

Athenian Academy Charter School

Clearwater Campus

Parent and Student

Handbook

2022-2023



2289 N. Hercules Ave.

Clearwater, Florida 33763

Phone: (727)298-2718

www.athenianacademy.org

Administration & Administration Support

Mrs. Roper – Principal
Ms. Masters-Delaney – Assistant Principal
Mrs. Harrison – Guidance Counselor
Mrs. Bonilla – Administrative Assistant/DMT
Ms. Barrier – Before/After School Director
Ms. Martinez – Administrative Assistant/DMT

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Instructional Faculty

Mrs. Fulton – Kindergarten
Mrs. Schell – Kindergarten
Ms. Hoffman – Kindergarten
Mrs. Diamantakos – 1st Grade
Mrs. Haake – 1st Grade
Mrs. Thompson – 1st Grade
Mrs. Poole – 2nd Grade
Ms. Regner – 2nd Grade
Ms. Kostakis – 2nd Grade
Ms. Donigan – 3rd Grade
Ms. Hugan – 3rd Grade
Ms. Sayers – 3rd Grade
Ms. Long – 4th Grade
Mrs. Staab – 4th Grade
Mrs. Butler – 4th Grade
Mrs. Cerda – 5th Grade
Ms. Bowman – 5th Grade
Ms. Czarny – 5th Grade
Mr. Sayers – MS Science & Health
Mrs. Bingham – Reading
Mr. Quinn-Kelly – MS Social Studies
Mr. Johnson – MS Technology

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Senora Gransaulr – Paraprofessional

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PE & Art Teachers

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Coach Putnam – Athletics/PE

Mrs. Childress – Art

ESE, Gifted & Intervention Teachers

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Mrs. Landes – Gifted

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Mrs. Ramezani – Paraprofessional teacher

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Support Staff

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Olympian Preschool

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Mrs. Perini – Olympians Preschool

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[Ms. Radel – Olympians Preschool](#)

Choice Charter School Services

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Dr. Combs – Chief Academic Officer - CCSS

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Athenian Academy Board Members

John Pantazes – Board President

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Mark Tsetsi –Board Secretary

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Voula Patrises – Board Member

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Vasilis Nezer – Board Member

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MISSION STATEMENT

The mission of Athenian Academy Charter School is to Change Lives- Challenge Minds- Create Global Citizens- through World Language Instruction and Meaningful Motivation.

VISION STATEMENT

The school's vision is to fulfill the mission through the educational development of global minded, multilingual citizens using world language instruction as a vehicle toward academic achievement and excellence in all curriculum areas.

The Athenian Academy Founder, our School Board, Choice Charter Schools, School Administration, Faculty and Staff are committed to academic excellence, a strong foreign language focus, a family friendly atmosphere, and an environment where every child feels important because we care about kids!



Years 2000-2015



Years 2015-2022



Administration

PTSA Event

Further details are available in the Pinellas County Code of Conduct for the following:

ATTENDANCE

ABSENCES

TARDIES

EARLY SIGN OUTS

MAKE-UP WORK

BULLYING/HARRASSMENT

DISCIPLINING

IN/OUT OF SCHOOL SUSPENSION

DRUGS & ALCOHOL

GUNS/WEAPONS

PARENTS RIGHTS & RESPONSIBILITIES

REMOVAL FROM CLASS

STUDENTS RIGHTS & RESPONSIBILITIES

TOBACCO/VAPING/E-CIGARETTES

ZERO TOLERANCE

DAILY ROUTINES AND PROCEDURES

HOURS AND TIMES

Morning Before Care (Registered only):	7:00AM-8:00AM
Administration:	7:45AM-3:45PM
Classrooms 4th – Middle school open:	8:00 AM (8:15 AM – 2:40 PM)
Classrooms K – 3rd open	8:20AM (8:35 AM – 2:40 PM)
Dismissal all grades	2:40PM
Instructional Staff:	7:45AM-3:45PM
Office Hours:	7:45AM-3:15PM

SCHOOL ARRIVAL AND CAR CIRCLE

Daily arrival time is 8:00AM for 4th grade – middle school students. Daily arrival time for Kindergarten through 3rd is 8:20AM. Please follow the circle around the building to the North side of the auditorium. Staff is on duty to unload cars. **Parents must stay in cars! Do not let your children out of the car until staff or designated safety patrol opens the car door.** All cars are required to drive through the car circle. You may not park and walk your child through traffic to enter through the front doors. The only parents who are permitted to park and walk their students to class are preschool parents dropping off at Olympian's Preschool. Athenian Academy is not responsible for students who are dropped off before 8:00 am and are not registered in before care.

REGISTERED BEFORE CARE

If you have registered your student for before care you may drop off between 7 – 8 AM. Your child will unload in the drop off zone on the north side of the auditorium and enter through the cafeteria gate to before care. They will be served breakfast.

MORNING CAR CIRCLE RULES

Cars enter through the traffic light or off Hercules and proceed down the south side of the building through the back parking lot and merge to one lane on the north side of the auditorium. Cars must pull all the way up to the first unloading area. **Parents must stay in the cars! Do not let your children out of the car until staff or designated safety patrol opens the car door.** Remain in the single drop off lane designated by cones on the north side of the auditorium. It is not safe for children to jump out of cars in non-loading areas.

SCHOOL DISMISSAL AND CAR CIRCLE

School dismisses at 2:40 PM. Students will remain in their classrooms until their number is called. Walkers, van riders, and after care will be dismissed 3 minutes earlier. Classes are in session until 2:40 PM. As a safety measure, cars are not permitted in the back loading areas early. Safety cones will be put in place on the South side of the drive. **Please do not move our cones.** We will move the cones when we are ready to allow cars to pull through to our loading zones.

All cars are required to drive through the car circle. You may NOT park while the carline is in progress. **You may not park and walk up to get your child.** Walkers and bike riders are defined as individuals who live close and actually walk or ride a bike to pick up their

child. **Walkers and bike riders must have signed permission on file.** Walkers must exit at the cross walk on the North end of the parking lot where we have staffing for safe crossing. If you are worried about the car circle waiting time, arrive towards the end of the dismissal process.

Students are issued a three-digit dismissal number. This number is to be displayed on the driver's side of the front window. Please help your child memorize their dismissal number. Numbers are called to the classrooms; students walk to the sidewalk. Once the traffic comes to a stop, students are escorted to their cars. Please follow all staff instructions; our staff is working very hard to get your child loaded as quickly and safely as possible.

All students should be picked up by 3:10 p.m. if they are not in tutoring). Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time. **Students who are not picked up by 3:10 will be sent to Aftercare and a drop in fee of \$25 will be incurred by the parent or guardian.** Unpaid fees exceeding \$50 will prohibit your child from attending any after school activities or events until this fee is paid in full.

You can help by knowing the car circle procedures.

- All cars entering in at the traffic light will be directed to the inside lane against the building. When you get to the end of the playfield, you will divide into two lanes to be loaded in zone A.
- All cars entering in off Hercules from the south will be directed to the outside lane and then will be divided into two lanes to be loaded in zone B.
- To help us expedite the process, please give the thumbs up signal to staff members so they know you are loaded!
- If your child did not come when called, you will be asked to pull forward next to the portable to wait for your child.

It is especially important that all parents help us implement these safety procedures by following the rules. Following rules and being courteous to others sets a good example for your child!

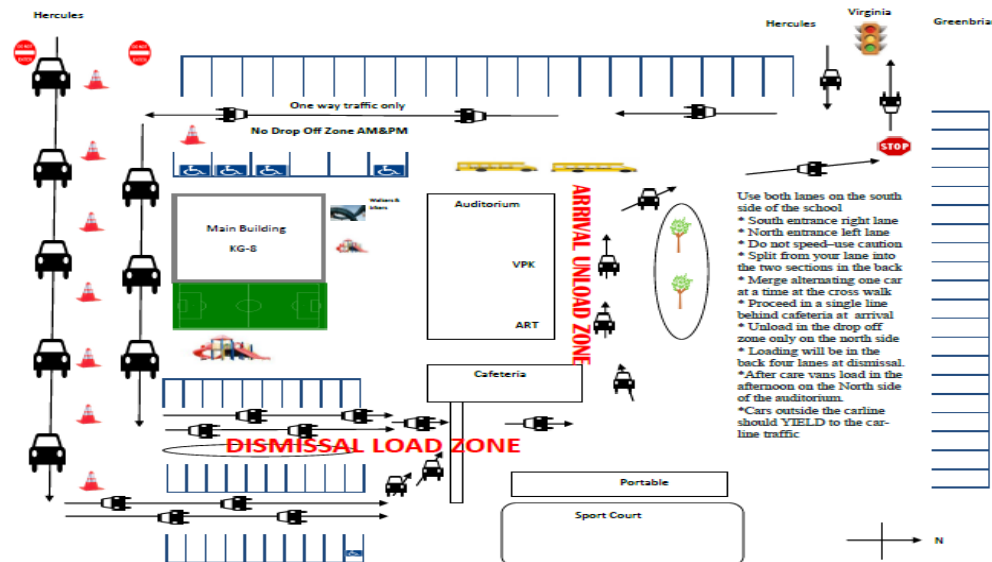
- SEE CARLINE MAP FOR ARRIVAL AND DISMISSAL INSTRUCTIONS

Late Car Circle Pick Up Procedure

Car circle is complete at 3:05 pm. If your child is not picked up by this time the following steps will take place:

1. Students will be brought to Aftercare where a \$25 fee will be incurred by the parent or guardian.
2. Parents will be required to park and go to Aftercare located in the cafeteria to sign students out.
3. If student(s) still have not been picked up at 6:00 PM, parents/guardian will be contacted. At this time if you cannot be reached, the Director will contact local law enforcement.

Arrival and Dismissal Map



ABSENCES

All schools are required to provide accurate and timely attendance reports. These reports must demonstrate the attendance or absence of each child enrolled for each school day of the year. Athenian Academy must follow district and state procedures when a student has been absent for 5 days during a grading period, other than out-of-school suspensions, whether excused or unexcused, school personnel shall make a good faith effort to contact the parent and document such contact. The student will be referred to Athenian Academy's Child Study Team where further mandated procedures must be followed if absences continue (Refer to the Pinellas County Code of Conduct for further detail).

*Excused Absences

Students must be in school unless the absence has been permitted or excused for one of the reasons listed in below:

- The student is ill or injured. A medical note to return to school must be provided after 3 days of absences.
- There is a death in the immediate family.
- The student attends religious instruction or there is a religious holiday in the student's own faith.
- The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to Administration.

*Unexcused Absences

Any absence which does not meet the criteria of an excused absence is an unexcused

absence. The following are examples of unexcused absences:

A. out-of-school suspensions

B. family vacations

C. Students without a completed Certificate of Immunization indicating compliance with the current required schedule of Immunizations will not be allowed to attend classes until this document is provided or a waiver is obtained. Absences due to non-compliance with immunization requirements shall be considered unexcused. However, students transferring into Pinellas County, including foster care students, or homeless students, a temporary 30-day waiver of both health examination documents and certificates of immunization will be granted.

ACCIDENT REPORT

When a minor accident occurs, the office will aid the student with an ice pack or band aide. We are only permitted to wash the wound with soap and water; we are not permitted to apply ointment or other first aid. Accident reports are written by the staff member supervising the student at the time of the accident and any time a mark is left on the student. We make every effort to ensure that accident reports go home with the student the day the accident occurs. Please do not hesitate to call the office if your child reports an accident to you and you did not receive an accident report. In the case of a life-threatening injury, the school office will call 911 and an immediate telephone call will be made to the parents.

As a precautionary measure, even when we suspect it is minor, any accident involving the head or neck will immediately be reported to the parents by telephone. Head and neck injuries are unpredictable and may become serious without any visible sign of injury. Our clinic is located directly adjacent to the office.

ACCIDENT INSURANCE

The school has selected **The Student Insurance Plan** to make affordable coverage available to parents. If you do not have other insurance, this plan may be a resource to consider. Additionally, even if you have other coverage, this plan can help fill expensive "gaps" caused by deductibles and co-pays in the event of an accident. Coverage may be purchased at any time during the school year. **School accident insurance is required to participate in all of our after school clubs & sports programs.** Student accident insurance is affordably available through Pinellas County Schools. The \$5.00 or \$8.00 yearly options are sufficient to participate in the extracurricular activities. Applications for student accident insurance will be sent home the first week of school. **Student accident insurance is required for any student participating in any school-sponsored event on or off campus.**

AFTERCARE

Aftercare is available on campus but spots are very limited. Ms. Barrier is the Director of the Aftercare program. She is available to provide further information on availability, pricing, and

program details. She can be reached at 727) 298-2718 ext. 506. Please note the Aftercare program is a separate entity from Athenian Academy. Ms. Barrier is your contact for all Aftercare questions.

ANIMALS

Animals are prohibited on campus as we have students with severe allergies. The only exception to this are certified service animals which must be approved by Administration prior to arrival on campus. Certified service animals are expected to meet, adhere and abide by Florida Statute 413.08.

BEHAVIOR PLANS

Discipline is the process of assisting a child in changing behavior and making good choices. We are never satisfied with merely stopping poor behavior; we strive to use the situation to show students support, help students learn to make good choices, and gently guide them in reaching their full potential. We never lose sight of the fact that we are educators, and every situation is an opportunity to teach.

Based on these guidelines, Athenian Academy follows a school-wide Positive Behavior Interventions & Supports (PBIS) program called SOAR. The expectations set forth in our PBIS plan is enforced school-wide. SOAR behavior is shown through:

- 1. Self-Control – controlling your impulses and your own behavior**
- 2. Ownership – pride over your body, words and materials**
- 3. Attitude – positive words, open outlook**
- 4. Respect – treating yourself, others and property in a positive manner**

How you support positive behavior:

- Discuss SOAR with your child**
- Keep communication open with your child**
- Praise your child for showing SOAR behaviors at home and school**

How your child might be recognized:

- Positive praise**
- Positive action tickets**
- Classroom recognition**
- Quarterly all school recognitions**

What if your child is not following school-wide expectations:

Level 1

- Handled within the classroom**
- Teacher may start to keep a record of behavior**
- Teachers use this as an opportunity to model expected behavior**
- Consequences could include a change in behavior expectations classroom chart**

Level 2

- Notification to parents when chronic level 1 behaviors occur
- Offending behaviors may include: 3rd level one violation in a day, physical aggression, harassment, exhibiting indicators of bullying
- Consequences MAY include: a change in behavior expectations classroom chart, a behavior plan or behavior interventions

Level 3

- Serious offense resulting in an office referral
- Offending behaviors may include: 3rd continuous level two violations in a week, threats (verbal or non-verbal) to self, others, school and/or threats of weapons
- Consequences could include: a change in behavior expectations classroom chart, a plan between parents and school, behavior interventions with additional school support team members

The Pinellas County Schools Code of Conduct is integrated into our school policies. A copy of the PCS code of conduct will be distributed to each student.

BULLYING/HARRASSMENT

Athenian Academy participates in the Pinellas County Schools reporting process for bullying and harassment. We are partnered with Sandy Hook Promise to offer the Say Something Anonymous Reporting System. Say Something allows you to submit secure & anonymous safety concerns to help identify and intervene upon at-risk individuals BEFORE they hurt themselves or others. Tips made to the Say Something Anonymous Reporting System are passed along to the appropriate law enforcement agencies and school officials. Visit or download the app [Say Something Anonymous Reporting System](#). You may also refer to the Pinellas County School Code of Conduct

As an added safety measure, we will have access to FortifyFL, a school-related suspicious activity reporting tool that gives you the instant ability to relay information anonymously concerning unsafe, potentially harmful, dangerous, violent, or criminal activities. Visit the FortifyFL website. [FortifyFL website](#)

BIRTHDAY CELEBRATIONS

Birthday celebrations must be approved by the teacher. Each classroom will have their own celebration time after lunch and **only store bought treats may be served**. Please be cognizant of specific food allergies in your students' classroom. If students are handing out invitations to a birthday party, we ask that they be given to every child in the classroom. We do not want hurt feelings by students feeling excluded.

CELL PHONES/ELECTRONIC DEVICES/SMART WATCHES/AIR PODS

Students are **not permitted** to have cell phones, air pods or other electronic devices during school hours for any reason. In grades 5-8th, cell phones will be collected by the 1st period teachers and returned by 8th period teachers. Air pods must be turned off and stored away in their

backpack. Students are not allowed to carry cell phones or any of these items on their person. Refrain from contacting your child via text or through calls on their cell phone. In case of an emergency, you may contact your child by calling the front office.

Smart watches must be on airplane mode only during the entire school day. Students will be required to remove smart watches during school or state testing.

A student who brings a cellular telephone or any electronic device to school **does so at his/her own risk**. The school staff is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or other electronics brought onto school property, including electronic devices confiscated due to inappropriate use.

The student who possesses a cellular telephone or other electronic device on their person is in violation of this policy and will result in disciplinary action. **Students who violate this policy will have their device confiscated by a staff member and brought to the office. Confiscated items will be returned as follows: 1st offense – parents will be notified, and the device will be returned to the student after school day. 2nd and subsequent offense(s) – parents must pick up the device from an Administrator. NOTE: There may be times when administrative personnel will not be available to retrieve phones for parents until after 3:15 p.m.**

CLASSROOM / SCHOOL VISITS

Parents will be welcomed back in the Athenian Academy building on a limited basis. At Athenian Academy we do follow a safe school policy that will make your visits to the school a pleasant experience for you and your child. Classroom volunteers will be allowed on a need basis and must have prior approval. All volunteers will require a Level I background check. Volunteers seeking to chaperone events or field trips, will require a Level II background check which includes fingerprinting. All visitors to the school will be required to sign in and out at the front office, present a valid form of identification and acquire a visitor's badge. For the safety of our students, adults will not be permitted to access the gated campus without a visitor's badge.

CLASSROOM AND FIELD TRIP CHAPERONES

It is required for parent volunteers to complete a volunteer form, authorizing a criminal background check. Volunteer forms are available in the front office. In addition to the criminal background check, chaperones are required to be fingerprinted. Once both the criminal background check and your fingerprints have cleared, you will be qualified as a LEVEL II volunteer. As a level II volunteer you are legally permitted to supervise children in the absence of a school employee. Volunteer clearance is valid for 5 years. To obtain specific information regarding this process, and LEVEL I volunteer screening, not requiring fingerprinting, please contact the office.

CLASSROOM TRANSFERS

If a parent requests a change in classrooms, the following procedure should be followed:

1. Please submit the request in writing, stating your reason for the request.
2. We will not accept requests for a specific teacher.
3. We cannot grant your request if the other classrooms are at class size capacity.

Administration will respond to your written request within two weeks with an approval or denial for a classroom transfer. Please remember that we will not accept requests based solely on personal preference for a specific teacher.

CLUBS & AFTER SCHOOL ACTIVITIES

This year school enrichment clubs will be held during the school day every other Friday. Athenian Academy Clubs have a teacher facilitator. Some of the clubs are fee based while others are free. All students participating in sports must purchase the school insurance. More information about the clubs will be distributed as the clubs begin enrollment.

CODE OF CONDUCT

Athenian Academy will adhere to the applicable policies of the PCSB student code of conduct and the code of conduct developed for Athenian Academy Charter School. Students will adhere to the policies outlined in this handbook and applicable policies contained in student code of conduct. Parents are required to sign acknowledging they have read the code of conduct.

COMPUTER USE

Students are issued an individual laptop for on campus school use only. Parents/Guardians and students are required to sign an "acceptable use policy" and follow the guidelines for proper use of the school's computer equipment, technology, and Internet access. Downloading Internet content is strictly prohibited, unless instructed to do so for class activities. The mistreatment, misuse, or vandalism of school computers will result in disciplinary action and/or repair fees up to \$350. Repair fees are incurred by the Parents/Guardians. Disciplinary action may also include the loss of computer privilege.

COMMUNICATION

You can contact our Office by phone at 727-298-2718 during the hours of 7:45 a.m.-3:15 p.m.

- **Website:** www.athenianacademy.org Click on Clearwater Campus – Click on the Parent Info Tab for the link to our new Clearwater Parent Portal. This site is a great resource and can also be accessed directly at <https://athenianacademy.wixsite.com/website>
- **Focus System** is a great communication tool to monitor attendance, grades, and calendars. All parents are required to have a focus account.
- **Newsletters** will also be posted to the website with upcoming events and announcements.
- **School Messenger** is an automated phone system to send out updates through phone & email. It is very important to update contact information in focus so you receive these automated updates.
- **Email** addresses for all school staff are available in this handbook and through focus. Parents/Guardians are encouraged to communicate with us through email when possible. It is often impossible for teachers to take telephone calls during school hours as instructional time is protected from interruptions. Email communication from teachers to parents or students is limited to the authorized school email address and teachers are required to **copy the appropriate administrative supervisor on all parent and student email communication.**

- **Planners** – all students are required to purchase a student agenda. The planner is a great tool for communicating between home and school. Student planners should be checked daily, and a parent should initial accordingly.
- **Voice Mail** system can be reached before or after school hours. Through this system, you can call your child in absent or leave a message.
- **Telephone** - When teachers make contact by telephone with parents, they record the communication in the parent communication section on Focus. This documentation is needed to avoid misunderstandings in communication.
- **Athenian Academy Face Book Fan Page** – this page is for informational purposes only and is used to help market the school to the outside community. Please do not post personal information on this page, as it is not a closed group.

Communication between school and home is essential for a successful year! If you ever have a question or concern, please contact the school. **Please remember to keep current contact information in focus, check your child's backpack, student agenda, and the website daily for announcements.**

CONFERENCES

Conference dates are to be announced. Parents and teachers are encouraged to arrange a conference when they feel it is in the best interest of the student.

CONFIDENTIALITY

Athenian Academy respects your right to privacy, and we ask that both students and parents respect the privacy rights of others. The school will not reveal confidential information regarding students or parents as follows:

1. Address and telephone information will not be released without parent permission.
2. Forms involving accidents or discipline will only include the name of your child; offending names or information regarding other students involved in an accident will not be listed.
3. Personal contact information for staff members will not be given without their permission. Parents may contact staff members at school (727-298-2718) during school hours by leaving a message for them with the front office. School email addresses are provided to parents for all Athenian Academy staff members. These email addresses are listed at the beginning of this handbook.
4. School staff will not reveal any information of a personal nature, medical, social or psychological nature without parent permission or a legal obligation for the safety or well-being of a student.
5. For a stepparent who is not the legal guardian of the child to have information about a student or sign forms related to the student there must be, on file, written permission from the parent or legal guardian. This permission must be updated annually.
6. Parents listed on the birth certificates have the same rights regarding their child unless the school has been provided with official legal court documentation.

DETENTION

Administrative personnel can assign detention to be held before school, after school, during lunch, or on Saturday at the discretion of Administration. Saturday detention will be held from 8:00 am to 11:00 am. If a student is assigned to detention, parents will be notified in writing or on the referral form. This form needs to be signed and returned. Parents are responsible for the transportation of a student assigned to detention. **Students must serve the detention when it is assigned and failure to do so will result in an automatic (1) day in school suspension.**

DISCRIMINATION

Athenian Academy believes in a multi-cultural, multi-ethnic, and multi-racial community. We must be aware that what we say, do, think, allow to happen, or fail to stop has the power to harm or to help our students, their families, our colleagues, and ultimately ourselves. Remarks and actions that negatively impact members of our community are not acceptable. Each of us must be sensitive to the people around us and be a part of a school community and world in which we will be judged only by the content of our character. Athenian Academy will not tolerate discrimination or harassment of others on the basis of race, color, national origin, sex, or sexual orientation. Please report suspected discrimination directly to Administration. Administration will follow Pinellas County School Code of Conduct policies and procedures for discrimination and harassment.

Uniform Dress Code – (See attached) Dress code is not negotiable and each student is expected to follow each tenant of the code.

DRESS (Cold Weather)

Authorized school uniform jackets are available for cold weather. Solid color long sleeve shirts may be worn under the uniform polo and uniform jacket during cold weather. Parents are expected to be prepared for occasional cold weather and plan ahead by purchasing long pants and outerwear following the school guidelines listed in this handbook. **Jeans, jeggings, leggings, or other casual long pants are not permitted on any day or as cold weather wear. Every year, parents become very upset when the school calls them to come to school and provide "proper uniform pants" for their child on cold days. Please understand and be informed that our school uniform policy does not change on cold weather days.**

EMERGENCY PROCEDURES DRILLS

Students are required to participate in emergency drills and are expected to follow all directions. Students are trained to follow proper procedure. The drills are as follows:

Active Threat Drills – All Florida Public Schools are required to drill for an active assailant on campus. These drills are done under the supervision of the School Safety Officer and Local law enforcement.

Lockdown: Under no circumstances will anyone be allowed to enter the building or leave the school campus during a lockdown until authorized by administration.

Tornado/Hurricane and Fire: Tornado and Fire Drills will be conducted routinely. In the event of severe weather, Athenian Academy will follow Pinellas County's recommendations for school closure.

In the event of an actual emergency on campus, Athenian Academy staff will supervise and make arrangements through law enforcement to have a gathering point close to our campus. Once the event has been cleared by law enforcement, all Athenian Academy students and staff will reunite at SPC-Clearwater campus located at 2465 Drew St. Parents will be notified to pick up their children at this location.

ESE/IEP/504 PLANS

It is the parents/guardians responsibility to notify the school if a student transfers to our school and requires special education, has an IEP or 504 plan so we can be made aware of your child's needs. The school employs ESE specialists; please make sure the school has a current copy of your child's special education documents so that our staff is aware of any special needs, modifications and/or accommodations needed.

Florida charter school law Section 1002.33 Subsection (10) Eligible students (f) Students with disabilities and students served in English for Speakers of Other Languages programs shall have an equal opportunity of being selected for enrollment in a charter school.

FILMS/MOVIES

All films or movies are previewed by the teacher. Movies/films should reflect the curriculum unless special permission is granted by the school leader. In general, only movies with "G" ratings should be shown. If a film is rated PG or PG 13, parents will be notified and a permission slip will be sent home. This policy also applies to afterschool and PTSA sponsored activities.

GIFTED PROGRAM

The School offers gifted classes for all qualified students. Gifted classes range from 3-5 hours, one day a week for grades K-5. Gifted students in grades 6-8th will attend gifted classes daily for 45 minutes. A list of these students will be distributed to the staff. Students will not be held responsible for any work missed in classes on days they attend gifted class. If you would like a student to be tested for gifted classes, please email the gifted teacher.

GRADES (SCALE)



K – 2nd Grade

E= Excellent
V= Very Good
S= Satisfactory
N= Needs Improvement

3rd – 5th Grade

90 -100% = A (Outstanding Progress)
80 – 89% = B (Above average Progress)
70 – 79%= C (Average Progress)
60 – 69%= D (Lowest acceptable Progress)

U=Unsatisfactory

00 – 59% = F (Failure to meet expectations)

6th – 8th Grade

A = 4 grade points	(90%-100%) (Outstanding progress)
B = 3 grade points	(80%-89%) (Above average progress)
C = 2 grade points	(70%-79%) (Average progress)
D = 1 grade point	(60%-69%) (Lowest acceptable progress)
F = 0 grade points	(0-59%) (Failure to meet expectations)
I = 0 grade points	(Incomplete)

GRADES: (Report Cards)

The school will use (4) report card periods. Gradebook categories and weighting is determined by classroom teacher. Progress reports and Report card dates are listed on the school wide calendar. If you have not received your child's report card according to the date listed on the calendar, please contact the school.

GRIEVANCE PROCEDURES (How a student can resolve an issue)

If parents or students have an issue with a teacher or an administrator, or disagrees with their decision on some matter other than detentions or suspensions, they are encouraged to attempt to solve the issue or disagreement directly with the teacher or administrator. Decisions involving detentions and suspensions are at the sole discretion of the administration.

- The student should first talk courteously with the teacher to attempt to solve the issue. This should be done outside of regular class time.
- If the student does not believe the issue has been resolved after speaking with the teacher, the student should speak to an administrator or may describe the issue in writing and give it to the administrator within three (3) school days of when the issue occurred.
- The administration will investigate the student's issue and give the student a decision on how the issue will be resolved.
- If a student is not satisfied with the way that the administration has resolved the issue, the student may request a conference with the parents and principal or other administrative leader.
- If the student's issue originally was with the administrative leadership and the student does not believe the issue was resolved after speaking with them, the parent may submit a written statement to Choice Charter Consulting Services to seek a resolution. Choice Charter contact information is listed at the front of this handbook.

ILL CHILDREN

Keeping your child home when sick will help them heal and protect everyone from illness. Please refrain from sending your child to school if he/she has:

A bad cough, severe sore throat, eye infection, is vomiting, has a fever (they must be fever free for 24 hours before returning to school), has head lice, or a skin rash. This will help to stop the spread of the illness while aiding in your child's recovery.

Your child must be picked up immediately if they become ill at school with vomiting, diarrhea, or a fever. Students must be fever free for 24 hours prior to returning to school without the aid of fever reducing medication such as acetaminophen or ibuprofen.

IMMUNIZATIONS & PHYSICALS

Students must have current immunization and physical records on file in the school office. In some cases, as required by law (F.S. 1003.22), students will not be permitted to return to school without required documents. Please make sure that all of your child's immunizations are kept up to date. Children entering Kindergarten - 2nd grade must have their Hepatitis B immunization upon entering school. Keep in mind that even if your child is not in Kindergarten this year, he/she must have his/her Hepatitis B immunization by seventh grade. Students without proper immunization documentation will not be permitted to attend.

LOST AND FOUND

Coats, jackets, other clothing, and lunch boxes misplaced will be turned in and stored with lost and found on the PE court. Cell phones, other electronic equipment, purses, and jewelry will be kept in the office. **Unclaimed items will be donated after a month.**

IMPORTANT: Please write student name inside all jackets, on lunchboxes and/or other personal items so they may be easily identified and returned when they are found.

LUNCH

The Athenian Academy participates in the National School Lunch/School Breakfast Program. Students are also permitted to bring a packed lunch from home. **If your child will arrive late and is in need of a hot lunch, please contact the front office no later than 8:45 to place your child's lunch order.** This is of extreme importance as we do not prepare the lunches on site, and may not have enough lunches to provide your child with one. **Fast food, Uber eats, and other outside restaurant lunches are not permitted.** This has proven to be a disruption and problematic to our students with food allergies. Parents are allowed to bring food in if you choose visit and eat lunch with your child. As a reminder students are not allowed to share food due to allergies.

Lunch Times:

KG & 1st – 11:05 – 11:30 am

2nd & 3rd – 11:35 am – 12:00 pm

4th & 5th – 12:05 pm – 12:30 pm

MS – 12:56 pm – 1:16 pm

MEDICATIONS

All medications, including over the counter and Band-Aids, must be administered through the office. The proper paperwork must be completed and the office is responsible to schedule and administer all medications. Aspirin or non-aspirin pain reliever are not allowed without a doctor's note. **We do not supply any non-prescription medication.** If your child needs to take any medication during school

hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to our office to be placed in your child's health folder. All prescription containers must be current and match the authorized prescription. No over the counter drugs can be administered by anyone on staff without the proper paperwork on file in the office.

MIDDLE SCHOOL COURSE REQUIREMENTS

Athenian Academy follows applicable policies of PCSB in regard to student progression.

The basic course requirements are listed below for middle school student progression. Students must pass all twelve (12) of these courses or higher level courses in order to be promoted to high school:

- Language Arts: Grades 6, 7, 8
- Mathematics: Grades 6, 7, 8
- Science: Grades 6, 7, 8
- Social Studies: Grades 6, 7, 8

GRADE: (Final Computation)

The four (4) quarter marking period grades shall be used to formulate the final grade for the yearlong course. In the case of semester courses, the two (2) quarter marking period grades will be used to determine the final grade. Final grades are computed by summing the grade point value (A=4, B=3, C=2, D=1, F and I=0) for each grade and dividing by the number of grades. The resulting final grade average is converted to a letter grade based on the scale below:

A =	3.5 - 4
B =	2.5 - 3.5
C =	1.5 - 2.5
D =	.5 - 1.5
F =	0 - .5

Additional Requirements

Physical education is required in grades 6, 7, and 8 for a minimum of one (1) semester. Any student having written parental consent or who is enrolled in a remedial class may be exempt from the physical education requirement. Health is a required course to complete one semester between 6th and 8th grade.

8th GRADE GRADUATION

8th grade students must successfully complete all middle school course requirements to be eligible for graduation and promotion to 9th grade. If an 8th grade student is in danger of failure of a core academic, required for promotion, we will follow the procedure listed below:

- Parents will be notified in writing informing them of the student's possible failure after the start of 2nd semester.
- Upon receipt of the letter, parents should immediately contact the teacher and set up a conference.
- During the conference, parents will be given information on course recovery options through Florida Virtual School.
- It is the student's and parent's responsibility to contact FLVS and enroll the student in the class that is required for promotion.
- **Please note that FLVS credit recovery classes must be completed in time for graduation, or the student will be ineligible for the following:**

- Graduation Field Trip
- Commencement
- Special Commencement Activities
- Return to Athenian Academy to repeat failed courses; students may not repeat grade 8 at Athenian Academy.

MONEY

All money sent to school for field trips, fundraisers etc. should be turned into the classroom teacher according to the instructions for the particular event. **The Athenian Academy cannot be responsible for lost or stolen money.**

PLANNERS

Students in grades Kindergarten through grade 8 are required to purchase a school planner for \$5.00 through the school office. The planner is an excellent communication tool. Planners are required to be checked and signed by a parent on a daily basis.

PTSA

The Athenian Academy PTSA is like none other! Our PTSA is a vital part of student life at our school. PTSA members contribute money, time, support and child advocacy programs at our school. PTSA membership is encouraged for parents and staff members. We recommend you to attend PTSA meetings and work alongside these awesome individuals. The fee is only \$5.00 and includes the ability to vote.

RETENTION

At the end of the school year, the decision may be made for a child to be retained for the following year. This decision is advised by Administration, teacher and any other relevant parties. The parents are always informed of the decision in the form of a formal conference. Third grade is a mandatory retention year for students who do not demonstrate reading proficiency on the FAST or through a portfolio of academic assessments. Third grade students who are marked for retention are eligible to participate in the Summer Bridge program through Pinellas County Schools. All other charter school students are not eligible to participate in the Summer Bridge Program.

SAFETY

Athenian Academy has been proactive in taking extra school safety initiatives. All entries to the main school building will remain locked at all times. All visitors must go to the front main entrance and press the buzzer. Athenian Academy has a full time School Safety Officer on our staff. Each month, all Florida schools are required to conduct Active Threat Drills per SB 7026. Athenian Academy is committed to your child's safety and will follow all state and federal mandates!

SLIDE WITH PRIDE

Athenian Academy's **BIG BLUE SLIDE** is a two story, 14 foot slide designed to promote fun at school and reward positive behavior. The slide is connected to school wide motivation and has strict safety guidelines. Parents will be required to sign a liability waiver as part of the student's permanent record. A waiver, detailing the safety rules and policies for the slide will be provided to all parents.

SNACKS

The teacher will inform students and parents if classroom snacks are permitted. **The only liquid allowed to be consumed in the classroom is WATER.** We appreciate your cooperation in helping us encourage a healthy lifestyle and good eating habits by sending only nutritious snacks to school. Please note that carbonated drinks, coffee and soda are not permitted for snacks and lunch. We appreciate your cooperation by limiting excess sugar and peanut items. **High allergy items may be forbidden in the classroom in the event that it would potentially cause harm to a student. We will ALWAYS adopt the "better safe than sorry" approach, even if it appears inconvenient.**

SOCIAL NETWORKING SITES

Teachers are forbidden to communicate with students through social networking and are subject to immediate termination of employment for violation of this policy. The only exception to this rule is communication through the Athenian Academy Facebook page.

TARDIES

A tardy will be excused if caused by one of the following reasons:

- A. The student is ill or injured.
- B. The student has a medical, therapy, or dental appointment. The attending medical professional needs to provide a note.
- C. The student attends religious instruction in the student's own faith.
- E. The student is required by summons, subpoena or court order to appear in court. A copy of the subpoena or court order must be given to Administration.

A tardy is not excused for the following reasons:

- A. Oversleeping
- B. Shopping trips
- C. Vacation/pleasure trips
- D. Heavy traffic
- E. Returned for forgotten items.

Habitual tardiness is unacceptable and unfair because the student is missing important academic instruction. **Any student reporting to school after 11:15 am will be marked absent. Our school guidance counselor tracks tardies and absences which are reported to Pinellas County Schools. Habitual tardiness and excessive absences will be monitored and addressed per PCSB protocol.**

VOLUNTEERS

Athenian Academy Families are encouraged to volunteer 20 hours per school year as part of our charter agreement to promote family involvement. A volunteer log is kept in the front office where parents may log their volunteer hours. Additionally, donations to the school will also count towards volunteer hours. Every \$5.00 donated will count as one hour of volunteer time. Please turn in receipts for proper credit.

WATER

Parents are strongly encouraged to send bottled water to school for their children. Water is allowed to be consumed at all times unless there is a specific reason it is not permitted. Athenian Academy does not have extra water bottles.

The contents of this handbook are very important to a successful school year for both parents and students. Please read all of the contents of this handbook carefully and do not hesitate to contact the administration if you have any questions. Failure to read the contents of this handbook will not be considered an acceptable reason for failure to fully comply with its contents.

Please sign & return the next page



Signature and Agreement

- 1. I have read the entire contents of this handbook.**
- 2. I have discussed all relevant information with my child(ren).**
- 3. I promise to support and adhere to all school policies including the school uniform dress code.**
- 4. I understand that Charter Schools are “choice” schools and my choice to enroll my child at Athenian Academy indicates that I am in agreement with the school’s policies and procedures outlined in this 2022-2023 Parent Handbook.**

Student Name(s): _____

Grade: _____

Date: _____

Parent Signature: _____

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