



The Academy at Ocean Reef

STUDENT HANDBOOK

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Purpose of this Handbook

This handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year. Students and their families are responsible for knowing the contents of the student handbook. Please take the time to familiarize yourself with the following information and keep this handbook to use. It can be a valuable reference during the school year. If you have any questions that are not addressed in this handbook, please contact the student's homeroom teacher or school office at 305-367-2409.

The policies and standards herein apply when a student is on campus, participating in or attending a school-sponsored event on or off campus, is officially representing the school, and/or when traveling on behalf of the school. In addition, the school regards any behavior prejudicial to the best interests of the school, whether at school or elsewhere, as sufficient grounds for a disciplinary response.

Students are expected to comply with school standards and rules, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of school standards and rules toward the purpose of caring for one another in a spirit of kindness, and doing what is in the best interests of the school community.

About Our School

Our goal is to maintain a secure, challenging, and nurturing school environment, where students develop self-awareness, a strong sense of integrity, and demonstrate respect for others. In order to foster such an environment, we rely on our students to act as responsible and morally sound leaders. Students are expected to take care of the language they use, the attitudes they express, and the behaviors they exhibit.

Accreditation and Memberships

Our school is accredited by the Florida Council of Independent Schools (FCIS) and is a member of the National Association of Independent Schools (NAIS).

Mission Statement

The Academy at Ocean Reef is a socioeconomically diverse educational community. Students are educated in a nurturing, challenging environment that positions them for future leadership and success.

Non-Discrimination Policy

The Academy at Ocean Reef admits students regardless of race, religion, color, creed, ethnicity, national origin, gender, gender identity, sexual orientation, or disability who possess the motivation, ability, and character which would enable them to succeed in our school community. The Academy at Ocean Reef does not discriminate against students, parents, or employees on the basis of race, religion, color, creed, ethnicity, national origin, gender, gender identity, sexual orientation, or disability in the administration of its educational policies, admission policies, financial aid program, or athletic and other school-administered programs.

All Title IX related complaints or grievances filed by students, parents, or employees are managed by The Academy's Dean of Students and Head of School, both of whom serve as the Title IX Coordinators.

Student Disability Accommodations

The school makes its programs and services accessible to individuals with diverse characteristics and needs of individuals with exceptionalities. The school welcomes and will provide reasonable accommodations to qualified students with exceptionalities, to the extent that such request does not cause a fundamental alteration to the school's programs and to the extent that it does not create an undue hardship.

The first step in requesting an accommodation is to provide the school with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Upon receipt of a diagnosis and recommendations, we will ask the parent to complete and sign an Accommodation Request Form. Requests may be initiated through the Head of School's Office.

Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the front office.

The Academy at Ocean Reef follows and abides by the guidelines found under the Code of Ethics provided by the Council for Exceptional Children.

Academic Programs, Procedures and Guidelines

2021-2022 School Day

8:00 a.m. The school building opens at 8:00 a.m. and students must report to their classroom/homeroom. Students are not to be on the school grounds unsupervised.

8:15 a.m. Students are to be in their homeroom by 8:15 a.m. for our Flag Ceremony. All students arriving after 8:20 a.m. will be considered tardy. Classes will convene following the flag ceremony.

3:15 p.m. Toddler through 8th grade dismissal.

Note: Friday dismissal is at 2:20 p.m. for all students.

After School Child Care Program

The school provides an after school child care program from 3:30 p.m. until 5:30 p.m. Monday through Friday for students whose parents have signed up for the program. A daily drop-in fee of \$30.00 per student will be charged to parents of students in The Academy's after school child care program. Families who are unable to pick up their child promptly at 5:30 p.m. will be assessed an additional late fee of \$50.00.

Lunch Times

Toddler and Pre-K: 11:30 a.m. ----- 12:15 p.m.

Kindergarten - 8th Grade: 12:10 p.m. ----- 1:00 p.m.

Lunch/Snack

Children in Toddler through first grade should bring a snack to be eaten either in the morning or afternoon. Parents are to provide a nutritional, non-refrigerated, bag lunch and snack daily. Lunches will be eaten in the multi-purpose room. Please do **NOT** send items that require heating. We encourage the eating of healthy foods such as fruits and vegetables instead of sweets. Candy, gum and soda **ARE NOT PERMITTED** for consumption in school, at lunch, or during snack time. Therefore, they are not to be included in a child's lunch box. Glass bottles are **NOT** permitted.

Multi-Purpose Room

Students are expected to conduct themselves as ladies and gentlemen and to help make the dining area a pleasant place to eat. When students have completed their meal they are to dispose of all litter. A student may be assigned isolated seating in the cafeteria when behavior causes disruption and/or interferes with the orderly operation of the cafeteria.

Seasonal Program

The Seasonal Program offers students in Toddler through Eighth grade the opportunity to spend time at Ocean Reef while keeping up with their studies in their home school. Students can attend The Academy for a minimum of one week or for several months throughout the school year, working in their home school's curriculum or in The Academy's academic program. Our classroom teachers provide appropriate student centered instruction, educational resources, and technology according to each student's curriculum and learning style. The Seasonal Program has a separate tuition schedule for seasonal students.

Grading and Conduct Rating

Report cards with written narratives are issued at the end of each academic trimester; additionally, parents will receive a progress report at the midpoint of each academic trimester. Students are evaluated using the grading scales as noted below.

Grades PreK3 - 1 Progress and Report Card Grading Scale:

Grading Scale	Effort Scale
1- Advanced: Exceeds grade level expectations	1 = Consistently exceeds expectations
2- Proficient: Consistent application of grade level content/skills	2 = Consistently meets expectations
3- Satisfactory: Shows basic application of grade level content/skills	3 = Generally meets expectations
4- Needs Improvement: Shows some evidence of grade level content/skills	4 = Needs improvement

Grades 2 - 8 Progress and Report Card Grading Scale:

Grading Scale			Effort Scale
A 100-93	C+ 79-77	D- 62-60	1 = Consistently exceeds expectations
A- 92-90	C 76-73	F 0-59	2 = Consistently meets expectations
B+ 89-87	C- 72-70		3 = Generally meets expectations
B 86-83	D+ 69-67		4 = Needs improvement
B- 82-80	D 66-63		

In assigning effort grades, teachers will assess students for the quality and consistency of their homework, their participation in class discussions, their cooperation with classmates and teachers during class, their level of engagement with the subject matter, and their efforts in keeping materials organized and in good condition.

Academic Probation

A student in grades 4 through 8 whose overall academic average is below a “C-” (i.e., below 70%) at the end of any grading period is automatically placed on academic probation for the following grading period. Students on academic probation lose privileges (such as participating in extracurricular activities). A student will be removed from academic probation when his/her GPA for a full trimester is a “C” or above. If a student remains on academic probation for more than two academic terms, the school may counsel the family to seek an alternative educational experience for their child for the following school year.

Homework

Homework is an important part of the student’s day in that it allows a student to reinforce their learning of the day's class material and to prepare for the next school day. As both short and long term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned, to return homework assignments to the teacher by the designated time, and to submit homework assignments that reflect careful attention to detail and quality of work. In addition, all student work must adhere to school expectations. When making videos, a powerpoint presentation, or writing a report, students must refrain from making inappropriate sexual, drug, alcohol, violence, or cigarette references or innuendoes. Additionally, students are expected to refrain from demeaning others because of their disability, gender, religion, ethnic, or racial characteristics at any time.

Students should expect to receive regular homework assignments beginning in Kindergarten. All students are expected to read, on average, fifteen to thirty minutes every night, either independently or with their parents. Students are encouraged to use an assignment notebook to keep track of short and long term assignments.

Classroom teachers are available Monday-Thursday until 4:00 p.m for any student seeking extra help.

Homework Schedule Guidelines:

Kindergarten: 10-15 minutes, plus reading with your child for 15-20 minutes per night.

1st Grade: 15-20 minutes, plus reading with your child for 20 minutes per night.

2nd Grade: 15-30 minutes, review of math and spelling words, 20-30 minutes of independent reading at night.

3rd Grade: 30-40 minutes, review of math and spelling words, 20-30 minutes of independent reading at night.

4th Grade: 40-50 minutes

5th Grade: 50-60 minutes

6th Grade: 60 minutes

7th & 8th Grade: 60-90 minutes

Midterm Exams

Midterm exams will be given to all students, Grades 6-8, in December, prior to the Winter break, and again at the end of the year. In the weeks leading up to these 60-90 minute exams in core subject areas, teachers will devote time to teaching students how to prepare study guides and different approaches to studying for the exams.

Make-Up Work for Absences

Students absent for any reason are required to obtain assignments and be prepared for class, including tests, upon their return. Parents must provide the school 24 hours notice for requests of advanced class work.

In cases of illness or a family emergency, students will have as many days to make-up work as they are consecutively absent. Make-up tests, if applicable, will be scheduled at a time designated by the teacher. If a student fails to make-up a test and makes no other arrangements within the allotted time, the student may not be given the test at the discretion of the teacher. A student returning to school during the school day is required to contact the teacher of each class missed to get any assignment(s) and/or take any test(s) missed.

Parent/Teacher Conferences

The Academy offers parents the opportunity to meet with their child's teacher(s) at the end of each academic trimester, and we encourage parents to take advantage of these opportunities. Additionally, parents are welcome to contact their child's teacher at any time during the academic year. Please schedule these conferences in advance so as to avoid classroom disruptions.

Parent/Teacher conferences are designed to enable the school and parents to exchange information and make plans that will be of mutual help in the attempt to maximize their child's potential for growth and development in all areas at school. Students may be expected to attend these conferences at the discretion of the teacher or parent.

Standardized Testing

The Academy administers MAP (Measures of Academic Progress) and the STAR standardized tests to all students; students K-8 will be tested 3 times a year, September, December, and May. Students are tested in several academic areas: reading, language arts, mathematics, and writing.

The purpose of the testing program is to monitor student progress and achievement. The results of such tests are used to identify students' strengths and weaknesses in academic areas and may be used to determine eligibility for promotion to the next grade. Also, test results are used to determine the effectiveness of our educational programs, or how a teacher's approach to the curriculum may be improved.

Attendance

Students are expected to be at school every day and to report to their classes on time. Frequent absences and tardiness seriously affect academic progress and can be disruptive to the learning environment. The school requests that parents and students thoughtfully consider the effects of any absence other than those related to a medical or family emergency. Families are discouraged from taking students out of school prior to a school break. Absences for vacations will be considered unexcused. Whenever possible, regularly scheduled medical appointments should be made after school hours. Students with excessive tardiness and absences may be denied certain opportunities provided at The Academy at Ocean Reef.

Please note that the school does not condone families taking additional days off before and/or after school holidays. In such cases of unexcused absences, students will be held accountable for missed work, homework, essays, projects, etc., and they will be expected to turn in any missed work for less credit and/or take missed assessments on the day of their return. Pre-assigned work that is not submitted will receive a 0, and work will not be provided "to do on vacation."

Dismissal

If a child needs to be dismissed early, the parent/guardian is required to come to the school office and sign the "early release log." The office will notify the teacher to send the student to the Office. Students who remain after school for sports or other activities will not be allowed to leave the school grounds and then return for existing school programs in session.

Tardies

Students are to report to their classroom/homeroom between 8:00am – 8:15 a.m. followed by morning meeting (Flag). Anyone who arrives after 8:20 a.m. will be considered tardy. Students who arrive after the morning meeting (Flag) must report to the School Office. All students in grades Toddler through eight with excessive tardies will be called in for a parent/teacher conference and/or a meeting with the Head of School. **It is imperative that all students are seated and ready to begin class at the same time. When a student enters the class late, it stops the instructional flow and disrupts the learning process of others.**

Sign-in and Sign-out Procedures

There are specific procedures for signing a student in and out of school. Children who arrive late to school must have their parents sign them in at the school office and will be marked tardy on our student information system.

Students who find it necessary to leave campus during the school day must notify the school office. They must sign out when leaving, and sign in upon returning to the school campus. A parent must be present when a student signs in or out of school. The school will not allow a student to leave school early with another person unless authorized by the parent to do so.

Visitors

Outside visitors are not permitted to visit a student's class without prior permission from the Head of School. All visitors must check in at the School Office before visiting classrooms.

Parents or guardians who need to visit campus during school hours are asked to follow these guidelines:

- **Make an Appointment:** If you are coming to see an administrator or a faculty member, please call to make an appointment in advance.
- **Check-in at the School Office:** When you arrive on campus, please report directly to the School Office for authorization.

Discipline

Disciplinary matters or violations of school rules will be handled by teachers, the Dean of Students, the Assistant Head of School, and/or the Head of School. The level of disciplinary response for any violation of school rules will depend on a variety of circumstances, including but not limited to:

- whether any person was harmed;
- whether there was property damage or other loss of property;
- the level of any class or school disruption caused by the student's behavior;
- the number, if any, of prior infractions of school rules and regulations;
- whether the student has been previously disciplined;
- whether there were illegal substances (for example, drugs, alcohol, cigarettes, etc.);
- whether the student had been warned previously about the same or similar conduct;
- whether there was a weapon or other dangerous item involved;
- whether the conduct is of the kind also prohibited by criminal law.

Disciplinary Procedures

The teacher of each class is in charge of the ordinary discipline in the classroom. The students are expected to comply with school rules in each classroom. Faculty and staff members should always be addressed in a polite and respectful manner and students should always avoid causing disruptions to the learning environment. Confrontational behavior with the teacher is at variance with conduct expected from all students. Each situation will be handled by the teacher, Dean of Students, Assistant Head of School, and/or the Head of School in accordance with the school's rules, policies, practices, as well as general common sense.

Academic Dishonesty

Presenting the work of someone else as one's own is academically dishonest. Academic dishonesty is broadly construed to include giving or receiving unauthorized aid on a test or paper, possessing or using unauthorized materials on a test, paraphrasing or quoting the works of another on any written work, (including computer programs) without proper acknowledgment of the source or sources used (plagiarism), and giving or receiving unauthorized assistance in the preparation of any work (including homework) done in or out of class. Any student involved in academic dishonesty violates a major expectation of the school and will be appropriately disciplined by the administration. Faculty and/or the administration will work with the student to promote positive changes in behavior. Rarely are students dismissed without an opportunity to correct their actions. During this process, at the discretion of faculty/administration or at the request of the parents, there may be a parent/student/administration conference. All work that students complete for which they receive credit must be their own.

Bullying/Harassment

Bullying is defined as repeated conduct which subjects a person to insults, taunts, or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from the students being treated in this manner. Bullying may involve gang or clique behavior, hazing, threats, and violence. Such behavior extends beyond actions that target those groups protected by anti-discrimination legislation including sex, race, creed, color, religion, disability, and national origin. All concerns relating to bullying should be reported to the Head of School.

Students are expected to treat each other with dignity and respect and are entitled to freedom from any kind of personal harassment. No form of harassment will be tolerated whether it is related to race, religion, nationality, language, physical appearance, gender, or physical and/or mental capacity. Harassment is defined as persistent unwelcome, harmful behavior towards another person. This behavior must be annoying, bothersome, and/or physically, emotionally, or academically injurious to be considered harassment. Harassment can take the form of verbal and/or written remarks, gestures, innuendoes, gossip, symbols, or physical contact. All concerns relating to harassment should be reported to the Head of School.

Harassment on the grounds of race, ethnicity, gender or sexual orientation can be forms of illegal discrimination, and any type of harassment or bullying is a violation of the guiding principles of The Academy at Ocean Reef. Whether on campus or off, respect for the dignity of each individual is of paramount importance to the well-being of the community at-large. Such behaviors will not be tolerated in the Academy at Ocean Reef community and may result in probation, suspension, or expulsion.

Sexual harassment is both illegal and a violation of this policy. It includes, but is not limited to, unwelcome sexual advances, sexually suggestive remarks, and other unwelcome verbal or physical conduct or communication of a sexual nature.

All students at The Academy at Ocean Reef have a right to participate fully in the life of the school without harassment and have a responsibility to contribute to and to maintain an environment that is free from all forms of harassment and bullying.

Detention

The student must spend a period of time (typically 30-45 min.) in an assigned area. During detentions, students are required to do homework or read specific essays or stories and report or respond to them in writing. If the student is late or has an unexcused absence, an additional detention will be assigned.

Disciplinary Probation

Students who have serious or repeated infractions will be placed on disciplinary probation status, which means that any further infractions will result in more severe consequences. Students who are on disciplinary probation may be removed from after school activities, after school child care program privileges, and field trips.

Drugs and Alcohol

Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances on or off school grounds.

Honesty and Dishonesty

Due to the nature of The Academy at Ocean Reef's intimate and open learning environment, trust and honesty are essential elements required of each student. The school expects all members of the community to be honest at all times, and any breaches to such honorable behavior are grounds for serious disciplinary action. Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty is inconsistent with school standards, and all are considered fundamental breaches of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Inappropriate Language

Students and parents are prohibited from using profane, obscene, bigoted, or offensive language and gestures on campus or at school-sponsored events.

Inspection Policy

The school reserves the right to inspect and conduct a search of a student's locker, backpack, vehicle, computer, and any other possessions or property (owned by the student or school) on the school premises or on a school sanctioned excursion. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate. The possession of which is a violation of the school's rules, community standards, and/or local and state law.

Prohibited Electronics and Other Items

Students are prohibited from possessing or having in their possession (locker, backpack, purse, etc.), tobacco products, drugs/alcohol, matches, laser pointers, and electronic games. Any such items may be confiscated and, if appropriate, turned over to law enforcement.

Out of School Suspension

Students are required to remain at home for the school day, including for any after school events. Students are responsible for completing and submitting all classwork and arranging for make-up examinations. Suspension may become a permanent part of a student's record.

Expulsion

Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the school or the school's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements.

In addition, the school may report to the appropriate governmental authorities any actions that appear to violate the law.

Major School Violations

- Academic dishonesty - students who cheat on tests or plagiarized work will receive a failing grade and may risk suspension or expulsion
- Personal dishonesty with a teacher or administrator
- Extreme disrespect, including intimidation or bullying – verbal or physical – to fellow students and/or faculty and staff including abusive or inappropriate use of email, text or instant messaging, and participation in social networking sites
- Behavior that endangers the welfare, physical or emotional, of anybody in The Academy or The Ocean Reef community
- Vandalism to school property (students will also be charged for repair costs)
- Conduct on or off campus which reflects negatively on the school
- Possession of, use of, and/or under the influence of drugs/alcohol

Any violation of a major school rule will result in the student being placed on disciplinary probation and also may result in suspension or expulsion.

Students who are present when a major school rule is violated risk sharing equally in any disciplinary response on the part of the school. Students are expected to inform school administrators of unethical, dangerous or illegal behavior on the part of other students who may be in danger of jeopardizing themselves, others, or the reputation of the school. The school reserves the right to take what it considers to be appropriate action when the illegal or unethical behavior of any of its students compromises the good name of the school. A student who lies about his or her behavior when questioned by school officials can expect a more severe response, including possible expulsion.

Vandalism

Student's actions should be governed by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, or similar conduct is prohibited, and will result in serious disciplinary consequences.

Violation of School Rules

Notices issued by faculty and staff for violation of general school rules are followed by a conversation with said student.

Repeated disregard for or breaking of minor school rules will most likely result in detention.

Depending on the nature of the infraction, detentions will be served during lunch time or during the afternoon sports period. Assigned detentions are at the discretion of the individual teacher or administration.

Continuous infractions create an uncomfortable, negative environment, and monopolize teacher time and energy. If a student accumulates several infractions and/or commits a major school violation over the course of the year, he/she may be placed on Disciplinary Probation.

Weapons and Threats

Students are prohibited from making threats or threatening gestures toward others or harming others. Students are prohibited from bringing any type of weapon to school or school-sponsored events. Weapons include knives, guns, fireworks, etc. Any such items may be confiscated and turned over to law enforcement. Possession of such an item on campus constitutes grounds for immediate suspension or dismissal from The Academy at Ocean Reef.

Field Trip Guidelines and Protocols

Overview

Specific guidelines and appropriate administrative procedures have been developed to screen, approve and evaluate field trips to ensure that all reasonable steps are taken for the safety of the participants.

The Head of School, Assistant Head of School, and Dean of Students have established these guidelines and protocols to assure that:

- all students have parent/guardian permission for trips
- all trips are properly supervised
- all safety precautions are observed
- all trips contribute substantially to the educational program
- all trips allow equal access and reasonable accommodations, financial and other, for all interested students.

Students are expected to comply with The Academy's behavioral expectations and behave

appropriately while participating in field trips. Field trip participants must be currently enrolled

students in good standing, academically and behaviorally.

Field Trip Guidelines

- Students must be in good standing in order to participate in school-sponsored field trips.
- All students are expected to abide by the school discipline code and demonstrate consistent appropriate behavior in their interactions with teachers, and fellow students at all times.

- In order for students to be eligible to attend school field trips, they are expected to demonstrate behavior that meets The Academy's expectations during the school year up to the actual date of the trip. Students not meeting this condition will not be permitted to go on the field trip.
 - In all circumstances, the Head of School will determine a student's eligibility to attend field trips.
- Provisions are made for medical emergencies.
- In certain cases, fundraising opportunities may be organized to help detract costs.
- The Head of School reserves the right to cancel any field trip up until the time of departure.

Field Trip Initiative

- Teachers will work in the selection of appropriate field trips that are integral to a specific curriculum unit.
- Field trips help build community and relationships in an existing group of students; they might also prepare students for a significant transition into a new structure or community.
- The purpose of field trips is to help children work collaboratively, make decisions, evaluate success, and prepare for the future.
- Trips are planned with careful consideration for student safety which includes an appropriate number of adult chaperones.

Chaperones and Volunteer Drivers

All Academy field trips will have the appropriate number of faculty/staff accompanying the trip. In some cases, Academy parents may be asked to volunteer as drivers for a field trip. In such cases, please note that the Academy teacher will assume the leadership and responsibility of the trip at all times.

Important Information and Policies

Emergency Procedures

In case of a hurricane or incident at Turkey Point Power Plant, the school office will notify parents of the school closing, following public service guidelines. The Academy will often follow Monroe County public school closures and reopening in case of hurricanes.

Immunizations, Medications, and Illness

It is The Academy's policy that every student must have a completed Emergency Medical Authorization Form and Health Assessment Record on file. Current guidelines require the school to include the following documentation in each student's file. These must be turned into the School Office prior to the first day of entering school or the student cannot be admitted.

- School Entry Health Exam physical form stating child's general health, signed and dated (good for two years) by a physician (Form DH#3040).
- Complete immunization records, recorded on Florida Certificate of Immunization Form DH #680.
- Emergency Medical Contact Form

If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the front office. Students will be released for medical reasons only with permission from the parent/guardian or from the person designated on the student's emergency form.

Medication Authorization Form

All medication and prescriptions with current date and/or nonprescription medications must be presented in the original container to the front office. Parents/guardians shall bring medications to school unless arrangements are made for another adult to bring the medication to school.

- If it is necessary for a student to have his/her medicine while on a trip away from campus, all required medicine should be surrendered before departure to the faculty supervisor.
- Instructions on using prescription medication shall be written out and signed and dated by a doctor.
- All prescription and non-prescription medications shall be delivered to the office with the following information provided:
 - Name and purpose of medication;
 - Time and conditions under which the medication is to be given;
 - Specific instructions on the administration of the medication;
- First dosage of any new medication shall not be administered during school hours because of the possibility of an allergic reaction.
- All prescription medications must be identified by the prescribing physician, kept in the original container and stored securely.
- A student that needs to use an inhaler or Epi-Pen must have a doctor's statement, parent/guardian consent, and use only under supervision by an Academy staff member.
- For the safety of the community, children with fevers over 100 will be sent home.

Many students must have medication available at school for certain illnesses and conditions. School personnel cannot administer medication, including pain relievers, without a written prescription from a doctor. A permission form completed by the parent/guardian is required in the event a student must receive medicine at school. Children are not allowed to keep medicine with them during the day.

Students who are absent from school for the following reasons require a physician's statement confirming the student's ability to return to school and any necessary limitations or restrictions:

- COVID-19 or Variants of the virus
- Measles, mumps, chicken pox, ringworm, scarlet fever, flu;
- Strep infection, mononucleosis, hepatitis, pink eye;
- Absence due to an extended illness or surgery;
- Students who may not participate in physical education following an extended illness or surgery;
- Communicable diseases include the following: head lice, ringworm, scabies, scarlet fever, chicken pox, and measles. Students will not be able to return without proof of treatment from a doctor or County Health Department. If your child has been sent home from school, please use the 24 hour rule and seek medical treatment;

- Students cannot be sent to school if any nits or lice are present in the student's hair. Upon a student's return to school, he/she shall be checked by a member of the school staff in the presence of a parent or guardian;
- Pediculosis (head lice) is highly transmissible and has become common in schools all over the United States. All age groups are susceptible to head lice. Students will participate in a mandatory check at the start of the school year and after long breaks. All parents/guardians are encouraged to check their child's head for lice and their eggs (nits) even if the most common symptom of itching is not present. If lice and nits are found, it is important to notify the school and to treat the student and carefully monitor other family members.

Parent Cooperation and Participation

It is essential to the educational success of your child that parents cooperate, communicate, and participate regularly with the school. Parents should also set an example in the home of the values and expectations to be achieved by students. The school reserves the right to dismiss a student or deny future enrollment to a student or family where the behavior of a parent or family member has been disruptive or impedes the school's educational environment.

Parent participation is a commitment and expected from all our families. As a parent in the school, you should anticipate assisting and volunteering in various activities and events. We encourage parents to assist with the maintenance of the school environment, both indoors and out.

Payment of Tuition and Fees

The Academy serves children in grades Toddler-8 and strives to provide the highest quality education while maintaining affordable fees. **All students entering our PreK3 program must be 3 years old and bathroom trained by September 1st of their enrollment year.** We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make school tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from school or not being allowed to take examinations. Transcripts and student records cannot be forwarded to another school if there is an outstanding balance in his/her account, or if there are other outstanding debts. The balance must be paid in full prior to re-enrolling the next school year.

Student Records Requests

Requests for student records and transcripts must be directed in writing to the school office from the school to which the student is transferring. The school reserves the right to withhold student transcripts and records for non-payment of tuition or fees.

School Office Hours

The school office is open from 7:45 a.m. to 4:00 p.m. Monday through Thursday, 7:45 a.m. to 3:00 p.m. Friday (subject to change). All staff are typically available until 3:00 or 4:00 p.m. along with limited staff availability from 4:00-5:30 p.m.

Social Guidelines and Expectations

Birthday Parties

Parents who wish to celebrate their child's birthday during lunch with a cake or cupcakes at school, please arrange and communicate with your child's teacher about details. For parties outside of school, parents are asked to be mindful of not excluding class members.

Bringing Toys to School

Blankets and stuffed animals are welcome in PreK3/PreK 4 on show-and-tell days. Any other days the child must store the toy in his/her cubby. Toys need to be shared with the class and so make sure that your child is willing to do this before the toy is sent in. Remember to label your child's belongings. In enforcing the school discipline policy, it is important that toy weapons **not be brought to school**. The school fosters kindness and respect without the use of aggression. The goal is building positive friendships while accepting each other's unique differences. The teachers and staff encourage appropriate behavior at all times. Toys in Kindergarten through Eighth grade are not to be brought to school unless approved by the classroom teacher. Toys may be held by the teacher or in the School Office until the end of the day if necessary.

Cell Phones

Cell phones are only to be brought by students who are attending after school activities. Students who bring cell phones to school, **must** deliver the phones to the School Office at the beginning of the day. Students may use their cell phones only before and after school hours. Students who violate this policy will have their cell phones confiscated. Parents will be required to come to the School Office to pick up confiscated cell phones. Students will also be subject to disciplinary procedures for violation of this policy.

Displays of Affection

Students are prohibited from inappropriate displays of affection, such as kissing or other similar behavior.

Food, Drink, Gum

Food and beverages will be consumed only in designated areas and at designated times. Chewing gum is prohibited in school.

Helping Hands

All students in Toddler through eighth grade take turns caring for their classrooms. They are asked to keep their classrooms clean and to help maintain a neat playground area. Students are responsible for picking up their lunch areas after lunch.

Lockers and Hooks

Students are to keep their locker or hook area clean. Personal items should be taken home each evening. Lockers may be inspected periodically without prior notice or consent.

Messages

In order to foster and preserve a classroom environment that is conducive to learning, classroom interruptions should be limited to emergencies. In all other cases, parents are encouraged to call

the School Office to leave a message for their child. Students are discouraged from calling home for homework, test papers, folders, etc.

School Telephone Use

Parents should contact the school number 305-367-2409 for any messages they wish to pass on to their child during the school day. Students are permitted to use the school office phone after getting permission from any Academy staff member.

Student Services and Resources

Bus Transportation

Students who ride the bus provided by the school are required to follow all safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain safety at all times.

The following behaviors are expected of all students:

- Wearing a seatbelt on the school bus and sitting properly, facing forward.
- Remain seated while the bus is in motion.
- Keep heads, hands, arms, and legs inside the bus at all times.
- No littering in the bus or throwing anything from the bus.
- No eating or drinking beverages on the bus.
- Do not tamper with the bus or any of its equipment.
- Students are not permitted to disrupt or distract the bus driver.

Violations of these guidelines may result in a student being denied the privilege of riding the bus. The driver will not discharge students at places other than at school or at an Ocean Reef Club's activity site unless they have proper authorization from the student's parent/guardian and the Head of School.

Library

The library's primary purpose is to support the curriculum and to further the education of all students. It serves to provide reference and background materials for academic research and literary material to be read for pleasure.

- Books and videos may be checked out and are renewable for a two-week period beginning in Kindergarten. Books more than two months overdue will be presumed lost and the replacement cost will be charged to the parent's account.
- Reference books, computer software, and some audiovisual materials may be borrowed at the end of the day and returned at the start of school the next day.
- Parents are welcome to borrow books.
- Computers in the library are for research and typing practice only. Games are not permitted.
- No food or drink is permitted in the library.

Parent Transportation

Parent(s) are expected to provide transportation for their son(s) and/or daughter(s). Students must go home with their own parents unless prior arrangements have been made, and the school has been notified. A note to the classroom teacher, an email, or a telephone call to the front office will serve as notification.

Uniform Requirement and Dress Code

The Academy at Ocean Reef is dedicated to creating a positive environment that is conducive to learning. The purpose of having and enforcing a dress code is to:

- Foster a school environment that is free of unnecessary distractions and comparisons
- Ensure an orderly and safe learning environment
- Promote neatness and modesty
- Avoid pitfalls of “cool” fads or styles and
- Encourage the virtues of moderation and consideration of others

Parents and students are expected to follow the spirit of the dress code and not find “loopholes”. Following the dress code both in its description and spirit demonstrates the type of character we want to instill in our students. Issues not specifically stated herein that violate the intent of this dress code will be deemed inappropriate. School staff have the authority to determine if student attire is acceptable.

Students are expected to be well-groomed, dressed in a manner reflecting respect for themselves and those around them, and to use good judgment in the choices they make.

Dress Code Specific Guidelines: Clothing should be neat, clean, well-fitted, and age-appropriate. Clothing should be neither too tight nor too baggy, and not ripped or torn.

If a student is out of dress code, their parents will be called to bring in the appropriate change of clothes. Repeated dress code violations will result in a required follow up meeting between parents and the Assistant Head of School, Dean of Students, and/or Head of School.

Uniform Requirements for Boys and Girls

Pants/Shorts:

- Cotton blend trousers. **Belt is required** (black, brown or navy)
- Internal seam with no visible stitching
- Any/all pockets must be internal (not visible on outside of pant)
- No leggings in place of pants
- Solid color: khaki or navy blue
- Acceptable pant styles: full-length, shorts and capri length

Skirts/Skorts/Jumpers/Dresses:

- Uniform style jumpers, skirts, or polo shirt style dresses only
- Solid color: khaki or navy blue
- Knee length or no more than 3” above the knee
- Students are encouraged to wear shorts in dress code colors underneath skirts, dresses, or jumpers, to maintain modesty

Shirts

- Shirts must be plain collared styles: Polo, Peter Pan or Pointy collar blouse (No lace trim)
- Short or long sleeves. Sleeves must cover shoulders.
- Any solid color of white (required), red, or royal blue (required) with school logo
- Shirts must be tucked in. They are not to be cinched, tied, or knotted in any way.
- Undershirts may be worn with the collared shirt, provided they are a solid color and must be tucked into bottoms.

Sweaters/Sweatshirts

- Blue, red, or white v-neck or crew neck sweatshirts or plain knit sweaters or cardigans may be worn over dress code shirts.
- No print other than the school logo may be on it.

Socks/Leggings

- Tights or leggings may be worn under bottoms (if desired) and must be white or navy blue.
- **Socks must be one solid color.**

Shoes/Footwear

- Shoes may be any color and must have a closed toe and heel.
- NO lights, characters, wheels, Crocs, jellies, clogs, flip-flops, or sandals.
- Heels cannot be higher than 1”.
- For safety reasons, laces must be tied, straps and buckles secured.
- Shoes for PE: Socks and Athletic style shoe (running shoe, basketball shoe, volleyball shoe, Converse)
- Shoes must be traditionally laced and tied at all times for safety and support.

Headwear

- Hats, visors, hoods, bandanas, sunglasses, etc. must be removed indoors.
- All hair accessories must be small and discreet, and in keeping with school colors.

Hair

- Hair should be clean and neat.
- Hair should be a naturally occurring hair color.
- Any extensions must be in naturally occurring hair color.
- Hair should be worn in a style that is not distracting to the educational environment.

Jewelry & Adornments

- Students should not have visible piercings except for standard size, age-appropriate earrings.
- No dangling earrings
- An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. animal chains or collars).
- Permanent or temporary tattoos are not to be visible during school hours.
- All ties must be solid color in blue, black, or tan.
- Middle school students will be permitted to wear natural looking make-up.

Technology Acceptable Use Policy

The Acceptable Use Policy outlines the behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus. **Academy students are expected to use technology, both in and out of school, in an ethical and responsible manner in accordance with The Academy's Social Guidelines and Expectations: honesty, respect, trust, and safety.** All technology provided by the school is intended for educational purposes only.

Acceptable Use:

- Research
- Communication
- Creativity
- School Assignments

Students of The Academy at Ocean Reef should aspire to become responsible digital citizens. This means that students understand how to behave safely, responsibly, and legally in the digital world. Students at the Academy are expected to:

- Be respectful and responsible in all interactions online
- Only use internet resources for academic purposes during school hours
- Know that everything done online is permanent and can be shared with the public
- Secure personal data by not sharing passwords or account details
- Handle all technology resources with care and consideration
- Never engage in any form of cyber bullying
- Get consent for all parties involved before sharing any audio, video or photographic likeness of students or faculty members
- Treat all computer documents as private unless specifically shared
- Ask permission before borrowing any device
- Use student accounts only for academic purposes
- Not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission
- Not abuse, tamper with, or willfully damage any technology equipment

Use of Network

The Academy at Ocean Reef provides its users with full access to the Internet, including web sites, resources, content, and online tools. The Internet allows users to send and receive email, log onto remote computers, and to browse databases of information. The school provides a filtering system; however, no filtering system is foolproof. Therefore, we expect all students to act responsibly in their searches and to immediately disengage and report to a staff member any materials that are inappropriate.

Accessing the accounts and files of other students is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of school rules.

School's Right to Inspect

The Academy reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action, including notification of parents and suspension of computer privileges. The school also reserves the right to inspect personal electronic devices brought onto campus. Do not assume that any messages or materials on a student computer or the school's systems are private.

Use of Technology at The Academy at Ocean Reef is a privilege and should be treated as such. If a student is found violating any aforementioned policy in this agreement, The Academy reserves the right to immediately confiscate all technology in use by the student. Furthermore, any student found in violation of this policy will be subject to appropriate discipline and loss of technology or Internet privileges.

ACKNOWLEDGEMENT OF ACCEPTABLE USE POLICY

I have read and understood this Acceptable Use Policy and agree to abide by it.

Student Printed Name

Student Signature

Date

I have read and discussed this Acceptable Use Policy with my child:

Parent or Guardian Printed Name

Parent or Guardian Signature

Date

(Please return to the School Office)

ACKNOWLEDGEMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our school, including the judgment of school authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

All students and parents/guardians are asked to familiarize themselves with all of the information contained in this Student Handbook, and sign the form below.

We have read and understood all statements and provisions set forth in the Student Handbook.

Student

Age

Date

Parent or Guardian

Relationship

Date

(Please return to the School Office)