



East Tampa Academy

2018-2019
Student/Parent Handbook

Welcome

I would like to welcome students, parents, and families to East Tampa Academy. The faculty and staff are eager to work with students to provide a quality education in a warm and positive environment. As President Roosevelt once said, "We cannot always build the future for our youth, but we can build our youth for the future." Working together, each of us will play a significant role in accomplishing this goal.

Sincerely,

Frankie Jones
Director

Mission:

The mission of the East Tampa Academy (ETA) is to provide a high quality, family-centered education to young children in East Tampa that results in age-appropriate social, emotional, and academic success. The purpose is to prepare students to enter public school – in third grade – at or above grade level, ready to tackle the rigors of their education.

- At East Tampa Academy, we will strive to provide students with exemplary teachers who will instill in each student a love of learning.
- Our goal is to model and teach our students respect, manners, and an appreciation of self and others.
- Our goal is to model and teach students how to enjoy life and make wise decisions in social, school and family situations.
- Our goal is to foster student self-esteem which is fundamental to individual fulfillment of dreams and life choices.
- Our goal is to recognize, appreciate and strengthen the gifts, talents and skills of each student through the unique, caring and supportive environment of East Tampa Academy teachers and staff.
- Our goal is to create a safe environment so that students, when encouraged to set high expectations for themselves, will persevere until the expectation becomes a reality.

Table of Contents

SECTION 1 ACADEMICS

- 1.1 Academic Programs**
- 1.2 Access to School Records**
- 1.3 Attendance**
- 1.4 Grading Policy**
- 1.5 Report Cards/Progress Reports**
- 1.6 Testing**
- 1.7 Textbooks**

SECTION 2 COMMUNICATION

- 2.1 Web Page**
- 2.2 Conferences**
- 2.3 Volunteers**

SECTION 3 HEALTH/SAFETY

- 3.1 Emergency Cards**
- 3.2 Clinic**
- 3.3 Lice**
- 3.4 Immunization**
- 3.5 Medication**
- 3.6 School Safety**

SECTION 4 SCHEDULES

- 4.1 Arrival and Dismissal**
- 4.2 Before and After School Care**
- 4.3 Breakfast and Lunch**
- 4.4 School Calendar**

SECTION 5 POLICIES/PROCEDURES

- 5.1 Governance Board Meetings**
- 5.2 Code of Student Conduct**
- 5.3 Field Experiences/Trips**
- 5.4 Lost and Found**
- 5.5 Promotion and Retention**
- 5.6 Registration**
- 5.7 School Supplies**
- 5.8 Socials**
- 5.9 Telephone Messages**
- 5.10 Transportation**
- 5.11 Uniform/Dress Code**
- 5.12 Visitors/Security/Safety**
- 5.13 Withdrawal of Students**
- 5.14 School Calendar**

SECTION 1 ACADEMICS

SECTION 1.1 ACADEMIC PROGRAMS

Students at East Tampa Academy will adhere to a curriculum consisting of math, science, language arts, social studies, health, physical education, theatre and dance . The academic program will be designed so each student's interests, talents and strengths are realized.

SECTION 1.2 ACCESS TO SCHOOL RECORDS

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

SECTION 1.3 ATTENDANCE

Regular attendance and punctuality are vital factors in every student's success.

- When returning to school following an absence, students should bring a note to their academic teacher from a parent explaining the reason for the absence.
- Parents, guardians, or students may make a request for make-up work following an absence within two days of returning to school.

Students who are continually tardy miss a crucial portion of their education.

- Parents may be contacted for a conference if tardiness and/or absences are interfering with a student's education.

SECTION 1.4 GRADING POLICY

East Tampa Academy will follow the grading policy adopted by the District School Board of Hillsborough County:

Kindergarten-Grade 2

- **E** = *Excellent - Demonstrates a clear understanding of concepts, ideas, objectives, or behaviors*
- **S** = *Satisfactory - Is in the process of understanding concepts, ideas, objectives, or behaviors*
- **N** = *Needs Improvement/More Time - Needs additional time or more background experiences before an understanding of concepts, ideas, objectives, or behaviors can be attained*
- **U** = *Unsatisfactory - Has not demonstrated an understanding of concepts, ideas, objectives, or behaviors*

SECTION 1.5 REPORT CARDS/PROGRESS REPORTS

- Report cards will be issued every nine weeks and progress reports will be issued midway through each nine-week period.
- Dates for report card and progress report distribution are listed on the master calendar located on **page 13** of this handbook.
- Parents may access grades more frequently by contacting the teacher directly.

SECTION 1.6 TESTING/EVALUATION

Teachers will determine student progress throughout the school year using:

- Unit tests
- Chapter tests
- Running Records
- Lexile Records
- Projects
- Student Reports
- Individual and group tests
- Teacher designed assessments
- State mandated assessments

Required standardized tests will be administered according to the following schedule:

Kindergarten FLKRS	August 2018
Kindergarten, 1st, 2nd i-Ready Reading & Math	Fall 2018
Kindergarten, 1st, 2nd i-Ready Reading & Math	May 2019
Kindergarten, 1st, 2nd End of Year SAT 10	May 2019

SECTION 1.7 TEXTBOOKS

Textbooks and library books are property of East Tampa Academy.

- Students/parents are financially responsible for the books loaned to them during the school year and will be held responsible for any damage to or loss of these books.

SECTION 2 COMMUNICATION

2.1 WEB PAGE/VOICE MAIL

The East Tampa Academy web page, EastTampaAcademy.org, is a valuable communication tool between school and home.

- School news, Governance Board meeting dates, volunteer information, field trip news, Title I information, School Advisory Council meetings, and other information is available 24 hours a day.
- E-mail is also available for parents to communicate with the school, Director, and/or individual teachers. A teacher's mailbox may be accessed by first going to the East Tampa Academy website, **EastTampaAcademy.org** then clicking on each teacher's mailbox.

SECTION 2.2 CONFERENCES

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

SECTION 2.3 VOLUNTEERS

East Tampa Academy is based on family involvement, and we welcome the opportunity to partner with each family and the community to strengthen learning experiences through our volunteer program.

- Approved volunteer applications, are required for volunteers at East Tampa Academy
- Volunteers must have completed forms that can be accessed at the School District of Hillsborough County from the district site (www.sdhc.k12.fl.us)
- Click on the "Families" menu and then on the "Volunteering in HCPS" link
- The volunteer coordinator and/or classroom teacher will contact approved volunteers to help with special events/projects, field trips, classroom tasks, tutoring, etc

SECTION 3 HEALTH AND CLINIC

SECTION 3.1 EMERGENCY INFORMATION

Emergency cards are part of the registration process and will make it possible for the school to handle emergency situations adequately if they arise.

- Emergency information for each student will be kept on file in the office.
- Emergency information **must be updated** with new information such as phone number, address change, etc. as they occur. Parents can contact their child's homeroom teacher or the Director.
- Any health problems such as free bleeding, excessive nose bleeding, febrile convulsions, highly allergic reactions, hearing and or vision problems, etc., must be recorded on the emergency card.

SECTION 3.2 CLINIC

Teachers should refer students to the Director if a student becomes ill or injured.

- Parents will be contacted if the condition is serious, the student has a temperature, or is in pain

- All teachers have phones in their room and can contact 911 in the event of a serious life-threatening situation.
- **Students sent home with a fever should NOT return to school for at least 24 hours AFTER a fever has been resolved.**

SECTION 3.3 HEAD LICE

If a student has head lice:

- A family member will be called to take the student home for treatment.
- Effective treatment includes combing through wet hair with a lice comb or an over-the-counter shampoo used properly.
- The student must report to the Director to be checked for lice before returning to the classroom upon their return to school after being treated for lice.

SECTION 3.4 IMMUNIZATIONS

All children entering school for the first time and transfer students from out of state, must comply with the Florida Compulsory Immunization Law (Florida State FS 323.032).

- A certificate of immunization and recent physical, which may be obtained from a physician or the County Health Department, must be presented before the child will be admitted to school.

SECTION 3.5 MEDICATION

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

- The medication should be brought to the Director by the parent.
- The medication must be in the **original container** labeled as follows:
 - Name of medication
 - Directions concerning dosage
 - Time of day to be taken
 - Physician's name
 - Date prescription was written
 - Special Instructions
- No more than a month's supply of any medication should be brought to school at one time.
- An authorization form must be signed by a parent giving permission for any medication to be taken at school.
- Non-prescription medication such as aspirin or cold tablets can be administered only with a physician's statement.
- Students are not allowed to bring medicines to school. Cough drops, over-the-counter pain relievers, and/or cold medicines should not be brought to school unless prescribed by a

doctor. These medications will be confiscated by the Director if found without a doctor's prescription.

SECTION 3.5 SCHOOL SAFETY

A safe school environment can be maintained if everyone does his/her part.

- Entrances and exits have video cameras to help monitor and ensure the safety of the students and staff.
- Emergency exits are mapped out and posted in each classroom.
- If the fire or severe weather alarm sounds, students must follow fire/weather drill instructions for correct emergency procedures.
- Policy dictates that fire drills are conducted on a monthly basis.

SECTION 4 SCHEDULES

SECTION 4.1 ARRIVAL AND DISMISSAL

East Tampa Academy hours are **8:00-3:00 Tuesday to Friday and 8:00 to 2:00 on Monday**

- Students should arrive no earlier than 7:45 a.m. unless participating in the Before School or Breakfast programs.
- Students arriving after 8:00 a.m. need to be walked into school by a parent and report to the Director for a tardy slip.
- A parent must come to the Director to check out a student who must leave before 3:00 p.m. If a student is to be picked up by someone other than a parent or legal guardian, a note and picture ID will be required.
- Any person picking up a student from school should be prepared to show a picture I.D. as proof of his/her identity.
- ALL attempts should be made to schedule appointments after school hours as missing school not only affects the student who leaves class but the others when class is interrupted.

SECTION 4.2 BEFORE AND AFTER SCHOOL CARE

East Tampa Academy will be providing a Before and After school program for students.

*Morning hours start at 6:30AM

*Afternoon hours are 3:00PM until 6:00PM Tuesday through Friday
2:00PM until 6:00 PM on Monday's

*Cost is \$45.00 morning or afternoon only.

*Cost is \$55.00 for both morning and afternoon

Payment will be paid weekly by Money Order. No cash or checks accepted.

SECTION 4.3 BREAKFAST AND LUNCH

East Tampa Academy offers a breakfast and lunch program as well as a Free/Reduced lunch program.

- Parents are encouraged to enroll in **MyLunchMoney.com**, an online payment service for student meal accounts if applicable. Parents can track their accounts and/or have money automatically placed in the account without worrying about money shortages.

SECTION 5 POLICIES/PROCEDURES

SECTION 5.1 BOARD OF DIRECTORS MEETINGS

- The East Tampa Academy Governance Board determines and sets policies at East Tampa Academy. The Governance Board meetings are traditionally conducted on the first Monday of the every other month at 5:00 PM at the school.
- A schedule of these days and times will be posted on the EastTampaAcademy.org web site and the master calendar located on the front bulletin board located next to the front entrance to the school
- These are public meetings and parent/visitors are encouraged to attend. Notification must be given to the Director one week in advance in order for any agenda item from the public to be discussed at the next meeting.
- School Advisory Council (SAC) meetings are held on the first Monday of the month at 2:30PM. Parents, staff members, and school board members are always encouraged to attend. The main goal of the SAC is to encourage parent participation at East Tampa Academy and to assist the administration in providing appropriate materials and resources for students that are funded from Title I allocations.

SECTION 5.2 CODE OF CONDUCT

- A student's behavior should conform to acceptable standards of conduct as established by the Director and staff members.
- The School District of Hillsborough County (SDHC) Student Code of Conduct provides the framework for any course of action relating to discipline. Through contractual agreement, East Tampa Academy will adhere to this code which is available on the SDHC website and East Tampa Academy's web site.
- Student's rights and responsibilities are outlined and defined in the School District of Hillsborough County (SDHC) Student Code of Conduct which will be discussed with all students during the first week of school

- Additional copies are available online by linking onto the School District of Hillsborough County (SDHC) website and selecting *Code of Conduct* from the menu.

SECTION 5.3 COMMUNITY BASED INSTRUCTION (CBI)

Students will be involved in CBI from time to time throughout the school year.

- CBI is an integral part of the curriculum and **all** students are expected to attend unless excused by the Director
- If there is a charge for CBI trips, financial arrangements will be made for those students who might need assistance.
- Students who do not attend these school related CBI trips may be given an alternate assignment at the teacher's discretion.

SECTION 5.4 LOST AND FOUND

Lost/found items should be reported/taken to the Director.

- All jackets, sweaters, lunch boxes or other valuable items should be marked with student names.
- Jewelry and eye glasses will be kept in the office until claimed.

SECTION 5.5 PROMOTION AND RETENTION

A student's progress is based on his/her achievement during the school year. If a child is to be retained, it will be in accordance with Florida law and the Hillsborough County Pupil Progression Plan.

SECTION 5.6 STUDENT REGISTRATION

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

- Current physical examination
- Florida Certificate of Immunization
- The **original** certified birth certificate (to be photocopied and returned to parent)
- Social Security Card

SECTION 5.7 SCHOOL SUPPLIES

Students will be expected to bring necessary materials (pencils, paper, and notebooks, etc.) needed for daily work at all grade levels.

- A supply list will be given to each family to purchase for the students' classrooms. If your family is unable to purchase all of the items, any part of the list will be appreciated.

SECTION 5.8 SOCIALS

Teachers can schedule or allow class or school socials for special occasions and/or student birthdays.

- All social refreshments sent to school must be store purchased.
- In the case of a child's birthday, the child's teacher needs to be notified by parents at least 24 hours prior to bringing these items to the classroom.

SECTION 5.9 TELEPHONE MESSAGES

Telephone messages for students will be taken by school personnel and delivered to the student.

- Parents should call the school phone (813-816-2100) with any such messages, as the teachers will not be answering their phone during class time.
- Students may use the phones in the classroom or office to contact parents in an emergency.

SECTION 5.10 TRANSPORTATION

Transportation guidelines have been developed for dropping off and picking up students at East Tampa Academy. The following rules apply to everyone who transports a student to and/or from school:

- Upon entering the school, parents should pull up to the front of the school
- Students should exit the vehicle and proceed to the front door. A faculty member will open the locked front door and escort the student to their class.
- Students will be escorted to the pick-up areas in the afternoon by their teacher who will stay with each child until they are safely in the appropriate car.

SECTION 5.11 DRESS CODE

A uniform dress code has been developed for East Tampa Academy for the 2018-19 school year and the following guidelines will be implemented:

- Students may wear solid red, white or navy blue short or long sleeve shirts with collars available at Wall-Mart, Target, Old Navy, Penny's, online at Amazon, and other stores.
- Students may wear solid colored denim, kaki, navy blue, black, or brown pants, skirts, shorts, and/or jumpers that must be hemmed, neat, clean and without holes or decorations.
- Shirts must be of appropriate size and length and must extend below the waist.
- Types of shoes will be optional, but closed-toed shoes such as sneakers or tennis shoes should either be worn to school or available at school for outdoor activities. Flip-flop shoes and/or sandals of similar design should not be worn to school.

- Hats will not be worn indoors unless for medical/religious reasons. Hats are recommended for outdoor activities.

SECTION 5.12 VISITORS/SECURITY/SAFETY

Parents/visitors are welcome at East Tampa Academy but will be asked for picture identification while students are on the campus.

- For the safety of our students, all parents and visitors must come to the Director to receive a visitor's badge when on campus.

SECTION 5.13 STUDENT WITHDRAWAL

Parents need to contact the school several days prior to the withdrawal date to complete appropriate forms.

- All books and other school materials must be turned in before the student leaves or records will be held by East Tampa Academy.

Student Calendar

Students' First Day of School	Aug 10, 2018
Labor Day Holiday/Non-Student Day	Sep 3, 2018
End of 1st Grading Period	Oct 12, 2018
Veteran's Day Observance/Non-Student Day	Nov 12, 2018
Fall Break/Non-Student Days	Nov 19 - Nov 23, 2018
Students Return to School	Nov 26, 2018
End of 2nd Grading Period (End of 1st Semester)	Dec 21, 2018
Winter Break/ Non-Student Days	Dec 24, 2018 - Jan 4, 2019
Non-Student Day	Jan 7, 2019
Students Return to School	Jan 8, 2019
Martin Luther King, Jr. Holiday/Non-Student Day	Jan 21, 2019
*Florida State Fair Day/Non-Student Day (All)	Feb 8, 2019
Presidents' Day/Non-Student Day	Feb 18, 2019
*Strawberry Festival/Non-Student Day (All)	Mar 4, 2019
End of 3rd Grading Period	Mar 15, 2019
Spring Break/Non-Student Days	Mar 18, 2019 - Mar 22, 2019
Non-Student Day	Mar 25, 2019
Students Return to School	Mar 26, 2019
Non-Student Day	Apr 8, 2019
Non-Student Day	Apr 19, 2019
Memorial Day/Non-Student Day	May 27, 2019
Last Day of School/End of 4th Grading Period (End of 2nd Semester)	May 31, 2019

Please note:

* All students district-wide will have off for both the Florida State Fair and the Strawberry Festival, which is a change from prior years.

** Hurricane Day(s) if needed - November 12, 19, 20, & 21

Student Early Release Dates

Each Monday - One Hour Early Release

Last Day of School - 2.5 Hours Early