



A Hillsborough County Public Charter School

Parent - Student Handbook 2021-2022

Mr. Ronald J. Anderson, School Director

4309 N. 34th Street
Tampa, Florida 33610
(813) 816-2100

East Tampa Academy 2021-2022 SY

Student Calendar

Students' First Day of School	Tuesday, August 10, 2021
Labor Day Holiday/Non-Student Day	Monday, September 6, 2021
End of 1st Grading Period	Friday, October 8, 2021
*Veterans Day/Non-Student Day	Thursday, November 11, 2021
*Fall Break/Non-Student Days	Monday, November 22 – Friday, November 26, 2021
Students Return to School	Monday, November 29, 2021
End of 2nd Grading Period (End of 1st Semester)	Friday, December 17, 2021
Winter Break/Non-Student Days	Monday, December 20, 2021 – Friday, December 31, 2021
Non-Student Day	Monday, January 3, 2022
Students Return to School	Tuesday, January 4, 2022
Martin Luther King, Jr. Holiday/Non-Student Day	Monday, January 17, 2022
Non-Student Day	Friday, February 18, 2022
Presidents' Day/Non-Student Day	Monday, February 21, 2022
Non-Student Day	Monday, March 7, 2022
End of 3rd Grading Period	Friday, March 11, 2022
Spring Break/Non-Student Days	Monday, March 14 – Fri, March 18, 2022
Non-Student Day	Monday, March 21, 2022
Students Return to School	Tuesday, March 22, 2022
Non-Student Day	Friday, April 15, 2022
Last Day of School End of 4 th grading period and End of 2 nd semester	Friday, May 27, 2022 Students are released 2.5 hours early

* Hurricane Day(s) if needed: November 11, 22-24, and 26, 2021

**** Student Early Release Days will be EVERY MONDAY, beginning Monday, August 16, 2021 through Monday, May 23, 2022, unless the Monday is a holiday or non-student day. **
Early release time is 1:15 p.m.**

(This calendar is adopted from the 2021-22 Hillsborough County Public Schools calendar.)

Our Mission: To provide a high quality, research-based education to kindergarten through second grade children in East Tampa Academy that results in social-emotional and academic success for all its students and engages families and the surrounding community.

Our Vision: To prepare ALL students to achieve social-emotional health, executive functioning, and academic success.

East Tampa Academy is a Kindergarten through Grade 2 Hillsborough County public charter school located at 4309 N. 34th Street, Tampa, Florida 33610.

East Tampa Academy has approximately 60 students, with four classrooms. All students will engage in a rigorous standards-based curriculum and receive enrichment and/or intervention supports based on individual need throughout the school year.

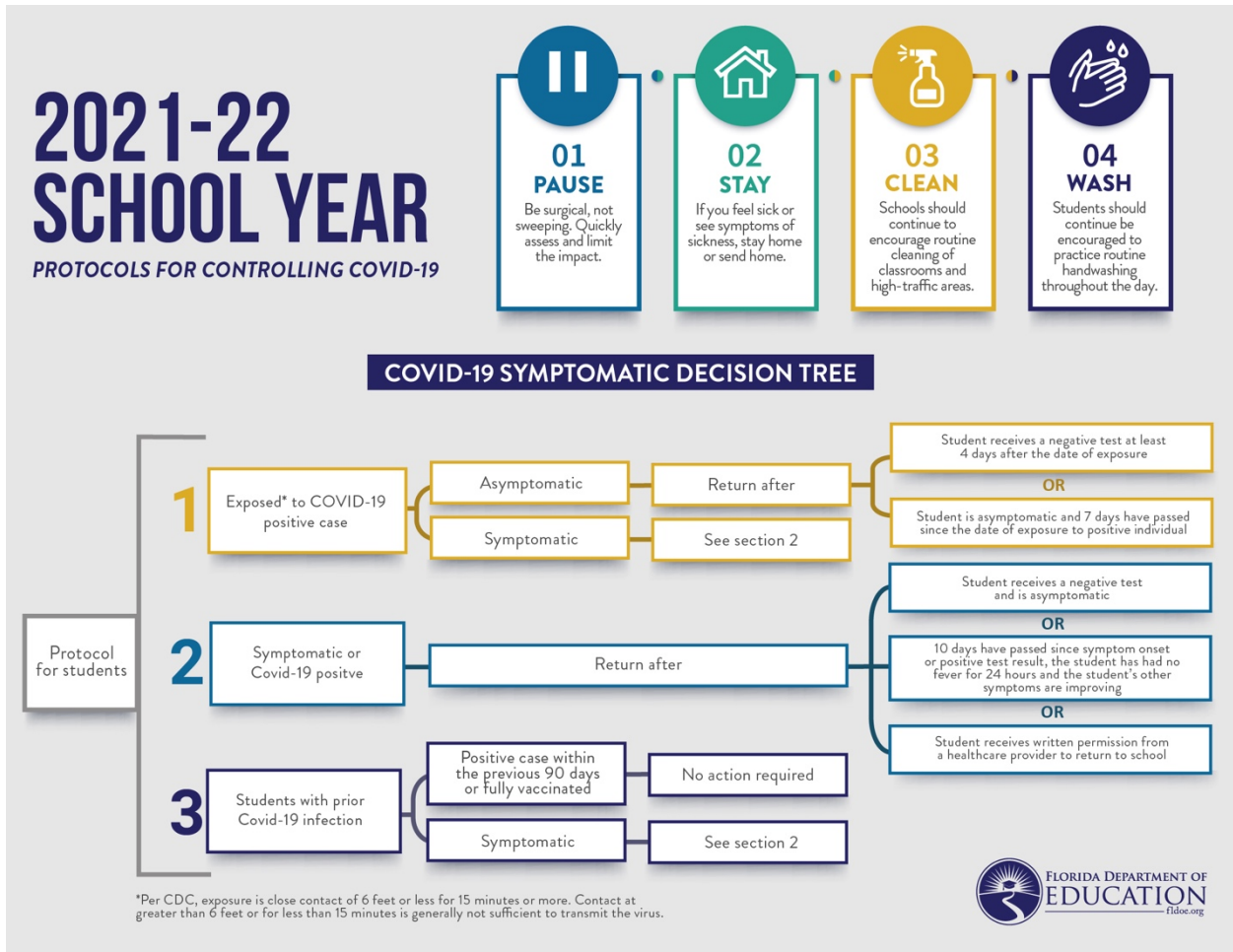
In addition, East Tampa Academy offers a fee based yet affordable Before and After School program to our families.

As a community-based charter school, East Tampa Academy is committed to parent and community engagement, strengthening school- family ties, and supporting our students so they can achieve the highest levels of academic and social-emotional success.

OUR GOALS

- ◇ To provide an equitable and inclusive learning environment so every child can excel.
- ◇ To create a safe and secure learning environment for all students.
- ◇ To set high expectations for every student, and ourselves.
- ◇ To recognize, appreciate and strengthen the gifts, talents, and skills of each student.
- ◇ To communicate regularly and effectively with our parents.

2021-2022 COVID-19 Symptomatic Decision Tree



(source: Florida Department of Education, August 6, 2021)

COVID-19 STUDENT AND FAMILY GUIDELINES AND QUARANTINE PROTOCOL

(Board Policy 2.18)

East Tampa Academy is committed to the health, safety and welfare of our students, staff, parents, and visitors. We will continue to take precautionary measures to prevent the spread of COVID-19 and its variants.

East Tampa Academy will follow the COVID-19 quarantine guidelines established by the Florida Department of Health and Centers for Disease Control and Prevention. All students and families are required to adhere to established guidelines until such time as they are modified or lifted by state or federal health agencies.

Student Face Masks

East Tampa Academy will follow the Hillsborough County Public Schools student face mask requirement, announced on August 7, 2021, that requires all students to wear a face covering as a mitigation measure, effective with the start of the 2021-22 academic year. Parents or guardians will be allowed to opt their child out of the face covering requirement by submitting the East Tampa Academy opt-out form. The student face mask requirement will be in effect from August 10, 2021, through at least September 3, 2021. Decisions will be made based on current health conditions in the community, guidance from health officials, and other factors.

The Start of the 2021-2022 School Year: What can Parents and Students Expect?

- All school employees are required to wear face masks.
- All parents, visitor and volunteers are required to wear a face mask when inside the building.
- Employees, students, and visitors will be temperature checked when entering the building.
- Students will practice social distancing in classrooms and common areas to the greatest extent possible.
- Prior to coming to school each day, parents will assess their child's health to ensure he/she is symptom-free.
- Classroom spaces will be arranged to maximize social distancing and minimize any shared items.
- Large group gatherings will be reduced.
- Parent meetings and conferences may be scheduled virtually or by phone.
- School employees, students, parents, and visitors will adhere to all established COVID-19 guidelines.

Arrival and Dismissal

- Arrival and dismissal procedures are designed to minimize crowding and transmission of COVID-19.
- Procedures will include transition directives and pathways that limit the mixing of cohorts of students for further protection.
- Teachers and staff will be positioned to assist students and parents.
- Social distancing will be required to the greatest extent possible.
- Rainy-day procedures will ensure safety protocols are followed.

Late Arrival or Early Pick-Up

- Late Arrival: COVID-19 protocol requires that parents call the main office to notify the school of a late arrival. A staff member will meet you at the main entrance. Parents will be required to sign-in their student.

- Early pick-up: Parents who must pick up their child prior to dismissal time for a medical appointment or other approved reason should call the main office upon arrival, then wait at the main entrance. For student safety, a staff member will escort the child to the main entrance and will verify the child's release to an approved parent or other adult. Sign-out is required.

East Tampa Academy Main Phone Number: 813. 816.2100

Building Sanitation, Cleaning and Disinfection Protocols

The school will be cleaned daily, focusing on major touch points. Custodial staff will disinfect areas using approved cleaning products. Additional disinfecting will be performed in rest rooms, the front office area and other high-traffic areas. Teachers will disinfect tables, desks, computer keyboards and shared items throughout the day. Custodial staff will not enter the building until after dismissal. If there is a positive COVID-19 case, environmental deep cleaning will be conducted.

Classroom Structure and Modifications

Classroom may be arranged to maximize space and distance between student to the greatest extent possible. Seating charts will be created and maintained for each class. It may be advisable to use plastic dividers (also known as sneeze guards) at desks and tables.

Controlled Movement Procedures

To limit COVID-19 exposure and promote social distancing, students will move in cohorts where possible throughout the day, utilizing controlled movement patterns based on teacher instructions and/or signage throughout campus. Students will walk in one direction on each side of the hallway. Students will be monitored in common areas to encourage social distancing practices. Teachers will rotate to classrooms rather than utilizing student rotation.

Hand Sanitation and Wipe Downs

Classrooms and common areas will be outfitted with sanitation stations for proper hand washing. Stations will include hand sanitizer, gloves, and disinfectant wipes for spot cleaning.

Student Instruction During Quarantine

If a student must be quarantined, every effort will be made to ensure he/she will continue to receive a quality educational experience. Specific instructional modalities used with a quarantined student may depend on the specific tools or technology used in the student's regular classroom. The teacher will send assignments home in hard copy or electronically to the parent's email address. Upon returning to school, the student will be given ample time to complete make-up work for assignments missed during the quarantine period. Teachers and parents are encouraged to stay in contact regarding academic progress.

Follow the COVID-19 Reporting Protocol



When to notify the School Director. Do not delay notification.

- The student has a confirmed case of COVID-19.
- The student has COVID-19 symptoms
- The student has been in close contact* with someone who tested positive for COVID-19, whether they are asymptomatic or symptomatic

The School Director will individually notify any school-related personnel or the family of any student who may have been exposed based on the close contact guidelines. Names will remain confidential.

* Close contact is defined as 6 feet or less for 15 minutes or more.

Follow the Isolation or Quarantine Protocol

<p>If the student has tested positive for COVID-19 and is asymptomatic <u>OR</u> symptomatic</p> 	<p>Isolate for 10 days from the day you tested positive. Monitor daily for symptoms. The student may return to school on day 11 if symptoms have improved AND there has been no fever for 24 hours.</p>
<p>If the student has been in close contact* with someone who tested positive for COVID-19:</p> <p><i>* Close contact is defined as 6 feet or less for 15 minutes or more.</i></p> 	<p>Quarantine for 10 days from the day you had a close contact.</p> <ul style="list-style-type: none">◇ Monitor for fever (100.4), upper respiratory, cough, shortness of breath, chills, loss of taste, or other symptoms of COVID-19.◇ Return to school on day 11 if symptom free <p>OR</p> <p>Quarantine for 7 days and return to school on day 8 if a polymerase chain reaction test performed on day 6 or later is negative and student remains symptom free.</p>
<p><i>Note that these recommendations do not apply to persons with severe COVID-19 or with a weakened immune system (immunocompromised).</i></p>	

SCHOOL CALENDAR

East Tampa Academy follows the School District of Hillsborough County 2021-2022 Student Calendar, including EARLY RELEASE days. Early Release Days are every Monday from August 16, 2021, through Monday, May 23, 2022, unless the Monday is a holiday or non-student day. Early release time is at 1:15 p.m.

SCHOOL HOURS

SCHOOL OFFICE HOURS

Monday – Friday, 7:30 a.m. – 3:30 p.m.

The School Secretary is available to take phone messages for teachers between the hours of 7:30 a.m. and 3:30 p.m. Every effort will be made to return phone calls before the end of the day.

ARRIVAL AND DISMISSAL

MORNING ARRIVAL

(This does not include students who are participating in Before School Care, which opens at 7:00 a.m.)

Parent morning drop-off begins at 7:45 a.m.

The School Director, teachers, and staff will be at the car loop to greet your students.

Breakfast will be served beginning at 7:45 a.m.

Parents can sign up for the free breakfast at the beginning of the school year. This will ensure that we have the correct number of breakfast meals each day.

Student Instruction Time Begins at 8:00 a.m. Any student who is not in class or, with permission, on campus in another area, will be considered tardy and must check in at the front office with a parent.

AFTERNOON DISMISSAL

Student dismissal begins at 2:15 p.m.

Teachers will bring the students outside (weather permitting) for parent pick-up.

Students participating in the After School program will go with Ms. Jones.

BEFORE CARE AND AFTER SCHOOL PROGRAMS

East Tampa Academy offers a fee based Before Care (before school) and After School programs for our families.

The Before Care Program opens at 7 a.m.

The After School Program begins at 2:15 p.m. and closes at 6 p.m.

For program and fee information, please contact Ms. Frankie Jones at (813) 816-2100.

EARLY RELEASE DAYS

East Tampa Academy will follow the Hillsborough County Public Schools' "early release" days. Students will be dismissed on early release days at 1:15 p.m. every Monday from August 16, 2021, through May 23, 2022.

STUDENT TRANSPORTATION

(Board Policy 4.20)

Transportation will not be a barrier to equal access for all students residing within a reasonable distance of East Tampa Academy. A parent or legal guardian should contact Mr. Anderson, School Director, if they have student transportation concerns.

STUDENT DRESS CODE

(Board Policy 4.19)

SCHOOL UNIFORM

East Tampa Academy encourages students to wear the East Tampa Academy school uniform shirt; however, it is not mandatory. The uniform shirt includes the school name and logo. To order your child's uniform shirts, please contact:

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

APPROPRIATE ATTIRE FOR SCHOOL

Boys and Girls Shirts

Polo shirts for boys and girls.

Colors: Light blue, gray, navy, bright blue, or white.

Pants, Shorts, Skirts, Skorts, and Jumpers

Boys should wear long pants or knee-length shorts

Girls should wear long pants, knee-length shorts, skirts or skorts, or jumpers

Colors: denim, khaki, navy blue, or black

All clothing must be free of decoration or non-school related advertising.

Clothing should be clean and hemmed.

Shoes

All students should wear closed toed shoes, such as sneakers or tennis shoes.

Sandals and beach-style flip flops are not safe foot attire and should not be worn to school.

Hats will not be worn indoors unless for medical/religious reasons. Hats may be worn for outdoor activities but must be removed once the student is inside.

SCHOOL MEALS (BREAKFAST AND LUNCH)

Families All East Tampa Academy families are encouraged to apply for the free and reduced lunch program.

Families must apply for free and reduced lunch program each school year. Please complete a school meal benefit application online at:

<https://www.hillsboroughschools.org/doc/list/student-nutrition-services/free-reduced-lunch-application/53-648/>.

- Only one household application should be completed per family.
- Paper applications will be available in the school office.

- Applications can be submitted any time during the school year.
- Once the application is submitted and processed by Hillsborough County Public Schools Food and Nutrition Services, families will receive a letter notifying them of their students' lunch status.

If you have questions about the free and reduced meal program, please contact Mr. Anderson, School Director.

Breakfast is provided free of charge to every student. No application is required. We ask that parents notify us in advance if their child will be eating breakfast so we can order enough for every child.

Parents can track their child's meal accounts and/or have money automatically placed in their child's meal account. For questions, please contact Mr. Anderson, School Director.

STUDENT ATTENDANCE (Board Policy 4.7)

Florida statute authorizes that the school is responsible for enforcing student attendance of all students subject to the compulsory school age.

Contact the School if Your Child Will Be Absent

It is the responsibility of the parent to notify East Tampa Academy each day their child will be absent from school and provide an explanation about the absence. (Florida Statute 1003.26)

The school phone number: 813.816.2100

If the parent does not notify the school, the school will contact the parent or guardian.

Records of telephone calls or parent contacts will be retained by the School Director.

Students are required to bring a note from the parent or legal guardian explaining the reason for the absence or tardy.

MAKE-UP WORK

When a student is absent, upon returning the school, the student is permitted to make up the work missed. Parents should contact their child's teacher to request make-up work at least 24 hours in advance. Make-up work should be submitted within the deadline(s) set by the teacher.

ABSENCES:

Examples of excused absences include:

- An illness of the student or a medical or dental appointment; six (6) or more absences within a nine-week grading period, may require a doctor's statement by the School Director.
- An accident resulting in injury to the student.
- A death in the student's immediate family.
- A parent with a medical condition.
- An observance of an established religious holiday.
- Pre-planned absence for a personal reason that is acceptable to the School Director. The parent should make a request to the School Director (in writing is preferable) at least three (3) days prior to the date of the absence. The parent will be notified of the decision.
- Vacations, other than on non-student days, must be submitted in writing and approved by the school director.
- A required court appearance.
- An emergency for a reason acceptable to the school director for an emergency such as:

- ◇ severe weather conditions;
- ◇ a major personal or family problem;
- ◇ fire, flood, or other major damage to the home;
- ◇ an accident on the way to school; or
- ◇ a breakdown of the automobile
- Other reasons that may be approved by the School Director.

Enforcement of attendance is governed by s. 1003.26, Florida Statutes.

When a student accumulates five (5) absences during a grading period, notification will be sent to the parent or guardian unless the School Director has already been in contact with the parent/guardian.

When a student accumulates ten (10) unexcused absences (not including suspensions) within a 90-calendar day period, a letter shall be sent to the parent or guardian. The letter will state that the School Director and parent must schedule a conference to identify potential remedies. The School Director may request the assistance of the school social worker and other resources if the pattern of non-attendance continues.

In addition, the child study team will implement an attendance contract, frequent communication between the teacher (or School Director) and family, and other interventions, including referrals to other agencies for family services or recommendation for filing a truancy report.

UNEXCUSED ABSENCES

Unexcused absences include absences that are caused by truancy of the student or out-of-school suspension. The school believes that an out-of-school suspension is always a last result in any situation.

An absence is considered unexcused if the parent fails to provide proper documentation to the school **in writing or by e-mail**. Absences are also considered unexcused if the absence is the result of an out-of-school suspension.

Ten (10) Unexcused Absences per Semester: The School District of Hillsborough County will automatically generate an “Absentee Concern” notice. The School Director monitors daily attendance and absences, as well.

Fifteen (15) Unexcused Absences per school year: The School Social Worker will be notified and will contact the parent.

TARDINESS TO SCHOOL

A student is tardy when he/she arrives after the beginning of the school day. A student who is tardy to school must be signed in at the front office. For safety reasons, the parent must accompany the child to the front office.

An excused tardy exists when reasons acceptable to the School Director are given. An excused tardy may include:

- Student illness – a note describing the illness is required for the tardy to be considered excused
- Medical or dental appointment for the student– appointment verification from the doctor is required for the tardy to be considered excused.
- Accident involving the student – a copy of the accident report is required for the tardy to be considered excused
- Required court appearance - a copy of the subpoena is required for the tardy to be considered excused
- A death or funeral

- Established religious observance
- Severe weather
- Transportation breakdown
- Pre-planned absence approved by the School Director in advance
- Other emergency situations acceptable to the School Director

UNEXCUSED TARDINESS

The School Director will determine unexcused tardiness. Excessive unexcused tardiness may result in the school contacting the school social worker.

ACADEMIC PROGRAM

East Tampa Academy uses state-adopted standards-based curriculum as the foundation for content area instruction in reading, writing, math, social studies, and science. These standards can be viewed at the Florida Department of Education or made available to parents through the classroom teacher. Our educational program is designed to focus on the academic and social-emotional needs of every student within a safe and nurturing environment.

The *Savvas* core curriculum, supplemental content and intervention programs include *envision Mathematics*, *myView Literacy*, *elevateScience*, and *Successmaker*, *Smarty Ants* foundational reading skills, and *DreamBox* personalized math, as well as project-based learning and social-emotional development to create an engaging and relevant learning experience.

In addition, physical education improves motor skills and encourages teamwork. Students experience art and music to expand their creativity and develop a life-long appreciation of the arts.

STUDENT ASSESSMENTS

East Tampa Academy uses multiple assessments to help teachers tailor planning and instruction to meet the individual needs of each student. Assessments are also an essential tool to conduct progress monitoring through the school year. Teachers will evaluate reading and math data to determine student progress.

2021-2022 student assessments will include:

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

The Florida Department of Education requires that all public schools administer a kindergarten readiness assessment within the first thirty (30) days of school. The information will be used to calculate the kindergarten readiness rates for the VPK Program as well as provide valuable information that will help the teacher better meet the individual needs of the students.

For more information about student assessments, please contact your child's teacher.

STUDENT FOLDERS

Student folders will be sent home with each student daily. Please review the contents with your child, initial in the appropriate space and return the folder to school the following school day.

SCHOOL GRADING AND PROGRESS MONITORING (Board Policy 4.15)

Progress Reports, Quarterly Report Cards and Parent Conferences

Parents will receive a progress report on their student's academic progress every nine weeks. Report cards will be issued quarterly. Both will be available in paper form and on Radix, the school's Learning Management System. Teachers will provide parents with access to the Radix online system. A mobile app is also available.

Parents can also access their student's progress at any time by contacting their teacher or through the Radix dashboard.

Parent conferences will be scheduled following each reporting period. They may be held in-person, by phone or via Zoom. Every effort will be made to accommodate parents' schedules for conferences.

2021-2022 Quarterly Grading Periods

End of First Grading Period	October 8, 2021
End of Second Grading Period	December 17, 2021
End of Third Grading Period	March 11, 2022
End of Fourth Grading Period	May 27, 2022

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled following the end of the 1st, 2nd, and 3rd grading periods to review student progress. We highly encourage all parents to participate. Conferences can be held in-person, by phone or Zoom.

Parents are also encouraged to meet with their child's teacher at any other time during the school year to discuss a student's academic progress or other concerns that may arise. Please call or email your child's teachers to schedule an appointment.

Parents who will meet with their child's teacher on school property must sign in at the front desk.

When teachers are supervising students, they are unable to meet with a parent. Please contact your child's teacher to arrange a conference or schedule a phone call. Arranging a specific time will allow the teacher to focus his or her full attention on the parent.

PROMOTION AND RETENTION

East Tampa Academy follows the School District of Hillsborough County Student Progression Plan.

The plan is available at:

<https://www.sdhc.k12.fl.us/progressionplan/section/2/elementary-student-progression>.

Should the teacher and principal determine that, based on academic performance or other factors, a student is not ready to move to the next grade level, the parent will be notified, and a conference will be scheduled to determine the course of action. Parental input will be essential in the final decision-making process.

SCHOOL SUPPLIES

East Tampa Academy parents will receive a school supply list at the beginning of the school year. The list will include pencils, folders, and primary notebooks. If you wish to donate supplies to support families in need, please see Mr. Anderson, School Director.

RELEASING A STUDENT DURING SCHOOL HOURS (Board Policy 4.18)

During school hours the School Director will permit a child to leave school only in the custody of the following adults:

- parent/guardian of the student with photo ID
- person listed on Emergency Contact Card, with photo ID
- a law enforcement officer or court official
- an authorized worker from the Department of Children and Families
- an authorized person identified by the custodial parent or guardian on the Student Emergency Information Contact card

East Tampa Academy will not release a student to any other persons unless the permission is secured by the custodial parent or guardian of record and provided to the school in writing. "In writing" may also include "e-mail."

When a legally binding instrument or court order governing such matters as divorce, separation or custody permits the release of a student to a non-custodial parent, the parent is responsible for providing copies of the order to the School Director.

No student shall be released to anyone who is not authorized by the parent. NO exceptions will be made.

EARLY PICK-UP (Board Policy 4.8)

If your child must be picked up before the normal dismissal time for a medical appointment or other reason, please notify your teacher via email, phone, or text message in advance; or, notify that front office. Thank you for your cooperation.

SCHOOL VISITORS (Board Policy 2.3)

For the protection of our students and staff, parents and visitors must register at the main office through *School Check IN*. A valid photo ID is required. Parents and visitors will be escorted to their destination.

STUDENT EMERGENCY CONTACT CARD (Board Policy 4.22)

At registration, or before the start of the school year, the parent must complete a Student Emergency Contact Card to be retained on file at the school.

If a student becomes ill or is injured while at school, every effort shall be made to notify the parent or guardian listed on the Emergency Contact Information card. If we are unable to reach the parent or guardian, we will call the emergency contact person listed on the card.

East Tampa Academy must have accurate, up-to-date contact information for the parent or legal guardian of every student. This includes home, cell, and work numbers and the address where you and your child reside. Should your contact information change at any time during the school year,

please notify the school secretary, your child's teacher, or the School Director immediately so we can update your child's Emergency Contact Card.

Please note: East Tampa Academy will only release a student to persons listed on the Student Emergency Contact Card. A photo I.D. must be presented.

STUDENT MEDICAL INFORMATION

(Board Policy 4.22)

Parents/guardians must complete a Student Medical Information form at the start of each school year. Any health concerns must be recorded on the Student Health Emergency Card. Examples: food allergies or other allergies, free bleeding, excessive nose bleeding, febrile convulsions, hearing or vision concerns.

Information requested will include emergency contact name and telephone number(s); physician's name and contact information; medications prescribed by a physician and over the counter medications; allergies; physical restrictions; and any history of a life-threatening health condition, including any current condition(s).

It is the responsibility of the parent/guardian to keep medical information current throughout the school year. If, at any time during the school year there are changes to your child's medical information, please notify the main office or Mr. Anderson. It is imperative that East Tampa Academy has current information so we can best support your child's specific needs.

Your child's medical information is protected under FERPA and will be shared only with authorized personnel. This may include the Hillsborough County Public Schools' school nurse assigned to East Tampa Academy.

A student's medical information will be maintained with the School Director.

IMMUNIZATIONS

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

- Before a student can enter a Hillsborough County public school, including a charter school, the Florida Certification of Immunization, Form DH680, must be completed to document the child's immunizations as 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 Hillsborough County Health Department will require the child's immunization history in order to issue the Florida Certificate of Immunization form (DH680).
- To meet the requirements for a Florida Certification of Immunization, a child must have the following:
 - At least four doses of the DTP or DtaP (diphtheria, tetanus, pertussis) vaccine with the last dose given on or after the fourth birthday (otherwise, a fifth dose is required);
 - At least three or four doses of polio (IPV/OPV) vaccine with the last dose given on or after the fourth birthday (otherwise a fifth dose is required);

- The MMR (measles, mumps, rubella) vaccine given on or after the first birthday with a definite recorded date. Proof of one dose is required for pre-school. Proof of two doses of the MMR vaccine is required for Kindergarten through 12th grade students;
- Hib (haemophilus influenza type b) vaccination for children under five years of age.
- Hepatitis B series is required to attend pre-school through 12th grade;
- Varicella (chicken pox) vaccine or documented history of the disease is required to attend pre-school through 10th grade;
- A second dose of Varicella (chicken pox) is required for Kindergarten through 7th grade; and
- Students entering, attending, or transferring into 9th, 10th, 11th, and 12th grade must have documented proof on a "Florida Certificate of Immunization" one dose of Tdap (tetanus, diphtheria, pertussis) vaccine. All other vaccinations should be complete.
- For additional information about the Florida Immunization Program, please visit <http://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/school-immunization-requirements/index.html>

The required immunizations are available at your child’s medical provider or the Florida Department of Health - Hillsborough County’s Immunization Center the Sulphur Springs Office, 8605 N. Mitchell Ave., Tampa, FL 33604 Telephone: (813) 307-8077

Eligible children receive no cost vaccines through the Vaccines for Children Program. For information, visit <https://www.cdc.gov/vaccines/programs/vfc/index.html> or call (813) 307-8077.

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 presented 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.

MANDATED SCHOOL HEALTH SCREENING (Board Policy 4.22)

Screening is a school health service that can identify impairments that could interfere with a child’s learning process. Health screenings are required for the following grade levels in accordance with 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. Twenty-five percent of school-age children will have vision problems that could seriously impact learning.*

All students who do not pass their screening will be referred for further examination and corrective measures. If you need a health care provider for your child, please contact the School Director so we can refer you to the school nurse for assistance.

If you do not want your child to participate in any of the mandated screenings, you must notify the School Director in writing before the assigned screening date.

MEDICATION or TREATMENT AT SCHOOL (Board Policy 4.23 and 4.24)

Students are NOT permitted to bring or carry any medication of ANY kind, prescribed, or over the counter, on school grounds. This includes cough drops, vitamins, Tylenol, aspirin, cold medicines, allergy medication, or other medications,

Before any medication or treatment can be administered to any student during school hours, the school will require the written prescription from the child's health care provider and the written authorization of the parent. This information will be kept on file at the school and made available to persons authorized and trained to administer medication or treatment.

If your student requires medication during the school day, the parent/guardian is required to hand-deliver the medication to the School Director. The following procedures must be followed.

- Medication must be in the **original container** and labeled as follows:
 - Name of medication
 - Directions concerning dosage
 - Time of day medication should be administered.
 - Physician's name
 - Date prescription was written
 - Special Instructions
- No more than one (1) month's supply of any medication can be kept at the school.
- Non-prescription medication, such as aspirin or cold tablets, can only be administered with a physician's written statement.
- Students are not permitted to bring or carry on their person any medication, including over-the-counter medicines, on the school grounds. This includes cough drops, aspirin or other pain relievers, cold medicines, and vitamins.
- At the end of the school year, it is the parent's responsibility to pick up and sign out any unused medication.

Management of Life-Threatening Health Conditions

A student may be permitted to self-administer medication for potentially life-threatening illnesses such as diabetes, allergies, asthma, and cystic fibrosis. Guidelines for this process are based on F.S. 1002.20(3)(h)-(k). The parent must consult with the School Director to arrange for the student to self-carry an EpiPen, insulin, asthma inhaler or pancreatic enzymes.

Written authorization from the student's licensed health care provider certifying that the student has the life-threatening illness must be provided to the School Director. In addition, the licensed health care provider must attest that the student is capable of and has been instructed in the proper administration of the required medicine and/or procedure for management of life-threatening health condition(s).

The parent/guardian must sign a written authorization for their child to self-administer medication. This authorization also includes a statement that the school will incur no liability as a result of any injury arising from the self-administration. The permission is effective for the current school year and will be

reviewed annually. Please note that permission may be revoked if there is reason to believe that the life-sustaining medication, treatment, equipment or supplies are being used inappropriately. Please contact the School Director for all necessary paperwork.

If the student is away from school on a field trip, a trained staff member will be responsible for the child's medication and will dispense the medication according to the physician's orders.

Medication dispensed at school or on field trips will be done so in a manner that ensures the student's right to privacy to the greatest extent possible.

HEAD LICE (Board Policy 4.22)

Parents are responsible to provide the appropriate treatment to eliminate head lice and nits. A student will be excluded from school and not permitted to return to school until he or she is free from lice and nits. A child should miss no more than one or two days of school because of head lice.

If head lice are identified at school, the parent will be notified to take the student home for appropriate treatment.

Effective treatment includes the 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 and nits before he or she can return to class.

Excessive absences due to head lice will be addressed according to the provisions of the Compulsory School Attendance Law. (F.S. 381.0056, F.S.1003.22)

SCHOOL SAFETY (Board Policy 6.2, 6.7, 6.11)

Student safety is the number one priority of East Tampa Academy, its teachers, staff, administration, and governing board.

- A school guardian is on the premises before, during and after regular school hours.
- Video cameras monitor the entrance/exit and parking lot.
- A mobile panic alert system allows any administrator, teacher, or staff member to simultaneously notify 9-1-1 and law enforcement of a critical emergency.
- All visitors, including parents, must check in at the front desk and present a valid photo ID. East Tampa Academy utilizes *School Check IN* for visitor verification.
- All exterior doors are locked during school hours.
- Partial perimeter fencing
- Teachers and staff are issued keyless remote devices to enter the building.
- Emergency evacuation routes are posted in all classrooms and offices.
- Emergency drills are conducted in accordance with state law and in an age-appropriate manner.
- Policies, procedures, and emergency plans address school safety, emergency preparedness, and crisis management.
- Tampa Police Department and Hillsborough County Public Schools Safety Office provide valuable input in support of school safety.

A safe and secure school environment is everyone's responsibility.

PARENT EMERGENCY NOTIFICATIONS

If the school must notify parents/legal guardians of an emergency situation, notification will be provided via a text message through Radix, the school's instant text notification system.

IMPORTANT: To receive an emergency notification, the parent MUST have the Radix app on their cell phone. Additional information and instructions to access and upload the app will be provided, in writing, to all parents/guardians at the beginning of the school year.

It is critical that the school has the most current contact information, including cell phone number, for every family.

EMERGENCY REUNIFICATION SITE

East Tampa Academy has identified the school's reunification site in case of an emergency evacuation in which students and staff are unable to return to the building. Our written reunification plan outlines, with specificity, where our students, teacher and staff will go, the route we will take, how we will remain safe, and procedures to safely and efficiently reunite children with their parents/guardians. The School Director will communicate reunification information to families in a letter at the beginning of each school year.

In the event of an emergency that requires East Tampa Academy to move to the reunification location, families will be notified via text message through the school's Radix instant text notification system.

IMPORTANT: To receive an emergency notification, the parent MUST have the Radix app on their cell phone. Additional information and instructions to access and upload the app will be provided, in writing, to all parents/guardians at the beginning of the school year.

It is critical that the school has the most current contact information, including cell phone number, for every family.

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.

Please provide the name and address of your child's new school so we can forward his/her student records.

SCHOOL PROPERTY AND MATERIALS

Textbooks, Chromebooks, hot spots and other school related materials are the property of East Tampa Academy. Parents/guardians are responsible for items loaned to students during the school year and are expected to immediately report any damage or loss of property to their child's teacher or Mr. Anderson, School Director.

SCHOOLWIDE EXPECTATIONS

East Tampa Academy students will follow schoolwide behavioral expectations.

- Treat everyone with kindness and respect.
- Keep hands and feet to self.
- Follow instructions and be safe and keep others safe also.
- Use kind and helpful words.

- Be a problem solver.
- Immediately speak up if someone is in need of help or protection.

Students will be expected will follow all classroom and schoolwide rules and behavioral expectations with the support of the teachers and staff. The following procedures will be implemented, in addition to daily reporting in the student’s homework folder:

- Redirection (non-verbal and verbal supports that help guide students to reset behavior)
- Recharging Station (classroom space designed for students to take-a-break and self-regulate)
- Buddy Room (neighboring classroom for take-a-break.)
- Lunch Meeting (teacher and student will meet to review expectations and consequences)
- Phone Call Home

BULLYING and HARRASSMENT (Board Policy 1.13)

All students and school employees have a right to an educational and workplace setting that is safe, secure, and free from bullying and harassment of any kind. Conduct that constitutes bullying or harassment is prohibited.

Definition: “Bullying” includes “cyberbullying” and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to:

Bullying may include:

- teasing
- threat
- intimidation
- stalking
- cyberstalking
- physical violence
- theft
- sexual, religious, or racial harassment
- public or private humiliation
- destruction of property
- social exclusion

Examples or types of bullying may include, but are not limited to:

- physical – punching, shoving, poking, strangling, hair-pulling, beating, biting or excessive tickling
- verbal – hurtful name-calling, teasing or gossip
- emotional (psychological) – rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing or peer pressure
- sexual - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault. In many cases, gender and cross-gender sexual harassment may also qualify as bullying

- cyberbullying – the use of information and communication technologies such as email, cell phone, and text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student’s ability to receive an education

“Harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property; or
- has the effect of substantially interfering with a student’s education performance, opportunities, or benefits; or
- has the effect of substantially disrupting the orderly operation of a school

Bullying and harassment also encompasses:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - ◊ incitement or coercion;
 - ◊ accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
 - ◊ acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

“Harassment” or “bullying” also includes electronically transmitted acts (i.e., Internet, email, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) directed toward a student(s) or staff member(s) that causes mental or physical harm or is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

How to report a bullying incident:

- Tell the teacher
- Tell the school director
- Tell another adult at school
- Tell a parent
- Parent should notify the school director in person, by phone, or by e-mail.

If a child is a victim of bullying, they should:

- Clearly tell the bully(ies) to stop.
- Don’t ignore the incident. Immediately tell the closest adult.
- Tell your parent(s)/guardian(s).

Consequences of bullying may include but are not limited to:

- Student conference with School Director

- A mandatory parent conference with School Director
- A verbal and written reprimand
- Counseling services may be recommended
- In-school suspension or out-of-school suspension

FORTIFYFL

FortifyFL is a mobile suspicious activity reporting tool that allows students and the community to relay information anonymously concerning unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of these activities, to appropriate law enforcement agencies and school officials. Photos and videos can be included in your information.

East Tampa Academy has the FORTIFYFL app on every school computer and chromebook.

The FortifyFL app is available for download in the Apple App Store and Google Play. Tips can also be submitted online at GetFortifyFL.com.

STUDENT DISCIPLINE (Board Policy 4.10)

Schoolwide Progressive Discipline Plan

East Tampa Academy's Schoolwide Progressive Discipline Plan provides behavioral expectations and procedures that are designed to ensure a safe and caring environment for all students and staff. Expectations of behavior and school rules will be reviewed with students during the first week of school and throughout the school year.

The School Director has a reasonable degree of choice when determining the level of an offense and resulting consequences. Factors that will be considered when considering consequences include but may not be limited to:

- Student age and maturity
- Seriousness of the behavior
- Cooperation or remorse
- External situations
- History of Behavior

Behavior and Discipline

Inappropriate or unsafe behaviors will be addressed fairly and with consistency.

Level 1 Behavior

Level 1 Behavior will be addressed by the teacher.

Level 1 behaviors include:

- Consistent non-compliance (not following instructions/directions of the teacher or other school staff member)
- Minor class disruption (example: excessive talking)
- Physical contact (minor pushing, shoving, horseplay)
- Dishonesty
- Inappropriate language (cursing)
- Dress code violation
- Inappropriate use of school property or materials (example: computer misuse)

Teachers will review appropriate school behavior daily. This includes reviewing class rules, procedures and routines, modeling and practice.

If a Level 1 behavior persists, the classroom teacher will:

- Conference with the student
- Give the student a time out in the classroom

- Contact the parent

Level 2 Behavior

Level 2 behaviors include:

- Continuous behaviors identified in Level 1 without improvement
- Walking out of classroom without permission
- Verbal altercation with another student or adult
- Ongoing teasing or taunting of another student
- Fighting with another student
- Pushing and shoving with the intent to hurt another child or refusing to stop the behavior
- Disrespectful behavior to another student, teacher, or school staff member
- Classroom disruption/tantrums
- Inappropriate language (continuous)
- Theft

Level 2: Possible consequences and interventions may include:

- Conference with the teacher
- Behavior documented by the teacher
- Conference with the School Director
- Required parent conference (in person or by phone)
- Loss of privileges for a specified time frame
- Restitution
- In-class behavioral supports
- Removal from class or group for a specified period of time to allow the student time to regroup and reflect

Level 3 Behavior

Students who have a Level 3 behavior will be immediately referred to the School Director. The parent will be contacted.

Level 3 behaviors include:

- Bullying
- Making threats to another student
- Hitting a student or adult
- Fighting
- Destroying or defacing school property
- Bringing a weapon onto school property

Level 3 - Potential consequences and interventions may include:

- Referred to School Director
- Parent conference
- Loss of privileges
- Restitution
- Behavior Intervention Plan
- Referral to MTSS
- Out of School suspension, as a last option

STUDENT CODE OF CONDUCT (Board Policy 4.10)

East Tampa Academy follows the School District of Hillsborough County's Student Code of Conduct, which provides the framework for any course of action related to discipline.

The Student Code of Conduct can be accessed through the school's website.

A Student's Rights and Responsibilities are outlined in the School District of Hillsborough County's Student Code of Conduct.

ZERO TOLERANCE (Board Policy 4.11)

Any student who is determined to have brought a firearm, weapon, or destructive device, as defined in Chapter 790, to school, any school function, or on any school-sponsored transportation will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than one full year and referred for criminal prosecution (Student Code of Conduct) (s. 1006.13(3)(a), F.S.)

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.

CHILD ABUSE REPORTING (Board Policy 1.14)

Section 39.201, Florida Statutes, designates teachers and other school personnel as mandatory reporters of child abuse, neglect, or abandonment, and are therefore bound by law to report any known or suspected abuse or neglect of a child.

PARENT ACCESS TO STUDENT RECORDS (Board Policy 2.9 and 4.6)

Parents/guardians have the right to inspect their child's educational record. Please contact the School Director to arrange an appointment.

Student record information will not be released except by written consent of a parent or guardian; when information is used as in a school directory; or under circumstances as permitted by the Family Education and Privacy Act of 1974.

In cases of separation or divorce, both natural parents have access to their child's educational records. If a court order restricts this access to records, the residential parent must provide the School Director with a certified copy of the order, including any modifications. The documents will be placed in the student's cumulative file.

CLASSROOM SOCIALS

Teachers may schedule class socials for special occasions.

A parent who wishes to bring cupcakes for a birthday or celebration, **you must notify your child's teacher in advance**. The school must consider student food allergies and can help you plan for these situations.

All social refreshments sent to school must be store purchased.

FIELD TRIPS (Board Policy 4.21)

East Tampa Academy will provide field trip opportunities during the school year. No student will be denied the opportunity to participate based on a financial burden or disability. Students who choose not to participate in a field trip may be given an assignment to complete.

Permission forms will be sent home for the signature of parents prior to date of field trip. All field trip forms will be due by a stated date determined by the school. Please be sure to return your child's permission form prior to the day of the field trip.

Parents, guardians, or other family members who plan to accompany their student on a field trip are required to have a background check and **MUST BE APPROVED prior to the day of the field trip.**

For more information, please contact Mr. Anderson, School Director.

SCHOOL VOLUNTEERS (Board Policy 2.3)

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.

If you would like to volunteer to support East Tampa Academy, please notify your child's teacher of Mr. Anderson. Tell us about your interests or how you can help, such as helping the teacher, helping at the front office, special event planning, participating in your child's field trips, gardening and beautification projects, newsletters, or being a member of the School Advisory Council.

Parents/guardians or other family members who plan to accompany their student on a field trip **MUST BE APPROVED prior to the day of the field trip.** A background check is required. For information, please contact Mr. Anderson, School Director.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) participates with the teachers and the school director to identify goals for student achievement, instructional materials, and technology equipment. The SAC also assists in development and monitoring the school's School Improvement Plan.

The school will distribute a list of dates and times for the SAC meetings at the beginning of the school year.

All parents/guardians are encouraged to attend monthly SAC meetings and be an active supporter of your child's education.

LOST AND FOUND

Please label your child's clothing and other personal items. The lost and found is located in the front office. We accumulate many items throughout the year, so feel free to check.

SCHOOL WEBSITE

East Tampa Academy's website is <https://easttampaacademy.org>.

EAST TAMPA ACADEMY BOARD OF DIRECTORS MEETINGS (Board Policy 1.3)

East Tampa Academy Board of Directors Meetings are held monthly on the first Monday of the month unless the day falls on a holiday.

Meeting location:

East Tampa Academy

Rainbow Heights Community Center

4309 N. 34th Street, Tampa, FL

The 2021-2022 SY meeting dates and times is available on the last page of the Parent-Student Handbook. Meeting dates, times and location will also be posted on the school website and at the front entrance of the school. Reminders will be included in our newsletters.

All meetings of the East Tampa Academy Board are open to the public in accordance with the Florida Governance in the Sunshine Law. Parents are encouraged to attend.

Parent Liaison to the Board of Directors

Ronald J. Anderson, School Director

rjanderson@easttampaacademy.org

(813) 816-2100

East Tampa Academy Board of Directors Meeting Schedule
East Tampa Academy Board of Director Meetings
2021-2022 School Year

Date	Time	Location of Meeting
7/12/21	3:00 pm	All Board of Director Meetings will be held at:
8/2/21	3:00 pm	East Tampa Academy
8/23/21	3:00 pm	Rainbow Heights Community Center
9/13/21	3:00 pm	4309 N. 34th Street, Tampa, FL
10/4/21	3:00 pm	
11/1/21	3:00 pm	
12/6/21	3:00 pm	
1/10/22	3:00 pm	
2/7/22	3:00 pm	
3/7/22	3:00 pm	
4/4/22	3:00 pm	
5/2/22	3:00 pm	
6/6/22	3:00 pm	

2021-2022 School Year

Acknowledgement of Receipt of East Tampa Academy Parent-Student Handbook

Dear East Tampa Academy Parent:

After reading the East Tampa Academy Parent/Student Handbook, please discuss all the information that is appropriate with your student(s). Then, sign the acknowledgement below and return to your teacher or the school office. If you have any questions, please contact Mr. Anderson, School Director. Thank you.

Cut along this line and submit to Classroom Teacher or Front Office -----

PARENT ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the policies, procedures, and expectations outlined in the 2021-2022 East Tampa Academy Parent-Student Handbook, understand my responsibilities as a parent and the responsibilities of my child, and have discussed these with my child.

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

Student Name

Parent/Guardian Signature

Date