacations to match the school holidays. If a student has a planned absence, parents must inform the Division Assistant via

email. If the absence will extend beyond three school days, parents must complete an Extended Absence Form at least one week prior to the absence. The student will then bring the completed form to his/her teachers to retrieve the work that will be missed.

Leaving School Early: All students who leave school early must have parental permission via email or phone call before they may check out. Students must confirm permission with the Division Assistant and sign out in the office.

Excessive Absences: Although some absences are unavoidable, regular attendance is important to academic success. As a general rule, the school will consider **eight absences from one or more classes per semester** to be excessive. Upon a student's fifth absence from one or more classes, an UD Administrator will contact the parent. Upon the student's eighth absence from one or more classes, the UD Administrator will meet with the parents and student to create an attendance plan. If a student reaches fifteen absences in one or more classes, s/he is in danger of not receiving credit for the course(s) missed. Excessive absences may result in a student being ineligible for honors or awards. 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.

Missed Learning and Work: At Academy, we want students to take ownership of their learning. As such, it is the student's responsibility to communicate with teachers about missed learning and make-up work. **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 submit assignments and/or take any missed quiz or test scheduled for that day or make arrangements to make up that assessment upon arrival at school. A student who fails to do so may lose privileges and break time.
- A student who misses one or more day(s) will have one day for every missed school day to make up new work for full credit. To explain, if a student misses two school days, upon return, s/he has two days to make up the missed work (submitting on the third day) for full credit.
- The grading of make-up work submitted after the make-up window is at the discretion of the teacher.

PUNCTUALITY AND TARDINESS

Tardy Policy: In order for students to reach their highest potential and to develop the valuable life-long habit of punctuality, they are expected to be on time to all classes and school activities. Students who are habitually tardy lose valuable instructional time, making it more difficult to keep pace with the class, increasing demands on their teachers, and disrupting the learning environment for their classmates.

Students who arrive at school after 8am are considered tardy to their first period class and must check in at the main office to receive an admit slip before attending class.

Academy considers **ten tardies per semester to be excessive**. Students are given grace for **four tardies per semester** to accommodate early morning appointments. Upon the fifth tardy, parents will be notified, and the student will serve an after-school detention to make up missed time. Upon the tenth tardy, the student may receive a three-hour Saturday detention. Further, the UD Administration may meet with the parents and student to create a punctuality plan. 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.

SICKNESS POLICY

If your child has any one of these symptoms listed below, please keep them home and contact the Upper Division Administrative Assistant, Ariana Litt at alitt@aatl.org and the school nurse, Getta O'Neill, at nurse@aatl.org for further guidance.

- Temperature of 100.0° or greater
- Itchy, red eyes with drainage
- Vomiting, diarrhea, abdominal pain
- Severe cold, cough, sore throat
- Lice

Returning to school after illness: Please follow the guidelines below in determining when it is safe to allow a child to attend school:

- **Temperature of 100° or greater:** Children must be fever-free for 24 hours without the use of a fever reducing medication (Tylenol, aspirin, ibuprofen)
- **Contagious condition:** A child with a potentially contagious condition, such as a rash, strep throat, or conjunctivitis, may not return to school until he or she has been on prescribed medication for 24 hours and has been cleared by doctor to return to school.
- **Diarrhea or vomiting:** A child who has had diarrhea or vomiting may not return to school for 24 hours.
- **Contagious illness:** In the case of any more serious contagious illness such as COVID-19, influenza, chicken pox, measles, mumps, MRSA (Methicillin-Resistant Staphylococcus Aureus), etc., please inform the school immediately and keep your child at home until the child has been cleared by a doctor to return to school.
- **Lice:** A child that has had lice, must provide proof of treatment and must check in with the school nurse before being allowed back into the classroom.

While at School: If a student feels unwell while at school, s/he should speak with the Division Assistant who will have the student assessed by the School Nurse. If the student needs to go home, the School Nurse will contact the parent.

Students with temperatures of 100° or greater, who experience diarrhea, vomiting, or appear otherwise ill, will have parents contacted and will possibly be sent home based on clinical judgement and severity of symptoms. First Aid procedures will be utilized in treating illness and injury.

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.

CLOSED CAMPUS & ID BADGES

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. All students who leave school early must check out directly with the Division Assistant and sign out in the office. For students who drive themselves, parents must notify the office by phone or by email of any early release plans before the student will be released. Students may not go to the parking lot for any reason unless given permission by an administrator.

The only exception to the closed campus policy is seniors with privileges who have permission to leave campus during lunch and fourth block. Additionally, seniors may leave during their study halls. These students must sign out when they leave and sign back in when they return. (See Upperclassmen Privileges on page 28.)

ID Badges: For the safety of our community, all buildings are locked. Students, faculty, and staff are provided with an ID badge and individualized key card that will allow them access to the appropriate buildings throughout the school day. Students are required to wear their ID badges and key card daily. Additionally, ID/key cards may be used to take attendance in the event of an on-campus emergency. In the event a student loses his/her ID/key card, s/he must order a replacement by the end of the day. Replacement ID/key card fees of \$25 each will be billed through FACTS. Failure to have an ID/key card may result in disciplinary action.

COMMUNICATIONS

FACTS FAMILY PORTAL: FACTS Family Portal is a private and secure portal that allows you to view academic information specific to your child while protecting that information from others. You may view your child's grades, attendance, homework, and other useful school information. Learn how to access [FACTS here](#).

Contact Information: Please make certain that we have current and accurate home, cell, and business phone numbers, current and accurate email addresses, and updated emergency contact information in FACTS.

The secured parent section of the school's web site (www.academyatthelakes.org) is a particularly rich and useful source of school information, providing access to a regularly updated newsletter, calendar, important forms, etc. To access this section, please click on "***Parent Portal***" in the upper right-hand corner of the website. The website will connect you directly to the FACTS Family Portal. (See "Using *FACTS Family Portal*" below.)

Much communication between home and school is done by email. Each Friday, the school will e-mail home the "Wildcat Weekly," listing upcoming school events and deadlines of note. Teachers often communicate directly with parents about the progress of students in their classroom. The following types of communications will also be e-mailed home: special announcements, permission and order forms, and academic and behavioral updates. Interim reports will be e-mailed at mid-semester, and report cards will be emailed home shortly after the conclusion of each semester.

Contacting a Teacher: If a parent needs to contact a teacher during the school day, he/she should call the school at (813) 948-7600 to leave a message for the teacher or follow the automated directions to leave a message in the teacher's voice mailbox. The teacher will return the call within one business day. Email is a very effective way to communicate with teachers. You can access teachers' email addresses on *FACTS Family Portal* under School Information. The addresses most often follow a simple formula: first initial and last name followed by "@aatl.org." Please note, however, that there are a few exceptions to this formula.

When parents deem it more appropriate, they are welcome to 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 that he or she will be available to meet with you. Teachers have, of course, been asked not to conference with parents between classes, while on duty, or in the car line so as not to interrupt teaching or supervisory responsibilities.

CONFERENCES

Parents may schedule conferences with one or more of their child's teachers at any time during the school year simply by contacting the Division Assistant. 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. 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. (See Whom to Contact at the end of this handbook.)

COMMUNITY SERVICE

All Upper Division students at Academy at the Lakes must complete a service requirement in order to graduate. Students are expected to schedule their own service opportunities outside of school. It also becomes the responsibility of the students to log their community service hours in the **MobileServe app**, and have it verified by a representative of the organization served.

Goals of the Upper Division Service Program: Academy at the Lakes seeks to cultivate graduates who embody citizenship, leadership, and a lifelong commitment to serving others. Through a variety of service experiences, students develop empathy, broaden their understanding of the world, and recognize their ability to make a meaningful difference in their communities. By graduation, students will have served in a range of settings, explored causes that matter to them, and embraced the Academy's commitment to "know the good, love the good, and do the good."

Approved Service: While service with any nonprofit organization may qualify, Academy encourages students to pursue opportunities that address genuine community needs and foster meaningful relationships with individuals and communities who may have limited access to resources, opportunities, or support. The purpose of the service program is not simply to fulfill volunteer hours, but to develop compassionate, engaged citizens who understand the value of serving others with purpose and humility.

Number of Required Hours: 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. **Students are required to complete 100 of the 150 hours (or $\frac{2}{3}$ of their required total) with non-profit 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.

CONTINUOUS 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 (Continuous Enrollment Agreement) is issued to all families upon acceptance to the school. The contract and annual Enrollment Agreement Supplement fully outline 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. 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 when their tuition account is not current.

The Tuition Refund Plan is required of all families who pay in more than one installment, and the fee will be collected by the school. The Tuition Refund Plan provides both families and the school protection in the event of student withdrawal for a variety of reasons. Plan information is available 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 the 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.

Summer school or summer tutorial work may be required in cases where a student did not pass a course. Re-enrollment decisions are usually made each January by the administration. A decision to offer continued re-enrollment to a student 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 decisions 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 re-enrollment to 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. School Entry Health Exam (Florida Department of Health Form 3040)
2. Florida Certificate of Immunization (Florida Department of Health Form 680)
3. Birth certificate copy (verifies birth date)

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

CUMULATIVE RECORDS

The school maintains cumulative educational records for each enrolled student. 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 a written request from the new school.

DISTRIBUTION OF MATERIALS

Any student distributing unauthorized written materials or images on school grounds or through online school platforms may be subject to disciplinary action.

DRESS CODE

Upper Division Uniforms

All Upper Division students are required to wear the school uniform and follow dress code expectations from 7:45am to 3:15pm. The uniform promotes school pride, minimizes competition, and teaches appropriate dress for school and special occasions. Parental support is essential to ensure students are in uniform daily.

Purchasing the Uniform

All uniform items must be purchased from **Educational Outfitters**, the school's exclusive vendor. "Look-alike" items from other sources are not permitted. Click here to view the [uniform requirements](#).

Dress Code Violations

Students not in compliance with dress code expectations may be held from class until properly dressed. Parents may be called to bring the required clothing. Further, for each violation, students will receive a one-hour after-school detention. The Division Director will make the final determination as to the appropriateness of a student's dress or appearance.

Daily Uniform -

Tops: White, navy, light blue, or gray polo shirt with the school logo.

Bottoms: School-approved navy skort; navy or gray skirt, shorts, or pants with logo.

*Note - Skirts and shorts length cannot exceed 3 inches above the knee.

Shoes: Sneakers are required, and they must have closed toes and heels.

Socks: Socks are required. Any color or style is acceptable.

Belt: Belts with pants or shorts are required and must be navy, brown, or black.

Sweatshirts: All Academy-branded sweatshirts and hoodies are permitted

*Note - School polo shirt is required when wearing sweatshirts and hoodies.

School ID & keycard: Students must wear their school-issued ID and keycard on a lanyard or belt hook daily and these must be visible at all times.

P.E. Uniform: Navy, white, or gray performance t-shirt with school spirit logo, mesh or girls-cut PE shorts with school logo, and athletic shoes are required.

Spirit Fridays - Most Fridays of the school year will be Spirit Fridays. The exceptions will be a scheduled Dress Uniform day. The Division Director may revoke this privilege if students are not regularly meeting dress code expectations. In addition to the regular uniform, Upper Division students will be permitted to wear Academy-branded items including an Academy spirit shirt, jeans that are free of holes and tears or Academy-branded sweatpants, and sneakers. Spirit shirts are available from Educational Outfitters or through school activities.

Dress Uniform

Dress uniforms are required for special events, performances, and field trips. The Academy tie is required for boys and optional for girls. The school ID and keycard are required on Dress Uniform days and must be visible.

Tops: Academy-branded white Oxford shirt or blouse is required.

Outerwear: An Academy-branded sweater, sweater vest, cardigan or blazer is required.

Ties: School ties are required for boys and can be purchased through Academy.

Bottoms: Gray skirt or pants with school logo are required.

Shoes: Black or navy dress shoes that are appropriate for school are required.

Socks: Black or blue dress socks must be worn with pants and dress shoes.

Belt: Belts are required with pants and must be navy blue or black.

Outerwear Expectations

Daily Uniform Outerwear - Academy-branded sweatshirts, hoodies, sweaters, and jackets are permitted over the required uniform shirt, not in place of the uniform shirt.

Dress Uniform Outerwear - On Dress Uniform days, Upper Division students are required to wear either a navy Academy-branded blazer, sweater, sweater vest, or cardigan over their uniform shirt. Sweatshirts and hoodies are not permitted

*Note - School ID & keycard must be visible at all times and should be worn on the outside of outerwear.

No Uniforms Today (NUT Day) Dress Code

Periodically, students will have the opportunity to participate in non-uniform days. While this is a break from the daily uniform, guidelines still apply for student dress. Students may wear home clothes that are free of rips or tears and are of appropriate fit, length, and style. The Division Director will make the final determination as to the appropriateness of a student's dress or appearance.

EMERGENCY PROCEDURES

A. Injuries and Health Conditions

In the event of a minor injury or illness on campus, the School Nurse will notify the parents or guardian through *FACTS*. In the event of a more serious injury or illness, a school employee will dial 911, explain the nature of the emergency, then promptly contact a parent or guardian. A school employee will remain with the student until a parent or guardian is able to get to the medical facility where the student is being treated. If the school is not able to reach a parent or guardian, the School Nurse will take the action necessary in the best interest of the student.

B. Emergency Drills

Drills and evacuations are conducted routinely as a measure of preparedness in the event of a fire, severe weather, or other potential threats to community safety.

C. Communications with Parents

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

D. First Aid/CPR/AED Trained Personnel

The school requires designated employees to be trained and certified in First Aid/CPR/AED by the American Heart Association and/or the American Red Cross.

E. 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.

F. 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 the pick-up to identify themselves with a valid driver's license. Such individuals will sign students out of school.

G. Severe Weather/School Closing

During a severe weather alert, the following activities will occur:

1. Administrative Assistants and the Controller will monitor the emergency broadcast system and news/weather web sites.
2. 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.
3. 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 *FACTS*. 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.

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

H. 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.

I. 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 illicit substances and/or their paraphernalia will be subject to applicable laws and school policies concerning such items. The relevant school policies are detailed in the “Code of Honor and Discipline Policies” section of this handbook.

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.

J. Search

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

K. Safety on Campus

All Upper Division visitors must report to the Upper Division office to state their business. Parents, volunteers, guests, alumni, friends from other schools, and others authorized to be on campus will sign in, will wear a visitor 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.

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 UD Administrative Assistant 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. Unescorted individuals may not enter classrooms or common areas.

L. Supervision

For their own safety and well-being, students must remain under the supervision of faculty or staff during the school day and all school-sponsored activities. Students may leave campus only with parent/guardian permission and after following the required sign-out/sign-in procedures. Leaving campus without permission or failing to follow these procedures is a serious violation of the Honor Code and will result in disciplinary action.

FIELD TRIPS, EXTENDED TRIPS, AND RETREAT

Academy's field trips, extended trips, and Upper Division Retreat 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 for such trips is part of the annual Enrollment Agreement Supplement. The school will make every effort to notify parents of field trips well in advance. This is not always possible when unexpected opportunities arise. Members of the faculty generally chaperone all field trips.

Upper Division Retreat and Extended Trips: 9th-12th graders have the opportunity to attend extended overnight trips chaperoned by members of the faculty and administration. All 9th-12th grade students are encouraged to attend these trips. 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. Students who do not meet the behavior expectations on extended trips may be sent home at the parents' expense and may face further consequences upon returning to school.

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
Osprey - Blue

Nighthawk - Yellow
Peregrine - Red

During House events, students and faculty are required to wear their House shirts. The school issues House shirts to new students at the beginning of the school year and to returning students every other 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 will have the opportunity to request a locker to store their belongings. Lockers are school property on loan to students. Damage to lockers will result in parents being charged for repairs. 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.

LOST & FOUND

“Lost and Found” bins are located in the breezeway between McCormick Hall and Melech. The bins will be emptied at the end of each semester; 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 into the Division office.

LUNCH

An “order out” lunch program is available each school day and must be ordered in advance. (Details of the program are shared with families separately.) Students may choose to bring in their own lunches. Students must remain in the Upper Division designated lunch areas 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.

Outside Food Delivery (DoorDash, UberEats, etc.): Please refrain from ordering food to be delivered by outside vendors. Deliveries are a disruption to the school day. Additionally, delivery drivers on campus can become a safety concern.

Food in the Building: 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 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 may be required to serve an after-school detention.

MEDICATIONS & MEDICAL INFORMATION

Parents should make the school aware of any health problem(s), including medical conditions or allergies, that their child(ren) may have by entering the information in FACTS Family Portal.

Prescription medications must be brought to school by the parent or guardian in the original prescription container and will only be administered as directed by the prescription. If medications need to be used at home and at school, parents can request an extra empty, labeled prescription bottle from the pharmacy to be used at school. Medication will be counted by the School Nurse and recorded on the “Medication Verification Form.”

Over-the-counter medications may be administered to students on campus if parents have consented to the specific over-the-counter medication being administered on the student’s medical form. If parents prefer a different over-the-counter medication not listed on the medical form, the parent can provide the medication to the School Nurse, labeled with the student’s first and last name. A “Medication Verification Form” must be completed.

Students are NOT to carry medication of any kind, prescribed or over-the-counter, including vitamins, cough drops, Tylenol, Midol, etc. Students will be allowed to carry medication/equipment for life-threatening emergencies, such as inhalers and Epi-Pens, with a completed “Authorization to Carry and Self-Administer Asthma Inhaler and/or Epi-Pen” form on file. Or, the school nurse will hold and administer with a “Medication Verification Form” on file.

Forms can be found in the *Forms and Links* section of the Parent Portal at www.academyatthelakes.org

All students must have a completed Florida Certification of Immunization (Florida Department of Health Form 680) with either proof of immunization or exemption.

The Certification of Immunization Form (DH 680) may be obtained from the student’s primary care provider. Please ensure the form is complete and includes:

- The child’s complete name, date of birth, and name of parent or guardian.
- All vaccine dates with the month/day/year.
- 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).
- The name of the physician/clinic; physician/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.

PERSONAL TECHNOLOGY

Personal Electronic Device Policy: At Academy, we believe that students learn best when they are fully present—in their classrooms, in conversations with one another, and in the life of our community. A growing body of research demonstrates that personal electronic devices, particularly smartphones, can significantly reduce attention, increase distractions, hinder academic performance, and diminish meaningful face-to-face interactions. By limiting access to these devices during the school day, we seek to foster deeper learning, stronger relationships, and a more connected school culture.

School-Day Expectations: From **8am until 3:15pm**, all personal electronic devices must be **powered off and put away**. This includes, but is not limited to cell phones, smart watches, earbuds, and headphones. Devices may not be used during class, passing periods, study halls, lunch, community time, or any other part of the regular school day.

Students are responsible for ensuring that their devices are turned completely off—not simply silenced or placed in "Do Not Disturb" mode—and stored securely in a backpack, locker, or other designated location.

Communication During the School Day: We recognize that families occasionally need to communicate with their children during the school day. If a parent or guardian needs to reach a student, they should contact the Upper Division office, and we will deliver the message. Likewise, if a student needs to contact a parent or guardian during the school day, they may do so through the Upper Division office.

Purpose of the Policy: The purpose of this policy is not simply to eliminate distractions, but to create an environment in which students can think more deeply, participate more actively, and build stronger connections with those around them. By reducing distractions and encouraging students to be fully present throughout the school day, we seek to maximize attention and academic engagement, strengthen meaningful face-to-face relationships, promote student well-being through a healthy break from constant digital connectivity, and cultivate a school culture where students are fully engaged with their teachers, classmates, and community.

Violations: Students are expected to follow this policy each day by keeping all personal electronic devices powered off and put away throughout the school day. If a student chooses not to comply, the device will be confiscated for the remainder of the school day, and the student will receive a detention. Disciplinary consequences will escalate for recurring violations.

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, [Digital Citizenship Policy](#), and Code of Honor. 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.

PETS & ANIMALS ON CAMPUS

Academy at the Lakes recognizes that pets can be an important part of our lives and are often included in daily family activities, such as bringing children to and from school. We also understand, however, that bringing pets to school may pose a health and safety risk to our students, as some children are allergic or fearful; even the most well-behaved animals may behave unpredictably when confronted by many people, especially children (who also behave unpredictably). As a result, family pets are not allowed on the school campus during the school day or at school-related events without the express permission of the Head of School. Domesticated animals will only be allowed on campus under the following conditions: if they are a certified service or guide dog, under the Americans with Disabilities Act (ADA) guidelines; or to support a school program or curriculum.

SOLICITORS

Solicitors are permitted at the school only by the invitation of school officials and must be escorted to their meeting by security.

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.

SUMMER SCHOOL

Summer at the Lakes Summer is the official summer school program of Academy at the Lakes. We offer both for-credit high school classes as well as noncredit, enrichment classes for students in Kindergarten through 8th Grade. High school classes are taught virtually. For summer courses in world languages, Upper Division students must be recommended by their current teacher and approved by the Division Director for the specific advanced and accelerated summer course. Students meet with teachers on campus during the first week of the course for set-up instructions and during the last week of the course for final review and assessments. Students have access to teachers via phone, e-mail, and Zoom throughout the course. Enrollment for the summer program begins in the spring of each year.

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 must be returned at the end of the semester or school year. Should a student lose or damage a textbook, his or her parents will be billed for the replacement cost.

UPPERCLASSMEN PRIVILEGES

Certain special privileges are available to upperclassmen at Academy. To qualify for these privileges, students must be in good attendance and academic standing, have no recent history of disciplinary action, have completed at least half the amount of required community service hours, and have parental permission. The list of students awarded privileges will be updated every month; however, students may be removed from the privileges list at any point if their status changes. **Failure to sign out or in will result in a loss of privileges for one week.**

Senior Privileges - To qualify for these privileges, seniors must be in good attendance and academic standing, have no recent history of disciplinary action, have completed at least half the amount of required community service hours, and have parental permission. Senior privileges will start on **September 14** and will be awarded to seniors who meet all the necessary requirements by **September 9**.

- **Out-to-lunch:** Seniors will be allowed to leave campus during the scheduled lunch period and must return before the start of their next class. They will need to manage their time wisely as they will not be allowed to bring their lunch into class should they be running late.
- **Open Campus Privileges:** Open-campus privileges begin **September 14**. Seniors who have earned this privilege may sign out and leave campus whenever he or she has no commitments at school. **All Community Time activities, including morning meetings, advisory, assemblies, class meetings, Sullivan Speeches, and club meetings are considered commitments**, and all students are required to be on time and in attendance at these events.

Junior Privileges - To qualify for these privileges, juniors must be in good attendance and academic standing, have no recent history of disciplinary action, have completed at least half the amount of required community service hours, and have parental permission.

- **Out-to-lunch:** Out-to-lunch privileges for juniors will start on **January 18** and will be awarded to juniors who meet all the necessary requirements by **January 11**. Juniors will be allowed to leave campus during the scheduled lunch period and must return before the start of their next class. They will need to manage their time wisely as they will not be allowed to bring their lunch into class should they be running late.

Loss of Privileges

Junior/Senior Privileges and Open Campus may be withdrawn from individuals or from the entire class, if

- Grades in one or more classes fall below a 72
- Student is missing multiple assignments
- Commitments and responsibilities are not met
- Student is excessively late to or absent from class
- School rules are violated
- Failure to sign in or out when leaving and returning to school
- Behavior while off campus is irresponsible

VISITORS

Student Visitors: Other than prospective student visits arranged through the Admissions Office, students must receive approval and make arrangements for visitors with the Division Director at least 48 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.

Adult Visitors: All visitors, including Academy parents and alumni, must sign in at the UD office.

ACADEMIC POLICIES AND INFORMATION

ACADEMIC POLICY

The Upper Division Director coordinates academic matters. Academy's Upper Division works on a semester calendar. 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.

RESOLVING ACADEMIC CONFLICTS

As students prepare for life beyond high school, it is imperative they learn to self-advocate. The process of self-advocating should work as follows: students should first communicate directly with their teachers when in need of help or when faced with a classroom concern. If there is no resolution, the student should speak with their advisor for support. If the concern remains after these two steps, students should speak to the Division Director. At this point, parents are 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 semester earn *Head of School's Honor Roll* for that semester. 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*. A student who receives disciplinary action for an academic integrity offense will not be considered for academic honors. Further, a student with excessive absences may be deemed ineligible for academic honors.

FINAL 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

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 World Language (at least 2 in the same language)

1 Health Opportunities in Physical Education (HOPE)

1 Fine Arts

.5 Personal Finance

4.5 Other credits

150 Hours Community Service (pro-rated for years of enrollment)

Externship/Job Shadow of 30-35 hours completed during Spring Break of junior or senior year or during the summer between 11th and 12th Grade.

These are minimum requirements. A student may elect to take additional credits. No student is permitted to take fewer than 6 credits during a school year, except under extenuating circumstances. Academy at the Lakes does not allow students to graduate early.

HOMEWORK

Homework Expectations: 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.

Students and parents are encouraged to regularly refer to the weekly assignments page and student grades page through the *Facts Family Portal* link on the school website.

Homework and Holidays: Families may always request an extension on homework assigned over any religious holiday observed by that family.

Late and Missing Homework: All homework assignments are required to be completed. In order to receive full credit, 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.

Upon the third late or missing assignment, the teacher will notify the parents, and the student will lose privileges and break time until the work is made up and submitted.

EXTRA HELP

We encourage students to seek out extra help directly from their teachers before enlisting a tutor. Each teacher offers extra help two times a week from 3:15-4:15pm. Students may make an appointment with their teachers outside of those days for extra help.

RETAKES

Retakes are at the discretion of the teacher; however, it is the school's policy that in order for a student to be granted a retake, the student must complete all missing assignments and attend at least one extra help session with the teacher before the retake occurs.

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 world language. In order to prepare students for these exams, faculty members provide a study guide and may conduct exam reviews during the days leading up to exams. Students must sit for their exams on the scheduled dates. Any exception must be approved by the Division Director at least one month ahead of time. Please make such requests as early as possible and only in the event of a genuine family emergency.

HONOR SOCIETIES

Academy at the Lakes has chapters of the National Honor Society and National English Honor Society. The criteria for student induction into these societies are as follows:

National Honor Society

- Students in 11th and 12th Grades must be enrolled in Academy for at least one semester and must maintain a cumulative GPA of 3.5 to be eligible for membership.
- Students must have completed 75 community service hours to apply for membership
- Students are evaluated based on service, character, citizenship and leadership according to the guidelines stated in the NHS Handbook.
- Students shall be accepted 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 must maintain a minimum GPA and adhere to the guidelines or risk removal from NHS
- Students must remain in good academic and behavioral standing for their tenure in NHS

National English Honor Society

- Students must attend the school one semester prior to being considered
- Students must complete two semesters of English prior to induction as members
- Students must maintain a minimum overall grade point average of a 3.5 (on a 4.0 scale) prior to induction as members
- Students must maintain a minimum overall English grade point average of a 3.5 (on a 4.0 scale) in honors English classes prior to induction as members
- Students must participate in a minimum of one annual activity to maintain membership
- Students must remain in good academic and behavioral standing for their tenure in NEHS

Mu Alpha Theta

- Students must attend the school one semester prior to being considered
- Students must complete two semesters of honors math classes prior to induction as members
- Students must maintain a minimum overall grade point average of a 3.5 (on a 4.0 scale) prior to induction as members
- Students must maintain a minimum overall math grade point average of a 3.5 (on a 4.0 scale) in honors math classes prior to induction as members
- Students must participate in a minimum of one annual activity to maintain membership
- Students must remain in good academic and behavioral standing for their tenure in Mu Alpha Theta

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. Courses students take outside of Academy (whether online or in person) will only be granted Academy credit under limited circumstances. All such courses for credit must be approved by the Division Director. Academy will consider a student's wishes to accelerate a particular core course of study on a case by case basis. Courses offered by Academy at the Lakes will usually not be approved. Appropriate circumstances for granting Academy credit may include:

- 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) Health reasons mandate that a student must study at home for an extended period of time.

COLLEGE COURSES

If a student has completed all available courses in a particular department at Academy at the Lakes, s/he may request consideration for Dual Enrollment at one of our partner colleges. All proposed courses must receive approval from the Division Director and the Director of College Counseling. Students must work around their Academy at the Lakes schedule. Academy reserves the right to accept or deny these credits towards high school graduation.

STUDENT SUPPORT TEAM

Purpose:

The mission of Academy at the Lakes is to be 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. The Student Support Team (SST) seeks to meet this mission by creating an environment focused on the “success of each individual” with the lens of understanding that success may look different for each student. We celebrate these differences and provide the necessary support to help each individual develop into a lifelong learner.

Student Support Team:

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 Administrative Team and the Student Support Team are available to work with students and families as needed. At AATL we are committed to the success of each individual and seek to provide appropriate support when needed so that all students will attain this goal. The Student Support Team includes the Director of Student Support, the School Psychologist, the School Counselors, the School Nurse, the School Reading Specialist, and the School Learning Specialists. This Team supports students, parents, and faculty in areas of academic, social, and emotional skills and development.

Supporting Learners:

Academic Support

In addition to after school extra help regularly available to all Upper Division students, Academic Support is available for students who are experiencing a short or long-term challenge meeting Academy’s academic demands. Academic Support may include additional instructional time, organizational support, and instruction in effective study skills. Academic Support is typically provided during students’ study halls.

Accommodations

If a student has been identified with a qualifying diagnosis, they may be eligible for specific accommodations. The Student Support Team will work with the family to determine appropriate accommodations that will best serve the student while also meeting the expectations of Academy’s academic program. Academy will not make modifications to the academic expectations. In some cases, Academy at the Lakes may not be the best match for a student and

the school will advise the parents as early as possible and counsel them concerning other school options.

Students with a qualifying diagnosis and appropriate supporting documents may be eligible for accommodations with the College Board (PSAT/SAT/AP) and ACT. The Student Support Team will work with families to complete the application process for these accommodations. The school has limited control over the decision by the College Board and ACT in granting accommodations.

College Board: <https://accommodations.collegeboard.org/request-accommodations/request>

ACT: <https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html>

Social/Emotional Support:

Counseling

The mission of the Academy at the Lakes counseling department is to empower all students to reach their potential in academic, personal, and social/emotional development. The counseling department 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 counselors will consult and collaborate with faculty, staff, and families to help students navigate through their upper school career. School counseling will also include prevention and/or intervention activities to meet students' needs through individual or group counseling in areas including academic, social and emotional learning (e.g., anger, stress, time management, decision making, problem solving, and social skills, etc.) The school counselors are available on a drop-in basis, or by referral from student, parent, teacher, or administrator. Confidentiality is an essential part of building trusting relationships with students. The counselors will keep student interactions confidential unless professional judgment warrants otherwise. School counselors may need to break confidentiality when a student threatens to harm themselves or others, the student has been harmed by others, and/or when others report concerns about the student's safety.

Physical Well-Being:

At AATL we are dedicated to the success of each individual and focus on the well-being of the whole child including physical and social/emotional wellness. The School Nurse collaborates with the Division Directors and serves as a member of the Student Support Team to monitor the physical well-being of students.

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, use of any AI, cheating, plagiarizing, stealing, bullying, harassment, behavior that is inconsistent with our Statement on Diversity (pg. 9) 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. On my honor, I pledge that the work I submit is my own and that I have neither given nor received unauthorized help on my assignments. 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 for all homework, assessments, papers, and projects:

- 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 or use artificial intelligence (AI) sources to represent my authentic thinking and skill. 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.

STUDENT BEHAVIOR EXPECTATIONS

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, its people, its property and its reputation.
4. Refrain from the use of profane language of all sorts.

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 *cyber bullying*, 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 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

Cyber bullying means bullying by any electronic communication through the use of any electronic device, including but not limited to email, text message, social media post, or direct message. Cyber bullying includes the creation of a webpage, blog, or social media account 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.

Cyber bullying 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 or reputation;
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.

Cyber harassment: The use of e-mail, direct messages, chat rooms, social networking sites (such as Zoom, Twitter, Instagram, Tumblr, Facebook, TikTok, Snapchat, iMessage, 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.

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 sincere 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.

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.

HAZING

The Academy prohibits all forms of hazing, whether it occurs on or off campus and regardless of a student's consent to participate. Hazing is considered a serious violation of the Academy's Code of Honor. A student violates this policy whenever he or she engages or assists in the planning or committing of any act of hazing, whether on or off campus. Each student is also responsible for immediately reporting any planned or actual hazing activity to a member of the faculty, coaching staff, or administration; failure to do so is also a violation of this policy. Any student found by the administration to have violated this policy will be subject to disciplinary action up to and including separation from the school. No adverse action will be taken against any person who makes a good faith report of hazing activity.

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. If the allegations are found to have merit, severe disciplinary action will be taken, up to and including separation from the school.

TECHNOLOGY

DIGITAL CITIZENSHIP POLICY

Good digital citizens respect laws regarding the use of digital media, processes, and technologies; strive to uphold the standards for safe, appropriate, and respectful behavior set by their digital communities; acknowledge and are guided by moral and ethical guidelines in their decision-making with regard to the use of technology and in their digital interactions with others; show care and concern for themselves and for others in their digital communities; act with respect and care for themselves, for others and for the equipment that they use in navigating their digital communities. These expectations apply equally to whatever device used (laptop, desktop, tablet, phone, etc.) or form of communication used (voice, e-mail, text, Instagram, Snapchat, TikTok, X, etc.). Academy considers there to be two keys to digital citizenship: showing respect for oneself and showing respect for others.

RESPECT FOR ONESELF includes:

- Choosing online names that are suitable and respectful.
- Only inviting people you actually know in the real world to be your friends in the online world.
- Only visiting sites that are appropriate and respecting the rules that websites have about age.
- Setting your privacy settings so that only the people you know can see you and your personal information.
- Only putting information online that is appropriate and only posting pictures that are suitable.

- Promptly alerting a trusted adult, such as a teacher or parent, to anything that happens online that makes you feel uncomfortable, anxious, or worried.
- Ensuring that any online information that you use is properly cited and represents your original thinking.

RESPECT FOR OTHERS includes:

- Choosing not to send or forward hurtful or inappropriate messages to others.
- Choosing not to get involved in conversations that are demeaning, hurtful, or inappropriate.
- Choosing not to falsely represent yourself as someone you are not.
- Choosing not to make, post, or share audio, photo, or video recordings of others – whether students, parents, guests, teachers, or administrators – without their prior knowledge and expressed prior permission to do so.
- Bringing to the attention of a caring adult any communications you come across that are demeaning, hurtful, or inappropriate.
- Avoiding websites that are not suitable because they involve people communicating or behaving inappropriately or illegally. If you visit one by accident, close it and alert a trusted adult right away.
- Showing respect for others' privacy by joining their online spaces only when invited to do so, by interacting appropriately with their online spaces, and by using information and images found on their online spaces appropriately.
- Not using the technology, devices, or platforms of another student.

Digital Citizenship & Artificial Intelligence (AI) Use Expectations

As responsible digital citizens, we use Artificial Intelligence (AI) in ways that reflect our school values. We understand that AI is a powerful tool to support learning, creativity, and productivity—but it must be used thoughtfully and ethically. When using AI, we:

- **think critically about the information** it provides and verify facts from reliable sources.
- **use AI to enhance our own thinking, not replace it**—our voice, ideas, and effort matter.
- **give credit** where it's due by acknowledging when AI helps us brainstorm, write, or solve problems.
- **protect privacy** by never sharing personal, sensitive, or identifying information.
- **avoid misuse**, including using AI to cheat, spread false information, or create harmful content.

Students will sign an agreement acknowledging that they have carefully read this policy and that they will be bound by these guidelines and expectations in all of my digital interactions and use of technology. They understand that Academy does not tolerate demeaning, hurtful, inappropriate, or harassing behavior in any form, whether conducted in person or electronically, on campus or off campus. Further, they understand that violations of this policy may result in disciplinary action up to and including the confiscation of devices, the loss of technology privileges, suspension, and/or separation from the school, depending on the severity of the violation.

DRUGS, ALCOHOL, TOBACCO, & VAPING

The use of illegal drugs, alcohol, tobacco, and other inhaled substances (hereinafter “illicit substances”) is a health, safety, and environmental hazard for students, faculty, and staff. The use of such substances by students harms both individuals and their community. It adversely affects the individual’s physical, mental, and emotional development. It also violates federal, state, and local laws.

Accordingly, the use or possession of illicit substances – including the full range of vaping and electronic cigarette devices, whatever the vaporized liquid – *or their paraphernalia* are strictly prohibited from campus and from all school-related field trips or events off campus. Student use or possession of any such substances – on or off campus – is considered a major offense warranting a serious disciplinary response, from the required completion of a drug/alcohol prevention program, suspension, and up to possible separation from school. Any student found to have engaged in the selling or distribution of illicit substances may be separated from school. Any student adjudicated or involved with the criminal or juvenile justice system in connection with the possession, use, or distribution of such substances – whether on or off campus – also faces possible separation from school. The Academy at the Lakes community will not tolerate the presence of illegal drugs, alcohol, tobacco, and other inhaled substances in our community.

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 UD Administration. 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 Dean or 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 a 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 may 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, including the use of AI, 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. Sharing information about exams or other assessments with other students is a form of academic fraud and will be handled accordingly. 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 separation from the school.
9. Students who are in a space inappropriately (teacher spaces, offices, restrooms, etc.) and refuse to leave when asked, will be subject to discipline under this code of conduct.

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 from the school.
12. Academy prohibits weapons or weapon look-a-likes to be brought to or possessed on any school campus. Students who bring such items to school, or possess them on campus, may face immediate suspension and possible separation.
13. 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. If a student is placed on probation, parents and the student will meet with the Division Director to discuss a plan for improvement. 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 from the School.

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.

WHOM TO CONTACT

- **For general school information or events:**
 - ❖ First check the Handbook, the password-protected portal on the website, *Facts Family Portal*, and/or e-mail messages.
 - ❖ Second contact the Upper Division Administrative Assistant, Ms. Litt:

alitt@aatl.org

- ❖ Or contact the Upper Division Director, Ms. Sciortino:
jsciortino@aatl.org
- If your question deals with **college counseling** for your student:
 - ❖ Contact the Director of College Counseling, Ms. Adley:
cadley@aatl.org
- If your question deals with **transcripts and records** for your student:
 - ❖ Contact the Upper Division Registrar, Ms. Czabafy:
bczabafy@aatl.org
- If your question deals with **student activities or discipline** for your student:
 - ❖ Contact the Dean of Students, Toni Kuzmicki: tkuzmicki@aatl.org
- If your question deals with **educational support or academic accommodations** for your student:
 - ❖ Contact Director of Student Support, Ms. Kent:
jkent@aatl.org
- If your question deals with **social/emotional support or counseling** for your student:
 - ❖ Contact the Upper Division Counselor, Ms. Matthews:
amatthews@aatl.org or call (813) 308-9408 Google Voice for text and voice messages
- If your question deals with **a particular class, teacher, or curriculum** for your student:
 - ❖ First contact that teacher by using the e-mail address listed in the School Directory
 - ❖ Second, contact Ms. Sciortino (see above) for any follow-up.
- If your question deals with **athletics** for your student:
 - ❖ Contact the Athletic Director, Coach Shawn Brown: sbrown@aatl.org
 - ❖ 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 sports season.
- If your question deals with **billing or payments**:
 - ❖ Contact the Business Office Assistant, Mrs. Benson:

pbenson@academyatthelakes.org

(813) 948-7600 x217

- ❖ Or contact the Chief Financial Officer, Mr. Pesch:

ppesch@academyatthelakes.org

(813) 948-7600 x314

- If your question deals with **admissions**:

- ❖ Contact our Director of Admissions, Ms. Abbott:

admissions@academyatthelakes.org

(813) 909-7919

- If your question deals with **financial support of the school**:

- ❖ Contact our Director of Advancement, Mrs. Gunther:

sgunther@aatl.org

(813) 948-7600 x308

- If your question deals with **health or medical matters** for your student:

- ❖ Contact our School Nurse, Ms. O'Neill, RN:

nurse@aatl.org

- **Lower Division**

- ❖ Lower Division Administrative Assistant, Ms. Hart:

khart@aatl.org

(813) 948-7600 x201

- ❖ Lower Division Director, Ms. Jewell:

rjewell@aatl.org

(813) 948-7600 x311

- **Middle Division**

- ❖ Middle Division Administrative Assistant, Ms. MacQuarrie:

lmacquarrie@aatl.org

(813) 948-7600 x300

- ❖ Middle Division Director, Mrs. McCormick:

cmccormick@aatl.org

(813) 948-7600 x306

- **Head of School**

- ❖ Assistant to the Head of School, Mrs. Sooklal:

ksooklal@aatl.org

(813) 948-7600 x316

❖ Head of School, Mr. Heller:
mheller@aatl.org
(813) 948-7600 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!")

