

# 2017-2018 Parent/Student Handbook



**ST. CLOUD**  
PREPARATORY ACADEMY  
ENTER TO LEARN ~ PREPARE TO LEAD

and



**ST. CLOUD**  
PREPARATORY ACADEMY  
HIGH SCHOOL

# Table of Contents

## Introduction Section

<i>School Leadership Roster</i> .....	pg. 4
Board of Directors.....	pg. 4
Administrative Team.....	pg. 4
Faculty.....	pg. 4-5
Extracurricular/Clubs/Organizations.....	pg. 5
Support Staff .....	pg. 5
<i>Welcome</i> .....	pg. 5
<i>Mission Statement</i> .....	pg. 5
<i>Philosophy of Education</i> .....	pg. 6
<i>School Sponsorship and Affiliation</i> .....	pg. 6
<i>Expected Student Outcomes</i> .....	pg. 6
<i>Admission Philosophy, Policies, and Procedures</i> .....	pg. 7-8

## Procedures Section

<i>Academics</i> .....	pg. 9
Elementary, Middle, High School.....	pg. 9
Grading Scale.....	pg. 9
Report Cards and Progress Reports.....	pg. 9
Scheduling.....	pg. 9
<i>Attendance</i> .....	pg. 10-11
Excused Absences .....	pg. 10
Prearranged Absences .....	pg. 10
Unexcused Absences .....	pg. 11
Tardiness .....	pg. 11
<i>Student Conduct</i> .....	pg. 12-13
General Student Conduct .....	pg. 12
Conduct in the Classroom .....	pg. 12
Conduct Regarding Technology .....	pg. 12-13
Conduct During Lunch .....	pg. 13
<i>Student Discipline</i> .....	pg. 13-15
Discipline Procedures.....	pg. 14
Detention .....	pg. 14
In-School Suspension .....	pg. 14
Probation .....	pg. 15
Full Suspension .....	pg. 15
Expulsion .....	pg. 15
<i>Dress Code</i> .....	pg. 15
<i>Athletic Eligibility</i> .....	pg. 15
<i>Field Trips / School Activities</i> .....	pg. 16
<i>Opportunities for Parent Involvement</i> .....	pg. 16
Fundraising.....	pg. 16
Spring Festival.....	pg. 16
Volunteering .....	pg. 16

<i>Parent/School Communication</i> .....	pg. 16-17
Parent/Teacher Conferences.....	pg. 16
Grade Tracking System.....	pg. 17

## **General and Miscellaneous Information**

Cell Phones .....	pg. 17
Computers .....	pg. 17
Delivery and Pickup of Students .....	pg. 17
Fire, Tornado, Lockdown Drills .....	pg. 17
Food and Beverages in the Classroom.....	pg. 17
Insurance .....	pg. 17
Internet .....	pg. 17
Knives and Other Weapons.....	pg. 18
Lost and Found .....	pg. 18
Make-Up Work .....	pg. 18
Medication Distribution and Consumption .....	pg. 18
Phone Messages.....	pg. 18
Sickness .....	pg. 18
Standardized Testing .....	pg. 18
Telephones .....	pg. 18
Vaccinations .....	pg. 18
Visitors .....	pg. 18
Campus Hours .....	pg. 18
School Calendar .....	pg. 19
School Closure Information .....	pg. 19
Whom to Call .....	pg. 19

# Introduction Section

## School Leadership Roster

### Board of Directors

Chair: John D'Amico  
Vice Chair: Brittany Overstreet  
Secretary: Tammy Raz  
Treasurer: **Vacant**

### Administrative Team

Principal: Michele Quinn  
Assistant Principal, K-8: Jennifer Murphy  
Assistant Principal, High School: Laurel Ramsey  
Dean of Students: Justin Grayek  
Guidance Counselor: Jennifer Toren  
Business Manager: **TBA**

### Faculty

#### Elementary

Kindergarten: Candi Bent, Kahla Murchie, Julie Toney  
1<sup>st</sup> Grade: Courtney Friedrichs, Stephanie Murray, Veronica Perez  
2<sup>nd</sup> Grade: Erin Casto, Allison Grant, Cynthia Trantham  
3<sup>rd</sup> Grade: Kayla McKinsey, Caitlin Price, Stephanie Reyes  
4<sup>th</sup> Grade: Brook Kavaky, Tarina Wade, Nancy Williams  
5<sup>th</sup> Grade: Christina Manzer, Nikki Otermat, Tiffany Wood

#### Middle School/High School

Math: Stacey Pledger, Kenneth Walker  
Science: **TBA**, Robert McBride  
Social Studies: Michael Manzer, Brittany Palmeri  
English/Language Arts: Justin Lamb, John Mitchell, Louise Nunn, **TBA**  
Research: Justin Lamb, John Mitchell, Louise Nunn, **TBA**

#### Special Areas/Electives

Agriculture: Tamara Carpenter (Middle/High School)  
Art: Michael Marron (Middle/High School), Angela Rivers (Elementary)  
Music/Band: Laura Reyes (Elementary), Matthew Wozniak (Middle/High School)  
P.E.: Dion Byrum (Middle/High School), Phillip Toney (Elementary)  
Digital Information Technology: John Mitchell  
Psychology: Phillip Toney  
Personal Financial Literacy: Phillip Toney  
AP Human Geography: Brittany Palmeri

## **ESE**

K-5: Allison Spedding

6-9: Richard Martin

Speech: Ann Hendren

## **Extracurricular Activities/Clubs/Organizations**

Chess Club: Kenneth Walker

FFA Advisor: Tamara Carpenter

Student Council: Michael Manzer, Phillip Toney

Yearbook Advisor: Nancy Williams

Chorus: Laura Reyes, Mathew Wozniak

## **Support Staff**

Data Entry/Registrar: Kerri Falleur

Receptionist: Leticia Huaman

Paraprofessionals: Belinda Gentes (Elementary), Jamie Browing (Middle/High), Kyyiann Sippio (P.E.)

Facilities Manager: Cesar Ruiz

Custodial: Luis Serrano, Edward Gonzalez

School Nurse: Liz Jaros

Preschool Director and Before/After Care: Beth Howell

## ***Welcome to St. Cloud Preparatory Academy and St. Cloud Preparatory Academy High School!***

Welcome to the 2017-2018 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) and St. Cloud Preparatory Academy High School (SCPHS). SCPA and SCPHS do 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 SCPA/SCPHS. SCPA/SCPHS expects students and families to conform to the guidelines listed. Our vision is that parent(s)/guardian(s) and students can participate with enthusiasm in school life and work to improve the experiences of all stakeholders at SCPA/SCPHS.

## **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***

SCPA/SCPHS believes that most powerful factor in building engagement is identifying and fully developing talents in the classroom. And not only students' talents, but also the talents of everyone involved in educational process must be leveraged, from students, teachers, and principals to parents/guardians and community leaders.

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

SCPA and SCPHS are tuition-free Florida public charter schools, serving students in grades K-9; with plans to grow through grade 12.

SPCA/SCPHS submitted its charter application to the School District of Osceola County. 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 mutual respect, compassion, and self-advocacy.

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

**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 themselves to his/her work to fulfill his/her various responsibilities.
3. To teach the student to work independently and cooperatively.
4. To teach the student to think for him/herself and to stand up for his/her 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***

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

SCPA/SCPHS 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)/guardian(s):

- 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 SCPA/SCPHS

### **Admissions Procedures**

In accordance with Federal and State anti-discrimination laws and in accordance with the Florida Educational Equity Act, Section 1000.05(2)(a), SCPA/SCPHS 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 child(ren) of a member of the governing board of the school
4. Students who are the child(ren) of an employee of the school
5. Students who are the child(ren) 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. Parent(s)/guardian(s) will be notified of their child's acceptance no later than 21 days past the acceptance period deadline and will have 3 days to notify the school, in writing, of their decision to attend and 5 days to turn in all necessary paperwork. 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.

Parent(s)/guardian(s) 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 forms required by the school

## Academic Information

Academic excellence and a distinct leadership/strengths-based approach are the building blocks of the SCPA/SCPHS programs. We offer a variety of learning opportunities in a small school size atmosphere. SCPA/SCPHS follow 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 SCPA, our students receive outstanding instruction from qualified teachers. We offer all the state mandated content area courses, as well as, leadership development to allow for maximum individual growth at all levels. Support facilitation and tutoring services are also available.

### Middle/High School

Grades six through eight are classified as middle school, and grade nine is classified as high school. Students move from class to class through the offerings of the state mandated content area courses, electives, as well as leadership development allowing for maximum individual growth at all levels. Honors courses for high school credit in math, science, and agriculture are offered in the 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 each of the nine-week grading periods. Final report cards will be available to be picked up by the parent(s)/guardian(s) at SCPA/SCPHS on or after June 14, 2018. **\*This date is subject to change, please call prior to ensure that the report cards are ready for pick up.**

### Class Scheduling

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

## **Attendance Policies**

Regular attendance is a critical component for success in school. When students are absent from school, it is crucial that proper arrangements are made for the absence and the responsibility is taken for appropriate re-entry 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. Parent(s)/guardian(s) of student(s) 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 parent(s)/guardian(s), not the student. In case of emergencies, a phone request will be considered.
2. The school office will give the student(s) 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.

### **Pre-arranged Absences**

Student(s) and their parent(s)/guardian(s) 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 parent(s)/guardian(s) 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 10:30 a.m.

## **Unexcused Absences**

SCPA/SCPHS reserves the right not to grant permission to miss school, particularly when the student is not going to be accompanied by a parent/guardian and/or if the student is struggling academically. Absences for hunting, shopping, haircut appointments, "sleeping in," or when proper arrangements have not been made in advance will be 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 beginning of the school day or at the beginning of a class period will be considered tardy.

Students arriving late for the following reasons, with parent(s)/guardian(s) 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 parent(s)/guardian(s) 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, parent/guardian's 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 parent(s)/guardian(s), 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 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, but not limited to, books, textbooks, desks, walls, etc. The student(s) responsible will be assessed the amount of damage, when the damage occurs, and the parent(s)/guardian(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/SCPHS 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 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. We are a community school, and emphasize the importance of being courteous and respecting the needs and rights of all students and faculty, as well as all educational stakeholders. 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 and appropriate behavior during lunch period, and will be asked to help keep the eating area clean.

## **Student Discipline**

SCPA/SCPHS follow the School District of Osceola County's Code of Conduct. The primary task of SCPA/SCPHS 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.

Parent(s)/guardian(s) 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/guardian. For proper functioning, the school must reserve the right of final discretion in school disciplinary matters. Recognizing parental responsibility, the school will consult parent(s)/guardian(s) for their counsel and participation.

The goal of our discipline policy is a responsible, self-disciplined student who respects authority of parent(s)/guardian(s), 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 his/her classroom. Continued or unusual negative behavior and/or attitudes will be reported by the teacher to the school administration. The student will be called in for counsel and/or correction. Further problems with the same student will be promptly dealt with by school administration.

Parent(s)/guardian(s) will be notified of the student's attitudes or behaviors 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, and states the nature of the offense and requires a parent signature and then detention. The copy of the Violation Slip is given by the teacher to the office. The copy is then 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 parent(s)/guardian(s) 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:**

Detentions will be for thirty (30) minutes after school, for kindergarten – 5<sup>th</sup> grade it will be from 3:10 p.m. to 3:40 p.m., and for 6<sup>th</sup> – 9<sup>th</sup> grade it will be from 2:55 p.m. to 3:25 p.m. 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, he/she will be isolated in a room. The student will be responsible for doing 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 the opportunity to correct problem areas by establishing positive work habits and positive responses over a time period as directed by administration. If the negative behavior does not change, the student may be dismissed from SCPA/SCPHS. Probation can address both academic and/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.

**Expulsion:**

SCPA/SCPHS follows the School District of Osceola County's Code of Conduct; including but not limited to, all expulsion policies and procedures.

## **Dress Code 2017-2018**

**K-9 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. Students may wear a polo in one of the school colors; they do not have to be embroidered. On **Friday**, students may wear a school spirit t-shirt. Students must wear pants, skirts, skorts, shorts or jumpers in khaki, navy blue, black, gray, or jean material. Skirts, skorts, shorts, and jumpers must be appropriate in length.

**Any questions concerning dress code need to be addressed with the 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. \*SCPHS will follow and comply with all Florida High School Athletic Association eligibility and compliance guidelines.

## **Field Trips/School Activities**

In order for students to participate in school field trips and/or school activities during or after school students must be in good standing regarding attendance, behavior, and academics. The administrative staff of SCPA/SCPHS reserves the right to use their discretion regarding the participation of any student(s) in field trips and/or school activities.

## **Opportunities for Parent Involvement**

Parent involvement is critical to SCPA/SCPHS's overall effectiveness. Parents can get involved through any of the following opportunities:

### **Fundraising**

SPCA/SCPHS families are invited to take an active part, as well as supportive roles in several fundraising activities held throughout the year.

### **Spring Festival**

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

### **Volunteering**

There are numerous ways for parents to get involved with SCPA/SCPHS through volunteering their services. Opportunities include, but are not limited to, serving as an elementary classroom mom/dad, field trip chaperones, assisting with class parties, working as a teacher's aid, and helping with various fundraising opportunities/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**

The main source of communication between the school and families is through our website, [www.saintcloudprep.org](http://www.saintcloudprep.org). We encourage both parents/guardians and students to view the website on a regular basis.

You can also find us and like us on Facebook.

### **Parent-Teacher Conferences**

A parent-teacher conference may be scheduled at the end of the first grading period for students in Kindergarten through 5<sup>th</sup> grade. Both parents/guardians and/or teachers are encouraged to request special conferences, as needed, at any time during the year. Parent-teacher conferences for students in grades 6-9, will be scheduled on an as needed basis and can be requested by either the parent(s)/guardian(s), a teacher, or a member of the school administration. Parent-teacher conferences for students in grades 6-9 are held with all of the student's teachers in attendance.

**Parent(s)/guardian(s) please contact your child's teacher directly with any concerns, questions, or conference requests.**

## **Grade Tracking System**

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

## **General and Miscellaneous Information**

**Cell Phones/Electronic Devices:** The use of cell phones, tablets, and/or any other electronic device is not allowed at school. Accessing the internet through a personal phone or computer's wireless connections is also prohibited. Cell phones are to be turned off and handed into the student's teacher before the school day begins, to be securely held during the school day. Any phone and/or device in violation will be turned over to administration and the parent(s)/guardian(s) will be called to pick up the phone and/or device. All students must have a parent/guardian signed Cell Phone Policy on file with SCPA/SCPHS before bringing any phone and/or 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 in kindergarten through 5<sup>th</sup> grade should arrive at school between 7:30 a.m. and 7:55 a.m. and leave promptly after dismissal, unless involved in official school activities. Students who need to arrive early or stay after 3:00 p.m. should sign up for the Before and/or After Care school program. Students in 6<sup>th</sup> through 9<sup>th</sup> grade should arrive at school between 7:15 a.m. and 7:40 a.m. and leave promptly after dismissal, unless involved in official school activities. Students who need to arrive early or stay after 2:45 p.m. should sign up for the Before and/or After Care school program.

When picking up and/or 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.

**Food and Beverages in the Classroom:** Food and beverages are only allowed in the classroom setting for organized activities and events that are approved by the school administration and/or the classroom teacher. In addition, students are allowed to have water within the classroom setting, at the discretion of the school administration and instructional staff. The water must be in a traditional water bottle with a twist top lid or in a reusable water bottle that is leak and spill proof. \*Special consideration will be made on a case by case basis

**Insurance:** Parent(s)/guardian(s) are expected to provide health/accident insurance coverage as needed. Parent(s)/guardian(s) 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 will be taken.

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

**Make-up 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 backpacks.

**Phone messages:** Parent(s)/guardian(s) may get messages to students by calling the school office. The receptionist 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 Florida Department of Education.

**Telephones:** The school telephone is considered primarily a business phone. Students may use the phone only with permission from the receptionist 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 parent(s)/guardian(s) 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:**

St. Cloud Preparatory Academy and St. Cloud Preparatory Academy High School  
3101 Progress Lane  
St. Cloud, Florida 34769

Phone: 407-593-6601

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

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

The school day for kindergarten – 5<sup>th</sup> grade begins at 8:00 a.m. with dismissal at 3:00 p.m.

The school day for 6<sup>th</sup> – 9<sup>th</sup> grade begins at 7:45 a.m. with dismissal at 2:45 p.m.

**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.saintcloudprep.org](http://www.saintcloudprep.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 the School District of Osceola County closures.

**Whom to Call:**

In keeping with the community atmosphere of SCPA/SCPHA, 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(ren)'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.