

# 2016-2017 Parent/Student Handbook



**ST. CLOUD**  
PREPARATORY ACADEMY  

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ENTER TO LEARN ~ PREPARE TO LEAD

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# Introduction Section

## ***School Leadership Roster***

### **Board of Directors**

John D'Amico– Chair  
Brittany Overstreet – Vice Chair  
Kit Shirah – Secretary  
Vacant – Treasurer

### **Administrative Team**

Michele Quinn – Principal/Managing Director  
Jennifer Murphy-Assistant Principal/Test Coordinator  
Sarah Bateman- School Counselor/504 Designee  
Barbara Hawk-Business Director

### **Faculty**

#### Elementary

Kindergarten-Nancy Williams, Kahla Murchie, Patsy Fincher  
1<sup>st</sup> Grade-Candi Bent, Stephanie Murray, Brook Kavaky, Lauren Funkhouser-Hatch  
2<sup>nd</sup> Grade-Caitlin Price, Kayla McKinsey, Kacy Windett  
3<sup>rd</sup> Grade-Sheila Lewis, Christina Manzer, Charles Griffin  
4<sup>th</sup> Grade-Courtney Friedrichs, Erin Casto  
5<sup>th</sup> Grade-Nikki Otermat, Allison Grant, Sandra Penson

#### Junior High/High School

Math-Kenneth Walker, Charles Palmer  
Science-Phillip Henderson, Charles Palmer  
Social Studies-Michael Manzer, Phillip Toney  
English/Language Arts-Michael Derosier, Molly Mitchell  
Research-Laurel Padgett, Phillip Toney

#### Special Areas

P.E.-Coach Julie Rohde, Coach Justin Grayek  
Art-Krystal Palmer, Angela Rivers  
Music/Band-Matthew Wozniak, Laura Reyes

#### ESE

Allison Spedding

### **Support Staff**

Jessie Claudio – Administrative Assistant/Data Entry  
Beth Howell– Preschool Director  
Lorely Mercado-Before/After Care

## ***Welcome to St. Cloud Preparatory Academy!***

Welcome to the 2014-2015 school year! We are excited about a new year of opportunities. We envision this year being one that you grow socially, academically and emotionally, so you are prepared to meet the challenges and opportunities throughout your life.

Our school welcomes any families from the community who are willing to support the policies of St. Cloud Preparatory Academy (SCPA). SCPA does not discriminate in enrollment on the basis of race or ethnic origin.

This handbook seeks to outline the major policies and practices that govern student life at St. Cloud Preparatory Academy. SCPA expects students and families to conform to the guidelines listed. Our vision is that parents and students can participate with enthusiasm in school life and work to improve the experiences of all persons at SCPA.

## ***Mission Statement***

To provide a challenging and supportive learning environment that fosters high expectations in moral values, character development, leadership skills, social growth and intellectual development that helps form a catalyst for the success of every student.

## ***Philosophy of Education***

St. Cloud Preparatory Academy believes that most powerful factor in building engagement is identifying and fully deploying talents in the classroom. And not only students' talents~the talents of everyone involved in education must be leveraged, from student, teachers, and principals to parents and community leaders.

## ***School Sponsorship and Affiliation***

St. Cloud Preparatory Academy (St. Cloud Prep) is a tuition-free Florida public charter school serving students in grades K-8 (with plans to grow through grade 12) within Osceola County.

St. Cloud Prep submitted its charter application to the Osceola County School District. Our agreement with Osceola County was approved April 1, 2014.

## **Expected Student Outcomes**

**Social** - To encourage students in a growing relationship with their peers and teachers through knowledge of Stephen Covey's *7 Habits of Highly Effective People* through the *Leader in Me* program.

1. To teach the 7 Habits.
2. To teach the necessity of advocating for self through appropriate decision-making.
3. To teach problem-solving and critical thinking.
4. To teach the importance of teamwork and collaboration.
5. To develop effective communication skills in the student.

**Academic** -To equip students for life and service through academic knowledge and the development of reasoned thought in the context of academics.

1. To relate the various subject matter areas with real life experiences.
2. To develop creative skills.
3. To develop an appreciation of the core content areas and fine arts.
4. To teach the knowledge and skills required for future study or for occupational competence.

**Emotional** - To encourage integrity and sound character in all circumstances.

1. To strengthen and reinforce the positive character development of each student.
2. To teach the student to apply himself to his work to fulfill his various responsibilities.
3. To teach the student to work independently and cooperatively.
4. To teach the student to think for himself and to stand up for his personal convictions in the face of adversity.
5. To teach the student good stewardship in the care and maintenance of personal and school property.

## **Admission Philosophy, Policies, and Procedures**

St. Cloud Preparatory Academy is open to anyone in kindergarten through eighth grade who is interested in securing an education, whom the school finds qualified for admission, and who agrees (and whose parents agree) that he or she shall abide by St. Cloud Preparatory Academy's rules and expectations. It must always be understood that attendance at St. Cloud Preparatory Academy is a privilege, and not a right. Any student or parent who does not conform to the school's standards of conduct and/or is unwilling to adjust to our environment must forfeit this privilege.

St. Cloud Preparatory Academy seeks to provide an educational setting that best fulfills the prospective student's needs as well as the needs of all students. For this reason each prospective student will be considered on an individual basis. No prospective student shall be denied admission on the basis of race, color, or national origin.

To aid in determination or appropriateness of admission the following must be completed or made available by the prospective student and the student's parent(s)/guardians:

- Enrollment and application form with registration
- record of immunizations, medical history, and past academic performance (if available)

The following are grounds for denial of admission or re-enrollment:

- Behavioral and disciplinary issues that are not reconcilable
- Special academic, emotional and neurological development, or medical needs that cannot be adequately met by St. Cloud Preparatory Academy

## ***Admissions Procedure***

In accordance with Federal and State anti-discrimination laws and in accordance with the Florida Educational Equity Act, Section 1000.05(2)(a) St. Cloud Preparatory Academy will not discriminate on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student in its school admission process.

### ***Preferences for Enrollment:***

1. Currently enrolled students
2. Siblings of currently enrolled students,(year 2)
3. Students who are the children of a member of the governing board of the school
4. Students who are the children of an employee of the school
5. Students who are the children of an active duty member of any branch of the United States Armed Forces

Additionally, in order to minimize any traffic impact caused by the school and ensure that the school is available to serve the residents of the county where the school is located, the Governing Board of the charter school may elect to limit the enrollment process to target students residing within a reasonable distance of the school as provided under 1002.33(10)(e)F.S.

***Lottery Process:*** If the number of applications exceeds the capacity of the program, a lottery will determine admission, and a list will be maintained by grade level in the order of the lottery results. Parents/guardians will be notified of their child's acceptance no later than 21 days past the acceptance period deadline and will have 15 days to notify the school, in writing, of their decision to attend. If an accepted applicant decides not to attend the school, the slot will be given to the first person on the waiting list.

We will take the following initial steps to begin every enrollment process:

- Determine the number of spaces available in each grade based on the capacity in that grade and the anticipated number of returning students.
- Set dates for informational meetings.
- Provide public notice at least one month prior, making clear that returning students need not reapply.
- Publicize stated deadlines and promote the fact that there will be a lottery if there are more eligible applicants than there are available spaces.
- Hold the lottery in accordance with the established timeline.
- Conduct enrollment and registration processes.

Parents/guardians of students who will enroll in the school will receive an enrollment package containing information about the school and forms necessary for registration. The enrollment package will include:

- Proof of age
- Copy of immunization records
- Special Education information (if appropriate)
- Emergency contact information
- Emergency Medical Authorization
- Health insurance information
- Lunch form (to gather free/reduced lunch data)
- Authorization for Release of Information Form
- Home Language Survey
- Registration forms and any other required by the school.

### **Academic Information**

Academic excellence and a distinct leadership/strengths-based approach are the building blocks of the SCPA program. We offer a variety of learning opportunities in a small school size atmosphere. St. Cloud Prep Academy follows the Osceola County School District Student Progression Plan and curriculum plan. More detailed information regarding the Student Progression Plan can be found at [http://osceola.k12.fl.us/School\\_Board\\_Rules/index.asp](http://osceola.k12.fl.us/School_Board_Rules/index.asp).

### **Elementary**

At St. Cloud Preparatory Academy, our students receive outstanding instruction from qualified teachers. We offer all the state mandated content area courses, as well as, leadership development through the Leader in Me program, to allow for maximum individual growth at all levels. Support facilitation and tutoring services are also available.

### **Middle School**

Grades six through eight are classified as middle school. Students move from class to class, through the offerings of the state mandated content area courses, electives, as well as, leadership development through the Leader in Me program, allowing for maximum individual growth at all levels. Honors courses for high school credit in both math and science are offered in 8<sup>th</sup> grade.

## Grading Scale

Student grades are assigned according to the following percentages.

100-90	(A)
89-80	(B)
79-70	(C)
69-60	(D)
59-0	(F)

Primary grades will also include:

O=Outstanding

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

## Report Cards and Progress Reports

Report cards are issued following the end of the nine-week grading period. Final report cards at the end of the year will be mailed to parents or sent home with student(s). If a student is failing, or in danger of failing, a subject during a grading period, the parents will be notified by the teacher before the end of the grading period. Grades can also be checked electronically.

## Class Scheduling

All class scheduling is directed by our School Counselor, Principal, and Assistant Principal.

## Attendance Policies

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

### Excused Absences

Absences are excused in the case of illness, funerals or weddings of close relatives. These absences may be excused if the following procedures are followed.

1. Parents of students seeking permission to miss school for any reason are asked to contact the school office in advance. Requests for permission to miss school must come from the parents, not the student. In emergencies, a phone request will be considered.
2. The school office will give the student an excused absence form that must be initialed by each teacher in order to facilitate communication about assignments for each class to be missed. The office may require that some of the work to be missed be completed before final permission is granted.

3. All work missed must be made up at the teacher's directive. The student must take the initiative in completing missed work. The usual rule is the student has two days for each day missed to make up work.

### **Prearranged Absences**

Students and their parents should make every effort to give a reasonable notice to the school office if they will be absent from school for reasons other than sickness. These absences fall under the following categories:

1. Family vacations that cannot be scheduled during normal breaks.
2. Church or government commitments.
3. Serious personal or family issues.

Students will be given permission to miss school for doctor and dentist appointments provided a note from his/her parents is brought to the office before school on the day of the appointment. If necessary, the school will issue a pass for early dismissal from a class. Students need to sign out at the school office prior to leaving. Leaving campus without permission will be considered an unexcused absence.

A student who misses classes because of illness may not participate in extracurricular activities that day unless the student has been in class since 10:30am.

### **Unexcused Absences**

SCPA reserves the right not to grant permission to miss school, particularly when the student is not going to be accompanied by a parent or if a student is struggling academically. Absences for hunting, shopping, haircut appointments, "sleeping in," or when proper arrangements have not been made in advance are unexcused.

Any student who is absent for more than ten days or partial days in any one semester may be denied credit for the classes missed.

### **Tardiness**

All students are expected to be on time to each class. Any student not in the appropriate classroom with the proper books and materials at the ringing of the bell is considered tardy.

Students arriving late for the following reasons, with parent contact, will not be counted tardy:

1. Doctor or dental appointments that could not be scheduled otherwise.
2. Carpool transportation being late.

Students who know they will be late to school for some unavoidable reason should have their parents call the school to give the reason. A student who is more than one period late will be counted absent for the morning.

Students who are late for any period must report to the office and obtain a Tardy Pass. This will be recorded. However, if the tardy was caused by a conference with another teacher, that teacher will send a note or see that the student is admitted directly to class.

The consequences for all combined unexcused tardies for all classes per nine weeks is as follows:

1-4 recorded

5 violation slip is issued, parents signature is required and detention is served

6+ each additional tardy will result in a violation slip and detention

10 + an administrative decision

The consequences for unexcused tardies to a given class in one nine week period, is as follows:

1-2 recorded

3 - a tardy violation slip will be issued and detention will be served.

4+ - a tardy violation slip will be issued and detention will be served for each tardy after 3 tardies.

## **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring to themselves, their parents/guardians, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below:

### **General Student Conduct**

1. Students are to show courtesy and respect for other students, teachers, staff and visitors. Teachers' and students' desks, lockers and personal belongings are to be respected as private property.

2. Individual students will be assessed for damage they cause to any part of the school property, including books, textbooks, desks, walls, etc. The student(s) responsible will be assessed the amount of damage, when the damage occurs, and the parent(s) will be notified.

3. High standards of moral and social conduct are expected of all students. Cheating, stealing, lying, other forms of dishonesty, profanity, dirty jokes, pornography, fighting, and use of inappropriate reading materials shall be considered serious offenses.

4. SCPA considers the school life of students and faculty a vital part of education. Conduct during school times is to be reverent. Students are expected to and participate in all classes. They are to listen attentively to speakers and refrain from distracting behavior.

5. Students are not to leave campus during the school day without permission and signing out at the office.

6. There is to be no running, shoving or horseplay in the common areas, halls, classrooms and restrooms.

7. Both elementary and middle school students share this school. It is courteous that each respects the needs and rights of the other. We expect the older, more mature students to

take the lead in avoiding conflict and displaying a respectful example to others.

8. Physical expressions of affection are considered inappropriate behavior on the school grounds and at school functions.

### **Conduct in the Classroom**

1. The teacher is given the responsibility of using preventive and corrective measures to ensure a high level of discipline within their classroom. Students are to conform to the rules and structure of the class.
2. Additional rules set forth by teachers to govern the activities of their classes in the building, on the playground, and on field trips are fully supported by the administration and carry the same importance as rules listed in this handbook.

### **Conduct Regarding Technology**

1. Internet use only when teacher is present and permits it.
2. Backgrounds and screen savers will be standard and may not be individualized.
3. Personal files should be stored on a student's memory device, not on the hard drive.
4. No eating or drinking near the computers.
5. Volume on the computers must be kept off, unless teacher has permitted otherwise.
6. No music unless a teacher is present and permits it.
7. No games.
8. Report any problems to the office.
9. Students should not change, add or delete computer systems/setups.

### **Conduct During Lunch**

Students are responsible for proper behavior during lunch period, and will be asked to help keep the eating area clean.

### **Student Discipline**

SCPA follows the School District of Osceola County's Code of Conduct. The primary task of SCPA is to provide quality education and leadership skills. This is impossible in an undisciplined environment. Indeed, the ability to develop self-discipline is part of a student's education. The school and home must work together in helping the students learn how to effectively discipline themselves.

Parents have the responsibility for the overall discipline of their children. This responsibility does not end when the student leaves for school. While the school assumes discipline responsibilities during school hours, it expects full and complete cooperation from each parent. For proper functioning, the school must reserve the right of final discretion in school disciplinary matters. Recognizing parental responsibility, the school will consult parents for their counsel and participation.

The goal of our discipline policy is a responsible self-disciplined student who respects authority of parents, faculty and administration, the rights of his/her fellow students, and the property of the school.

The teacher is given the authority and responsibility for using preventive and corrective measures to maintain a high level of discipline within their classrooms. Continued or unusual negative behavior or attitudes will be reported by the teacher to the principal. The student will be called in for counsel and correction. Further problems with the same student will be promptly dealt with by the principal.

Parents will be notified of the student's attitudes or behavior as the situation or circumstances may warrant. They may be called in for a conference to participate with the school in counsel or remedial action. The school must maintain the final authority to determine any action taken.

If discipline and counsel do not correct improper conduct or attitudes, the school may choose to employ one of the following disciplinary actions.

## **Discipline Procedures**

### **Violation Slip Procedures**

A Violation Slip (also called a detention slip) is issued by staff, stating the nature of the offense and requiring a parent signature and then detention. The copy is given by teacher to the office. The copy is sent home to be signed. Once signed, it is returned to the office. The student and parents will be notified as to when detention will need to be served.

### **Violation Categories**

- a. disregarding dress code
- b. disrespect for authority
- c. inappropriate behavior
- d. inappropriate language
- e. disobedience
- f. failure to complete assignments
- g. attendance/tardy violations
- h. any other behavior problems

### **Violation Consequences**

One – warning

Two – violation slip with after school detention

Three – conference with the student and detention

Four – conference with parents and student and detention

Five and above – in school suspension

1. Each notice of violation is entered into the student's record under a specific category.
2. All consequences are subject to change with notification in writing given to the parents and students at the time of implementation. A detention will be issued with any violation slip.
3. If the violation is severe, notifications may be bypassed and a parent conference scheduled immediately.

4. If the violation slip is not returned to the office within three school days of the violation, a second violation will be issued. This second notification will be viewed as the same type of violation as the first. Thus, for each notification that is not returned on time, the consequences for the violation continue through the consequence list.

**Detention:** Detention will be 30 minutes after school from 3:10-3:40. Three detentions in one semester will result in an in-school suspension.

**In-school suspension:** The student will be expected to come to school, but rather than attend classes, will be isolated in a room. The student will be responsible to do all class work, which will be brought to him/her by the office. A student on “in-school suspension” will not participate in activities throughout the day or extracurricular activities after school.

**Probation:** This is a warning disciplinary action, which gives a student opportunity to correct problem areas by establishing positive work habits and positive responses over a time period as directed by administration. If negative behavior does not change, the student may be dismissed from SCPA. Probation can address academic or behavior concerns.

**Full suspension:** The principal has the authority to suspend any student for up to five days in the case of serious or persistent misbehavior or negative attitudes. During this time, the student is excluded from all school activities. All work missed must be made up and credit will be given. All suspensions will be reported to the School Board.

**Expulsion:** Expulsion of a student or refusal to accept future re-enrollment of a student is reserved to the Board of Directors. The student loses the privilege of being a student at SCPA for the balance of that year. Credit for any schoolwork done in a partial grading period may also be lost.

## **Dress Code 2016-2017**

### **K-8 Guidelines**

1. Students are to dress in a neat, clean and modest manner.  
Clothing is not to be torn, frayed or have holes.  
Clothing should not be extremely tight or loose.  
Shirts must be opaque and have sleeves.
2. Skirts/Dresses should be knee length or longer. When you kneel the hem should touch the floor.
3. Shoes are to be worn at all times, rubber soles are most appropriate.
4. Hair should be neatly groomed and of natural hair colors.
5. Body piercing other than ears, tattoos and writing are not permitted. Any pre-existing tattoos must be covered up before entering school each morning.

Our school colors are royal blue, silver/gray, and white. On **Monday, Tuesday, and Thursday** students may wear polo's in the school colors. They do not have to be embroidered. On **Wednesday,**

students may wear class created t-shirt and **Friday's** students may wear school t-shirt. Students may also wear khaki, navy blue, black, gray, jeans (no holes), jumpers, or skirts. Shorts and skirts must be appropriate length.

**Any questions concerning dress code need to be addressed with administration.**

### ***Athletic Eligibility***

In order for students to participate in athletic activities they must be academically eligible. Athletic eligibility is determined by a student's grades. At the beginning of each week the teachers will notify the School Counselor if a student's grades fall below 70%. This will result in an immediate probationary period. Athletes may practice but not take part in games during the probationary period.

### ***Opportunities for Parent Involvement***

Parent involvement is critical to St. Cloud Preparatory Academy's overall effectiveness. Parents can get involved through any of the following opportunities:

#### **Fund-Raising**

SCPA families are invited to take an active part as well as supportive roles in several fund-raising activities held throughout the year.

#### **Spring Festival**

The festival committee is led by several groups of parents with many sub-committees, each with a designated leader. Every patron is assigned a job for the festival, this helps ensure the success of our Festival. Our festival committee is developing many new ideas and the opportunities to serve may vary from year to year.

#### **Parent Volunteers**

We value your input! There will be opportunities to serve in parent committees throughout the school year.

#### **Volunteering**

There are numerous ways for parents to get involved with SCPA through volunteering their services. Opportunities include serving as elementary classroom moms, field trip chaperones, assisting with class parties, working as a teacher's aide, and helping with various fundraising efforts. Volunteers who assist in classrooms should remember that information about students needs to be handled in a confidential manner. In addition, the required background check will have to be completed in order to have contact with students.

### ***Parent/School Communication***

#### **Publications**

The SCPA POST is a monthly announcement bulletin sent home. This is our main source of communication between school and families. The SCPA POST newsletter is also available at our school website: [www.saintcloudprep.org](http://www.saintcloudprep.org).

Website: [www.saintcloudprep.org](http://www.saintcloudprep.org)

Find us on Facebook

### **Parent-Teacher Conferences**

A parent-teacher conference is scheduled at the end of the first grading period. This gives each child's parents a specific block of time to discuss with the teacher(s) the progress and development of the child. Parents or teachers are encouraged to request special conferences at any time during the year. Please try and schedule appointments with teachers when you have concerns or other issues you want to discuss so teachers are allowed to leave school issues at school and focus on their own families away from the school setting.

### **Grade Tracking System**

SCPA offers an online program to track student progress. Student grades can be observed online through **FOCUS**. Each parent(s) and student is given a password to access their content.

## ***General and Miscellaneous Information***

**Cell phones/pagers** – The use of cell phones, tablets, and music players is not allowed at school. Accessing the Internet through personal phone or computer wireless connections is also prohibited. Cell phones are to be turned off and kept in lockers during the school day. Any phones/devices in violation are turned over to administration and parents will be called. All students must have signed and returned SCPA Cell Phone Policy before bringing such device on school grounds.

**Computers** – Computers are provided for student use primarily as educational tools. School computer and Internet policies will govern their use.

**Delivery and Pickup of Students** - Parents are responsible for arranging their own transportation to and from the school, as the school does not operate buses.

Students should arrive at school between 7:30AM and 7:55 AM and leave promptly after dismissal, unless involved in official school activities. Students who need to arrive early or stay after 3:00 PM should sign up for the Before and/or After school program.

When picking up/dropping off students, please follow the traffic pattern. Please do not park in the right of way.

**Fire, tornado and lockdown drills** – These drills will be held during each school year. Each room has its respective exits and procedures posted. Students are to take the drills seriously. In the event of inclement weather, students will be safely moved to the UCF Business Incubator.

**Insurance** - Parents/guardians are expected to provide health/accident insurance coverage as needed. Parents of players in interscholastic athletics should make sure their insurance policies cover such activities.

**Internet** – Students may have access to the Internet, for research purposes, with teacher supervision and parental approval. There is no internet access between class periods. Students are not allowed to use school computers for email or social networking. Misuse of the Internet will result in loss of this privilege.

**Knives and other weapons** – Knives, including pocketknives, guns, toy guns, water pistols or any weapons or toy representation of a weapon are not permitted and will be confiscated and discipline measures taken.

**Lost and Found** - Items that are lost or found can be turned in or looked for at the school office.

**Makeup Work** -

Teachers are to communicate their procedures for makeup work. All work missed must be made up at the teacher's directive. The student must take the initiative in completing missed work. The usual rule is the student has two days for each day missed for sickness (one day for vacations) to make up work.

**Medication - Distribution and Consumption** -

Students are not to keep medications in their pockets, desks or lockers.

**Phone messages** – Parents may get messages to students by calling the school office. The secretary will make sure students receive messages.

**Sickness** - Children should not return to school until 24 hours has passed after vomiting or having a fever, without the use of fever reducing medications.

**Standardized Testing** -

Students will participate in standardized testing each year. Testing will be conducted as required by the Department of Education of the State of Florida.

**Telephones** – The school telephone is considered primarily a business phone. Students may use the phone only with permission from the secretary or a staff person. Students may ask permission to use their cell phones in the office otherwise the use of cell phones during school hours is prohibited.

**Vaccinations** - Each child of school age in the State of Florida is required to have certain vaccination and immunizations before enrolling in school. This requirement can be waived if the parents register with the school office a statement of intent (a doctor appointment that will fulfill the requirements) or a statement that the above requirements are a violation of their conscience.

**Visitors** – All visitors to the school grounds must follow proper check-in procedures. To make arrangements for a visitor to come on campus, students must contact the school office at least three days in advance. All visitors must check in at the school office and receive a badge to wear while at the school. All visitors that will be in contact with students, must have a cleared background check, prior to working with students.

**Campus Hours**

The school is located in Steven's Plantation. The school address is:  
St. Cloud Preparatory Academy  
3101 Progress Lane.  
St. Cloud, FL 34769

Phone 407-593-6601  
Website – [www.stcloudprep.org](http://www.stcloudprep.org)

The school office is open from 7:30a – 4:00p Monday-Friday.

The school day begins at 8:00 AM. Dismissal is at 3:00 PM.

### ***School Calendar***

The school calendar is set by the school board each year and will be sent home with students the first week of school. It is also available at the school office and at our website: [www.stcloudprep.org](http://www.stcloudprep.org). Parents are encouraged to plan their family vacations to coincide with the scheduled school vacations thereby helping to avoid unnecessary absences.

### ***School Closure Information***

If school is cancelled or delayed in the morning due to weather conditions, it will be announced on News Channel 13 and will follow Osceola County school closure.

### ***Who to Call***

In keeping with the community atmosphere of SCPA, we expect parents and teachers to be direct in dealing with problems, rather than talking about problems to uninvolved persons. If a problem concerning your child's classroom exists, please contact the teacher. If a matter dealing with school policy exists, please contact the principal. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.