

UNIVERSITY ACADEMY

Parent and Student Pre-Kindergarten Handbook 2016-2017



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University Academy Pre-Kindergarten

Please take the time to read this part of the handbook that addresses specific details for the University Academy Pre-Kindergarten Programs.

If you have any questions, please feel free to speak to your child's teacher directly. If you call the school at 850-481-4410, you may be directed to the class extension, where you may leave a message.

Philosophy

We believe in providing a supportive and nurturing learning environment for children to encourage their development. Children learn about themselves and their environment through active participatory learning in a setting that presents opportunities to explore many topics and practice many skills. University Academy's Pre-Kindergarten program addresses the Florida Standards for Pre-Kindergarten and follows UA's approach to Science, Technology, Engineering, Art, and Math (STEAM).

Programs Offered at University Academy for Pre-Kindergarten Students

The Pre-Kindergarten educational program offers service to children who have reached the age of 3 by September 1st of the school year (3K) and the age of 4 by September 1st of the school year (4K). There are program options from which to choose for this age group:

3K Program:

Academic Preschool Program: 8:00-11:30

Aftercare Preschool Program: 11:30-6:00

4K Program:

Academic Morning Preschool Program: 8:00-11:30

Academic Afternoon Preschool Program: 12:00-3:30

Aftercare Preschool Program: 11:30-6:00

The classrooms are open at 7:45 am. Students should not be dropped off in the classroom prior to 7:45.

After School Care

After school care begins at 11:30 a.m. and continues through 6:00 p.m. Children may be picked up anytime during the afternoon. They may go home with their older siblings at 3:30 pm, or stay later as needed by the family.

Aftercare begins with lunch at 11:30. Students may bring a healthy lunch of your choice or purchase a lunch through the classroom. **Please provide an aftercare snack from home each day.**

Rest time is after lunch, followed by play time. If your child will stay for this period, please send a Kindermat with a cover and pillow for your child's comfort. The student's mats should be labeled with his or her name. Covers will be sent home weekly for laundering.

Lunch

At the beginning of each day we will take up lunch orders for Chartwell. Lunch is \$2.50/day. The pre-k students cannot prepay lunch and therefore lunch money should be given to the teacher in the morning. Please remember to let us know if your child will require a school lunch during drop off. Monthly lunch calendars will go home so that you can plan accordingly.

Snack

Each day your child will have a snack time during the morning preschool program and one during the afternoon (aftercare). In order to avoid allergy issues, it is the responsibility of the parent or guardian to pack a daily snack for your child. Please place your child's snack for the day, labeled with his or her name, in the snack basket each morning. Please refrain from packing any unhealthy snacks as candy, chips, or soda. These snacks often negatively affect a child's behavior throughout the day. Packing healthy snacks will keep your child engaged and focused throughout the school day. Parents are encouraged to pack fruit, granola bars, veggies, nuts, yogurt, crackers/cheese or similar items. Thank you for understanding!

Behavior Plan

The classroom behavior plan follows a color chart system. Students begin the day on green and can move up to blue, purple or off the chart for good behavior and positive choices. Students can also move down to orange or red for poor behavior.

Each day behavior will be colored in your child's take home folder. Please initial each night to confirm that you are aware of your child's behavioral choices. University Academy follows the PBS model for behavior. PBS stands for Positive Behavior Support. With this model, students are taught clear and concise school wide expectations and procedures. They then are rewarded for displaying positive behavior.

Communication

You will receive newsletters monthly to keep you informed of upcoming classroom events and curriculum. You can also gain information from our school web site: www.university-academy.org. Please feel free to email or call about any concerns or questions you may have. If you would ever like to meet or conference about your child, please let us know and we will set up an appointment to do so.

Mrs. Rhodes: amasso@university-academy.org

Mrs. Bland: jbland@university-academy.org

We always welcome parent volunteers. If you would like to attend field trips, assist in small groups, or help coordinate an event let us know!

Curriculum

The pre-kindergarten program uses a rigorous curriculum that will prepare your child for kindergarten.

Our curriculum includes Kindergarten level Singapore Math, Jolly Phonics, New Way leveled readers and Open Door leveled readers, Handwriting without Tears, STEMscopes and Mathematics Your Way. In addition to our curriculum your child will receive Spanish lessons daily. Below you will find information about each program used in the classroom:

Singapore Math: Singapore math teaches students the how and why of foundational math through the steady build of concepts and skills with the goal of preparing them for more advanced topics. The approach is known for its focus on depth over memorization and drill work.

Jolly Phonics: Jolly Phonics is a fun and child centered approach to teaching literacy through synthetic phonics. With actions for each of the 42 letter sounds, the multi-sensory method is very motivating.

New Way Readers: This series combines a strong phonics focus with clear structure and humorous content to provide bright and attractive decodable texts, providing straight forward progression with eight levels of reading material.

Handwriting Without Tears: The Handwriting Without Tears® curriculum draws from years of innovation and research to provide developmentally appropriate, multisensory tools and strategies. The program follows research that demonstrates children learn more effectively by actively doing, with materials that address all styles of learning.

STEMscopes: The demand for STEM careers shows no signs of slowing down. For students to become tomorrow's STEM leaders, they need to experience STEM first. STEMscopes is a hands-on, inquiry-based investigation that helps students become tomorrow's STEM leaders and innovators by letting them experience science. As students dive into the investigations found in each scope, they develop their own contexts and meanings for the scientific concepts they are learning, retain more knowledge, and develop deeper understandings of the world around them.

Mathematics Your Way: The goal of the activities is to develop understanding and insight of the patterns of math through the use of concrete materials. Students will discover and explore while developing skills in addition, subtraction, pattern recognition, measurement, and more.

Enrollment, Fees, and Tuition

Fees and tuition are set by University Academy. Please submit all required documents and payments in a timely fashion, and contact the University Academy Bookkeeper (bswartz@university-academy.org or 850-481-4412) if you have questions.

Arrival/Dismissal

Each child must be personally accompanied to the classroom area by a parent or adult caregiver. **Please do not bring your child before 7:45 am.** Children should not be left in the classroom before the teacher is ready to greet them.

All visitors shall sign in at the administrative office, presenting a driver's license or valid picture identification. University Academy requires that parents or guardian sign a student in and out of the pre-kindergarten program. The sign in & out sheet will be located outside of the pre-kindergarten classrooms.

Please be sure to notify the teacher of how your child will be getting home. Your child needs to be picked up from the pre-kindergarten classroom or through the car line at 3:30. All students must be off campus by 3:40 p.m. unless enrolled in after school programs.

Inclement Weather or Emergency Closings

University Academy follows Bay District Schools' schedules for openings and emergency closings. Days missed due to inclement weather will not be made up unless directed by the Bay District School Board. Tuition will not be refunded for days missed due to inclement weather.

Allergy Information

University Academy pre-kindergarten keeps a list of the children who have allergies to specific foods (peanuts, etc.), who are allergic to insect stings, or who have other medical concerns such as asthma, ear tubes, etc. This list will be posted in the classroom and also kept in the administrative office. It is vital that parents keep us updated regarding their child's allergies, reactions to exposure to those allergies, and appropriate remedies. University Academy staff will work hard to minimize the risk of exposure to something that may cause an allergic reaction in a child. However, we cannot guarantee that a child will not come into contact with an allergen.

Tote Bags, Backpacks, and Classroom Cubbies

Each student has a personal cubby to store belongings. Parents should check their child's cubbies daily and teachers check tote bags and backpacks each day for notes from home. Each child should have an extra change of clothes (including socks and underwear) in their cubbies. All clothes, blankets and other personal articles should be labeled with the child's full name. Your child's extra change of clothes are not required to be in school uniform.

Student Expectations/Responsibilities

The Board and community hold the highest expectations for the conduct of the students at University Academy in order to create a caring and safe environment that prepares learners for success in school and society. Violence or class disruptions shall not be tolerated, and students who engage in such acts on school property, on school sponsored transportation, or during school sponsored activities shall receive the most severe consequences provided for by this policy.

1. Students are expected to be in school, on time, and learning every day.
2. Students are expected to know and observe school rules.
3. Students are expected to assume responsibility for their own behavior.
4. Students are expected to bring only items to school that add to the educational environment of the classroom.
5. Students are expected to demonstrate appropriate and responsible behavior at all times.
6. Students are expected to respect school property.
7. Students are expected to refrain from any conduct that interferes with another student's opportunity to learn.
8. Students are expected to contribute to a safe and orderly learning environment by respecting themselves and others, their property, school rules and regulations.

9. Students are expected to complete classroom assignments and meet all requirements of their programs for learning.
10. Students are expected to demonstrate quality and pride in their academic work and all UA activities.
11. Students are expected to cooperate with other students to further common educational goals and to assist school personnel in creating a climate of mutual trust and respect conducive to learning.

Responsibility of Parents/Guardians

By choosing to enroll a child at University Academy, parents provide their child with an exciting educational opportunity. Registration of a student indicates that parents or guardians have accepted the responsibility to provide the proper interest, encouragement, guidance and home environment to foster the best possible learning situation. UA expects parents and students to comply with the requirements of the school. Please read the following expectations carefully:

1. I understand that my child is expected to **attend every day**, to **arrive promptly**, and to remain throughout the scheduled hours. I agree to schedule medical appointments outside school hours whenever possible.
2. I understand that it is my responsibility to notify the school in writing if my child is to be released in the custody of another adult in order to leave the school grounds.
3. I understand that my child is to adhere to the **dress code** and the Code of Student Conduct.
4. I understand that, as a parent, I must be supportive of my child and his/her school. I understand that I (or an adult representative) will **attend parent conferences**, school meetings and other activities sponsored by the school.
5. I understand that it is my responsibility to review, sign, and return all written communications when requested.
6. I understand there are student performance standards that address the **skills** and **competences** that a student must learn in order to pass from one grade to the next.
7. I understand that students enrolled in UA shall be subject to the laws and regulations of the Florida Board of Education and the rules and policies of Bay District Schools.
8. I understand that my child and I must adhere to the University Policies and Procedures detailed in the manual located on the website at University-Academy.org.

Attendance Policy

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes, and satisfy all class requirements. Poor attendance or excessive tardiness will have consequences.

**University Academy - main number (850) 481-4410
After Care - (850) 481-4444**

Please report all absences and medical appointments to the Office by 9:00 a.m. on the day of the absence or appointment

Illness

Students who are ill or who have a doctor's appointment must be signed out by a parent. Students who become ill during the school day will have the office call the parent. A parent must report to the front desk before going to the pre-kindergarten classroom to sign for the student. Students who are ill must show no signs of illness and be fever free for 24 hours prior to returning to school.

Nit Free Policy

Any student infested with head lice shall be excluded from school until the student has received treatment and **all** nits have been removed. Please notify the school if there is a problem.

Release of Students

A school official shall establish the identity and authority of any person who requests the release of a student from school. If the person requesting the release of the student is a person other than the parent or guardian having custody of the child, the school official concerned **shall not release** the child without the verified authorization of the custodial parent or guardian. Individuals must be prepared to show identification for clearance. No student shall leave campus during the school day without checking out through the office with an adult. Only the parent that originally registers the student can make changes to the registration card.

The provisions of this subsection shall not apply to a law enforcement officer, court official, or Children and Family Services employee.

Campus Visitors

All visitors to the UA campus shall sign in at the administrative office and present a drivers license or valid picture identification. The visitor will be given a badge that must be worn for the duration of the visit. Persons without a badge are subject to trespass violation and possible arrest. **Parents/Visitors must receive approval from the principal in advance to observe in a classroom.** Visitors must sign out and return badge before leaving campus. Teachers **shall not** stop classroom activities to hold a parent conference. For the safety of all UA students, an individual considered a non-student shall obtain administrative office clearance prior to entering the building. Any individual found on campus without clearance from a member of the administrative staff shall be subject to trespassing charges.

Dress Code

Parents have signed the dress code policy which was included in the original registration packet and the dress code is enforced from 8:00 a.m. through 3:30 p.m. on the University Academy Campus.

Appropriate dress is the primary responsibility of the student and his/her parent or guardian. The dress code must be followed from the time the students arrives at school until the end of the day. Exceptions can be made by administration for special events or field trips. Every student in attendance at University Academy is expected to wear the school uniform and comply with the following guidelines.

Approved school colors: maroon, white and gray.

Shirts: The approved school colors for polo shirts are maroon, white and gray (pewter). Students are required to wear a collared shirt every day, with the exception of Fridays, when an approved school spirit t-shirt will be allowed. A long sleeve or short sleeve t-shirt may be worn under the collared shirt but must be one of the approved school colors.

Bottoms: The approved color for uniform bottoms is khaki. If bottoms have belt loops a belt must be worn. No large pocket style pants or cargo shorts, no bell bottoms, no baggy pants, and no hip huggers or overalls of any kind are allowed. Shorts, skorts or jumpers should be khaki or approved school plaid. These must be no more than five inches above the knee caps as measured standing up. Polo dresses are allowed and must be one of the three approved school colors. If a jumper is worn, there must be a collared shirt underneath. Jeans or jean shorts will be allowed ONLY on Fridays.

Shoes: All students must wear closed toed and closed back shoes. Sandals are allowed with a back or back straps. No flip flops and slippers are allowed.

Outerwear: Sweaters, jackets, windbreakers, fleeces and sweatshirts are allowed and must be one of the approved colors. Only sweaters or sweatshirts must be worn inside the classroom. Students may wear jackets or approved outerwear at any time while moving around outside of the school; these should be removed when indoors.

Other: No headwear is allowed, except for headbands and bows for girls. Sleepwear ad costumes are not permitted except for approved days as set forth by administration. Students may not have any body piercing other than small stud earrings in their ear lobes.

3K preschool is the only grade allowed to wear non-collared shirts throughout the week as long as they are in school approved colors.

Administration reserves the right to call the parent if the student's attire is inappropriate or if a dress code violation occurs.

Medicine

Students taking prescribed medicine at school are required to obtain the Administer Medication Form, which must be signed by a physician. The school must have this form before medicine can be given to students. All medicine should be brought to the school office by an adult and in the original container. No "over the counter" medicine products will be given to students.

Safety

Students shall practice safe behavior at all times. Students shall not run in the hallways or on school grounds except in designated areas. Students shall not sit or climb on the rails, fences, walls, gates, or trees. Emergency and severe weather procedures will be practiced on the school site throughout the school year.

School Trip

A student may not be permitted to participate in a field trip if the student shows poor behavior at school. The trip sponsor may request a parent, at the parent's expense, to accompany the student on the field trip. Due to the prepaid nature of most trips, the student **will not receive a refund** if he/she is removed from the trip after final reservations have been made. All students must have a signed parent permission form before leaving campus for a field trip.

Unsafe, Disrespectful and Dishonest Behavior

All students enrolled in school shall be subject to the laws and regulations of the Florida Board of Education and the rules and policies of UA. The Code of Student Conduct shall be under the control and direction of the principal or designee during the time students are transported to or from school, are attending school or a school-sponsored activity, and/or are on District premises for school attendance and authorized activities.

The principal or the principal's designated representative shall see that students are properly supervised while at school and during any school-sponsored activity. This shall include the maintenance of a safe, orderly and positive environment.

Language and Disrespectful Behavior

Foul or degrading language, harassment (verbal, physical, or written) directed toward faculty, staff or students based on but not limited to gender, race, age, or religion shall not be tolerated by students or parents.

Students shall show respect for other people and their property. Disrespectful behavior includes inappropriate shouting, arguing, or cursing anywhere or anytime on school property or at school activities.

Disrespectful behavior directed toward any person on campus will result in administrative consequences.

Dishonesty

Students shall demonstrate honesty with peers, teachers and in schoolwork. Acts of dishonesty include but are not limited to lying, stealing, cheating, and/or illegal use of photocopies or other technology. Lying is the willful intent to mislead. Stealing is the taking of any item without permission of the owner. Cheating includes copying or presenting someone else's work as one's own.

The parent(s) of students who have demonstrated dishonesty will be notified immediately. The student's teacher shall meet with the administration to determine disciplinary action. Counseling and a parent conference may be warranted.

Inappropriate Items at School

The school is not responsible for any lost or stolen electronic devices brought on campus by students. Students should not bring electronic equipment to school (as detailed below).

Inappropriate items at school include, but are not limited to the following: iPods, radios, tape/CD players of any kind, hand-held video games or any other electronic device, yo-yos, skate boards, roller skates, sling shots, hard balls, bean shooters, playing cards, comic books, or trading cards or any other items which can cause disruption or distraction in a classroom. Perfume, deodorant, nail polish, and other cosmetic items are not allowed to be used at school. This is a safety hazard for students who have allergies or breathing problems.

Publishing Information

Information may be published routinely by the Board in conjunction with press releases about school activities, honor roll announcements, or special events. Information shall not be published when the student's parent(s) or legal guardian submits written notification to the principal **within thirty days** of distribution of the Code of Student Conduct. Failure to advise the student's principal shall be deemed a waiver of any right to preclude release of such directory information pursuant to Florida Statutes or federal laws.

Family Educational Rights and Privacy Act (FERPA)

The primary rights of parents and eligible students under FERPA are:

- The right to inspect and review education records
- The right to seek to amend education records
- The right to have some control over the disclosure of information from education records

General Provisions

Students shall follow all of the policies in "The Code of Student Conduct" and shall be under the control and direction of the principal or designee during the time students are transported to or from school, are attending school, during a school-sponsored activity, on District premises for school attendance, and when attending authorized activities. All students shall abide by all federal, state, and local laws as well as these policies and school rules.

The principal or the principal's designee shall ensure that students are properly supervised while at school and/or during any school-sponsored activity.

The teacher, other members of the instructional staff, or a bus driver shall assume authority for the control and supervision of students as assigned by the principal or the principal's designee and shall maintain good order in the classroom or other places where in charge of students.

No student may be suspended from school, transportation or class except as provided by law and the policies of the Board.

No student shall be suspended for unexcused absence, tardiness, or truancy, except as provided in the Code of Student Conduct.

This policy shall not apply to students while they are being transported by private vehicles (exception: school sponsored field trips) under the provisions of Florida Statutes.

Any student who verbally or physically threatens or assaults an UA employee, adult supervisor or administrator shall be removed from the school.

A parent conference and/or counseling shall be required for any student who repeatedly threatens, harasses or engages in aggressive behavior toward others. Lack of parental assistance or lack of progress in changing behavior which endangers the safety and well being of others shall result in permanent withdrawal of UA invitation.

Report all incidents of **bullying** behavior you have witnessed to appropriate school personnel.

Bullying is not allowed in our school! Keep our School Safe from Bullying.

Administration of discipline

The school principal shall monitor the administration of discipline of students to ensure that discipline is administered equitably without regard to real or perceived race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference or disability. Annually, the principal shall review school discipline data with the Parent Partnership Team, Board, and teachers in order to develop school improvement plans and maintain a safe and healthy school environment that protects the civil rights of all students.

UNIVERSITY ACADEMY
General Procedure for Dealing with Problem Behavior

The Procedure Chart outlines infractions and consequences for various student behaviors that may occur at school or any related school function.

Please note the following:

Teachers will use a classroom management support system with rules and consequences in their classroom that will be explained to the students. After repeated infractions and notification to the parent, a teacher may decide to refer the student to an administrator. Administrative referrals will become a part of the student's record.

- Formal disciplinary referrals will be handled by the administration only.
- Disciplinary referrals may be submitted by instructional staff of UA.
- Repeat offenses are accompanied by a more serious disciplinary response with each additional violation.
- Consequences from an administrative referral can range from counseling with the student, parent conference to suspension and withdrawal of student invitation.
- Every attempt will be made to follow this chart. However, the administration reserves the right to determine the punishment based on the seriousness of a particular infraction and the previous disciplinary record of the student that commits the offense.

A detailed description of University Academy's Policies and Procedures is located in the manual that can be found on the website at University-Academy.org.

POSSIBLE CONSEQUENCES AS ASSIGNED BY ADMINISTRATORS

Violation	First Offense	Second Offense	Third Offense
*Fighting	parent conference, warning, detention	parent conference, suspension	withdrawal of invitation
Bus Infraction	warning, detention, parent contact	suspension of privileges; 1-3 days suspension off bus	3-5 days suspension off bus
*Campus Disruption	1-3 days suspension/ Parent contact	3-5 days suspension	5-10 days suspension or possible withdrawal of invitation
Destruction/Defacing of School Property	detention, financial reimbursement	detention, 1-3 days suspension, financial reimbursement	1-5 days suspension, financial reimbursement, possible expulsion
Disobedience	parent contact, detention 1-3 days	parent conference:1-3 days suspension	withdrawal of invitation
Disruptive Behavior	warning, parent contact	detention, 1-3 days	1-5 days suspension or possible withdrawal of invitation
Dress Code Violation	warning, parent contact	warning, parent contact	detention, suspension, possible withdrawal of invitation
*Bullying	warning, detention, 1-10 days suspension, possible expulsion	warning, detention, 1-10 days suspension, possible expulsion	warning, detention, 1-10 days suspension, possible expulsion
Inappropriate Behavior	detention, 1-3 days suspension	3-5 days suspension	5-10 days suspension

Profanity	warning, detention	detention, 1-3days suspension	3-5 days suspension
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***Major Infraction**

Students who fail to attend assigned detentions or other assigned consequences shall be subject to an administrative meeting to determine appropriate action including possible withdrawal of UA admission.

Withdrawal of Invitation

When a student's behavior is repeatedly inappropriate to others, interferes with the orderly educational process or continues to exhibit absolute disregard for the conditions of behavior set by the school, a meeting will be held and the Principal may recommend permanent withdrawal of admission of the student. UA is a school of choice that extends invitations on an annual or longer basis. The administration will decide the viability of a particular student's admission to attend UA at the end of each school year. Attendance and disciplinary issues will be considered when making these determinations. If it is decided that a particular student's invitation should be withdrawn, the Principal will make a written recommendation. Parents will be formally notified by the administration of a withdrawal for the next school year during the summer. Every attempt will be made to notify parents of the withdrawal of an admission as early as possible in the summer so that arrangements for enrolling the student in their home school can be made.

A parent or guardian may voluntarily withdraw their student. Documentation for withdrawal of a student is a confidential record between the parent/guardian(s) and the school and as such, it will not be included in the student's permanent record.



- I have read and understand the Pre-Kindergarten behavior management system at University Academy. I will support the efforts of University Academy to maintain a safe and successful learning environment for students.
- I have read the Parent/Student Handbook located at university-academy.org and agree to uphold the policies and procedures listed therein.
- I have read the Pre-Kindergarten Handbook and agree to follow the policies and procedures listed therein.
- I understand that the Pre-Kindergarten program at University Academy operates under license-exempt status with the Department of Children and Families (DCF) of the State of Florida.

Child's Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Keep all pages of this packet for your records. Return this signature page to your child's teacher.