

University Academy

Parent and Student
Handbook
2018-2019

Student Expectations/Responsibilities

Student rights entail student responsibilities. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

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 which 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. Consequences are outlined in the Policy Manual on the website at University-Academy.org. Please report all absences and medical appointments to the Office by 9:00 a.m. on the day of the absence or appointment. **All absences not justified within 48 hours of the student's return to school will remain unexcused.**

Arrival/Dismissal

No student should *arrive before 7:45 a.m.*, unless enrolled in the before care program. Students in all grades must report to the designated areas upon arrival. All academic instruction begins at 8:00 a.m. To ensure the safety of all students, parents shall pick up and drop off students in the designated areas of the school building. After school, car riders must remain at the designated pickup areas with their teacher until a parent arrives. ***Parents must have a car tag displayed to pick up the student.*** Dismissal time for all students will be 3:30 p.m. No student will be checked out after 3:00 p.m. Please make arrangements for after school activities. After school activities do not need to begin until after 3:45 p.m.

All students must be off campus by 3:40 p.m. unless enrolled in after school programs.

Students found unsupervised after 3:40 p.m. shall be placed in the after school program and the parents will be billed a fee. If a student is repeatedly found unsupervised before 7:45 a.m. and/or after 3:40 p.m., there will be an administrative meeting held to determine appropriate action. Students are not to be inside of the buildings without supervision.

Sign In/Out

All morning students arriving after 8:00 a.m. must sign in at the front desk located in the administration office. Students must be signed out by a parent if they leave before the regular dismissal time. Students signed out after 3:00 p.m. will be marked tardy. A parent must report to the front desk to sign for the student.

Students who become ill during the school day must go to the office to call their parents. A parent must report to the front desk to sign for the student. Parents must physically sign their child out of the after-school program.

Absences

The UA school day begins at 8:00 a.m. A student who is not in the classroom or designated area at (front office) the time specified by the classroom teacher(s) is considered tardy.

Excused Absences

- Illness of the student or family
- Death in the family
- Medical or dental appointment

- An accident resulting in an injury to the student
- A family emergency
- Religious holiday
- School sponsored activities
- Court appearances

Please Note: Parents must notify their child’s teacher when a child is absent. After two days of absences due to sickness parents must produce a doctor or clinic note to excuse further absences. Without proper documentation, the administration cannot determine an absence or tardy to be excused. A student who has been absent and whose absence is **EXCUSED** is permitted to make up the work missed, provided that the student makes arrangements with his/her teachers upon return to school. It is the student’s/parent’s responsibility to make these arrangements. Students will have two days for each day absent to submit make-up work assignments. Students shall be excused from an examination, study, or work assignments for religious observations and holidays.

A pre-arranged family absence form must be completed and turned in to the administration **five (5) days in advance**. Forms are available in the administration office. Administrative approval is required for a pre-arranged absence to be excused.

Unexcused Absences

- Failure to sign in or out with the front office
- Missing more than fifteen minutes of a class
- Any absence not justified
- Out-of-school suspension

Consequences for Excessive Absences

A student with excessive absences, or who is suspended out of school shall receive a grade of “60” for tests and/or work missed. All absences are noted on the student’s report card and excessive absences will result in an administrative meeting. Grades may be affected for each class in which the student has four unexcused absences.

If a student accumulates five (5) absences within a calendar month or ten (10) absences within 90 calendar days, the student is referred to the school’s Child Study Team. If a parent does not cooperate with the strategies recommended by the Child Study Team, an administrative meeting will be held to determine appropriate action, including possible withdrawal of UA invitation and/or exclusion from any special activities.

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.

Breakfast/Lunch

Students shall be courteous, sit properly in the designated area, place trash in the trash cans after they eat, and clean up their areas when finished. Students may bring their own lunch or purchase one.

Parents are reminded that they must check in at the front office when they arrive to eat lunch with their child/children. Students are not permitted to order food to be delivered to school.

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 driver's license or valid picture identification. The visitor will be given a badge which 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. 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. Dress codes are provided on the UA website.

Phones

Phones will be made available to students in emergency situations. Only emergency messages will be taken for students. Students **will not** be called from class to the telephone. If a parent has a need to communicate with his or her child during the school day, the parent must contact the office at 850-481-4410.

Cell phones are to be turned off and not visible during class time. Cell phones will be confiscated if they are seen at any other time during school hours and will be turned in to the

office. A parent may be required to retrieve the phone. Other personal wireless communication devices cannot be used at school.

During FSA testing, students will be required, for the purpose of test security, to hand their cell phone over to the teacher or other school representative in the room. The devices will be returned after completion of the test.

Parents and students are hereby informed that cell phones and any other electronic device are brought onto the school campus at the risk of the parent and the student. The School has no responsibility for the safe-keeping of the cell phones and any other electronic device.

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.

Parking

It is the responsibility of the parents who drive their child to school to be fully aware of the responsibilities in the operation of vehicles on the school campus. Drivers must abide by the rules and regulations established for the safety of the students. Parents and visitors will have a designated parking area.

The student drop off and pick up zone will be a no parking area and will be properly supervised during the high traffic times.

Behavior

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.
- No student will be punished for including religious materials in their coursework, praying at school during non-course time. School employees may also participate voluntarily in religious activities that are initiated by students before or after the school day.
- 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.

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.

Positive Behavior Support

University Academy follows the PBS model for behavior. PBS stands for Positive Behavior Support. Within the PBS model students are taught clear and concise school wide expectations and procedures. Students are rewarded for displaying positive behavior. Individual teachers will be responsible for communicating this information to parents at the beginning of the school year.

Safety

Students shall practice safe behavior at all times. Students shall not run in the hallways or on school grounds except in designated areas nor 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 Trips are a Privilege

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. All students must have a signed parent permission form before leaving campus for a field trip. All field trip chaperones will complete a volunteer screening at the school office prior to the field trip. All overnight chaperones will complete a fingerprint background check at the Fingerprinting Office of Bay District Schools at their own expense.

Unsafe, Disrespectful and Dishonest Behavior

(Severe consequences are described in detail in University Academy's Policies and Procedures Manual located on the web at University-Academy.org)

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.

Insubordination - Insubordination means to refuse to obey a direct order or instruction given by any UA employee or intern. Insubordination of any kind will result in severe consequences. Continued disrespect or insubordination may result in withdrawal of UA invitation.

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 another person's

homework, class work, or other assignment, talking during a test, or giving information to another student during a test.

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. In addition, any student found cheating shall receive no credit for that assignment.

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).

Students who use any object (i.e. water shooter, cup, can) to project liquid, objects or substances of any kind (i.e. water, silly string, soda) shall receive consequences.

Inappropriate items at school include, but are not limited to the following - iPods, radios, 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.

Detention and Search

Any instructional or administrative staff member shall be authorized to temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of Florida Statutes or Board policy or school rules. No student shall be temporarily detained longer than is reasonably necessary. Such temporary detention shall not extend beyond the place where the violation was first committed or in the immediate vicinity thereof.

If at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed stolen or illegal property or contraband on his/her person or within his/her student storage space, an administrative staff member may search the personal property of the temporarily detained student or his/her other storage space for the purpose of disclosing the presence of suspected stolen or illegal property and to protect the safety and well-being of other students.

School authorities may search student storage areas when there is reasonable suspicion that prohibited or illegally possessed substances or objects are contained within the area, pursuant to Florida law.

Zero Tolerance Provisions

In order to provide environments that foster learning and high academic achievement, it is essential that schools be safe and orderly. The Board has determined that certain offenses cannot be tolerated and will result in expulsion from UA. The Zero Tolerance Policy shall require

students found to have committed one of the following offenses to be expelled, with or without continuing educational services from the student's school:

- Intentionally or knowingly cause great bodily harm, permanent disability, or permanent disfigurement.
- Damaging or causing damage, by fire or explosion, any dwelling, structure, or conveyance.
- Battery, aggravated battery, assault or threat on a UA employee or supervising adult.
- Possession of any instrument or object (as defined by Section 790.001(13), Florida Statutes, or district code of conduct) that can inflict serious harm on another person.
- Possession or use of alcohol, tobacco, unauthorized medications or an illegal substance.

Disruption on Campus

Definition: Behavior that significantly disrupts any portion of campus activities, school sponsored events, or school bus transportation. Disruptive behavior may pose a serious threat to the learning environment, health, safety, or welfare of others. Consequences may include notification of the appropriate law enforcement agency and/or permanent withdrawal of the admission to UA.

Inappropriate Use of Technology

Any student who intentionally uses any device to view or listen to inappropriate content, games, or data shall be subject to consequences. See usage policy for further detail.

Fighting

The definition of fighting is when two or more persons mutually participate in the use of force or physical violence that requires physical restraint or results in injury. Fighting will not be tolerated at UA. The teacher and/or administration will handle each situation individually.

Aggressive Behavior

Definition: Students involved in rough horseplay, verbal confrontation, slapping, pushing, shoving, bullying or other acts that could lead to an altercation is considered aggressive. Consequences shall be handled on an individual basis.

The school reserves the right to handle acts of harassment on an individual basis depending upon the severity of the incident. Consequences will be determined by administration.

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.

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.