

# **Academy at the Farm**



## **2020-2021**

# **Student/Parent Handbook**

**This document was published before guidelines for schools for the 2020-2021 school year were released from the state and district. All policies and procedures listed are subject to change pending that information.**

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## Welcome

We would like to welcome students, parents, and families to the Academy at the Farm. This is an exciting adventure that hopefully will be a meaningful experience for everyone. The faculty and staff are eager to work with you to provide a quality education in a warm and positive environment. As President Roosevelt once said, “We cannot always build the future for our youth, but we can build our youth for the future.” Working together, each of us will play a significant role in accomplishing this goal.

Your energy, support, and enthusiasm are greatly appreciated.

Sincerely,

Ray Polk, Director

Marcia Dwyer, Primary Principal

Kathy Hobby, Intermediate Principal

Tami Flournory, Middle School Principal

Academy at the Farm

School Slogan: We do what’s best for kids!

School Mascot: Mustangs

School Colors: Red, white, and blue

**Mission Statement:** The Academy at the Farm is a unique charter school designed to meet the needs of all students by promoting academic excellence, developing productive citizens through character building, and incorporating the advancement of technology in the curriculum.

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## Dress Code for Grades K-8

In order to promote an orderly and safe environment that is conducive to learning, Academy at the Farm has established the following guidelines for student dress:

1. The Academy at the Farm uniform will consist of an Academy at the Farm collared polo shirt (red, white or navy blue) **purchased through the official school vendor\*** and **solid** colored black, light tan (khaki), denim, or navy shorts, pants, skirts, or skorts of appropriate length (defined as not more than four inches above the knee from a kneeling position) and fitted at the waist.
2. All outerwear must zip or button up the front so the uniform shirt is visible. Jackets or sweaters worn inside the classrooms must be purchased from the school uniform vendor and include a school logo. **Heavy coats** may be worn outside and to class when needed on cold days, but will be removed upon entering the building. Due to the fact that “hoodies” cover the uniform shirt, they do not meet dress code standards and **should not be worn to school.**
3. Pants, shorts, skirts, and/or skorts must be made of heavy, durable cotton or denim type material. Leggings, tights and/or other items made of spandex or similar material may be worn under a skirt or dress of appropriate length as defined in #1 above.
4. Athletic shorts or pants do **not** meet dress code standards and should not be worn.
5. Uniforms need to be worn so they represent pride in our school. Pants, skirts, skorts, and/or shorts must be hemmed, neat, clean and **without holes or decorations.** AATF uniform shirts must be of appropriate size and length and must extend below the waist. Shirts worn under uniform shirts must be red, white, black or navy blue in color and should not extend below the uniform shirt.
6. Socks that show above the ankle should match and must be solid red, white, navy blue or black in color.
7. Types of shoes will be optional, but sneakers must be worn to school for PE and other outdoor activities. Sneakers may not extend more than one inch above the ankle. Shoes worn must be a matching pair. Flip-flops and/or sandals of similar design (those without a strap on the heel) may not be worn to school. “Crocs” and/or shoes with wheels are not to be worn to school. **\*\*Students in grades K-2 have recess daily and should wear sneakers for their safety.**
8. AATF t-shirts are available for purchase through the front office. Those and other **school approved** t-shirts may be worn on Fridays. Students must wear approved Academy at the Farm clothing on all field trips.
9. Student hair color must be of **natural** brown, blonde, black, or red colors. Dyed hair should reflect those natural colors as determined by the Director/Principal.
10. Body piercings should be limited to ears only.
11. Hats and/or caps are recommended for outdoor activities or PE classes **only** and will not otherwise be worn on campus.
12. Any clothing, items, accessories or apparel which may or does disrupt the school setting or is offensive to good taste are considered inappropriate for the school environment.
13. Parents who cannot afford school uniforms need to contact the Director.
14. **All belongings – jackets, lunch boxes, etc. should be labeled with the student’s first and last name.**
15. **Any item turned into our lost and found without a name is subject to being donated.**

**16. The Director/Principal shall determine the appropriateness of dress and appearance in accordance with the above guidelines. The Director/Principal will make the decision if a student's appearance meets Academy at the Farm standards. The Director/Principal's decision on the appropriateness of dress is final.**

The Director may waive the school uniform policy on a case-by-case basis for either disability, medical condition or sincerely held religious belief, as long as proper documentation is submitted.

Non uniform days may be scheduled throughout the year. Students may choose not to wear their AATF uniform on these days, but must adhere to the following AATF guidelines above: #1 (length of shorts and skirts), #3 (leggings and tights), #5 (no holes in clothing), #7, #9, #10, #11, and #12.

It is the intent of the school to enforce these guidelines. Parents will be notified if their child's clothing is deemed inappropriate for school.

**\*Approved school vendor: Academy at the Farm - uniforms sold in the lobby from 7:30 a.m. - 6:00 p.m.**

## Academics

### **Academic Integrity**

Students at all levels are expected to pursue their studies with integrity and honesty in all school settings. All work that a student submits will be the original and authentic work of the individual student unless otherwise specified in the assignment.

Students have the responsibility to:

- Uphold the highest standards of academic integrity in the student's own work
- Refuse to participate in or tolerate violations of academic integrity in the school community
- Foster a high sense of integrity and social responsibility in the school community

The following examples of academic dishonesty will result in disciplinary action

- Cheating
- Altering or interfering with grading
- Using or consulting any materials or personal electronic devices/wireless communication devices not authorized by the teacher during a test or assignment
- Submitting an assignment purchased or otherwise obtained from a third party
- Plagiarism
- Distributing test questions, homework questions, assignments and other school testing or evaluation materials, or answers in a manner that enables or advances the examples of academic dishonesty.
- Willfully or knowingly taking an online course or examination on behalf of another person, or allowing someone to take an online course or examination for you

(These are examples for guidance purposes and do not constitute an exhaustive list.)

Consequences may include the following:

- Reduced/no credit on assignment
- Proctored assessments
- Repeated infractions will result in a district referral

### **Academic Programs:**

Students at the Academy will adhere to a curriculum consisting of math, science, language arts/reading, social studies, physical education, and depending on grade level, art, music or other electives. The Florida A++ Plan

will be followed for all middle school students. This plan requires students to earn a passing grade in math, science, language arts and social studies for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades or have to recover any failed subjects before moving ahead to high school. Course recovery is done through Florida Virtual School or Pasco eSchool. 8th grade students who have not earned all required credits will not participate in the graduation ceremony or other graduation activities.

### **Attendance:**

**Regular attendance and punctuality** are vital factors in every student's success. When a student is absent, the parent should submit an explanation of the reason for the absence on the Academy at the Farm website. Parents, guardians or students may request make-up work following an absence. Make-up work should be turned in within two days of returning to school to obtain credit. Students must attend a minimum of a half-day of school to participate in an after school event on the same day (dances, sports, etc.).

Students who are continually tardy miss a crucial portion of their education. The school gate opens at 7:50 and school begins at 8:00. **Students are considered tardy if they are not in their seats ready to work at 8:00.** Any student arriving late **must** be walked in by a parent and report to Student Services for a tardy pass before going to class. Parents may be contacted for a conference if tardiness and/or absences occur repeatedly and are interfering with a student's education. Students who are habitually absent may be referred to the school nurse, social worker and/or truancy officer for follow up.

### **Grading Policy:**

The Academy at the Farm faculty and administration support a general evaluation and grading policy. Our philosophy is to provide a variety of measurement instruments to evaluate a student's academic ability that will best reflect the student's ability and progress as an individual as well as a member of his/her comparable grade/age group.

The following grading scales will be used:

#### **Intermediate/Middle School**

A - 100-90

B - 89-80

C - 79-70

D - 69-60

F - 59 ---

#### **Primary**

E - 100-90

S - 89-75

N - 74-60

U - 59 ---

### **Homework:**

The purpose of homework is to reinforce and practice skills introduced in class. Students are responsible for recording assignments in their student planners that need to go home to be reviewed by parents each night. Important classroom and school information can be found on the Schoology website.

### **Promotion and Retention:**

A student's progress is based on his/her achievement during the school year. If a child is to be retained, it will be in accordance with Florida law and at the discretion of the Director.

### **Reading Counts (Elem)/DIRT (Middle School):**

READING COUNTS and DIRT (Daily Independent Reading Time) are our school-wide implemented programs that are used to motivate students to read and ultimately, become stronger readers. All Academy at the Farm students in grades 1-8, are required to participate in one of these programs depending on grade level.

Kindergarten students are introduced to Reading Counts in the 2<sup>nd</sup> semester. ~~At the beginning of each quarter, the Reading teacher will set a point goal based on their discretion.~~ Reading teachers will send out more information about these programs at the beginning of the school year.

Students and parents can check to see if a book is part of the Reading Counts program by visiting:

### **Report Cards/Progress Reports/Grades:**

Report card grades will be issued every nine weeks and progress reports will be issued halfway through each nine-week period on the Pasco County School District's MyStudent platform. Dates for report card and progress report distribution are listed on the master calendar of this handbook. Parents must create a parent portal account in MyStudent to access progress reports and report cards. Steps to create an account are located on the Pasco County Schools website and linked in the Parents information page.

Parents may access a student's grades more frequently by going to the electronic grading program, Schoology. Contact your child's teacher for questions about Schoology.

### **Testing:**

Teachers will determine student progress throughout the school year by analyzing data from unit tests, chapter tests, projects, student reports and numerous other teacher, school, district and/or state designated assessments. Required state standardized tests will be administered according to FDOE and Pasco County School District timetables. Please see the School Calendar in the back of this handbook for administration windows that have been (tentatively) determined for this school year.

### **Textbooks and Computers:**

Textbooks, classroom computers and library books are the property of the Academy at the Farm. Students/parents are financially responsible for items loaned to them during the school year and will be held responsible for any damage to or loss of this school property. Non-consumable textbooks that are assigned to students for the year must be kept in good condition and returned to the school at the end of the school year.

## **School Communication**

### **Conferences:**

Parents are encouraged to meet with teachers to discuss their child's educational progress. Parents may call or email the teacher(s) to schedule an appointment if a conference is requested. Parents should check in at the office upon arriving at school for a scheduled conference. **Teachers will not hold conferences that have not been pre arranged, especially when the teacher has the responsibility of direct supervision of students.**

### **Student Planners:**

Students will be provided with a student planner to keep track of daily assignments, progress in school and as another means of communication between home and school. If a planner is lost, a new planner can be purchased from the school for \$5.00 while supplies last.

### **Web Page/Voice Mail/Schoology:**

- The Schoology webpage is the main communication tool between home and school and should be reviewed daily. On Schoology you will find a school calendar and news, access to your child's grades, teacher lesson plans, field trip news, a link to email teachers and other information available 24 hours a day.
- The Academy at the Farm website ([www.academyatthefarm.com](http://www.academyatthefarm.com)) has school lunch menus and information about our clubs and programs and how to volunteer at our school.
- All teachers have been provided with voice mail. Even though teachers will not be answering the phone during class time, they will be able to retrieve messages at other times during the day or after school.
- Email communication is sent out weekly to communicate to families school events for the week. Please contact Student Services if you are not receiving weekly emails.
- **myStudent**, Pasco County's learning management system, can be accessed by parents to review student

grades (quarterly) and attendance.

## **Health**

### **Clinic:**

Students who become ill while at school may be referred to the clinic by the teacher and parents will be contacted if necessary. All teachers have phones in their room and can contact 911 in the event of a serious life-threatening situation. **Students sent home with a fever (100 degrees or higher) should NOT return to school for at least 24 hours AFTER the fever has resolved.**

### **COVID-19**

**Due to COVID 19, there are new guidelines that the school has to follow. The school will notify parents as information is updated.**

### **Emergency Information:**

Supplying emergency information is part of the registration process and must be updated yearly. Any health problems such as free bleeding, excessive nose bleeding, febrile convulsions, highly allergic reactions, hearing and/or vision problems, etc. must be reported to the school. This information will make it possible for the school to handle emergency situations adequately as they arise. Please contact the main office if any information changes during the school year so it can be updated in our system.

### **Immunizations:**

All children entering school for the first time, first grade, seventh grade, and transfer students from out of state, must comply with the Florida Compulsory Immunization Law (Florida State FS 323.032). A certificate of immunization, which may be obtained from a physician or the County Health Department, must be presented before the child will be admitted to school.

### **Lice:**

If a student is found with head lice, a parent/guardian will be notified and instructions for treatment will be given.

### **Medication:**

District policy requires that medication be administered to students in the following manner.

1. The medication should be brought to the clinic by the parent.
2. The medication must be in the **original container** and labeled as follows:
  - Student name
  - Name of medication
  - Directions concerning dosage and time of day to be taken
  - Physician's name
  - Date prescription was written
  - Special Instructions
3. No more than a month's supply of medication should be brought to school at one time.
4. An authorization form must be signed by a parent giving permission for any medication to be taken at school.
5. Non-prescription medication can only be administered with a physician's statement.
6. Students may be allowed to carry metered dose asthma inhalers (or EpiPens) with a completed permission form signed by their parent/guardian and physician. See the clinic assistant for forms.

## **School Safety:**

A safe school environment can be maintained if everyone does his/her part. Entrances, exits and hallways have video cameras to help monitor activity and ensure the safety of the students and staff. Emergency exits are mapped out and posted in each classroom. If the fire or severe weather alarm sounds or there are other emergencies, students must follow fire/severe weather/active threat plan procedures as directed. Policy dictates that drills for these emergencies are conducted on a regular basis. There will be a school safety guard monitoring the premises while school is in session.

## **Schedules**

### **Arrival and Dismissal:**

- **School is in session from 8:00 a.m. - 2:30 p.m.** Students should arrive no earlier than **7:15 a.m.** Students will report directly to their classrooms upon arrival on campus. To ensure a positive beginning to the day, students should plan to be in their classrooms no later than 7:50 a.m.
- **Students are considered tardy if they are not in their seats ready to work at 8:00. For safety purposes, parents must escort their child into school if they arrive after the car line has been closed.**
- A parent must come to the office to check out a student who has to leave before 2:30 p.m and after 2:50 p.m. Any person picking up a student from school should be listed on the student's emergency card and be prepared to show a Driver's License as proof of his/her identity. **ALL attempts should be made to schedule appointments after school hours as missing school not only affects the student who leaves class but the other students when class is interrupted.**
- Dismissal time is 2:30 p.m. Students must be picked up **no later than 2:50 p.m.** or are subject to becoming **paying** participants in the Extended Day Program. After 2:50, parents should report to the main office to pick up their child. For more information on the extended day program, please contact the front office.

### **Breakfast and Lunch:**

- Breakfast and lunch are available every day for all students. Breakfast may be picked up from 7:30-7:50 a.m. in the Michael G. Rom Center. Breakfast consists of a variety of items that may be available. The cost for breakfast is \$2.25.
- Lunch consists of an entrée, two sides and a choice of chocolate or low fat milk. The cost for lunch is \$3.25.
- Students must prepay for meals. Parents can enroll their student in **myschoolbucks.com**, an online payment service for student meal accounts. Parents can track their accounts and/or have money automatically placed in the account without worrying about money shortages.
- Students who do not have enough money to cover meal charges will be given a cheese sandwich for lunch instead of the regular menu selection.
- Students who choose to bring their lunch to school should bring healthy food items. **Sodas and caffeinated energy drinks are not allowed.**
- Microwaves are not available for student use.

### **Extended Day Program:**

- The Extended Day Program is available Monday-Friday from 2:30 p.m. to 6:00 p.m. This program is a privilege and students may lose that privilege due to misbehavior or if the designated dismissal time in the afternoon is not adhered to. For further information please contact the Extended Day Program Manager at [nperez@academyatthefarm.com](mailto:nperez@academyatthefarm.com) or call the school.
- The cost for the Extended Day Program is as follows:
  - Full time student (3 or more days a week) = **\$203.00/month.**
  - Full time student plus 1 sibling (3 or more days a week) = **\$365.00/month.**

- Full time student plus 2 siblings (3 or more days a week) = **\$527.00/month.**

(All siblings receive a 20% discount for the monthly fee only.)

**\*\*Payment is due by the 5th of each month. A late fee of \$20.00 will be charged if payment is not made on time. If payment is not made by the 10th of the month, student(s) will not be allowed to return to the program until payment is received.**

- Part time /drop in students: Extended day for Part-time students is charged by the week (part time is two days or less a week.) Fees are due on Friday of the week your child attended.
  - Part time student = \$22.00 per day for one child; \$42.00 per day for two children; \$63.00 per day for three or more children
- A non-refundable supply fee of \$26.50 per child or \$42.00 per family is required.
- Late pick-up fee: After 3:00 p.m., students will be taken to Extended Day and will be charged a total of \$22.00 per child.

## **Policies/Procedures**

### **Access to School Records:**

Parents have the right to inspect and review their children's educational records. Parents who wish to do so should contact the Director to make arrangements.

### **Board of Directors Meetings:**

A Board of Directors determines and sets policies for the Academy at the Farm. The BOD meetings are traditionally conducted at the school on the 3rd Monday of every month at 5:30 p.m. Any alteration of these days or times will be posted on the Academy web site and the master calendar located in the front office. These are public meetings and parents/visitors are encouraged to attend. Notification must be given to the Director one week in advance in order for any agenda item from the public to be discussed at the next meeting. Parents wishing to contact individual board members may do so by contacting the Director's administrative assistant by email or phone at 352-588-9737.

### **Bullying:**

Harassment or bullying of students or staff is an extremely serious violation of the Student Code of Conduct. It can also be a violation of criminal law. Academy at the Farm will not tolerate unlawful bullying and harassment in school, at school-related or school-sponsored events, or through the use of data or computer software that is accessed through a computer, computer system, or computer network of the school. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; is carried out repeatedly and is often characterized by an imbalance of power; or unreasonably interferes with the individual's school performance or participation; and may involve but is not limited to:

- Unwanted teasing or taunting
- Social exclusion
- Threat Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial/ethnic harassment

- Public humiliation
- Destruction of property

Violations of this policy should be immediately reported to the principal or designee as soon as possible after the alleged incident. The principal or designee will promptly investigate reports of bullying. If the investigation finds an instance of bullying, it will result in prompt and appropriate remedial and/or disciplinary action.

### **Cell Phones/Electronic Devices:**

Students are NOT allowed to have cell phones, Smartwatches or other non-approved electronic devices at school. Due to extracurricular activities or the need to contact parents after school hours, students may bring their cell phones or Smartwatches **to the office to be held until after school is dismissed.** Cell phones, Smartwatches or other non-approved electronics will be confiscated if found in a student's possession at school. All confiscated cell phones, Smartwatches or other non-approved electronics will be made available to parents/legal guardians for pick up from the office. When a student has a legitimate need to make a call during the school day, they may use a school telephone with permission from a staff member. Parents who need to contact their children during the school day should contact the school office who will deliver the message to the child.

This policy applies to the Extended Day Program and on campus after school activities as well. It is the parent's responsibility to monitor their child's texting, social media and other online activities.

### **Code of Student Conduct:**

Each staff member at AATF accepts responsibility for maintaining discipline and promoting the overall development of the whole child. A student's behavior should conform to acceptable standards of conduct as established by the Director and staff members. This includes all students following the six character traits which are posted in every classroom and are continuously reinforced at all grade levels: Respect, Responsibility, Fairness, Honesty, Caring and Citizenship. The Pasco County Code of Student Conduct (PCCSC) provides the framework for any course of action relating to discipline.

Through contractual agreement, the Academy at the Farm will adhere to this code. Student's rights and responsibilities are outlined and defined in the PCCSC which is available online by linking onto the Pasco County Schools website and selecting *Code of Conduct* from the menu.

### **Extended Learning Policy:**

The Academy at the Farm is a charter school which is a school of choice in Pasco County. Students enrolled here are considered full time students. Students who want to enroll in off campus or virtual classes can do so for accelerated or remedial/recovery purposes with the approval of Administration. All courses that are offered by the Academy must be taken on our campus under the direction of our staff.

### **Field Trips:**

Students may be involved in educational field trips from time to time throughout the school year. Field trips are an integral part of the curriculum and students are expected to attend unless excused by the Director. Financial arrangements will be made for those students who might need assistance. Students who do not attend school related field trips may be given alternative assignments at the teacher's discretion.

Attendance on end of year trips must be earned through the behavior management system utilized at each grade level and are subject to final determination by Administration.

Approved Academy at the Farm uniforms must be worn by students on all field trips.

Parents or others who act as chaperones on any field trip **must** be registered as approved volunteers through the Pasco County School District and follow the Field Trip Guest Guidelines that can be found on pg. 16 of this handbook.

## **Lost and Found:**

Lost/found items will be collected on the board under the covered area. Unclaimed clothing will be donated after two weeks. **Please have all jackets, lunch boxes or other valuable items marked with the student's name.** Jewelry and eyeglasses will be kept in Student Services until claimed.

## **My School Bucks**

The MySchoolBucks App is used by the Academy at the Farm to collect payments for extended day, after school programs, tutoring, field trips, etc. Permission slips for field trips are also submitted through the App. More information will be included in the registration packet.

## **Registration:**

By Florida law, the following information is required before entering a Florida school:

- Current physical examination
- Florida Certificate of Immunization
- The **original** certified birth certificate (to be photocopied and returned to you)
- Proof of residency

While providing a student's Social Security number is not mandated by law, it is recommended by Data Entry.

## **School Fees:**

School fees are requested at the time of registration and are a part of the registration packet. Fees are used for workbooks, planners, classroom supplies and incentives, periodicals, K-8 Science Lab supplies, supplemental software, special reading materials, Art and Music supplies, etc.

## **School Supplies:**

Students are expected to bring necessary materials needed for daily work at all grade levels. A supply list will be available at the beginning of the year to purchase items that are necessary for a student's classes and/or a supply fee will be charged for the school to get needed supplies.

## **Socials:**

Class or school socials are kept to a minimum. All social refreshments sent to school must be **store purchased**. In the case of a child's birthday, parents should notify the teacher to inquire about their procedure for handling birthdays. **In order to minimize class disruptions, all gifts delivered to the school for students will be held in the front office until the end of the school day.**

## **Student Drop Off and Pick Up:**

Please follow the guidelines below when transporting students to and from school. The following rules apply to everyone who transports a student:

### **Car Line Drop Off**

- **Drive Thru Lanes** are for "driving thru", **NOT** for parking, leaving the car running or getting out of the vehicle for **ANY** amount of time. In consideration of others in the car line, **never** get out of your car or leave it if you are in the drive through lanes to deliver your child. Please park in the parking lot if you need to get out of your car.
- **PLEASE** continue to pull forward in the **Drive Thru Lanes** as far toward the front of the line as possible before stopping and letting out a child

### **Car Line Pick Up**

- ~~Students are escorted to the pick-up areas in the afternoon by their teacher who will stay with each child until they are safely in their parent's car.~~

- Academy at the Farm will use a new dismissal procedure which utilizes a digital platform called SchoolPass. More information about the procedures will be sent out at the beginning of the school year.
- Students will be dismissed from their last period class when a parent/guardian arrives on campus.
- Utilize **both** car lanes for student pick up.
- Do not stop your forward progress because you see your child. Keep pulling forward until there is no space between you and the car in front of you and your child will come to you.
- **Never** get out of your car or leave it if you are in the drive through lanes to pick up your child.
- **Parents should stay in their cars and not park and walk up to pick up their child.**
- ~~Each car should place their car tag in the front dash with the student's name in clear view. Cars without a visible car tag will be asked to park and walk into the front office to get a temporary tag to pick up their child.~~
- Please refrain from having teacher/parent conferences in the car line.
- The crosswalk **must** be used by students and adults who wish to cross the street.
- Please share these instructions with relatives and/or friends that may drop off or pick up your child.

**The safety of our students is our number one priority; therefore it is imperative that everyone follows the above guidelines.**

### **Telephone Messages:**

Telephone messages for students will be taken by office personnel and delivered to the student. Parents can call the office with any such messages, as teachers do not answer their phone during class time. With a teacher's permission, students may use the phone in the office to contact parents.

### **Visitors/Security/Safety:**

Parents are welcome to visit the school. Visits for conferences or to observe in a classroom must be prearranged. For the safety of our students, all parents and visitors must come to the office with a photo ID to receive a visitor's badge to wear while on campus. Volunteers in the classroom must be pre approved by the system set up by the Pasco County School Board and AATF. We encourage parent-teacher conferences; however, **teachers will not disrupt classroom instruction time to hold conferences. It is not necessary for parents to walk their students into the classroom in the morning as there is ample supervision if students need assistance.**

### **Volunteers/Chaperones:**

Academy at the Farm encourages family involvement and we welcome the opportunity to partner with each family and the community to strengthen learning experiences through our volunteer program.

- ~~All volunteers **must** complete a volunteer application form online at [www.pasco.k12.fl.us](http://www.pasco.k12.fl.us) each year. Completed forms will be reviewed by the District School Board of Pasco County for approval.~~
- Anyone who wants to volunteer at the school should check the Academy at the Farm website for more information.
- The volunteer coordinator and/or classroom teacher will contact approved volunteers to help with special events/projects, field trips, classroom tasks, tutoring, etc.
- Parents that arrive on campus any time during the school day with the intention of working with students **must be an approved volunteer** and must sign-in and sign-out at the office and list the area or teacher where they will be volunteering. They must bring a picture ID to receive a name tag through our tracking system.

### **Withdrawal of Students:**

Parents need to contact the school several days prior to a student's withdrawal date to complete appropriate paperwork. All school materials must be turned in before the student leaves and all debts paid or records will be held by AATF.

## **Academy at the Farm Communication Policy**

Academy at the Farm uses a communication procedure to help facilitate parental involvement. This procedure is to provide guidance for parents and others with questions about their children or the school.

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### **The Communication Procedure is as follows:**

#### **First Resource- Teacher**

- Contact the student's teacher to discuss any concerns you may have regarding your child. If the teacher is involved, you are encouraged to contact the next resource.

#### **Second Resource- Learning Community Principal**

- If your concern remains unresolved after meeting with the teacher or the teacher is involved then contact the Principal. If the Principal is involved, then you are encouraged to contact the next resource.

#### **Third Resource- Director**

- If your concern remains unresolved after meeting with the Principal or the Principal is involved, then contact the Director. If the Director is involved you are encouraged to contact the next resource.

#### **Fourth Resource- Board of Directors**

- If your concern remains unresolved after meeting with the Director or the Director is involved, you are encouraged to contact the parent liaison representative on the Board of Directors. Contact information for the Board Chair may be obtained by contacting the Assistant to the Director at 352-588-9737. The Board Meeting is also open to the public and the agenda provides an opportunity for public inquiry. The Board typically meets on the 3<sup>rd</sup> Monday of every month.

The Board meetings are also posted on the school calendar via the website.

The purpose of this procedure is to bring suggestions, observations, or concerns regarding Academy at the Farm to the person that can best resolve these issues.

This procedure will foster an environment that welcomes early identification of suggestions or concerns with mutual resolution. Open communication is important to meeting the needs of everyone at the Academy at the Farm and ensure the school continues to **“Do What’s Best for Kids!”**

## **Academy at the Farm Respect and Civility Policy Statement**

### **Purpose:**

Academy at the Farm believes that a safe, secure, nurturing and civil environment is essential to accomplishing its mission to create a community which works together so that all Academy at the Farm students will reach their highest potential.

### **Scope:**

This policy promotes mutual respect, civility and orderly conduct among all school employees, students, parents and the general public. The policy is not intended to deprive any person of his or her right to freedom of expression. Rather, it is intended to maintain, and to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families, and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

### **Policy:**

1. AATF staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return.
2. AATF staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting or threatening manner.
3. From time to time, AATF may identify topics not amenable to student discussion outside of a particular classroom or class subject matter, because of reasonably held, evidence based concerns that the safe, secure, nurturing and civil learning environment will be disrupted. Examples of topics may include, but are not limited to, sexual relations, incidents of war, brutality or violence occurring outside of school, and heated political contests. Sex and reproduction may be an appropriate topic for discussion within a class on biology, whereas other topics may be appropriate for discussion in classes on history or government. AATF will give all school employees, students and parents notice of any topical limitations when the need for same arises.

Academy at the Farm students' rights and responsibilities are further defined within the Code of Student Conduct.

## **Requirements for participation in the Academy at the Farm FFA or 4H and Using the School Agriculture Facilities**

**Grades:** All students who keep an animal at school must maintain grades of 'C' or better in all classes. This rule is in place to ensure that students are spending the appropriate amount of time on studying and maintaining passing grades in their classes. Grade Guidelines:

- 1) Students who do not maintain 'C' grades in all classes will not be eligible to keep an animal at school. **When a student's grade falls below a 'C' they must contact Mrs. Carter immediately.** They will be given an academic warning and must have a 'C' by the next progress report or report card to continue to keep their animal at the AATF facility.
- 2) Any student who has a 'U/F' in a class will not be able to use the AATF agriculture facility until that grade is increased to a 'D' and the grade **MUST** be a 'C' by the next progress report or report card in order to be able to continue to use the facility. If the grade is a 'U/F' for longer than 2 weeks, the student is no longer eligible to use the AATF barn facility. In the case of the student being unable to keep the animal at the facility, students will have 5 days to remove their animal. Any animal owned or leased by Academy at the Farm will become the sole responsibility of Academy at the Farm and can be reassigned to another participant. Students will not be refunded any money paid for animal feed or facility use.
- 3) Students are permitted to hold a meeting with Mrs. Carter, their parents, an administrator, and their teachers to confer about grades in the event that the above standards are not met. It is our goal to work with students and use their project as a way to motivate and encourage the best grades possible.
- 4) All members of Academy at the Farm FFA must maintain a 2.0 GPA at all times regardless of where their animals are located. Students who do not have a 2.0 GPA are not eligible for FFA.

**Attendance:** In order to properly raise an agriculture animal at school, a student must have good attendance in school. Students who are not present at school are not permitted to be at the barn after school. If you are absent or out of town and unable to care for your animal, you must text Tim Carter 813-997-0610, the barn manager, and Robin Carter 813-713-0161, the ag teacher, to let them know you will not be at the barn so feeding arrangements can be made. If you have already made feeding arrangements, you must still text the Carters to let them know the plan.

**Behavior:** Students who participate in our agriculture programs are required to maintain appropriate behavior at all times (during school and after school). **Any child who does not demonstrate an understanding of the AATF character traits will be unable to participate in FFA or 4H.** Anyone who fails to follow the rules of the Academy at the Farm agriculture facility will receive a warning and then be unable to use the facility if the behavior continues. In the case of a student being unable to keep their animal at the facility, the student will have 5 days to remove their animal. Any animal owned or leased by Academy at the Farm will become the sole responsibility of Academy at the Farm and can be reassigned to another participant.

**Barn Hours:** Barn hours are from 2:30-4:30 each day. Extended barn hours after school must be approved by Robin or Tim Carter in advance. All morning feedings should be done by students or parents from 7:00-7:45 in the morning OR you can speak with the Carters about feeding for you. The barn will be open from 7:30-9:30 and from 3:30-6:30 on Saturdays and from 3:30-6:30 on Sunday. Please contact Tim Carter at 813-997-0610 if you need extended weekend hours or animals fed.

**Authorized Participants:** Only people with a signed release form should be in the barn area. Anyone who does not have a signed release form should not be in the agriculture area. It is the responsibility of each member who uses the barn to make sure that the guests that are brought to the barn have a signed release form! Any adult who is at the barn should have a volunteer application on file with the Pasco County School District. The necessary form can be found at: (<http://www.pasco.k12.fl.us/comm/page/volunteer>).

Academy at the Farm  
National Junior Honor Society  
Selection Process

The National Junior Honor Society chapter of Academy at the Farm is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, approved by the Director, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Students in grades seven and eight are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Candidate Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, candidates must submit a letter of recommendation from an adult not affiliated with the school that attests to their good character. This information and the Candidate Form are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings during the school year, participation in chapter service activities and documentation of a minimum of ten hours of school/community service that must be submitted each year. Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor.

## **FIELD TRIP GUEST GUIDELINES**

### **Purpose:**

This policy intends to provide guidelines for guests that may accompany students on a school sponsored field trip.

### **Scope:**

Academy at the Farm is asking for guests to adhere to the following guidelines to provide a safe experience to all students participating in the field trip.

### **Policy Statement:**

Thank you for your interest in joining our upcoming field trip. We wanted you to be aware of the guidelines that all field trip guests must adhere to in order to provide a safe experience off campus.

- Academy at the Farm staff are responsible for supervising all students during the field trip. You will be joining your student's group as a guest to assist teachers' needs.
- All guests must be Pasco County School Board District approved volunteers prior to joining the trip.
- Field Trip Guests will provide their own transportation to and from the field trip site. Guests are not able to ride on the bus.
- All students must ride the bus with their class and AATF staff to the field trip. You may check your child out after the trip and drive them home separately, i.e. prior arrangements must be made with the teacher.
- Field Trip Guests are limited to adults only. Siblings are not permitted to attend.
- Purchasing food items for children other than your own is not permitted. This is a safety issue in regards to food allergies.
- Field Trip Guests are only able to attend day trips. Overnight trips are limited to staff and students only.
- Failure to adhere to these guidelines could affect your ability to participate in future field trips.

## Student/Teacher 2020-2021 SCHOOL YEAR CALENDAR

All dates and events are subject to change

Teacher Planning Days	August 3-7, 2020
AATF Back to School Registration	August 5, 2020 - (By Appt. Only)
First Day of School for Students	August 10, 2020
Holiday for Students and Teachers /Labor Day	September 7, 2020
Take-Out Dinner	TBD
Progress Reports	September 11, 2020
Golf Tournament Fundraiser	TBD
End of First Quarter	October 9, 2020
Teacher Planning Day/No School for Students	October 12, 2020
Elementary & Secondary Report Cards	October 20, 2020
Trunk or Treat Event	TBD
Progress Reports	November 13, 2020
Mustang Ball Fundraiser	November 14, 2020
Holiday for Students and Teachers/Thanksgiving Break	November 23-27, 2020*
End of Second Quarter/Semester 1	December 18, 2020
No School - Winter Break	Dec. 21, 2020-Jan.4, 2021
Teacher Planning Day/No School for Students	January 5, 2021
Elementary & Secondary Report Cards	January 12, 2021
Holiday for Students and Teachers/Martin Luther King Day	January 18,2021
Progress Reports	February 5, 2021
Holiday for Students and Teachers/President's Day	February 15, 2021
Field Day	March 12, 2021
End of Third Quarter	March 12, 2021
Spring Break/No School for Students and Teachers	March 15-19, 2021
Teacher Planning Day/No School for Students	March 22, 2021
Clay Shoot Fundraiser	March 27, 2021
Elementary & Secondary Report Cards	March 30, 2021
No School for Teachers and Students	April 2, 2021
FSA ELA Writing (grades 4-8) & Grade 3 Reading Test Window	April 5-16, 2021
Book Fair	TBD
AATF Family Night - Art Show/Take Home Dinner/Concert	TBD
Progress Reports	April 23, 2021
Teacher Appreciation Week	May 3-7, 2021
FSA ELA/Math/EOC & NGSSS Science/Civics Test Window	May 3-26, 2021
Last Day of School for Students	May 26, 2021
Teacher Planning Days	May 27-28, 2021
Final Report Cards available on MyStudent	Date to be determined

**\*NOTE: Possible hurricane makeup days are November 23rd & 24th**