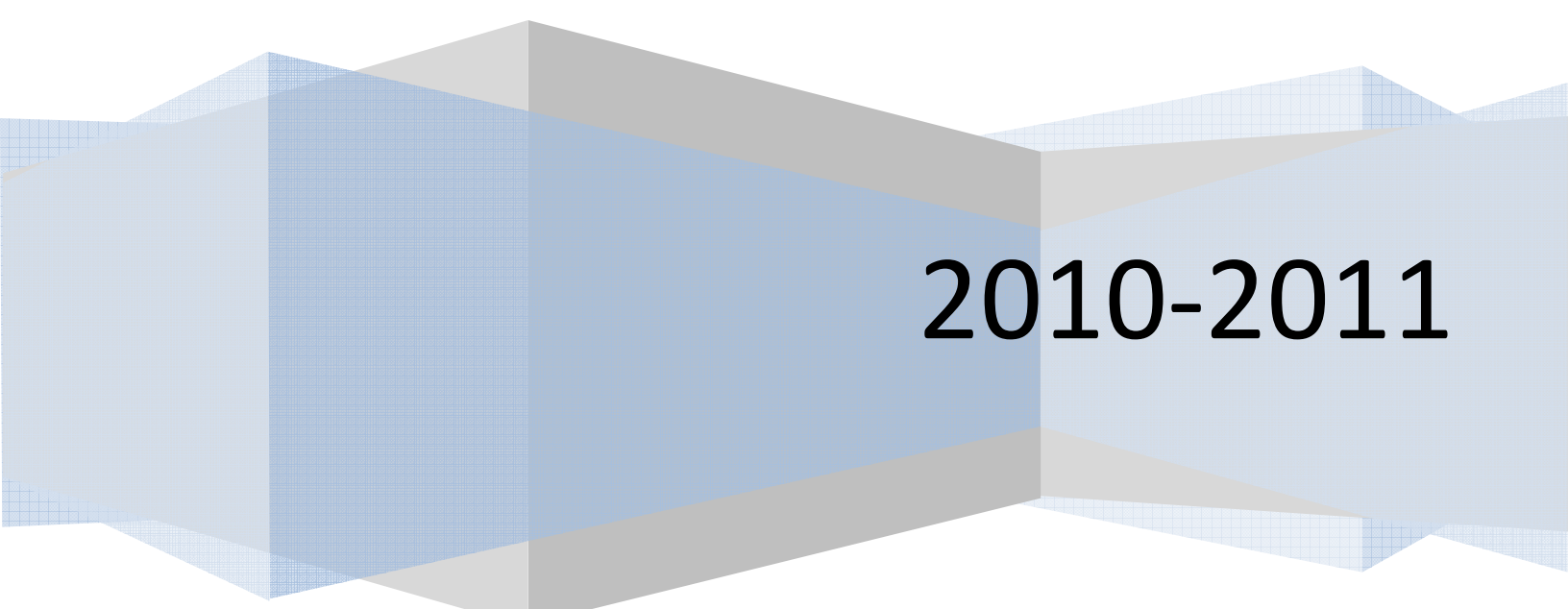


Athenian Academy Charter School

# Student and Parent Handbook

A Guide to a Successful Year

Ms.Kathy Manrique [c.manriquek@pcsb.org](mailto:c.manriquek@pcsb.org)



2010-2011

Welcome to Athenian Academy. Whether you are new to our school or returning to our school, this handbook is an important tool for a successful school year. Please familiarize yourself with the contents of this handbook. Please note that while every effort has been made to ensure that this handbook is complete, there may be areas that will be changed or edited throughout the school year.

We appreciate your cooperation. Please read this handbook with your student. Once you have read this handbook, sign this page and return it to your homeroom teacher.

Once again, welcome to the 2010-2011 school year! Please do not hesitate to contact us if you have any questions about this handbook. We are excited to have you and look forward to a great year.

---

----- Yes I have read the contents of this handbook and have discussed the appropriate areas with my child (ren).

---

Parent Signature

Date

---

Student Name(s)

Grade

- After Care** Athenian Academy does not provide after school programs. The school does work with several programs and will be happy to provide you information about these programs.
- Announcements** Morning announcements are done every morning at 8:15. This is a critical informational time for students and staff members. Please refrain from conducting business in the front office between 8:15AM-8:20AM so that the front office staff can hear morning announcements.
- Arrival** Students not participating in the before school program are to arrive between 8:00AM-8:10AM. All classes begin promptly at **8:15AM**. Students entering the building after 8:15AM are tardy and will need to obtain a tardy pass to enter the classroom.
- Attendance** It is very important that your child attend school every day unless illness or emergency circumstances prevents proper attendance. The school reports attendance to the Pinellas County School District. Repeated unexcused absences are reported to the proper truancy agency.  
***Attendance is directly related to the school wide 3 R club criteria. Please review the 3 R club attendance policies.***

**In General:**

1. Students who have been absent five or more days in a grading period may be required to present a note from a doctor.
2. Parents are required to call the school if their child will be absent AND send a note to the homeroom teacher upon the child's return to school.

**Excused Absence:**

1. The student is ill.
2. Major illness in the immediate family.
3. Death in the immediate family.
4. Religious observance.
5. A major disaster
6. Legal proceedings

Other absences or pre-arranged absences are considered unexcused unless prior arrangements have been made with the school leader. There are no other exceptions to the absence policies.

- Behavior** The Athenian Academy has a strict code of behavior. In addition to following the Pinellas County School's student code of conduct, we follow three basic principles: ***Respect, Responsibility and Ready to Learn***. A copy of our school's behavior code will accompany this handbook. Please do not hesitate to contact us if you have any questions. A parent's signature is required on the discipline policies and enrollment is not considered complete until this signature is obtained.
- Board Meetings** The Athenian Academy School Board meets every other month. A schedule of meetings is posted in the school office. Meetings are open to the public.
- Breakfast** Breakfast is served to students participating in the free and reduced program between the hours of **7:00AM-7:45AM ONLY**. ***Students must be present during this time to receive breakfast***. The school will no longer allow students to eat breakfast in the classrooms.
- Bullying** Bully behavior will not be tolerated. Bully behavior can include but is not limited to: verbal threats, verbal intimidation, and physical contact. The school reserves the right to define bullying behaviors. ***Bully behavior is subject to immediate suspension or dismissal from the school***.
- Business Hours** The school office is open at 8:00AM and closes at 4:00PM. Please avoid calling the school office at peak times 8:00AM-8:30AM and 3:00PM-3:30PM. The school does have a recorder. If we are unable to answer your call, please leave a message and we will return your call as soon as possible.
- Business Office** Please conduct your business in the front office as quickly as possible and avoid discussing matters of a personal nature in the business office.
- Bus Service** Transportation is on a first come-first served basis. The school bus driver has a planned route. This bus route is planned weeks in advance. Please do not ask us to change stops or times as we are unable to accommodate these requests. ***Door to door bus service is not available***. Please have

your child at the appropriate bus stop on time. ***The bus is unable to wait for your child if they arrive after their designated stop time.***

**Parents are responsible for their child's behavior on the bus. The school reserves the right to refuse bus service to students that refuse to follow the bus rules.**

**Bus Rules:**

1. Sit in the assigned seat.
2. Stay seated at all times.
3. Do not put any part of your body outside the school bus windows.
4. Do not eat or drink on the bus.
5. Do not throw items on the bus or outside the bus windows.
6. Maintain silence at railroad crossings.
7. Do not mark, cut or damage the bus.
8. Use appropriate language on the bus.
9. Follow all safety instructions from the bus driver.

**Cafeteria**

The school does not have a standard cafeteria however; we do rent the Social Hall space from the church as a lunch room area. Students must be respectful of this space at all times. Rules for this space are as follows:

1. Remain seated at all times.
2. Raise your hand if you need to get out of your seat or if you need help.
3. Clean up after yourself. Throw away trash and other items in the appropriate containers.
4. Maintain inside voices at all times.
5. Do not throw food or other items.
6. Do not share food with other students. Many students have allergies and food share can cause a threat to personal safety.
7. Soda, Chocolate, Carbonated Beverages and Nuts are not allowed on campus at any time.

**Rules will be enforced with the following consequences:**

1. Warning
2. Loss of privileges

3. Change of seating
4. Loss of Friday dress down privileges
5. Parent Conference

|                          |   |
|--------------------------|---|
| <b>Calendar</b>          | A school calendar of events accompanies this handbook. As the year progresses, the calendar will be updated and available in the school office.   |
| <b>Cameras</b>           | The school is equipped with security cameras. These cameras are generally used as a safety measure however, at times may be used in discipline procedures. Images recorded on the cameras will not be released to anyone outside of the Athenian Academy except in the event of a crime. You will be required to sign a statement that you have received our surveillance camera policy.  |
| <b>Cellular Phones</b>   | Cell phones are discouraged and prohibited for Kindergarten through grade five. Middle school students may bring cell phones to school ONLY if they are given to the homeroom teacher and kept in the off position throughout the school day. The homeroom teacher will make every effort to ensure the items are safe however, the school and the teacher are not responsible for loss, theft or damage to electronic devices. |
| <b>Change of Address</b> | It is critical that the school have accurate information in your child's file. Please let us know if your address or telephone number has changed. Please note that the school utilizes the Connect –Ed telephone communication system. The school will make frequent recorded messages with vital information. It is imperative that we have your correct telephone number or you will not receive these important messages.   |
| <b>Cheating</b>          | Cheating will not be tolerated. Student's caught cheating will receive a zero and are subject to suspension.  |
| <b>Class Disruption</b>  | In fairness to all students, classroom disruptions must be kept to a minimum. Parents are not permitted to accompany their child to class on a daily basis. If a parent needs to go to the classroom, they must sign in at the front office and obtain a visitor's pass. In regard to student safety, there are no exceptions to this policy.   |
| <b>Confidentiality</b>   | Please be aware that teachers, administration and staff members are unable to discuss information with you that involves another student. For   |

example, if your student is involved in an altercation with another student, we cannot disclose the other students name on incident reports.

### **Conferences**

Frequent parent/school communication is encouraged. Official Parent/Teacher conferences will be planned on non-student professional development days. If your child's teacher requests a conference on one of these days, it is expected that parents attend. If attendance on scheduled conference days is not possible, it is the responsibility of the parent to arrange an alternate and mutually convenient conference time with the child's teacher.

### **Communication**

Frequent communication between parents and the school is encouraged. We have the following communication tools available:

1. Your child's agenda. This is an excellent source for non confidential notes and communication. ***Please note parent signatures are required daily on agendas.***
2. Email: Please provide your child's teacher with your email address. All teachers and staff members have an email address accessible to parents. In most cases the email address is:  
[c.lastnamefirstinitial@pcsb.org](mailto:c.lastnamefirstinitial@pcsb.org)
3. Telephone: You may always leave a message for your child's teacher. The teacher will return your call within 24 hours of your call.
4. Website: [www.athenianacademypinellas.com](http://www.athenianacademypinellas.com)

### **Congregating**

Please refrain from congregating in the front business office. We encourage parents to be friendly with other parents however, because the front office is so small and confidential matters are often being discussed, the front office is not an appropriate place for social gatherings.

### **Damage**

Destruction of school property is prohibited. Damages incurred by willful acts are subject to suspension and any appropriate monetary reimbursement will be the responsibility of the parent and or student.

### **Dean of Discipline**

Disciplinary matters involving students in grades 4-8 are referred to the Dean of Discipline. The School Leader holds final authority over all student matters however, matters of discipline in grades 4-8 should be handled directly with the Dean of Discipline.

**Defiance**

Students are expected to adhere to a respectful and responsible attitude. Direct defiance of instructions from an adult will not be tolerated and is subject to detention, suspension or dismissal from the school.

**Discipline**

Every teacher will provide you with an approved classroom management plan. This plan is age appropriate and has been approved by the school's administration. Please familiarize yourself with the individual classroom policies and adhere to them.

**In General:**

1. Possession of weapons or the appearance of weapons is prohibited.
2. Physical Contact is prohibited.
3. Violation of other student's rights is prohibited.
4. Disruption of class is prohibited.
5. Disruption of the operation of the school is prohibited.

**Specific Acts that may result in suspension or permanent dismissal:**

1. Threatening to hurt someone
2. Hitting someone
3. Physical force against someone
4. Stealing
5. Fighting
6. Extortion
7. Blackmail
8. Repeated misconduct
9. Arson
10. Vandalism
11. Bullying
12. Trespassing
13. Defiance
14. Verbal Abuse
15. Profanity
16. Leaving school grounds without permission
17. Sexual activity
18. Sexual harassment
19. False Alarms (fire or other)
20. Possessions of drugs, tobacco, weapons or illegal substances
21. Other violations as determined by the school administration

|                  |                  |        |
|------------------|------------------|--------|
| <b>Dismissal</b> | Kindergarten-2nd | 3:00PM |
|                  | Third-5th        | 3:15PM |
|                  | Sixth-8th        | 3:30PM |

Students will be escorted to the car loop by designated staff members. It is imperative that parents follow the following safety rules:

1. **Remain in your car.**
2. If you need to leave your car, park in a designated area. Do not leave your car parked in the car circle/loop.
3. Do not attempt to speak to teachers during dismissal. It is critical to keep the car circle moving at an appropriate pace.
4. If you are picking up two or more students with different dismissal times, ***please arrive at the last dismissal time.***
5. Do not make a habit of parking and picking your child up early as this is discouraged.

***In recent years it has become a habit of some parents to arrive early and wait for their children either in the office area or outside in the covered area. Please refrain from doing this.*** Our school is growing and as our school grows, we must become more safety conscious. Congregating early poses safety concerns and unnecessary disruption.

**Divorce** The school cannot legally prohibit a parent or legal guardian access to students without a current court order. If a situation should come about that needs special consideration, please speak to the school leader.

**Dress Code** The Athenian Academy has a uniform policy. The uniform policy accompanies this handbook.

***Please note that uniform violations will be taken seriously.*** Our school is proud of our uniform and we expect our students to be appropriately dressed in school uniform every day unless a special event is announced.

Used uniforms are often available for purchase throughout the school year. Please do not hesitate to contact us if you are having difficulty providing the proper uniform for your child.

**Dress Down** Friday is “School Spirit Day” ***not dress down day***. Students are expected to wear the School Spirit Shirt on Friday and appropriate clothing on the bottom. (Jeans, Shorts, Kaki, etc.) ***Students are not permitted to wear shirts other than uniform or spirit shirts on Fridays***. The school leader reserves the right to give students a dress down pass. This is the only time a student may be out of uniform or Spirit Shirt. Dresses down passes are given for: a student’s birthday, extreme appropriate conduct and as a 3 R club member reward. The school leader is the only person designated to award dress down passes.

**Emergency Drills** The school conducts frequent emergency drills, fire, inclement weather and lock down. These drills are designed for student safety and preparedness and are mandatory for all students.

**Exceptional Student** The Athenian Academy is unable to accommodate all Exceptional Student Needs. The school does not employ standard support services such as: behavior specialists, guidance counselors and other special need staff. The school will make every effort to offer inclusion for your child however, if the school determines that your child’s needs cannot be met in our school, a conference will be held and alternatives schools must become an option.

**Excessive Referral** ***Students who are repeatedly referred to the office of the school leader will be suspended or dismissed from the school.*** The Athenian Academy is a small school with very high expectations for both academics and behavior. In short, we expect students to be in the classroom, not in the school leader’s office for disciplinary matters.

**Footwear** As part of the uniform policy, students may wear dark, comfortable, closed toed shoes. Flip Flops, or opened toed shoes and shoes with wheels are not permitted.

**Foreign Languages** Greek and Spanish are a vital part of our school. Participation and proper behavior are required in language classes. Please be sensitive to cultural differences and understand that language barriers may be cause for miscommunication. If you are unsure about anything, please contact the school leader for clarification.

**Freedom of**

**Expression** Students have the right to freedom of expression; however, when you exercise this right, you must do so in a respectful and responsible manner that does not cause a disruption to the school, other students or school activities. ***Freedom of expression does not mean saying whatever you want, whenever you want.***

**Gangs** ***ANY indication*** of gang related activity will result in immediate dismissal and the appropriate authorities will be contacted.

**Grievance** The school grievance procedure is as follows:

1. Make every effort to settle disagreements with the teacher or staff member personally.
2. Make an appointment with the teacher and School Leader or Dean of Discipline for a conference.
3. Make an appointment to see the School Leader or Dean of Discipline one-on-one.
4. Contact the Athenian Academy School Board.

*Please note that The Athenian Academy is not governed by The Pinellas County School Board. All matters of disagreement are handled by the School Leader and The Athenian Academy School Board.*

**Harassment** Verbal and Physical harassment are subject to suspension or dismissal. ***The school leader reserves the right to define acts of harassment.***

**Hats** Hats are not permitted inside the school building unless they are directly connected to observance of a religious belief or practice.

**Head Lice** **PLEASE** read the attached information on Head Lice. This is a common problem in schools and the spread can be prevented by following a few simple steps.

**Homework** Teachers assign homework. Individual teachers have their own homework policies. Please refer to your child's teacher for specific homework policies.

**Hygiene** Students should come to school clean and properly groomed. Please encourage your child to practice good hygiene by wearing deodorant and practice proper tooth brushing procedures.

**IEP** ***It is the responsibility of the parent to provide the school with accurate Independent Education Plans.*** The school may or may not be able to accommodate all IEP mandates. Please discuss your child's IEP in detail with the school leader and case manager.

**Illness** Please do not bring your child to school if they are ill. Children having a fever of 100 degrees or higher are not permitted to attend school. Students must be fever free for 24 hours prior to returning to school.

Please do not give your children over the counter medication to reduce a fever and send them to school. Many childhood illnesses are contagious even in the absence of a fever.

Please provide a note to your child's teacher upon their return to school.

## **In School**

**Suspension** Student displaying inappropriate behavior may be assigned an in school suspension as an alternative to out of school suspension at the discretion of the school leader. Students serving in school suspension must complete all assignments however, will not receive credit for any academics.

**Late Assignments** Please refer to your child's homeroom teacher's individual policy on late assignments.

**Lockers** Lockers are subject to unannounced search by the administration. Backpacks and other storage areas are also subject to unannounced search. Locks and keys are permitted however; **the combination or a copy of the locker key MUST be provided to the administration prior to placement.**

**Make Up Work** Make up work is allowed only with ***excused absence***. One day late per absence day is permitted.

|                                 |  |
|---------------------------------|--|
| <b>Medication</b>               | Prescription medication can be dispensed by office personnel however, appropriate forms must be completed. Over the counter medication is discouraged and will only be given with parental permission.   |
| <b>Misrepresentation</b>        | It is illegal for parents to misrepresent a child's date of birth on school records. The school reserves the right to request verification of information presented upon the student's enrollment.   |
| <b>Newsletter</b>               | The school will post the newsletter on our new website:<br><a href="http://www.athenianacademypinellas.com">www.athenianacademypinellas.com</a>  |
| <b>Out of School Suspension</b> | The school reserves the right to suspend a student for misconduct. Every attempt has been made to outline behaviors that will result in an out of school suspension however; the school leader may at any time assign an out of school suspension for inappropriate conduct. If a student is assigned an out of school suspension no academics may receive credit during the suspension period.<br><b><i>Students may not be on school campus and may not participate in any school activity while serving out of school suspension.</i></b> |
| <b>Parties</b>                  | Teachers will from time to time hold a classroom party. Special food items that are not normally permitted may be offered for parties. Classroom parties must be approved by the teacher.  |
| <b>Personal Items</b>           | Toys, electronic devices and other personal items are not allowed at school. The school will not be responsible for the loss or damage of personal items as they are prohibited on campus.   |
| <b>Physical Education</b>       | Physical Education classes are required by the Florida Department of Education and are mandatory. Participation is a majority of a student's Physical Education grade. Students must present a note from a licensed physician to be exempt from Physical Education class for more than 3 days. A note from a parent is acceptable for an exemption from 1-3 days only.   |
| <b>Profanity</b>                | As part of a Respectful and Responsible school environment, profanity is not acceptable and is subject to disciplinary action.   |
| <b>Reassignment</b>             | <b><i>A student may be dismissed from The Athenian Academy at the sole discretion of the school leader and school board.</i></b> A student dismissed   |

from the school may be reassigned to an alternative program at the discretion of The Pinellas County School System.

- Religious Holidays** The Athenian Academy respects your right to Religious expression. Absences connected to Religious Holidays are considered excused. Please provide the teacher with a note explaining the absence as a Religious Holiday.
- Rights of Students** You have the right to an education, regardless of your race, color, creed, religion, sex, marital status, age, disability, or sexual orientation.
- Saturday Detention** Beginning in the school year 2009, Athenian Academy will participate in Saturday detention for extreme misconduct. Saturday detention begins promptly at 7:00AM and will dismiss at 10:00. **If assigned, Saturday detention is MANDATORY. If Saturday detention is not served on the assigned day or if the student arrives late, an automatic 3 day suspension will be in effect immediately.**
- Snacks** The teacher has the right to allow or disallow snack time in the classroom. Some teachers do not allow certain food items such as juice or carbonated beverages to be consumed *in the classroom*. Insects are a constant problem in Florida; we may not allow high sugar content items to be consumed in the classroom as a pest control procedure. ***Please note that juices, milk and other beverages with the exception of soda and carbonated are allowed to be consumed in the Social Hall Cafeteria area.***
- Snack Machine** There is a snack machine in the Media Center. The teacher designates the time when snacks may be purchased. The school does not provide change nor are we responsible for lost or stolen money.
- Teachers** Every teacher at The Athenian Academy is dedicated to your child's success. Please remember that we are all human and capable of making mistakes. If you have any concerns, please see your child's teacher as your first point of contact. In the event your concern cannot be handled through the teacher, please see the School Leader.

- Undergarments** All students participate in Physical Education. Appropriate undergarments should be worn for modesty.
- Walking** Students are expected to walk at all times while on campus.
- Violence** Violence whether verbal or physical is prohibited and cause for dismissal.

While the contents of this handbook are designed to offer current and accurate information, the contents may be altered at anytime. The Athenian Academy is a Charter School, governed by our own school board. Enrollment in our school indicates your willingness to abide by our policies and accept them as they apply to all students. The Athenian Academy reserves the right to suspend or dismiss students for conduct deemed inappropriate by the school administration or governing board even when the exact reasons are not included within this handbook.

Thank you for your cooperation and we look forward to working with you and your children!

