



A Hillsborough County Public Charter School

Parent/Student Handbook 2020-2021

East Tampa Academy is a Kindergarten through Grade Two public, charter school located at 4309 N. 34th Street, Tampa, Florida 33610.

East Tampa Academy has approximately 70 students and 11 faculty and staff members. There are four classrooms. All students are taught a rigorous curriculum and receive enrichment and intervention support throughout the school year. In addition, families can enroll their student in a fee based, Before and After Care program that encourages team building, physical wellness, and academic enrichment.

East Tampa Academy is a community school that is committed to stakeholder membership. Student Advisory Committee (SAC) Meetings and Principal's Café are opportunities to strengthen school and family ties to support student success and family engagement. We recognize a good communication and positive interaction with our parents can bridge long-lasting partnerships.

MISSION STATEMENT

East Tampa Academy will provide high quality, research-based education to Kindergarten through Grade Two children in East Tampa that results in social-emotional and academic success for all its students and engages families and the surrounding community.

VISION

East Tampa Academy will prepare ALL students to achieve social-emotional wellness, executive functioning, and academic success.

GOALS

To provide our students with exemplary teachers who will instill in each student a love of learning.

To model and teach our students respect, manners, and an appreciation of self and others.

To model and teach our students to enjoy life and make wise decisions in social, school and family situations.

To foster self-esteem, which is fundamental to individual fulfillment of dreams and life choices.

To recognize, appreciate and strengthen the gifts, talents, and skills of each student through the unique, caring and supportive environment.

To create a safe environment so our students, when encouraged to set high expectations for themselves, will persevere until the expectation becomes a reality.

ACADEMIC PROGRAM

East Tampa Academy uses a Florida standards-based curriculum consisting of reading and writing, math, social studies, and science. Our program is designed to focus on the academic, and social/emotional needs of every student in a safe and nurturing environment.

The *Pearson Realize* curriculum tools supports our students' interests and provides them with opportunities to explore and stretch their thinking. In addition, Physical Education and

enrichment activities embedded in art and music prepare children to apply their understanding of how their bodies move in an ever-changing world filled with colors and sounds.

SCHOOL CALENDAR

East Tampa Academy follows the School District of Hillsborough County 2020-2021 Student Calendar.

COVID-19 POLICY AND PROCEDURES

East Tampa Academy will maintain a safe and healthy environment for all students and faculty and staff while on campus during the school day. When indoors, students, staff, and visitors are required to wear personal protection equipment, such as face masks. Staff also has access to face shields and gloves for additional protection equipment.

In addition, scheduled visitors and vendors should wear their own and/or request a disposable face mask.

COVID-19 Precautions

- Zoom, Google Meet access for distance learning and conferencing
- COVID-19 (CDC Regulations: symptom awareness, quarantine and isolation guidelines)
- Temperature checks
- Student pick-up and drop-off procedures
- Limited visitor access – by appointment or in cases of emergency
- Chromebook and hotspot check-out systems
- Face masks and gloves
- Walk and stand 3-6' distancing, when feasible
- Portable, outdoor handwashing station
- Personalized storage containers and chair sacks
- Clear workspace partitions
- Onsite custodial services

SCHOOL HOURS

Monday – Friday, 8:00 A.M. – 2:15 P.M.

SCHOOL OFFICE HOURS

Monday – Friday, 7:00 A.M. – 3:30 P.M.

The School Secretary is available to take phone messages on behalf of the faculty and staff. Phone calls will be returned by the end of the school day unless it is an emergency.

ARRIVAL AND DISMISSAL

Arrival

Students participating in East Tampa Academy's Before Care, fee-based program.

- Students participating in the Breakfast Program should arrive no earlier than 7:45 A.M. and no later than 8:15 A.M. Parents: Please sign up for the breakfast program at the beginning of the school year. This will ensure we have the correct number of breakfast meals each day.

Students who are not participating in the Before Care program or Breakfast program can arrive no earlier than 7:45 A.M.

Classroom instruction (distance learning and in-person instruction) begins at 8:00 A.M. The instructional day begins promptly at that time.

Any student who is not in class by 8:00 A.M. will be considered tardy and must be escorted to the front office by a parent.

Dismissal

Teachers will use daily attendance to support dismissal procedures and split students into Walkers, Car Riders, and After School daily at 2:15 P.M.

Students participating in East Tampa Academy's After School, fee-based program, will be picked up by Ms Frankie Jones, Director of VPK and directed to the VPK classroom and/or play yard.

Students will stand with their Classroom Teacher or assigned Staff person and wait outside for parent pick up.

BEFORE CARE AND AFTER SCHOOL PROGRAMS

East Tampa Academy offers families fee-based Before Care and After School programs. Before Care opens at 7 A.M. The After School Program is scheduled from 2:15 – 6 P.M.

Before Care program fee is \$10/child/week, \$5/child/day; After School program fee is \$45/child/week, \$15/child/day.

- All students must adhere to the school-wide expectations during before and after school programs.
- Tardies will be recorded by the office after temperature checks at the front door. If a student is to be picked up by someone other than a parent or legal guardian, a previous notification and picture identification is required.
- When students are not at school, they lose valuable learning time. 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.
- After School program offers homework support and enrichment activities, as well as guidance using eLearning tools in Reading and Math on a daily rotation.

SCHOOL VISITORS

- During the COVID-19 emergency, visitor access is limited to vendor deliveries, previously scheduled appointments, and in cases of emergency.

- For the protection of the students and staff, all parents and visitors to East Tampa Academy must register at the main office and provide a valid I.D.
- Parents and visitors are required to check in through the School Check-In© system. Visitors will be issued a visitor's badge. A visitor's badge must be visible at all times while on campus.

SCHOOL MEALS (BREAKFAST AND LUNCH)

East Tampa Academy families should complete a school meal benefits application. It is an online form found on the Hillsborough County Public Schools site: <https://www.hillsboroughschools.org/doc/list/student-nutrition-services/free-reduced-lunch-application/53-648/>. Parents/Guardians can track their accounts and/or have money automatically placed in the account without worrying about money shortages to pay any school breakfast or lunch fees.

STUDENT DRESS CODE

East Tampa Academy encourages our students to wear the East Tampa Academy school uniform shirt. The shirt includes the school name and logo. All students are expected to dress neatly. Clothing should be hemmed, clean and free of decoration or non-school related advertising.

SHIRTS: Boys and girls will wear baby blue, gray, navy, bright blue, and/or white polos.

PANTS, SHORTS, SKIRTS/SKORTS, JUMPERS: Boys and girls may wear solid colored denim, kaki, navy blue, black pants or knee-length shorts.

SHOES: Boys and girls should wear closed toed shoes, such as sneakers or tennis shoes, are required. Sandals and flip flops are not appropriate for school and not allowed.

FACE MASKS: Students are required to wear face masks.

Hats will not be worn indoors unless for medical/religious reasons. Hats can be worn for outdoor activities.

VENDOR TO ORDER FOR SCHOOL UNIFORMS:

LoweGear Printing
15510 N Nebraska Ave
Lutz, FL
Telephone: 813-907-5893

ATTENDANCE

Regular attendance and punctuality are vital factors in every student's success. East Tampa Academy follows the state of Florida's requirement that students maintain regular class attendance. Whenever any student has a total of 15 days of unexcused absences during the semester, the student will be considered habitually absent and may be retained due to absences.

- Parents/Guardians are required to call (813-816-2100) and notify the school of absences.

- Teachers will post work to be completed as well as create missed work packets. Work should be submitted for a score within the Teacher's required timeframe.
- Students are required to bring a note from the parent/guardian explaining the reason for the absence or tardy.
- Excessive tardies and unexcused absences are truancy concerns.
 - Teachers will contact Parents/Guardians for a conference after the student's second tardy or unexcused absence in a semester. (Tier 1)
 - The School Director will contact Parents/Guardians for a conference after the students' third tardy or unexcused absence in a semester. (Tier 2)
 - Four tardies and unexcused absences in a semester will result in immediate contact with the School Social Worker by the School Director. (Tier 3)
- Parents/Guardians should notify the student's teacher prior to early pick-up with a written note or phone call for the purpose of medical appointments unless there is an emergency.

HEALTH EMERGENCY INFORMATION

A Student Emergency Card must be completed at registration or before school begins. It is very important that the school have this information in case we need to get in touch with a parent/guardian or family member.

- Emergency information for each student will be kept on file in the office.
- Emergency information **must be updated** if the parent/guardian contact information changes. This includes a new phone number, work number, home address, or e-mail. Parents/Guardians can contact their child's homeroom teacher or the school director.
- Any health concerns must be recorded on the Student Emergency Card. For example: food allergies or other allergies, free bleeding, excessive nose bleeding, febrile convulsions, hearing or vision problems.

The office provides students with a space for **Clinic** support.

- If a student becomes ill during the school day or is injured, the Teacher will immediately contact the School Director.
- Parents/Guardians will be contacted if the condition must be treated by a medical professional and/or 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.
- **Any student who is absent three or more days requires a written notice from a doctor.**

MEDICATION

If a child requires medication during the school day, the parent/guardian is required to bring the medication to the School Director.

- Any medication must be in the **original container** and 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/guardian giving permission for any medication to be taken at school. The form is available through the 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.

HEAD LICE

- If a student has head lice, a family member will be called to take the student home for treatment. Effective treatment includes use of a lice treatment shampoo, then combing through wet hair with a lice comb. After lice treatment, the student must report to the School Director to be examined for lice/nits before he/she can return to class.

IMMUNIZATIONS

All students entering a Florida school for the first time, including any students who are transferring from out of state, must comply with the Florida Compulsory Immunization Law (Florida Statute 323.032).

- Before a student can enter school, the Florida Certification of Immunization, Form DH680, must be used to document the immunizations required for entry and attendance in all Florida schools.
- The Florida Certification of Immunization form (DH680) is not available to the public. It must be completed by a Florida physician or your county health department. For families moving to Florida from out of state, it is recommended that the parent obtain a copy of their child's complete immunization history before leaving their current state of residence. The county health department will need the child's immunization history. Additional information is available at the Florida Immunization Program website at: <http://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/school-immunization-requirements/index.html>

STUDENT PHYSICAL

Students entering a Florida school for the first time, including students coming from out of state, must provide the school with a record of a physical examination completed **within the past 12 months**. The exam record should be taken to the child's school upon enrollment. Although a specific form is not required, it is recommended that Florida's standardized School Entry Exam form (DH 3040-CHP-07-2013) be used to document completion of a physical examination. It must be completed by a health care provider licensed in the United States to perform physical

examinations. For students transferring to a Florida school from out of state, a comparable form from another state would also be acceptable, if completed within 1 year.

SCHOOL HEALTH MANDATED SCREENING

Screening is a traditional school health service to identify impairments that could interfere with the learning process. The following grade levels are mandated for screenings specific to Chapter 64F-6.003, Florida Administrative Code.

Mandatory School Health Screenings	
Type of Screening	Grade Level
Vision*	K, 1, 3, 6, optional 9
Hearing	K, 1, 6, optional 3
Scoliosis	6
Growth & Development	1, 3, 6, optional 9

**Distance acuity is the most important part of vision screening and 25% of school-age children will have vision problems that could seriously impact learning.*

It is very important that all students receive these services for early identification and prevention of future health problems. School nurses notify parents/guardians of abnormal results and provide suggestions for their health care provider’s follow-up if necessary. Although Florida law mandates these health screenings, an exemption can be made by written request of the parent/guardian.

SCHOOL SAFETY

East Tampa Academy is first and foremost. We believe *R.I.S.E.* expectations provide us with guidelines the build on cooperation, collaboration, and care. A safe and secure school environment is everyone’s job is everyone’s responsibility.

- An Officer Guardian is on premises before, during and after regular school hours.
- Video cameras at the entrance and exit will always monitor and ensure the safety of the students and the staff.
- All visitors must check in with a photo ID and be scanned using a School CheckIN®.
- Partial perimeter fencing surrounds the East Tampa grounds.
- Law enforcement provides input and support.
- Exterior doors to all buildings remain locked; individual teacher fob access requires entry into East Tampa.
- Emergency exits are mapped out and posted in each classroom.
- Florida statute requires that all school conduct emergency drills. East Tampa Academy conducts fire, tornada and lockdown drills are held regularly and addressed in a manner that is appropriate for the age levels of our students.
- Policies and procedures are updated and practiced with staff and students to help prepare for unforeseen emergencies.

R.I.S.E. SCHOOL-WIDE ACADEMIC AND BEHAVIORAL EXPECTATIONS

At East Tampa Academy, all students, families, faculty, and staff will commit to *R.I.S.E.* We all *R.I.S.E.* to maintain a safe, orderly, and caring learning environment. When we *R.I.S.E.*, we show respect and care, have integrity, practice self-regulation, and demonstrate engagement. We believe we can *R.I.S.E.*

R = Respect and care

Students, families, faculty, and staff are expected to show *respect and care*.

We will...

- be kind to ourselves and others,
- advocate for ourselves and others who are in need,
- take pride in our materials and school property, and
- protect one another's right to learn and have fun in a safe and caring environment.

I = Integrity

Students, families, faculty, and staff are expected to have *integrity*.

We will...

- speak with one another using polite words and use a positive tone that communicates inclusion and equality,
- be responsible for our work and do our best,
- follow guidelines throughout the school, and
- be a leader at ETA, as well as in our community neighborhoods.

S = Self-regulation

Students, families, faculty, and staff are expected to practice *self-regulation*.

We will...

- think before we react,
- learn how to express our emotions and move our bodies in safe and supported ways,
- seek help from others and use words that communicate our needs and wants, and
- play and learn in a diverse community that focuses on inclusion and equity for all.

E = Engagement

Students, families, faculty, and staff are expected to demonstrate *engagement*.

We will...

- focus on our work and complete all assignments in a timely manner,
- join and cooperate in learning teams to share and build new ideas,
- be civic engineers and volunteer to help others, and
- apply what we learn at school to create a kind and responsible community.

CHARACTER EDUCATION AND CORE VALUES

East Tampa Academy students will establish core values that they will exercise with the guidance of the faculty and staff, as well as with their families and community members. Each month, students will learn to self-advocate through self-awareness and practice conflict/resolution and coping skills. Various activities and celebrations will focus on teambuilding and leadership.

August: Respect

September: Pride

October: Responsibility

November: Citizenship

December: Generosity

January: Self-discipline

February: Kindness and Compassion

March: Perseverance

April: Honesty

May: Fairness

June: Productivity

POSITIVE BEHAVIORAL INTERVENTIONS AND SYSTEMS (P.B.I.S) SCHOOL-WIDE PLAN

East Tampa Academy is a *P.B.I.S.* school that believes that all students can flourish. The goal is to set ETA students up for success by encouraging positive behaviors, building confident leaders, and empowering civic community members with the tools of empathy and kindness for life. Through *P.B.I.S.*, students can earn [Dolphin Dollars](#) for:

- Arriving on time,
- Wearing the school uniform,
- Returning homework folder and homework,
- Returning signed documents (i.e., daily reports, volunteer forms, field trips forms, etc.), and
- Modeling exemplary academic and behavioral expectations (i.e., ETA's three Cs: cooperation, collaboration, and care).

Students will follow all classroom and school-wide behavioral expectations, and Classroom Teachers will follow all the steps to support students. The following procedures will be implemented, in addition to daily reporting in homework folder:

1. Redirection (Non-verbal and verbal supports that help guide students to reset behavior.)
2. Recharging Station (Classroom space designed for students to take-a-break and self-regulate.)
3. Buddy Room (Neighboring classroom for take-a-break.)
4. Lunch Meeting (Teacher and Student will meet to review expectations and consequences.)
5. Phone Call Home (Teacher will contact Parents/Guardians regarding student outcomes and consequences to gain partnership in classroom and school-wide expectations.)
6. "Time Out" or Out-of-School-Suspension* (Teacher will contact School Director when behaviors cannot be supported in the classroom. School Director will immediately call to conference with Parents/Guardians and gain partnership in classroom and school-wide expectations. Child will be sent home for 1-3 days depending on the incident level.)

DISCIPLINE

Progressive Discipline Plan

- East Tampa Academy's response will consider the School District of Hillsborough County Incident Levels and Stages of Responses*

Schoolwide Progressive Discipline Plan

The East Tampa Academy Schoolwide Progressive Discipline Plan provides behavioral expectations and procedures that are designed to ensure a safe and caring environment for all students and staff. East Tampa Academy will maintain a firm, fair, and consistent system for handling behavioral infractions.

East Tampa Academy students will abide by the following Schoolwide Behavioral Expectations:

- I will treat everyone with kindness and respect.
- I will keep my hands and feet to myself.
- I will follow instructions and be safe and keep others safe also.
- I will use kind and helpful words.
- I will be a problem solver and help those in need.
- I will immediately speak up when I see someone in need of protection.

Level 1 Behavior Infraction Procedures

Level 1 Behavior Infractions include:

- Non-compliance (not following instructions of the teacher or other adult)
- Minor class disruption (excessive talking)
- Physical contact (minor pushing, shoving, horseplay)
- Lying or cheating
- Inappropriate language (cursing)
- Dress code violation
- Inappropriate use of school property or materials (computer misuse)

Level 1 behavior infraction will be handled by the classroom teacher.

To ensure students demonstrate appropriate behaviors in the classroom, procedures and routines must be frequently modeled and practiced.

If the behavior persists, the classroom teacher will:

- Conference with the student
- Document the behavior by completing a discipline referral form
- Contact the parent and send home the referral form. (Parents must sign and return the referral form.)

Other behavioral consequences and interventions could include:

- Meeting with the parent
- Time out in the classroom

- Student behavior plan (depending on the infraction)

Level 2 Behavior Infraction Procedures

Level 2 behavior infractions or students reaching a habitual discipline level will receive an immediate referral to the office to conference with the school director. The school director will contact the parent to discuss the incident.

Level 2 infractions include:

- Fighting
- Major pushing and shoving with the intent to hurt another child or refusing to stop the behavior
- Major disrespect/insubordination
- Major classroom disruption/tantrums
- Major verbal altercation between students
- Theft
- Inappropriate language
- Habitual discipline

Possible consequences and interventions could include:

- Required Parent Conference
- Loss of privileges
- Restitution
- In-class behavioral supports

Level 3 Behavior Infraction Procedures

Students committing Level 3 behavior infraction will be immediately sent to the office with a referral and their parent will be contacted by administration.

Level 3 infractions include:

- Bullying/Threats
- Immoral conduct
- Vandalism
- Arson
- Weapons

Other possible consequences and interventions could include:

- Loss of privileges
- Restitution
- Behavior Intervention Plan
- Out of School suspension (In consultation with the SDHC)

PARENT STUDENT ACKNOWLEDGMENT OF CODE OF CONDUCT

- The School District of Hillsborough County (SDHC) Student Code of Conduct provides the framework for any course of action related to discipline.

- Parent-Student Acknowledgement of Code of Conduct forms will be reviewed and signed.
- Student's Rights and Responsibilities are outlined and defined in the SDHC Student Code of Conduct.
- Expectations of behavior and school rules will be reviewed with students during the first week of school and through the school year.

ZERO TOLERANCE FOR HARASSMENT, WEAPONS, DRUGS, TOBACCO, AND ALCOHOL

- Harassment (sexual harassment, sexual advances, or other forms of religious, racial, physical or emotional harassment, and bullying) by any student, teacher, school personnel, administrator, parent, or visitor which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.
- Firearms, knives, or any other object including, toy weapons, that may be used with intent to harm any pupil, teacher, administrator, other school personnel, or visitor is absolutely prohibited.
- East Tampa Academy is a drug and alcohol-free zone and a smoke and tobacco-free environment.

SCHOOL WEBSITE AND EMAIL

- East Tampa Academy's website is <https://easttampaacademy.org>.
- Families will access important school information and eLearning programs through Radix LMS Login using eta.radixlms.com.
- Access credentials will be provided to each student/family.
- The best way to communicate with your child's teacher is by email. The school will provide all families with teacher contact information and email address.

STUDENT REGISTRATION

Parents/Guardians apply and finally register their student at <https://easttampaacademy.org> . Florida law requires that a student entering Kindergarten for 2020-2021 school year must be 5 years of age on or before September 1, 2020. Also, the following information be provided at registration when a child is entering a Florida public school for the first time.

To register for admission, Parents/Guardians must:

1. To apply online, go to **Admissions** and click "Apply Now". When an application is submitted and verified for all required information, the applicant will receive an email confirmation.
 - a. New admissions: Complete the online application during the Open Enrollment period. Identify the name of currently enrolled student(s) under the *Sibling Attending East Tampa Academy* section of the application.
 - b. Currently enrolled: Submit the "Intent to Return" form to the school for the next school year by the Spring deadline.
2. After the Open Enrollment period closes, a registration form is submitted by the parent/guardian. To finalize the registration process, parents/guardians are required to submit the following documents:

- a. Submit within ten (10) business days after accepting the offer to enroll.
 - i. Verification of residency and proof of residence (two forms of proof are required)
 - ii. Certified birth certificate (to be photocopied and returned to parent)
 - iii. Current physical examination – within the last 12 months
 - iv. Florida Certificate of Immunization
 - v. Social Security Card
The State of Florida requires public school authorities to request from parents and guardians the Social Security number for students being enrolled in school. The Social Security number will be used as the student identifying number. No student will be denied enrollment in a public school for declining to provide his or her Social Security number or for declining to apply for such a number. A parent or guardian who objects to the incorporation of the social security number into the official school record of their student will be required to sign a statement objecting to the requirement.
 - vi. Special education documents: For students with an Individualized Education Plan (IEP), Section 504 Plan, or Education Plan (for gifted).
3. The following documents must be submitted by August 1, 2020.
 - a. Immunization Form DH-680 (must be submitted prior to the first day of school)
 - b. Physical exam form by any U.S. doctor within the last 12 months (must be submitted prior to the first day of school)
 - c. 2019-20 final report card (photocopy)
 - d. Custody court documents, if applicable
4. Applications are accepted after the Open Enrollment process ended. If a seat is available in an applicant's grade level, we will notify parents/guardian via phone or email. If not, the applicant will be placed on the waitlist in the order in which the application was received.

LOTTERY

If a lottery is required because there are more applicants than seats available, families of students selected through the random lottery will be notified by email. Parents/Guardians will receive an email notification stating that your child is being offered a seat or will be placed on the waitlist. If you receive an offer to enroll, you will have five (5) business days to accept or decline. If the parent fails to respond to the offer within five (5) business days, the school must contact the next applicant on the waitlist.

SCHOOL-WIDE TRANSITION PROCEDURES

East Tampa Academy students will follow all school-wide/classroom-wide transition procedures.

Upon arrival, students will:

- Arrive on time.
- Put away their belongings.
- Walk quietly to their workspace and sit down.

- Eat breakfast and then begin morning assignment.
- Listen carefully to teacher instructions and follow expectations.

In the hallway, students will:

- Walk with their hands to themselves.
- Transition quietly while others are in the classroom learning.
- Remain in the supervision of faculty and staff.
- Be in pairs and have a pass during class time.
- Listen carefully to teacher instructions and follow expectations.

During breakfast and lunch time, students will:

- Listen carefully to teacher instructions and follow expectations.
- Wait their turn in line or seated for their meal(s) and raise their hands when in need.
- Eat their own food. Sharing food is not allowed due to food allergies, dietary concerns, and other food restrictions.
- Clean up their space after meals.
- Enjoy making friends.

On the playground, students will:

- Avoid physical conflicts (such as pushing, kicking, wrestling) or play that mimics violence (sword fighting, gun fights, etc.).
- Remain in the supervision of faculty and staff within the fenced in area.
- Leave personal belongings, such as toys, electronics, and valuables (such as jewelry unless worn for medical/religious purposes).
- Carefully use equipment.
- Take turns using equipment and include others in play.
- Listen carefully to and respond immediately to teacher instructions (such as arrival and dismissal to line up and/or move away from emergencies).

In the bathroom, students will:

- Knock on the door and wait their turn until the bathroom is available.
- Use appropriate voice level.
- Exercise healthy hygiene (such as flush toilets, wash hands with soap and water, throw paper towels in the wastebasket).
- Return to class immediately.
- Listen carefully to teacher instructions and follow expectations.

Upon dismissal, students will:

- Listen carefully to teacher instructions and follow expectations.
- Gather their belongings (per teacher instructions).
- Leave the classroom and remain in the supervision of faculty and staff while waiting for parent pick up or After School staff.

Additional class-wide expectations/standard operating procedures will be provided on teacher page links in the School Information System.

CHILD ABUSE REPORTING POLICY

As mandated by federal and state law, East Tampa administrator, teachers, and staff members who have reasonable cause to suspect child abuse or neglect are mandated to make a report to the Florida Abuse Hotline. This policy is strictly enforced.

ACCESS TO SCHOOL RECORDS

Parents/Guardians have the right to inspect and review their children's educational records. Parents/Guardians should contact the School Director to arrange an appointment. Student record information will not be released except 1) by written consent of a parent or guardian; 2) when information is used as in a school directory; 3) under circumstances as permitted by the Family Education and Privacy Act of 1974.

CLASSROOM SOCIALS

Teachers will schedule class or school socials for special occasions. **Always notify the teacher in advance.**

- **Parents/Guardians are expected to take into consideration student food allergies when bring food. Please consult with the teacher before purchasing food items.**
- All social refreshments sent to school must be store purchased.
- In the case of a child's birthday, if the parent/guardian plans to bring a special book to read and snack (i.e., fruit chews, popcorn, cookies) for the class, **please notify your child's teacher at least 24 hours in advance.**

LOST AND FOUND

Any 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 eyeglasses will be kept in the office until claimed.

SCHOOL MATERIALS AND PROPERTY

Textbooks, library books, Chromebooks, and hotspots are the property of East Tampa Academy. Parents/Guardians are responsible for the items loaned to students during the school year and are expected to immediately report any damage to or loss of property to the classroom teacher and Ms Vásquez.

SCHOOL SUPPLIES

East Tampa Academy parents will receive a school supply list at the beginning of each semester. The list will include pencils, folders, and primary notebooks. If you wish to donate to support families in need, please see Ms Vásquez.

COMMUNITY-BASED INSTRUCTION/FIELD TRIPS (CBI)

East Tampa Academy students will be involved in CBI throughout the school year.

- CBI is an integral part of the curriculum and **all** students are expected to attend unless excused by the School Director.
- Students who do not attend school related CBI trips will be given an alternate assignment at the teacher's discretion.
- No student will be denied the opportunity to participate based on a financial burden or disability.

SCHOOL VOLUNTEERS

East Tampa Academy welcomes the opportunity to partner with our families and community to strengthen the learning experiences of our students through our volunteer program.

1. Complete a school volunteer form.
The volunteer form is available on the School District of Hillsborough County website.
Go to: www.sdhc.k12.fl.us
Click on the "Families" menu
Click on the "Volunteering in HCPS" link
2. Parents/Guardians or other family members who plan to accompany their student on a field trip **MUST** complete the SDHC volunteer form **AND** must be approved before approval can be granted.
3. Notify your child's teacher or the School Director if you would like to be a volunteer and how you would like to help, such as special events, field trips, classroom tasks, etc.
4. For more information about becoming an East Tampa Academy school volunteer, completing the online form and required background check, please see the School Director.

GRADING POLICY

East Tampa Academy students develop a growth mindset while meeting their learning objectives. All students are assessed three times a year to determine growth...

4 = Exceeds learning objectives and able to work independently.

3 = Meets learning objectives and able to work independently with little to no support.

2 = Emerging/making progress towards learning objectives, but not able to work independently without support.

1 = Needs improvement and not able to work independently without consistent support.

0 = Unsatisfactory

PROGRESS REPORTS, CONFERENCES, REPORT CARDS

East Tampa Academy will issue progress reports and report cards quarterly. Parents/Guardians may access their student's progress by contacting their teacher or logging into the Student-Information-System. Parent-Teacher conferences will be scheduled following each progress report. Depending upon the health and safety concerns related to COVID-19, East Tampa Academy may determine that conferences will need to be held via Zoom or telephone.

Quarterly Report Schedule based on August 24, 2020 reopening:

- Mid-Quarter 1 Progress Report - September 21, 2020
- Quarter 1 - October 23, 2020
- Mid-Quarter 2 Progress Report - November 30, 2020
- Quarter 2/end of Semester 1 – January 15, 2020
- Mid-Quarter 3 Progress Report - February 15, 2021
- Quarter 3 - March 26, 2021
- Mid-Quarter 4 Progress Report - April 23, 2021
- Quarter 4/end of Semester 2 - May 28, 2021 (last day of school)

PARENT-TEACHER CONFERENCES

- Parent-Teacher Conferences will be scheduled four times a year, following the end of each quarter, to review student progress.
- Parents/Guardians are encouraged to schedule and meet with their child's teacher to discuss educational progress at any other time during the school year. Please call or email the teacher to schedule an appointment.
- Your child's teacher may contact you to request a conference to discuss your child's progress.
- Parents/Guardians should check in at the office upon arriving at school for a scheduled conference.
- Teachers cannot hold conferences with parents that are not prearranged, especially when the teacher has direct supervision of students.

TESTING/EVALUATIONS

East Tampa will use various types of assignments and formal testing measures to tailor our instructional goals. Teachers will evaluate reading and math data to determine student progress.

- Unit and Chapter Tests
- Lexile Records
- Project-Based Learning Performance Assessments
- Student Reports
- Individual Assessment
- Formative Assessments
- NWEA Standardized Assessments (administered in September, January, May)

Kindergarten students will be administered the Florida Kindergarten Readiness Screener (FLKRS) within the first thirty (30) days of school. The FLKRS screening instrument will be used to assess student readiness for Kindergarten and calculate the kindergarten readiness rates for the VPK Program. The results of the screening provide valuable information about a child's readiness for school, help teachers develop lesson plans to meet each child's individual needs, and offer useful information to parents.

The FLKRS assessment is the Star Early Literacy[®], which is an online, adaptive instrument that students complete independently in approximately 15-20 minutes.

PROMOTION AND RETENTION

- East Tampa Academy follows the School District of Hillsborough County Student Progression Plan. <https://www.sdhc.k12.fl.us/progressionplan/section/2/elementary-student-progression>.
- Should the school determine that a child is not ready for the next grade level, based on their academic performance or other factors, the parent/guardian will be notified, and conferences will be scheduled by Quarter 3.

STUDENT WITHDRAWAL

If your child will be withdrawing from East Tampa Academy, please notify the school director several days in advance. This will allow the school time to complete the required paperwork, teachers to prepare grades and other academic reports, and help your child prepare for the transition.

All books and school materials that are the property of East Tampa Academy **must** be returned to the school before the child's last day.

STUDENT ADVISORY COMMITTEE (SAC)

The East Tampa Academy SAC meetings will be scheduled for the second Thursday of each month from 5-6 P.M. Parents/Guardians, staff members, school board members, and community members are encouraged to attend.

The School Advisory Council (SAC) participates in identifying school needs and developing plans to meet those needs. They also assist in the preparation and evaluation of the school's annual School Improvement Plan, monitoring progress toward meeting school goals, and representing the diverse interests and needs of the school community.

Discussions will include, but will not be limited to grade-level updates (learning goals, activities, projects), school-wide policies and procedures, math strategies/reading strategies, home-school connection (homework helpers, digital updates), and event planning (celebrations, field trips), guest speakers, and workshops.

- September 10, 2020 – Title 1 Annual Parent Meeting
- October 8, 2020
- November 12, 2020 (day after a holiday)
- December 10, 2020
- January 14, 2021
- March 11, 2021
- April 8, 2021
- May 13, 2021

PRINCIPAL'S CAFE

East Tampa Academy Principal Café will be scheduled every other month, on Fridays, from 8:30-9:30 A.M. Discussions will include, but will not be limited to, event planning, Board of Director meetings, and community updates.

- October 16, 2020
- December 18, 2020
- February 19, 2021
- April 16, 2021

EAST TAMPA ACADEMY BOARD OF DIRECTORS MEETINGS

East Tampa Academy Board of Directors Meetings are held monthly, and dates/times are posted on the school website. All meetings of the Board are open to the public in accordance with the Florida Governance in the Sunshine Law. Parents/Guardians are encouraged to attend.

ADMINISTRATION

Aisha Vásquez Jackson, School Director	avasquez@easttampaacademy.org
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SUPPORT STAFF

Stephanie Williams, School Secretary/Data Processor	swilliams@easttampaacademy.org
Shonnie Wade, Officer Guardian	swade@easttampaacademy.org
Claudette Wiggins, Nutritionist/Facilities Manager	cwiggins@easttampaacademy.org

FACULTY

Skyecara Wakeley, Classroom Teacher, Grade K	swakeley@easttampaacademy.org
Colleen Hartnett, Classroom Teacher, Grade K	chartnett@easttampaacademy.org
Danielle Powell, Classroom Teacher, Grade 1	dpowell@easttampaacademy.org
Cheryl Roberts, Classroom Teacher, Grade 2	croberts@easttampaacademy.org
Farrol Thomas, Physical Education Teacher	fthomas@easttampaacademy.org

EXCEPTIONAL STUDENTS OF EDUCATION

Angela Thornton, ESE Specialist	athornton@easttampaacademy.org
Stephanie Zalich, Speech and Language Pathologist	szalich@easttampaacademy.org

PARAPROFESSIONAL

Sawyanna Hough, Paraprofessional	shough@easttampaacademy.org
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Dear Parent:

After reading the East Tampa Academy Parent/Student Handbook, please discuss all the information that is appropriate with your student(s). Please sign the acknowledgement below – both parents/legal guardians and student(s) – and return this page to school office. If you have any questions, please contact Ms Vásquez.

Cut along this line and submit to Classroom Teacher -----

PARENT ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the policies, procedures, and expectations outlined in the 2020-2021 East Tampa Academy Parent/Student Handbook, understand my responsibilities as a parent and the responsibilities of my child, and have discussed the school’s expectations with my child.

I further understand that failure to return this acknowledgement does not relieve myself or my student(s) from being responsible for knowing and complying with the School rules, policies, and procedures.

Student Name

Parent/Guardian Signature

Date