



The Academy at Ocean Reef
STUDENT HANDBOOK
2024-2025

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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 available for your 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 school reserves the right to interpret the contents of this handbook, including the rules affecting the academic and non-academic conduct of students. This handbook is not a contract, nor is it intended to be construed as such. Our school reserves the right to modify and/or amend the contents of this handbook at any time during the year.

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.

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.

Statements of Expectations and Commitment

As a School, we commit to:

- Providing a safe and healthy environment for students by maintaining appropriate behavioral expectations and high ethical standards
- Employing professionals of solid character and expertise who are loyal to the mission of the School
- Creating an, innovative, and intellectually stimulating academic environment, conducive to learning
- Communicating timely and appropriately
- Preparing students to succeed at an institution of higher learning
- Maintaining an environment that ensures a collaborative partnership with students

As Students, we commit to:

- Working toward academic excellence and continued personal growth
- Taking pride in ourselves and our school community by living the mission of The Academy and by representing our School in a positive manner at all times
- Participating in school activities, exhibiting good sportsmanship and character while supporting one another
- Engaging in responsible and respectful digital citizenship
- Adhering to the Academy's Values

As Parents, we commit to:

- Supporting, in words and actions, the policies, standards, and expectations of our School as articulated in the Student Handbook
- Engaging in responsible and respectful digital citizenship through the various social media platforms
- Communicating concerns with school personnel through appropriate channels, ensuring an efficient collaboration for the health and well-being of our children
- Respecting the school calendar, daily schedule, and our contractual obligations to the School
- Respecting the professionals engaged in our children's learning
- Providing volunteer support and participating in the School's annual fundraising initiatives
- Helping our children in their adherence of the Academy's Values

Academy Values

1. Honesty - Being truthful, sincere and open.
2. Kindness - Doing considerate things for others before yourself without expecting anything in return.
3. Compassion - Understanding how others are feeling and empathizing with them.
4. Commitment - Dedicating to completing challenging tasks regardless of difficulty.
5. Courage - Being brave enough to do the right thing, admitting your mistakes and trying new things even if you are scared.
6. Leadership - Inspiring others to achieve a goal by setting a good example.
7. Respect - To value others as well as self and treat both with dignity, kindness and acceptance.

If family members' behavior, communications, or interactions on or off campus is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the school's policies, they could be subject to misconduct procedures and sanctions. In addition, if the behavior or interaction otherwise interferes with the school's safety procedures, responsibilities, or accomplishments of its educational purpose or program, the school reserves the right to dismiss the family or family member from the community. The school reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events for reasons that the school deems appropriate.

As Faculty and Staff we commit to:

- Supporting the mission, philosophy, and values of the School
- Recognizing and nurturing the potential in every student
- Creating a supportive and collaborative environment that is developmentally and academically appropriate

- Supporting decisions and policies determined by the Administration
- Engaging in professional development yearly
- Engaging in responsible and respectful digital citizenship

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).

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 will attempt to 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 Student Support Services with documentation of the condition from a qualified professional. Upon receipt of a diagnosis and recommendations, Student Support Services will complete and provide a thorough review of all documentation to the Head of School for discussion. The Assistant Head of School will then meet with the parents to determine the accommodations that can be provided by The Academy. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, or preferential seating, to name a few.

Academic Programs, Procedures, and Guidelines

2024-2025 School Day

8:00 a.m. The school building opens at 8:00 a.m. and students are expected to report to their classroom/homeroom by 8:15 am each morning. Students are not to be on the school grounds unsupervised.

8:15 a.m. Students are to attend our Flag Ceremony daily at 8:15 am. 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 2:30 p.m. for all students.

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 3:30 - 4:00 p.m.

Contacting The Academy

Parents, to help foster and sustain a classroom environment that is conducive to learning, teachers are NOT permitted to communicate with parents via *personal* phone numbers. All school related communications between parents and teachers must be conducted via school email, school phone or classroom dojo. If you need to reach your child, a staff member, or the school for any reason, please call the front office at 305-367-2409. Alternatively, you are always welcome to reach the Head of School at 267-608-4562.

After School Child Care Program

The school provides an after school child care program from 3:15 p.m. until 5:30 p.m. Monday through Thursday, and Friday from 2:30 until 5:30 for students whose parents have signed up for the program. A daily drop-in fee of \$50.00 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 per every 15 minutes of being late.

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 two weeks 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.

Please Note: Students must be enrolled at The Academy for four weeks or longer to receive an interim or trimester report. For students who are enrolled for a shorter period of time, teachers will email a note to the parents at the end of their child's enrollment at The Academy.

Lunch Times

Toddler and Pre-K: 11:30 a.m. ----- 12:00 p.m.
Kindergarten - 8th Grade: 12:10 p.m. ----- 1:00 p.m.

Lunch/Snack

Children in Toddler through eighth 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. Lunch 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/Atrium

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.

Disciplinary Procedures

GOLDEN RULE: No student has the right to disrupt the learning environment

Each teacher is in charge of everyday classroom management. Our students are expected to comply with the classroom rules. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with the teacher goes contrary to the conduct expected from all students and parents. Teachers and staff will make an effort to stop the disruptive behavior by having a conversation with the student, offering guidance, and discussing the potential consequences if the behavior continues. If the misconduct persists, the teacher or school staff will communicate the misbehavior to the School Counselor and/ or the Dean of Students in writing, who will then follow up with the student(s) and the parents. Each situation will be handled at the school's discretion in accordance with the school's rules, policies, and practices, as well as general common sense.

Disciplinary matters and/or incidents in violation of school rules and regulations will be handled initially by the School Counselor and/or the Dean of Students. Violations will often subject the student to disciplinary consequences. The level of disciplinary response for any violation of school rules will depend on a variety of factors, including but not limited to:

- the level of any class or school disruption caused by the student's behavior
- the number or frequency, if any, of prior infractions of school rules
- whether the student has been previously disciplined
- whether the student was honest and cooperative in connection with the behavior investigated
- whether any person was harmed
- whether there was property damage or other loss of property
- whether there were illegal or prohibited substances (alcohol, cigarettes, drugs, etc.)
- whether there was a weapon or other dangerous items involved

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 in concert with school 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.

The range of possible disciplinary consequences includes, but is not limited to, one or more of the following:

- Disciplinary Report: written notice of infraction in Student Information System
- Parents will be contacted by the School Counselor and/or Dean of Students by phone or via email
- Written Reflection: the student must write a letter or statement (depending on the age group) of reflection or apology as directed
- Lunch Detention: the student will have his/her lunch time in a separated area completing work as assigned. If the student is late or absent from detention, the student will serve the lunch detention the next school day
- After School Detention: the student will spend a period of time (typically 60 minutes) in a designated area completing assignments due, or newly assigned work. If the student is late or absent from detention, the student will serve the detention the next school day and he/she may be subject to further disciplinary action
- Out of School Suspension: students are banned from all classes and school activities, and are to remain at home. Students are responsible for making up all missed work, including all assessments
- 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 purpose; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements. Any matter taken under consideration by the administration directly may be grounds for expulsion. In addition, the school may report to the appropriate authorities any actions that appear to violate law or the safety of the student.

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/tobacco
- Vandalism
- Possession of weapons

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 is dishonest about his or her behavior when questioned by school officials can expect a more severe response, including possible expulsion.

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.

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.

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.

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.

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 School Counselor and Dean of Students.

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 School Counselor.

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.

Inappropriate Language

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

Drugs, Alcohol and Tobacco

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

Prohibited Electronics and Other Items

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

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.

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.

Grading and Effort 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.

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.

Toddler & Pre-K Progress and Report Card Grading Scale:

Grading Scale
1 - Exceeds age-appropriate expectations
2 - Meets age-appropriate expectations
3 - Shows progress in meeting age appropriate expectations
4 - Does not yet meet age appropriate expectations - Performance shows some evidence of meeting age - appropriate goals.
5 - Below age-appropriate expectations - Performance shows little or no evidence of meeting age - appropriate goals.

Kindergarten & 1st Grade Progress and Report Card Grading Scale:

Grading Scale
1 - Advanced: Exceeds grade level expectations
2 - Proficient: Consistent application of grade level content/skills
3 - Satisfactory: Shows basic application of grade level content/skills
4 - Needs Improvement: Shows some evidence of grade level content/skills
5 - Area of Concern: Shows little or no evidence of grade level content/skills

2nd - 8th Grade Progress and Report Card Grading Scale:

Grading Scale
A 100-93
A- 92-90
B+ 89-87
B 86-83
B- 82-80
C+ 79-77
C 76-73
C- 72-70
D+ 69-67
D 66-63
D- 62-60
F 0-59

Toddler - 8th Grade Effort Scale:

Effort Scale
1 = Consistently exceeds expectations
2 = Consistently meets expectations
3 = Generally meets expectations
4 = Needs improvement

Homework

Homework is an important part of the student’s day. It allows the student to reinforce his/her 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 and/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 the school provided planner to keep track of short and long-term assignments.

Classroom teachers are available Monday-Thursday from 3:30 pm - 4:00 p.m for any student seeking extra help.

Homework Schedule Guidelines:

Toddler & Pre-K	No prescribed homework, parent reading with child daily
Kindergarten	10-15 minutes, in addition to parent reading with child for 15-20 minutes
1st Grade	15-20 minutes, in addition to parent reading with child for 20-30 minutes
2nd Grade:	15-30 minutes in addition to independent reading for 20-30 minutes
3rd Grade	20-40 minutes in addition to independent reading for 20-30 minutes
4th Grade	40-50 minutes in addition to independent reading for 30-40 minutes
5th Grade	50-60 minutes in addition to independent reading for 30-40 minutes
6th - 8th Grades	60-90 minutes total for all courses in addition to independent reading for 40-50 minutes

Make-Up Work for Absences

Parents are requested to call the School between 8:00 a.m. - 8:30 a.m. each day a child is absent because of illness. Assignments and books will be available for pickup in the office in the afternoon of the child’s absence. Students absent for any reason are required to obtain assignments and be prepared for class, including tests, upon their return.

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 be given the test at the discretion of the teacher. A student (or parent for K-3) 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.

Parents must provide the school 24 hours notice for requests of advanced class work.

Parent/Teacher Conferences

The Academy offers parents the opportunity to meet with their child's teacher(s) during scheduled times in 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 several standardized assessments throughout the year including MAP Growth (Measures of Academic Progress), STAR Reading, STAR Early Literacy, and the Brigance Early Childhood Tests.

The purpose of our 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, and/or how to guide the direction of instruction.

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.

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.

Consistent school attendance is essential for academic success and personal development, as it ensures students have full access to instruction, classroom activities, and essential social interactions. Regular attendance helps students understand concepts thoroughly, maintain good grades, and engage effectively in class discussions, while also fostering important skills like teamwork and time management. Frequent absences or tardiness can lead to missed lessons, academic struggles, and social integration issues, impacting overall performance and participation. To improve attendance, it is crucial for parents and students to address underlying issues, communicate with school staff, and establish effective routines. By prioritizing regular attendance, students maximize their opportunities for growth and achievement at The Academy at Ocean Reef.

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 leave after school for sports or other activities will not be allowed to leave the school grounds and then return to school for existing school programs in session.

Parent Transportation

Parent(s) are expected to provide transportation for their child(ren). Students must go home with their own parents unless prior arrangements have been made, and the school has been notified. A note, an email, or a telephone call to the School Office will serve as notification.

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 and remain in the office until directed otherwise to preserve academic integrity.

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.
- Field trips are intended to help connect a student's classroom understanding of subject matter with a hands-on experience.

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 to assist on trips. In such cases, please note that the Academy teacher will assume the leadership and responsibility of the trip at all times.

In selection of parent volunteers, a message will be sent to all class parents for interest in attending, and a lottery will be done with names of interested parents to determine the parent volunteer(s). Volunteers will be notified well in advance of the field trip.

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 School 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 degrees 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. 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. Academy parents are expected to assist and volunteer 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. 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.

Birthday Parties

Parents who wish to celebrate their child's birthday during lunch with a cake or cupcakes at school should arrange and communicate with their 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 and Smart Watches

Students who bring cell phones and/or smart watches to school, **must** deliver the phones and/or smart watches to the School Office at the beginning of the day. Students may use their cell phones and/or smart watches only before and after school hours. Students who violate this policy will have their cell phones and/or smart watches confiscated. Parents will be required to come to the School Office to pick up confiscated cell phones and/or smart watches. Students will also be subject to disciplinary procedures for repeated violations of this policy.

Displays of Affection

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

Food, Drink, and 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.

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.
- Cell phone use is not permitted while riding the bus, students with cell phones are to place them in their backpack or pocket once received back from the Front Office at the end of the day

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.

Uniform Requirements 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. A belt is suggested.
- 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 the 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

- May be worn over dress code shirts.
- No print other than the school logo may be on it.
- Blue, red, or white v-neck or crew neck sweatshirts or plain knit sweaters or cardigans
- Students are permitted to wear hooded sweatshirts (no hoods over the head while in the building or at Flag ceremony) and sweaters with appropriate logos.
- Students may DRESS DOWN every Friday, provided the clothing is school-appropriate.

Socks/Leggings

- Tights or leggings may be worn under bottoms (if desired) and must be white or navy blue.

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. are allowed on special occasions.
- 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.**

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

- Students are NOT permitted to record or photograph other students or any Academy staff, unless the staff member gives their permission.
- 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 AND RECEIPT OF
STUDENT HANDBOOK AND ACCEPTABLE USE POLICY**

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 and Acceptable Use Policy.

Digital Signatures will be accepted for the 2024-2025 school year and kept on file in student record files.

Signatures must be recorded ahead of the start of school on Tuesday, September 3rd.

Students may not be permitted to begin the school year without these signatures on file.

Student Signature

Parent Signature

Date