



# CENTER ACADEMY PINELLAS PARK

## 2023-2024 PARENT – STUDENT POLICY HANDBOOK

### • 2023-2024 ATTENDANCE POLICY

#### **Students have the responsibility to:**

- Attend classes daily and on time unless circumstances beyond their control prohibit. There are one hundred and seventy-six (180) actual school days in the 2023-24 school calendar. This equals one thousand eighty (1,080) actual net instructional hours for grades 5 thru 12.
- Request make-up work from their teachers after being absent.

#### **Parents have the responsibility to:**

- Notify school about their child's absence from school on the day of the absence;
- Notify the school of any change of address, phone numbers, and emergency contact numbers;
- Be aware of Student Academic Calendar and coordinate trips, vacations and personal business to support attendance on school days.
- As much as possible, make all doctor and dental or other appointments after school hours so students do not get signed out early.

### **ATTENDANCE ALERT TO PARENTS**

- When a student accumulates *five* absences during a semester, a letter shall be sent to the parent or guardian.
- When a student accumulates **five absences (not including suspensions) within a forty-five day period**, a letter will be sent to the parent or guardian. A conference may be required to discuss potential remedies.
- Students who display a pattern of non-attendance may be required to present medical evidence of absences.

### **REPORTING YOUR CHILD'S ABSENCE**

It is the responsibility of the student's parent or guardian to explain a student's absence to the school office. Parents are expected to notify the school the day of each absence unless an absence is originally known to be for a certain period of time. **Parents will be notified at 8:45, when a student has not arrived at school and no prior notice was given.** We may require additional documentation upon a student's return to school.

## **EXCUSED ABSENCES**

- An illness of the student or a medical or dental appointment; 5 or more absences within a nine-week grading period may require a doctor's statement upon return.
- A required court appearance.
- An emergency for a reason acceptable to the school Director.
- An accident resulting in injury to the student.
- Pre-planned absence for a personal reason that is acceptable to and has been approved by the Director.
- A death in the immediate family.

## **SIGN-OUT PROCEDURES (PRE-APPROVED AND EMERGENCY)**

Once students arrive on campus, they may not leave without permission from the school Director. Students who must leave school during school hours should have their parent request this release by phone or in person to the school office or school Director. Students will only be released to the parent or guardian or other designated adult listed on the student information document in the school office.

### **Excused sign-outs include the following:**

- Medical or dental appointments (doctor's statement may be required) Deaths or funerals.
- Emergency situations acceptable to the school Director.
- Court appearances (subpoena required).
- Personal reasons acceptable to the school Director.

### **Unexcused sign-outs include the following:**

- Forgotten items (for instance: books, lunch, money, homework, projects)
- Non-educational appointments.

At the end of the school day, students are released at 2:30 p.m. and are expected to go directly home. Car riders should be picked up immediately in the car line or notify the school office if you will be arriving later than 2:45 p.m. Students who drive to school are expected to leave school immediately.

## • **2023-24 CODE OF STUDENT CONDUCT**

Center Academy believes that students need to be provided with a consistent behavior management system so that maximum time can be spent on time-on-task and learning. Inappropriate behaviors that interfere with the learning process can be reduced and ultimately extinguished through consistent, best-practice behavior management techniques.

This Code of Student Conduct sets forth the expectations for student behavior and the consequences for infractions of the rules.

### **SEXUAL HARASSMENT POLICY**

Center Academy is committed to maintaining an environment that is free of discrimination and harassment, including sexual harassment. Accordingly, the school prohibits such conduct by its students on school premises and off school premises at school-sponsored activities, including transportation to and from such activities.

Sexual harassment consists of unwelcome physical or verbal conduct of a sexual nature that includes, but is not limited to, the following:

1. physical contacts of a sexual nature including, but not limited to, touching, patting, grabbing, poking or brushing up against another individual;
2. sexually-oriented gestures, noises, remarks, jokes, comments or propositions;
3. display of sexually-oriented pictures, posters, calendars, graffiti, objects, or publications; and
4. any other conduct that is inappropriate.

Any student who believes that he or she has been the subject of sexual harassment should immediately report the incident to the administration.

### **EXPECTATIONS**

In order for effective instruction to occur, there must be cooperation between student, parent and school. This relationship may be described as follows:

#### **Parents who:**

- keep in regular communication with the school concerning their child's progress and conduct.
- insure that their child attends daily and promptly reports and explains an absence or tardiness to school.
- provide their child with resources needed to complete class work.
- assist their child in being healthy, neat and clean.
- bring to the attention of the Director any problem or condition which affect their child or other children in the school
- discuss report cards and work assignments with their child.
- maintain up to date home, work and emergency telephone numbers at the school, including doctor and hospital preferences, and report any changes in medication.
- fully cooperate with the school to maintain a safe, drug free learning environment.

**Students who:**

- attend all classes daily and are punctual.
- are prepared with appropriate working materials.
- are respectful to all individuals and property.
- refrain from profane or inflammatory statements.
- conduct themselves in a safe and responsible manner.
- are clean and neat.
- are responsible for their own work.
- abide by the rules and regulations of the school and each classroom teacher.

**Schools that:**

- maintain an atmosphere conducive to good behavior.
- exhibit an attitude of respect for students.
- plan a flexible curriculum to meet the needs of all students.
- promote effective training or discipline based upon fair and impartial treatment of all students.
- develop a good working relationship among staff and with students.
- maintain a safe, drug free learning environment.

**SPECIFIC GROUNDS FOR DISCIPLINARY ACTION;**

Each classroom teacher will attempt to deal with general classroom disruption by taking in-class disciplinary action. Only when the action taken by the teacher is ineffective, or the disruption is sufficiently severe, should the student be referred to the Director. In dealing with the following violations of the Conduct Code, the Director shall hear the student's explanation, and consult further with the teacher, if necessary, before determining the disciplinary action. If the immediate suspension of a student is necessary due to a serious breach of conduct, the necessary notice and conference will follow as soon as practical.

The following categories of misconduct are violations of Center Academy policy and are subject to disciplinary action or dismissal from the school. These categories are not all inclusive.

- ❖ “No-Touch” policy. The policy prohibits any touching at all on school grounds—including “hugging” and “horseplay.”
- ❖ Violent acts or threats of violent acts.
- ❖ Disruption in any way of school procedures.
- ❖ Defiance of any school employee.
- ❖ Theft, vandalism or destruction of property.
- ❖ Possession or use of any drugs, tobacco, or alcohol, as well as electronic cigarettes/vaporizers.
- ❖ Obscene or sexual acts or harassment.
- ❖ Possession of a weapon

**Consequences for Inappropriate Behavior:**

- ❖ In-school suspension
- ❖ Out of school suspension
- ❖ Behavior contract
- ❖ Dismissal

- **2023-24 DRESS CODE**

1. **Students must wear a blue or red Center Academy polo shirt with a collar with the Center Academy logo or pull-over sweatshirt with the Center Academy logo.** The polo shirts can either be short or long sleeved.(Center Academy polo shirts may be purchased on our website, mycenteracademy.com, under the link Custom CA Polo Shirts)
2. **Students must wear casual dress pants or shorts that are black, blue or khaki.** (Jeans are prohibited, except for designated dress down days)
3. **Skirts may also be worn, but must be knee-length.**
4. Students must maintain a professional appearance at all times while in school or on Field Trips:
  - a. hair should be clean, well groomed, and of acceptable length.
  - b. all students must wear polo shirts with collars.
  - c. all shirts must be buttoned from at least the second button to the last.
  - d. students in PE classes have the option to bring a T-shirt to change into - appropriate footwear for PE class is required.
  - e. hats are not to be worn in the building.
  - f. sunglasses are not to be worn in the building.
  - g. hair must be a color that human hair naturally grows.
  - h. hair styles judged as “extreme” by staff are not acceptable.
  - i. flip-flops and sliders are not permitted.

5. **Jewelry**

- a. chains are neither acceptable “jewelry” nor clothing enhancement and may not be worn in school.
- b. students may not wear any facial jewelry: no lip or other piercings.
- c. ear gauges are not permitted.

### **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

1. **First violation:**

- a. student will be given notice of inappropriate dress.
- b. student will be isolated in “refocus” area.
- c. students will be given the opportunity to change into clothing provided if available

2. **Second violation:**

- a. student will call parents from Director’s office.
- b. student will remain in office until parents bring appropriate clothing.

3. **Third violation:**

- a. student will have in-school suspension.
- b. student will be required to bring a change of clothing that will be kept in the office for future use.

## **CELL PHONE POLICY**

To prevent disruption of student learning and school activities, students are not permitted to use a cell phone throughout the entire school day.

If students are in possession of a cell phone when they arrive to school and enter the classroom, they will be required to put their phone in an individual slot in class storage and will be able to retrieve their phone at the end of the school day.

If students are in Before-care and/or Aftercare, they will have to follow the same protocol as well.

Students may use the office phone if they need to contact a parent.

## **CONSEQUENCES FOR CELL PHONE POLICY VIOLATIONS**

### **1. First violation:**

- a. Student cell phone will be confiscated and remain in the office until the end of the school day. At that time, the student may pick up the cell phone.

### **2. Second violation:**

- a. Student cell phone will be confiscated and remain in the Director's office until the parent meets with the Director. Upon conclusion of the meeting, the parent may pick up the cell phone.

### **3. Third violation:**

- a. The cell phone will be confiscated and remain in the Director's office until the parent picks up the phone. The student will no longer be permitted to have a cell phone on school property for the remainder of the school year.

## **Student Carrels:**

Student carrels should contain an appropriately sized desk and chair as well as school appropriate materials including name, folders, textbooks and materials that are necessary for the school day. Items that are distracting or are not relevant to the learning environment shall be removed. Students may not write or draw in the carrel walls.