


# ACADEMY PREP CENTER OF TAMPA



SCHOOL HANDBOOK  
2024-25

 813-248-5600

 [tampa.academyprep.org](https://tampa.academyprep.org)



August 2024

Dear Students and Parents:

On behalf of the faculty and staff, I welcome you to the Academy Prep Center of Tampa for the 2024-25 school year. Our first twenty-one years have witnessed the graduation of eighteen classes, with hundreds enrolled in and graduated from some of the best day and boarding college prep schools, colleges, and universities locally and throughout our nation. We continue striding together into our third decade with an ever strengthening academic and enrichment program that is unrivaled in Hillsborough County; while sending young men and women into our society as leaders in their own right. Our mission is bearing beautiful fruit several hundred times over, and our entire community is the better for it.

The American ideal is to strive always for equality of opportunity. The education of our children is vital to realizing this equality. It is our obligation to strive diligently and seriously to provide an outstanding education so that our students may take full advantage of the opportunities they will encounter in their lives as American citizens. To do this we must set and enforce high standards, and we must ensure that time spent in instruction and other school activities is not compromised or devalued.


This is a collaborative enterprise. Its success depends on the efforts of our faculty, staff, parents, and, of course, students.

The rules, procedures, and standards in this handbook are intended to ensure that our students' time here is not compromised and that they can, as a result, derive the full benefit of the substantial educational opportunities at APT. This handbook enumerates and describes our students' and families' obligations and responsibilities at APT. As we launch into this school year and the opportunities and challenges we will certainly be facing, I urge you to take the time to go through this handbook together.

I believe strongly that school is very much a part of the "real world" - it is not a world apart. The consequences, good and bad, of what our students do here are real and enduring.

My colleagues and I look forward to serving you all, and I wish all of our students a successful and meaningful school year.

Sincerely,

A handwritten signature in black ink that reads "Lincoln J. Tamayo". The signature is written in a cursive style with a large, stylized initial 'L'.

Lincoln J.  
Tamayo Head of  
School

# **Academy Prep School Handbook**

## **Mission**

To inspire and empower students qualifying for need-based scholarships to become future community leaders through a rigorous middle school program coupled with ongoing graduate support.

## **Vision**

We are transforming the lives of underserved middle school students by being a model of foundational/academic excellence in preparation for high school, post-secondary, and career success.

## **Academy Prep History and Philosophy**

APT is a tuition-free, independent center for education for middle-school-aged children who qualify for need-based scholarships. In an extended family atmosphere, Academy Prep encourages and teaches students to excel in academics, ethical and moral understanding and judgment, and life skills. Opening in 2003, it is modeled after its predecessors, Nativity Mission Center, which opened in the Lower East Side of Manhattan, New York, in 1971, and the Academy Prep Center of St. Petersburg, in operation in south St. Petersburg since 1997. The Academy Prep Center of Lakeland opened in 2019, inspired by the successes at our St. Petersburg and Tampa centers.

The school is dedicated to educating economically disadvantaged students by providing an academically challenging, enriching, and structured environment followed by eight years of support and guidance through high school and college.

APT admits students who demonstrate the ability to handle a rigorous and demanding academic program designed to prepare them for success in secondary school and college. The school's year-round program promotes its students' intellectual, athletic, and social development. In addition, APT students and graduates are expected to act as mature and responsible individuals who contribute to their communities and demonstrate charity and concern in all their actions.

## **Nondiscrimination Policy**

APT admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on gender, race, color, or national and ethnic origin in the administration of its education policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

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# I. Arrival, Breakfast, and Convocation

## 1.1 General Class Schedule

	Monday - Thursday	Friday
Convocation	7:30 am – 7:45 am	7:30 am – 7:45 am
<i>Locker Time</i>	7:45 am – 7:50 am	7:45 am – 7:50 am
Period 1	7:50 am – 8:48 am	7:50 am – 8:45 am
Period 2	8:50 am – 9:48 am	8:47 am – 9:42 am
<i>Locker Time</i>	9:48 am – 9:54 am	9:42 am – 9:48 am
Period 3	9:54 am – 10:52 am	9:48 am – 10:43 am
Period 4	10:54 am – 11:52 am	10:45 am – 11:40 am
Period 5 (Lunch/Recess)	11:52 am – 12:52 pm	11:40 am – 12:40 pm
<i>Locker Time</i>	12:52 pm – 12:58 pm	12:40 pm – 12:46 pm
Period 6	12:58 pm - 1:56 pm	12:46 pm – 1:41 pm
Period 7	1:58 pm - 2:56 pm	1:43 pm – 2:38 pm
<i>Locker Time</i>	2:56 pm – 3:02 pm	
Homeroom/Snack	3:02 pm – 3:25 pm	<i>No homeroom/snack on Fridays</i>
Enrichment Classes	3:30 pm – 4:40 pm	2:43 pm – 3:43 pm
Dismissal	4:45 pm	3:45 pm

*Note: With adequate notice the schedule may change, depending on curricular and program needs. Families should refer to the school calendar located at <https://tampa.academyprep.org/myapt> for details.*

## 1.2 Arrival

Students arrive between 7:00am and 7:25am and proceed directly to the auditorium, leaving their coats, books, and bags in their lockers along the walls of their classroom building. **All electronic devices, including but not limited to cell phones, headphones, smartwatches, and any items not school-related (as determined by the head of school) must be powered off and turned in to the school personnel immediately upon arrival.** If otherwise found, school personnel will confiscate such items, and the student will serve an appropriate consequence for noncompliance.

Parents/guardians will be notified, and the student may not retrieve the confiscated item(s) until dismissal on Friday (or dismissal on Monday if the item is confiscated on Friday).

## 1.3 Breakfast

Breakfast is served from 7:05am to 7:25am. Students eat breakfast at the tables at the meals pavilion. **Students may not bring their own breakfast to school** but may choose to have breakfast at home

and arrive for convocation by 7:25am. Once students arrive on campus, they may not leave the school grounds without permission from an Academy Prep staff member. In the interest of teaching pride in our community, students are expected to pick up after themselves and discard all their trash after finishing breakfast. **Students must remain seated in the meals pavilion until convocation line-up begins at 7:25am.**

When convocation is called at 7:25am, students must silently line up **in height order** in the courtyard. Attendance is taken at that time, and anyone not in line will be considered tardy.

### **1.4 Convocation**

Convocation begins the school day. Each morning we gather as a community to frame the day with a message delivered by a member of the administration, faculty or staff, reflection/prayer, the Pledge of Allegiance, announcements, public speaking from our student ambassadors, and the Academy Prep Pledge, which is led by the student ambassadors and recited by the students, faculty, and staff.

**Note: Ambassadors are selected weekly to speak publicly and lead the Academy Prep Pledge. All students will serve as ambassadors on at least one occasion during the school year. This is an excellent leadership opportunity as well as public speaking practice.**

Students are dismissed by the convocation leader at the end of convocation and proceed directly to their lockers to retrieve all necessary items for first and second period classes.

## **II. The School Day**

### **2.1 Classes**

Students are expected to be prepared for all classes. This means that students will arrive at school with all completed homework and other assignments that need to be turned in, and **all necessary and appropriate textbooks, fully charged Chromebooks, and school supplies** such as pencils, pens, notebooks, and paper.

Classes have assigned seating and each begins with a teacher's protocol. This expectation is made clear to the students and consistently practiced. At the end of each class, students must write their homework and study assignments in their school-issued planners, clean up materials, put books away, line up, and proceed to their next scheduled class/activity.

### **2.2 Transition Periods/Hall Passes**

There are designated times in the schedule for students to go to their assigned lockers. Between classes, students should prepare themselves as quickly as possible. When a transition to another classroom is necessary, students will proceed to their next classroom in an orderly line, supervised by a staff member. **Students who must travel from class outside of a transition period must first obtain a hall pass from a teacher or staff member.**

### **2.3 Lunch and Recess**

Lunch and recess is from 11:52am – 12:52pm for all students, Monday through Thursday. On Fridays, all students will have lunch and recess from 11:40am – 12:40pm. Students sit down to eat and are expected to exhibit proper mealtime etiquette. When finished, they clean up after themselves, including throwing away all refuse, picking up their area, and wiping off their tables.

Lunch is provided in two groups: one for girls and the other for boys. The group not being served and eating lunch will have recess. **Students remain seated at their tables during lunch unless allowed by their teacher to participate in an authorized activity or to use the restroom.** Following line up after lunch and recess, students proceed directly to their lockers to obtain the

necessary materials for their period 6 and 7 classes, led by their teachers.

As a school, APT participates in the National School Lunch Program and works with caterers who provide nutritional, delicious, and sound food options for our students.

**Students may not bring their lunch to school unless otherwise permitted by the head of school.**

**No food or drink will be permitted in classrooms, lockers, or elsewhere within the buildings (except in designated spaces, where meals are served). If otherwise found, school personnel will confiscate such items, and the student will serve an appropriate consequence for noncompliance. Parents/guardians will be notified.**

## **2.4 Snack Time**

Snack time allows students to take a break and have a school-provided snack before the enrichment program Monday through Thursday. Snack will be served during the students' homeroom period.

## **2.5 Enrichment Program**

The APT afternoon enrichment program runs Monday through Thursday from 3:30pm to 4:40pm and Friday from 2:43pm to 3:43pm. **Every student is required to participate in this important part of the school day.** The program has several components, including sports, chess, art, music, dance, sewing, gardening, photojournalism, community service projects, and other activities designed to broaden our students' physical, social, and intellectual skills.

## **2.6 Leaving School at the End of the Day**

The regular school day ends at 4:45pm Monday through Thursday and at 3:45pm Friday. **Other dismissal times are occasionally scheduled to accommodate special events and are announced well in advance.** Students who have left electronics and other non-school-related items in the safekeeping of the school office must retrieve those items from their dismissal supervisor as they are exiting the gate to leave campus. Students must remain in their designated dismissal areas while they await pick-up.

Students will be dismissed to walk or ride the bus only if their parent/guardian has previously submitted a signed request to the school office.

Students at dismissal are NOT permitted to walk onto Columbus Drive or 15th Avenue. Students MUST wait until their vehicle is at the oak tree (girls' dismissal) or 15th Avenue gate opening (boys' dismissal) and they have checked out with dismissal staff before entering their vehicle. Parents may elect to park in the Columbus Drive parking lot (the triangle island across from the school's front gates) and walk across the street to retrieve and escort their child to their vehicle.

## **2.7 Transportation**

Families must provide transportation to and from the school for their student(s).

**Academy Prep staff will not release a child to an Uber, Lyft, taxi, or any other hired car.** However, those with transportation challenges are encouraged to call the school office to ask for a carpool arrangement. Likewise, those interested in supporting the school as carpool drivers should inform the school of their availability.

**Parents/guardians interested in participating as drivers for students other than their own will earn hours toward their required engagement hours. Parents will be responsible for logging their own carpool hours with the front office.**



## **2.8 Late Pick-up Fees**

Families are charged \$5.00 for each pick-up over 15 minutes after the scheduled dismissal for each day.

# **III. Supplemental Activities (Field Trips, Teams)**

## **3.1 Field and School-Sanctioned Trips**

Field trips are intended to provide both a learning experience and a chance to build Academy Prep spirit and unity among the student body and the community. **These field trips are mandatory for all students.** Field trips occur throughout the school year and will generally be held on designated Saturdays each month between 8:00am and 1:00pm. Occasionally, field trips may be planned on school days or evenings. Please refer to the school calendar for specific field trip dates. If the field trip is canceled, the school will provide timely notice. **Requests to be excused from a field trip must be made in writing and addressed to the assistant head of school at least one week in advance of the field trip.** Excusal from a field trip is at the discretion of the assistant head of school. **Unexcused absences for field trips will incur a silent lunch the following school day.**

The APT school vans are used for transporting students on field trips. Students must remain seated quietly and always buckled while riding in the vans. Students must obey the van driver at all times. No food or drink is allowed except for a clear reusable water bottle. Students who fail to abide by the rules will incur consequences for their actions. Parents/guardians will be responsible for any van damage caused by their children.

Parents/guardians must drop off and pick up their children within 15 minutes of the designated drop-off and pick-up times for the field trip. Families will be charged \$5.00 for every incident of late pick-up.

Any time that a student is off campus, whether in a school uniform or not, they are representing Academy Prep. Whether it is a field trip, fundraising event, or school-sanctioned trip, such as a chess tournament or the 8th-grade spring trip, students **are held to academic and disciplinary eligibility standards to attend the field trip or event.**

## **3.2 Eligibility**

Academic eligibility requires students to maintain a 2.00 academic GPA (English, Math, Science, History, and Spanish for grades 7 and 8) on any report card or progress report issued during the activity's season. If a student is deemed academically ineligible, they are suspended from competition/performances/trips until they meet the academic eligibility requirements in a subsequent report card or progress report.

We trust our students to serve as ambassadors of Academy Prep in our community. Disciplinary eligibility requires students to adhere to expectations for conduct both on and off campus. Students with multiple disciplinary infractions and/or a behavior contract may be deemed ineligible to participate in competitions/performances/select field trips at the discretion of the head of school.

## **3.3 Physical Education and Athletics**

Students are required to participate in physical education classes. Only written documentation and authorization from a physician exempts a student from participating.

Interscholastic athletic competition builds character and teamwork among our students, and Academy Prep will field various competitive teams throughout the school year. Participation in

these teams may be based on open tryouts. Based on availability and scheduling, interscholastic sports (e.g., basketball, track, flag football) will be offered during the school year.

## IV. Academics

### 4.1 Required Courses

Students are required to take the following courses:

Academic Courses	Centers of Excellence	Supplemental Courses
English/Language Arts	Art	APT Life (5/6 only)
English II (5/6 only)	Chess	Focus on Success (7 only)
Mathematics	Music	Higher Ground (8 only)
Science	Physical Education	Homeroom
History/Social Studies		
Spanish Language/Culture (7/8 only)		

All these courses will be considered for determining the Grade Point Average (GPA), honor roll, academic support plan, and other distinctions. (See also the *Grades* section below.)

Students will receive letter grades and conduct grades for all academic courses as well as Art, Chess, and Music classes in 7th and 8th grade. They will receive Pass/Fail grades and conduct grades for all other courses (see *Progress Reports and Report Cards* below).

### 4.2 Summer Session

A student's personal development depends upon a broad range of educational experiences throughout the year. Consistent with this philosophy, **Academy Prep requires that its students participate in the three-week summer session.**

The school year begins with the summer session. This experience is intended to combine elements of academics, nature and the outdoors, and athletics. A student reinforces the academic skills developed during the previous school year while building teamwork, spirit, and camaraderie.

Students will receive a grade for each summer session subject. **Seventh and eighth-grade students' grades during the summer session will be transferred to the first quarter grading period.**

After the completion of the summer session, all students are required to complete work in English/Language Arts and Mathematics by the return to school in August. Grades will be issued for these assignments.

### 4.3 Homework

Homework is a vital part of any education - it reinforces lessons imparted in class. Therefore, teachers will assign homework daily. It is expected that Academy Prep students will spend at least 60 minutes each day completing their homework. Students should manage their time wisely to complete work.

**If a student is absent from school, they are still responsible for obtaining the homework assignments during the absence and returning the assignments after their return.** All class information is accessible via Google Classroom. If an absence is unusually long or involves unusual circumstances, the head of school, in consultation with the faculty, may extend the due date for the missed assignments.

Daily homework assignments will be made available online through Google Classroom, easily accessed on a student's Chromebook device. Students and/or parents may log in to their school account and view their homework assignments. Students may also email teachers regarding homework. Parents/guardians are also encouraged to email a teacher directly to discuss their child's work (See *Communications* for a list of email addresses.)

All students are expected to adhere to the **APT Style Guide** when creating and submitting assignments. Each child will be given a hard copy of the guide, and a digital copy will be available on Google Classroom.

**To help with organization and study skills, each student will be issued a student planner to record homework assignments and test schedules.** This will help the student plan and keep the parent/guardian abreast of the student's daily work. To that end, all homework assignments must be written in a student's planner when assigned. Should a student lose their planner, the family will be charged a \$10 replacement fee.

**To assist with organization of materials,** all students are required to utilize a single-binder system. All classes' materials will be kept inside of one 3" binder. The first item in the binder should be a folder for homework. After this, students should have a tab for each class's materials. In addition, students may choose to keep their planner and pencil case inside of the binder for convenience.

**Repeated failure to complete homework assignments significantly and negatively impacts a student's grades.**

#### **4.4 Academic Support**

Academic Support takes place after school from 4:45pm-5:45pm. Unless a student is mandated by the terms of Academic Probation or Academic Watch (See *Academic Probation and Academic Watch section*), then Academic Support is optional. If a student stays for Academic Support, he or she must stay for the entire period and be picked up promptly at 5:45pm by the oak tree. Supervision will end at 6:00pm, after which a late fee will be issued.

#### **4.5 Academic Progress Monitoring**

Students may expect weekly or biweekly testing in all subjects and comprehensive exams at the end of the year. Proper studying and test preparation are essential to the successful completion of all coursework. A weekly report of a student's current academic standing will be sent to both the student and primary contact email accounts. This will include a detailed account of graded work, assessment averages, and any missing assignments.

#### **4.6 MAP Growth Testing**

There will also be three testing periods during the year to ascertain overall student progress in Reading, Language, and Math skills. Academy Prep will communicate the dates of these tests in advance of these testing periods. MAP testing will be conducted in the morning on the student's school-issued Chromebook, so students must arrive on time with a fully charged Chromebook. Results from MAP testing will be used by faculty and student support services to inform instructional decisions and to determine intervention needs. A family report highlighting strengths and areas of growth will be sent home in the weeks following each test.

#### 4.7 Academic Intervention Program

Academy Prep aims to ensure that all students who graduate from our program are demonstrating skills on or above the expected grade level proficiency. Students whose MAP national percentile rank in any subject is below 40% should expect to participate in academic intervention, as they have not yet met this goal. Small-group or individual intervention may take place up to four times per week depending on a student's need. When a student has demonstrated on-level achievement in two consecutive tests, he or she is eligible for graduation from the intervention program.

Intervention sessions are designed to support students' foundational reading and/or mathematics skills, and while the skills practiced in intervention will better prepare students to achieve success in the classroom, the topics covered in intervention may not always coincide with the classroom curriculum. **If a student is struggling to meet academic expectations within a class, he or she should first reach out to the academic teacher for additional support, which is offered during the lunch/recess hour.** A student who has completed all assigned tasks, sought out additional support from the teacher, and is still not meeting their expectations of success is encouraged to reach out to the learning specialist to schedule a meeting to identify additional support needs.

#### 4.8 Progress Reports and Report Cards

Midway through each quarter, progress reports are sent home detailing a student's performance in each subject. In addition, progress reports will indicate areas the student should strengthen to improve performance before the end of the term. Progress reports also comment upon the student's conduct for the term to date. **Parent/Teacher conferences are scheduled within a few days of each progress report. Families are strongly encouraged to attend these conferences.**

Report cards are issued **four (4)** times during the school year after each grading period. Report cards for the final grading period will be mailed home after the school year **when and if no outstanding fees are owed to the school.** This includes activities fees, Chromebook damage, etc.

#### 4.9 Grades

Students will receive academic and conduct grades in each of their academic subjects. All subjects will have grade points assigned for computing grade point averages. Letter grades and their numerical and grade point equivalents are as follows:

Letter Grade	Numeric Grade	Grade Points
A	90-100	4.00
B+	85-89	3.50
B	80-84	3.00
C+	75-79	2.50
C	70-74	2.00
D+	65-69	1.50
D	60-64	1.00
F	59 or below	0.00
P (Pass)	60 or above	-

For fifth and sixth grade, Centers of Excellence courses are graded on a Pass/Fail scale. For all grades, Physical Education is graded on a Pass/Fail scale. Grades earned will reflect on the progress report and report card as a P or F. While these courses have a simpler grading system, it still impacts the overall GPA of a student and the student's eligibility for Academic Distinctions (see below).

#### **4.10 Honors Level Courses**

Academy Prep offers opportunities for qualified students to enroll in Honors-level courses: Pre-Algebra Honors (7<sup>th</sup> grade) and Algebra 1 Honors (8<sup>th</sup> grade), and English 7 Honors (7<sup>th</sup> grade) and English 8 Honors (8<sup>th</sup> grade). A grade earned in an Honors-level course will be weighted with five (5) percentage points earned up to a maximum 100%. For example, if a student earns an 84% (B) grade in Algebra 1 Honors, her grade in that course for that grading period would increase to an 89% (B+) grade.

#### **4.11 Academic Distinctions**

Each term, students are honored for above-average to exceptional academic performance. Academic honors will be awarded on three levels: Academy Prep Honors, High Academic Honors, and Academic Honors:

- ☆ **Academy Prep Honors** are awarded to students who achieve As in all required courses, including Physical Education.
- ☆ **High Academic Honors** are awarded to students who achieve an Academic GPA in all required courses of 3.51 to 3.99 with no grade in any required course less than a B, including Physical Education.
- ☆ **Academic Honors** are awarded to students who achieve an Academic GPA in all required courses of 3.00 to 3.50 with no grade in any required course less than a B, including Physical Education.

Distinctions are announced at the conclusion of each quarter to students during convocation as well as in Academy Prep's weekly family newsletter.

#### **4.12 Academic Probation and Academic Watch**

Students in seventh and eighth grade are eligible for Academic Probation. **Seventh and eighth grade students are required to maintain a minimum academic GPA of 2.00, with no "Fs" for every report card earned through the 8th grade. A seventh or eighth grade student who fails to achieve the above-described minimums after any report card will immediately be placed on Academic Probation, and failure to achieve a 2.00 academic GPA after any subsequent quarter will result in dismissal from APT.** The student support team will monitor the student's progress weekly, and they will work with the student and teachers to craft an improvement plan. Parents/guardians will be notified and a meeting will be held to discuss the improvement plan. **If at any point throughout a term, a student on Academic Probation has a failing grade in a class or if his/her GPA again falls below 2.00, the student will be required to attend Academic Support after school Monday-Thursday from 4:45pm-5:45pm until the student has raised the F to at least a C or until his/her GPA is again above 2.00. Families will be notified no later than Friday at 5:00pm to make arrangements beginning the following week.**

All students are eligible for Academic Watch. A student will be placed on **Academic Watch** if their grade point average is 2.00-2.50 for seventh and eighth grade or below 2.00 for fifth and sixth grade and/or they earn an F in any academic class in a grading period. Students on Academic Watch are subject to weekly reviews by the student support team **and may be required to remain for Academic Support, subject to the discretion of the Student Support Team. Families will be notified no later than Friday at 5:00pm to make arrangements beginning the following week.**

Continued enrollment at Academy Prep depends upon the student's overall academic and behavioral performance. Therefore, students who do not maintain at least a C (2.00) grade point average based on their final grades in their academic subjects, or who in the opinion of the head of school, assistant head of school, and faculty are not maintaining and demonstrating Academy Prep's Core Values, are not likely to be invited to attend Academy Prep for the following year.

A student may be removed from Academic Probation or Academic Watch at the discretion of the head of school (in consultation with the student support team).

#### **4.13 Faculty/Staff Communications**

Teachers and staff accept emails from parents. Appointments can be made through email, and questions can often be answered through email or by calling the school office (813-248-5600). Academy Prep email addresses are constructed using the first initial of the person's name and the last name followed by @academyprep.org. You can view a list of current faculty/staff members on page 26 of the school handbook.

## **V. Attendance**

### **5.1 Attendance**

School begins with convocation at 7:30am. Regular attendance is expected for students to perform well in their studies and keep up with classwork. It is the parents'/guardians' and students' responsibility to ensure that the student attends school every day.

If a student is absent, the parent/legal guardian must notify the school in advance or on the morning of that day. If the school is not notified of a student's absence by 8:30am, parents/guardians will be contacted by phone. An absent student remains responsible for all missed work and homework assignments (see *Homework* section).

**A student with six (6) or more unexcused absences during a grading period will receive a grade of "F" for all classes for that grading period.** If such a student has fewer than six (6) unexcused absences in the subsequent grading period, that student's actual grades will be restored for the period in question.

The following absences are considered excused: certified medical absences (including serious illnesses confirmed by the parent/guardian), funerals, participation in school-sponsored activities, and absences approved in advance by the head of school. Requests to excuse an absence must be made in writing to the head of school and either hand-delivered or emailed.

### **5.2 Tardiness**

A student who arrives at school after 7:30am is tardy and must report to the school office to sign in. Tardiness is a serious matter as it disrupts the school day of both the tardy student and classmates and teachers. It is the responsibility of the student and parents/guardians to ensure that the student arrives at school on time.

**A tardy student for the 6<sup>th</sup> time in a quarter will receive an automatic detention and will receive detentions for every subsequent tardy that quarter. A family conference will be called to discuss this matter with the head of school and the student support team.**

### **5.3 Early Sign-Outs**

Early sign-outs are disruptive to the learning process and our community partners and teachers since students are frequently off-campus for enrichment programs or across the street at Cuscaden Park for physical activities. Therefore, early sign-outs must be avoided as much as possible. All early sign-outs require a parent/guardian to notify the school office in advance. An early sign-out is excused only with prior approval from the head of school or assistant head of school or a doctor's

note received by 10:00am the following school day. **Any early sign-out without prior approval will be unexcused. Students with an unexcused early sign-out will serve a silent lunch the following school day.**

**Barring an actual family emergency, no early dismissal after 3:30pm Monday through Thursday or 2:30pm on Friday will be excused, and the student will serve a silent lunch the following school day.**

Students leaving early may only be signed out by an authorized adult appearing in the school office. Those unknown to the school office staff will be asked to prove their identity by showing a valid driver's license. If such an adult is not authorized, the student will not be released until the parent/guardian is contacted and gives verbal permission.

After being signed out early, students returning to school must report first to the main office and receive a pass before being admitted to class.

## **VI. Grooming, Hygiene, and Attire**

### **6.1 Dress Code**

The dress code is established to promote focus, discipline, and civility on our campus. Therefore, students are expected to arrive at school appropriately dressed and groomed and to remain so throughout the school day. This includes shirts being tucked in during indoor class times. School uniforms, including P.E. uniforms, may be purchased new at All Uniform Wear or (gently) used at Academy Prep. All regular uniform shirts must have the Academy Prep logo.

**Students who do not adhere to the dress code will incur a silent lunch for each infraction.** Academy Prep administration may use their discretion to determine whether the attire is appropriate.

### Everyday Wear for Girls and Boys

- ☆ Dark green polo shirt (long or short sleeve) for 5<sup>th</sup> – 7<sup>th</sup> graders; white polo shirt (long or short sleeve) for 8<sup>th</sup> graders. Shirts must be tucked in at all times while inside classroom buildings
  - Only white, navy blue, hunter green, or Academy Prep P.E. t-shirts are permitted to be worn as undershirts
- ☆ Plain black belt with no adornment or distracting accessories
- ☆ All black, closed-toe, rubber-soled shoes with a full heel (no crocs, boots allowed)
  - **Shoes must be all black, including the laces, soles, trim, logo, etc.**
- ☆ Solid white socks with no logos that are above the ankle but not above the calf
- ☆ Solid navy blue and black sweaters, sweatshirts, or jackets (no logos/designs/labels other than Academy Prep's) may be worn over the students' uniform shirts
  - Hooded jackets may be worn; however, hoods may only be worn outside and only when it is raining
  - All jackets should be fitted and not oversized
- ☆ No caps, hats, or bandanas at any time
- ☆ No sweatpants, capris, leggings, or joggers are allowed, except for P.E. only

### Girls

Appropriately fitting navy blue pants, shorts, skirts, or skorts are acceptable; however, shorts, skirts, and skorts must not reach shorter than the end of the middle finger while hands are relaxed at the side

### Boys

Appropriately fitting navy blue pants or shorts are acceptable; however, shorts must not be shorter than 2 inches above the knee cap or longer than the bottom of the knee cap

### Physical Education Uniforms

- ☆ Standard P.E. Academy Prep shirts and any t-shirts issued by Academy Prep (e.g., Spirit Shirt)
- ☆ Academy Prep P.E. shorts or plain black or navy blue sweatpants with no logos/designs/labels
- ☆ **For P.E. only:** Plain black compression pants may be worn underneath the appropriate P.E. bottoms
- ☆ **For P.E. only:** athletic shoes of any color are acceptable. Black shoes must be put back on at the end of P.E. and before the next class begins

### Jewelry

- ☆ Girls may have small ear studs or ½ inch hoop earrings in the lowest earlobe (1 earring per ear)
  - ☆ Small religious jewelry may be worn but must stay tucked inside the shirt at all times
  - ☆ No other jewelry, except analog watches, is visible outside of clothing; this includes necklaces, chains, rings, bracelets, and any other ring attached to the body
  - ☆ No smartwatches or other electronic devices
- Note: Academy Prep is not responsible for any missing/lost/stolen items. These are best left at home.*

### Hair and Hair Accessories

- ☆ Hair may not be colored or highlighted in any way
- ☆ No hair designs (including lines, symbols, letters, words, and mohawks)
- ☆ No eyebrow designs are permitted
- ☆ No facial hair is permitted
- ☆ Hair must be kept neat and clean and out of the eyes and cannot fall below the student's natural waistline
- ☆ Hair ties, barrettes, headbands, and small bows may be worn only if they are black, white, yellow, dark green, or navy blue. Beads may be any of the aforementioned colors in addition to clear or neutral wood
- ☆ No bandanas are permitted
- ☆ No cords, charms, clips, or other hair accessories are permitted

### Nails and Makeup

- ☆ No artificial nails or nail polish is permitted. Nails must be neat, natural, and manicured
- ☆ No makeup (eye shadow, blush, eyeliner, lipstick, etc.) of any kind is permitted

### Cold Weather Exceptions

When the temperature drops below 60 degrees Fahrenheit, students must still wear their school uniforms; however, these additional pieces may be also worn with the above dress code:

- ☆ Students may wear plain black leggings/tights under their bottoms
- ☆ Students may wear cold weather gloves and hats outside only
- ☆ Students may wear an additional coat/jacket of any color outside only



## VII. Conduct, Values, and Consequences

### 7.1 Core Values

Finding common threads is essential to the functioning of a community of people filled with diverse thoughts and life experiences. Academy Prep's mission is *"to inspire and empower students qualifying for need-based scholarships to become future community leaders through a rigorous middle school program coupled with ongoing graduate support."* A leader in the context of Academy Prep's community embodies a full range of actions that speak to the student experience. The Core Values are action words that speak to the daily educational experience, transcending middle school. Each member of the community is a leader; thus, each member of the APT community is expected to demonstrate and actively be:

**Loyal** - Loyal people devote themselves to building and maintaining connections within their community.

**Empathetic** - Empathetic people recognize the humanity in all of us and work to find common ground.

**Accountable** - Accountable people take ownership of and responsibility for their thoughts, words, and deeds. **Diligent** - Diligent people demonstrate academic and personal excellence through persistent effort.

**Engaged** - Engaged people actively participate in the process of growth and learning.

**Respectful** - Respectful people honor themselves and others through care, concern, and consideration.

While the Core Values embody expectations of behavior and decorum, they also serve to support the honor code that helps us have a community culture in which we all recognize the importance of being our best selves.

### 7.2 Honor Code

The Honor Code appears on all classroom work. In addition, during the first week of school in August, a campus-wide honor assembly is held to explain, recite, and pledge the Honor Code: **"As a LEADER, I pledge my personal and academic integrity. I will promote the same standard of excellence throughout our community, both in and out of school."**

Our faculty and staff have crafted an expectations matrix to define responsible, respectful, and safe behavior in all areas of campus life (see page 26).

### 7.3 Consequences

Students who engage in inappropriate behavior will be subject to disciplinary actions including loss of privileges, silent lunch/detention, out-of-school suspension, or expulsion. **Demerits** relate to dress code violations. Students who earn a demerit for a uniform infraction will serve a silent lunch that school day. (See *Grooming and Attire* section.)

☆ **Silent lunch/detention:** Students who display inappropriate behavior that disrupts the learning environment, or otherwise are not aligned with our schoolwide expectations, will serve a silent lunch/detention. During silent lunch, a student will sit separately and silently from other students and must remain inside for the duration of the lunch/recess period. During detention, students will follow the procedures for silent lunch and will additionally be assigned a reflection assignment related to the infraction.

☆ **Out-of-School Suspension (OSS):** Students who serve OSS will spend the assigned day(s) off-campus and away from school. They are expected to complete an assignment designated by the assistant head of school during their time away from school. They are also responsible for all work missed during OSS. All work, including the OSS written assignment, must be completed and turned in to the head of school or assistant head of school before the student can return to normal campus activities. **A parent must escort the student to the school office to submit the completed work for review and approval by a school administrator. Days served in OSS are considered unexcused absences.**

☆ **Expulsion:** Students who commit actions that put the safety and well-being of themselves and others in danger will be subject to expulsion. Expulsion is the most serious form of disciplinary action. The head of school exercises the decision to expel a student under academic failure or misconduct conditions which materially interfere with APT's orderly and efficient administration or harm the academic, physical, emotional, or moral well-being of APT students, staff, or visitors. The head of school will decide on school expulsions after consultation with the student support team and when warranted after the student and their family have been given proper notice of possible expulsion. Once expelled, a student may not return to be re-enrolled at APT.

#### **7.4 Academic Dishonesty**

Cheating on tests and other school assignments is a serious offense. **Handing in another student's work is a form of cheating, as is copying from another student's exam or school work and copying or paraphrasing from any books or the internet (including any artificial intelligence [AI] material) without specifically noting in writing that one has copied or paraphrased.**

Students caught cheating will receive a zero for that test/assignment, as well as the substantial likelihood of additional disciplinary measures at the discretion of the teacher and head of school. Second and subsequent offenses will result in failure of the course and more serious disciplinary action, including possible expulsion.

#### **7.5 Plagiarism**

As defined by Webster's Pocket Dictionary, plagiarism is the "misappropriation of the works or ideas of another." Purposefully taking the words or ideas of another person, or appropriating AI as their own work, without appropriate citation will be considered plagiarism. Students should never copy and paste directly from a website or printed material. If any idea unique to that website or print is copied, it will be considered plagiarism. Teachers will make every effort to ensure students fully understand what constitutes plagiarism. Students caught plagiarizing will receive a zero for that assignment. Second and subsequent offenses will result in failure of the course and more serious disciplinary action, including possible expulsion.

## **VIII. General School Policies**

### **8.1 Birthday Celebrations**

From time to time, parents may want to provide a birthday treat for their child. We ask that the following guidelines be followed:

- Celebrations only take place during the designated lunch period
- There should be enough treats for every member of the child's homeroom
- Upon arrival at school, students bring the treat items to the office for safekeeping
- With staff permission, the student will go to the office to retrieve their treats during lunch
- Suggested treats: cupcakes, cookies, individual bags of chips, drink boxes
- Treats to avoid: cakes that need to be cut, candy, ice cream, and anything with nuts/pistachios.

### **8.2 Books and School Supplies**

Textbooks, workbooks, and Chromebooks are supplied to the students. Students are responsible for covering and taking care of their books and taking care of Chromebooks provided to them. Lost or damaged books will be replaced at the student's expense, and students who damage Chromebooks will replace the damaged equipment at their expense.

Students must provide their school supplies, including pens, pencils, paper, notebooks, and binders. Teachers will not distribute these supplies to students. A school supplies list will be distributed to students and their families before the beginning of the school year.

### **8.3 Emergencies and Drills**

APT will consult the Hillsborough County Public Schools system to determine whether to cancel or delay school in the event of inclement weather or another general emergency. **Students and parents should look for electronic communication from APT via text or email.**

If an emergency forces APT to close early during the school day, APT will make every effort to contact every student's parent/guardian to arrange for transportation home. APT will attempt to send messages through cell phones of record and text/email blasts in such cases.

**Please be sure that your contact information is always correct and up to date with the school office.**

For the safety of our students, Academy Prep participates in various emergency drills/alarms (including fire, hurricane/tornado, and lockdown).

### **8.4 Health and Safety Protocols**

Students who exhibit symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea while at APT will be sent home. **Parents/guardians should provide at least two emergency/pickup contacts.**

Please do NOT send your child to school if he/she has or has had:

- A fever more than 99.5 degrees within the last 24 hours (must be fever free without fever-reducing medication)
- Vomiting or diarrhea within the last 24 hours
- Continuous coughing not relieved with cough medicine

As students can contract colds and/or the flu during the school year, we would greatly appreciate your assistance in preventing the spread of illnesses. Here are some tips to help prevent the spread of illness at home or school:

- Plenty of rest and nutritious foods.
- Do not eat or drink from the same utensil or container as someone else.
- Keep hydrated by drinking plenty of water.
- When coughing or sneezing, cover the nose and mouth by coughing or sneezing into a tissue or bent elbow.
- Practice frequent hand washing with soap and water, or with hand sanitizer.

In order to prevent the spread of illness at home or at school, parents may choose to send their children to APT with a disposable medical or fabric mask. Masks, which are not considered a part of the APT uniform, must not obstruct the student's vision, be well-fitted, and be worn properly while at APT. Masks must be solid-colored and not contain any logos, patterns, or decorations.

### **8.5 Medical Treatments**

In the event of an emergency, APT faculty and staff will use their best judgment to provide emergency first-aid treatment. Parents/guardians will be notified in a timely manner. In the event that a parent cannot be reached, and a student needs immediate medical attention, the head of school and staff will use their best judgment to seek medical attention for the student (e.g., through the personal physician designated by the parent/guardian or a nearby hospital emergency facility). Staff will continue to attempt to reach the parent/guardian.

#### *Administration of Medication (including inhalers and EpiPens)*

When possible, all medications should be administered at home. If medication must be given at school, the following procedures must be followed:

1. A *Dispersion of Medication Form* has to be signed by a licensed physician and parents/guardians if prescribed medication is needed at school (i.e., inhalers,

- EpiPens, others). The document has to be requested at school and has to be updated each year.
2. Medication must be sent to school by a responsible adult.
  3. Medication must be in the prescription container with the date, dosage, name of the drug, and the student's and physician's names marked. In addition, medication must remain in the container in which it was initially dispensed.
  4. **Parents must arrange for a separate supply of medication for school.** Medication will not be transported between home and school on a daily or weekly basis.
  5. When medications are added or changed in any way, a new authorization form will be required. (See also #6 below.)
  6. When medication dosages or times are changed, both steps must be followed:
    - a. A written note from the parent requesting the change must be sent to the school.
    - b. A new physician's order indicating the change must be sent to the school.
  7. Medication will be stored in a locked cabinet at the school at all times.
  8. Medication can be administered by first-aid trained staff.
  9. Medication either discontinued or not taken home at the end of the school year will be discarded.

If a student needs to be given an over-the-counter pain reliever or other medication, the parent/guardian will be contacted by phone by an office staff member before such a dispensation unless a written authorization to administer such medications is given in advance.

Note: Students are **NOT** allowed to carry their own medication unless a doctor's note is provided. See or contact the wellness and federal meals coordinator for more information.

Vision and scoliosis screenings are performed at APT every year. Both screenings are voluntary. **If you do not want your child to participate, you need to let the school know in writing beforehand.** If we don't receive a written notification, the scoliosis screening will be performed on your sixth grade child and if there are any findings, you will be notified and follow up will be provided. Vision screenings are performed by a partner company and glasses (if needed) are provided on campus the same day of the screening unless your child needs a special prescription. A copy of the vision screening results is sent home with your child within the next three days. Your child can have broken glasses replaced once a year. You will need to contact the wellness and federal meals coordinator to request the replacement.

### **8.6 Lockers and Personal Effects**

While a locked locker helps protect against theft and accidental loss, it is not fail-proof. Students are responsible for their personal belongings. **Items of value, whether sentimental or monetary, are best kept at home.** All such non-school items should be turned in at the school office and retrieved after the student is dismissed (see the *Arrival* section). Students are assigned a locker and provided a lock at the start of the school year. Students are to commit their lock combinations to memory.

**Combinations must never be shared with other students.** All books and supplies are to be kept in a student's locked locker when not in use. Supplies left outside a locker or in an unlocked locker are at risk for theft and may be confiscated by school staff. Lost combination locks will be replaced by the school at the student's expense (\$10.00)

### **8.7 Lost and Found**

Items that are found on campus will be sent to *Lost and Found* in the main office. It is the responsibility of students to check *Lost and Found* for their lost belongings. After a reasonable amount of time, abandoned items will be donated to charity or discarded.

## 8.8 Student Meals

APT's food service program provides breakfast, lunch, and snacks to all students, free of charge. Great effort is made to offer school meals that are attractive to students by appealing to their taste and cultural preferences while adhering to strict USDA nutritional requirements.

Reasonable meal modifications are provided to students with special dietary disabilities, food allergies, and food intolerances. **Any modification and food substitutions must be related to the disability or limitations caused by food allergies or food intolerances. A student's food preferences are not covered under this accommodation.**

The USDA's *Medical Statement to Request Special Meals and Accommodations* form must be completed by a state-licensed physician confirming a student's disability/food allergy and food intolerance, listing what foods must be omitted and what foods must be substituted. Parents may contact LisaMarie Berrios at LBerrios@academyprep.org or 813-248-5600 x1103 for more information and to receive a copy of the form.

Federal regulations for school nutrition programs allow but do not require APT to provide meal modifications for students whose special dietary needs do not constitute a disability, including those related to a family's religious or moral convictions. These circumstances are addressed on a case-by-case basis.

After consultation between parents and the head of school, it could be determined that it would be in the student's best interest for the family to provide some or all of the student's daily meals. In such cases, whether on an experimental or continuing basis, all meals provided by the family *must consistently meet the nutrition standards* of the latest Dietary Guidelines for Americans, which can be found at <https://www.fns.usda.gov/cnpp/center-nutrition-policy-and-promotion>.

**APT reserves the right to refuse any parts of family-provided meals that do not meet the latest nutrition standards and discontinue such an exception should the standards be regularly unmet.** Any item not in compliance with the NSLP requirements will be kept in your child's lunch box and returned home at dismissal. APT reserves the right to review your child's lunch box to confirm that nutritional standards are met.

The only food your child will be allowed to bring will be the lunch in a lunch box style container with a cold pack and their name on it. This container must be brought to the main office each morning before the school day and can be retrieved during the student's lunch period. Food brought to school must be able to be refrigerated. A microwave/warmer is NOT available. At no time may the child share their food with other students. If the child chooses to share food, a verbal warning will be given and an email will be sent home notifying parent/guardian. If this behavior continues, the meals opt-out agreement will be voided.

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, APT is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.*

*Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.*

*To file a program discrimination complaint, a complainant should complete Form AD-3027, USDA*

*Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:*

1. *mail:*  
*U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or*
2. *fax:*  
*(833) 256-1665 or (202) 690-7442; or*
3. *email:*  
*Program.Intake@usda.gov*

APT is an equal opportunity provider.

### **8.9 Visitors/Volunteers**

In support of general school order and safety, parents or guardians and all other visitors must report first to the main office for a visitor's pass before approaching any other campus location. A visitor's pass will only be issued after presenting a valid photo ID (e.g., a driver's license).

All volunteers will be subject to a VECHS criminal background check. A VECHS Waiver Agreement and Statement must be signed by the volunteer prior to the VECHS background check being run. A background check may be made on the visitor including, but not limited to, criminal history, driving record, employment, military, education, and general public records which will provide information concerning these areas as well as character and general reputation.

## **IX. Technology Responsible Use Agreement**

The goal is to improve student achievement by personalizing learning and increasing students' ownership of their learning. All APT students will be issued a Chromebook for their use during the school year. This Technology Responsible Use Section outlines an agreement between APT, parents, and students for the care and instructional use of the Chromebook.

Students must use APT's technology for school purposes responsibly, ethically, and legally. This includes instances when students may access this technology outside of school. If students have doubts about whether a resource has educational merit, they should ask their teacher or the AP IT department: [techsupport@academyprep.org](mailto:techsupport@academyprep.org).

### **9.1 Scope of Technology Policies**

Policies, guidelines, and rules refer to all technology devices including, but not limited to: computers, SMART boards, handhelds, Chromebooks, iPads, PDAs, MP3 players, printers, portable memory storage devices, digital cameras, and technology infrastructure owned or leased by APT. The policies also apply to any online service provided directly or indirectly by APT, including, but not limited to: Email, Calendar, Docs, Apps, all applications provided by Google Workspace for Education, and FACTS (Academy Prep online grading system). These usage policies also extend to when these programs are used off campus.

## 9.2 Chromebook Program Summary

APT issues each student a Chromebook, case, and charger that they will maintain for the duration of the school year. Unless otherwise informed, students will be required to transport their Chromebooks to and from home and must be prepared to comply with the policies outlined in this handbook.

If the Chromebook is lost, stolen, or damaged, **it will be your responsibility to cover the cost of repair or replacement**; therefore, you must familiarize yourself with the following fee schedule.

<b>Incident</b>	<b>Fee</b>
Lost/damaged charger	\$20
Lost/damaged case	\$35
Tier 1 damage: 1st incident of physical Chromebook damage (any subsequent repairs fall under tier 2)	Flat fee \$50
Tier 2 damage: 2nd incident of physical damage, or any <i>deliberate</i> Chromebook damage, repeat negligence, loss, or theft	Full cost of repair or replacement (estimated at time of collection)

Once the student has read and fully understands the policies and fees described in this handbook, the student will be required to sign an acknowledgment page that will be distributed either electronically or by hard copy in advance of the student receiving their Chromebook.

All AP students are issued accounts for the online systems they will be required to use. This includes a Google Workspace account for email, file storage, and productivity apps, as well as a FACT SIS (RenWeb) account where they can check their grades.

In addition to these core systems, teachers may utilize online resources to create digital assignments and assign skill-building activities. The IT department works with our teachers to vet online resources when possible, but there may be services that track or otherwise collect data on students' online activity. If you have any questions about a website or program we are using in class, please reach out to [techsupport@academyprep.org](mailto:techsupport@academyprep.org).

**Chromebooks are to be used for school-related or educational activities only.** Parents, please familiarize yourself with the acceptable use policies, and monitor your child's use of this technology at home. Academy Prep uses Securly to manage student Chromebooks, and we have enabled Securly Home to help you regulate your child's Chromebook use. To learn more about Securly Home and the Chromebook management tools available to you, please contact the IT department: [techsupport@academyprep.org](mailto:techsupport@academyprep.org)

If you have any issues or questions about your student's Chromebook, please contact the Academy Prep IT Team by emailing [techsupport@academyprep.org](mailto:techsupport@academyprep.org).

## 9.3 Chromebook Distribution

Chromebooks will be labeled with an Academy Prep asset tag. The carrying case will be labeled with a student's name tag and graduation year. ***Labels may not be removed from the Chromebook.***

Chromebooks, chargers, and accessories must be returned during designated times that APT is not

in session, such as Christmas break, as well as turned in during the final week of school. The tech department will inspect the Chromebooks for damage, and any local data will be erased.

Equipment must be returned immediately when a student withdraws from APT for any reason. Failure to return a Chromebook or school-issued accessories will result in a charge being applied to your account for the full replacement cost of the device. Please note that any balance remaining on the account, including Activity Fees, must be paid in full before the school will release the student's academic records to their new school.

#### 9.4 Student Expectations

Students are required to take home and bring their Chromebooks back to school each day. Students are to ensure their batteries are fully charged overnight. Computers should be plugged in each night to assure a full charge the following day.

If a student leaves his/her assigned device at home or forgets to charge his/her device, it is the student's responsibility to notify his/her teachers at the **start** of the school day. A very limited number of loaner devices **may** be available. There is **no** guarantee that a loaner device will be available. Students are responsible for completing all coursework whether or not the Chromebook is present unless they make other arrangements with the teacher. Repeat offenders may lose the privilege to receive a loaner. Use of loaner devices will be subject to all guidelines and policies. **A student may only have use of a loaner twice per grading period.**

Students are expected to treat their laptops with care and respect at all times. Failure to adhere to the following precautions may result in disciplinary action, damage fees, and/or the loss of Chromebook privileges. Please follow these guidelines to prevent damage:

- Students are required to keep their Chromebook in their protective case **at all times**. When not in use, the case should be closed and zipped up.
- The Chromebook can be cleaned with a soft, lint-free cloth. **Do not** apply liquids to the Chromebook. Avoid getting moisture in the openings. **Do not** use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- The Chromebook and power cord should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop, power cord or carrying case is **not allowed**. Students who deface their Chromebook will be required to thoroughly clean the device or pay for a replacement.
- Take care at all times that the Chromebook does not fall or drop. Never throw, slide, or swing the Chromebook by the strap.
- **Never** carry the Chromebook by the screen, always open the screen from the center, rather than the corners. Opening from the corners may cause stress on the screen that can result in damage to the display hinges or the display itself. Never slam it shut, and always open it gently to ensure that damage is avoided.
- Always close and zip up the case when carrying the Chromebook.
- Protect the Chromebook from extreme heat or cold, direct sunlight, weather, water, or other liquid, drawings, food, and pets. **Never** leave it in the car, even if the car is locked. **Never** eat or drink (including water) while using the Chromebook, or use the Chromebook near others who are eating or drinking.
- **No object** should ever be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
- Do not use the Chromebook on a bed or soft surface that could interfere with the cooling system.
- Do not use any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.



- The Chromebook contains all necessary hardware and software. **Modifications are prohibited.**

Any issues, including physical damage, must be reported to the IT department **immediately**. Do not attempt to repair the device yourself and do not take it to a repair shop. Return it to the IT department so we can issue a loaner device and schedule a repair.

All Chromebooks are labeled with an Academy Prep asset tag. This inventory tag may not be removed for any reason. Take every possible precaution to prevent loss or theft. Store the Chromebook in a secure place and only use it in your home or school. If a theft has occurred, families are responsible for filing a police report and providing documentation to the IT department.

### 9.5 Appropriate Use

Parents are expected to monitor their child’s technology use at home. We apply “always-on” content filtering to restrict access to adult content, such as pornography, gambling, drug, or gun violence-related sites, but no filtering system is perfect. We encourage you to use Securly Home (see above) or contact APT administration if you have concerns about your child’s Chromebook use.

We also implement an automated email and document scanning software that warns our school counselors whenever there is any mention of potentially dangerous or harmful activity. References to bullying, harassment, drug use, self-harm, or violence in emails and docs will be flagged and sent to school counselors. Students should have no expectation of privacy when using their school-issued Chromebook.

The following activities are prohibited and may result in disciplinary action, including the loss of Chromebook privileges or for more severe measures, including expulsion and criminal prosecution:

- Any illegal activity
- Academic dishonesty (cheating, plagiarism, etc.)
- Violations of security or privacy (stealing passwords, accessing documents without permission, or monitoring another person's private communications)
- Viewing, downloading, or transmitting inappropriate, pornographic, obscene or indecent materials
- Harassment, hazing, bullying, or any other uses that contribute to the violation of the student conduct code
- Recreational / non-educational use of electronic communication (social media, email, and messaging services, etc.)
- Use of the system for personal business (online commerce, banking, etc.)
- Unauthorized system modifications
- Damage (intentional physical damage, as well as erasure, corruption, or modification of school-owned software and files)
- Attempts to bypass AP network security and filtering (use of proxy servers, VPN apps, network analyzers, etc.)

This is not an exhaustive list of prohibited activities, and the IT department may restrict other activities as necessary.

All communications and information transmitted by, received from, stored within, or that passes through Academy Prep devices and systems may be archived, deleted, monitored, and reviewed for content and appropriate usage at any time. **Because these files remain the property of APT, there**

**should be no expectation of privacy regarding such materials.** APT will investigate any suspected inappropriate uses of its resources or systems. Internet history, as well as Google Drive, and local hard disk contents, may be inspected if a breach of security, harassment, or other violations are suspected to have occurred.

Students are allowed to access only those files that belong to them or which they are certain they have permission to use. Files stored within the school computer systems (e.g., Google Drive) should be limited to those relating to formal school courses or activities. Email (or any other computer communication) should be used only for educational purposes. Social media and other recreational messaging services are prohibited.

**APT also reserves the right to issue serious consequences to any student, up to and including expulsion and criminal prosecution, for creating and/or sharing information and/or images on the internet that are offensive, malicious, harassing, and/or illegal - regardless of whether such creating and/or sharing of information and/or images is directly linked to that student's enrollment at APT or to a device issued by APT.**

## **X. Family and Parental Participation**

APT firmly believes that family and parental involvement in the school is vital to the well-being of our students and school community. Therefore, APT expects parents, guardians, and family members to participate actively in all areas of school life.

### **10.1 Family Engagement Hours**

From the start of the summer session through the end of school in May, in addition to attendance at parent-teacher conferences, parents and guardians are required to provide the following hours of engagement to APT:

5 <sup>th</sup> Grade Families	40 hours of engagement	Due by May 16, 2025
6 <sup>th</sup> Grade Families	40 hours of engagement	Due by May 16, 2025
7 <sup>th</sup> Grade Families	40 hours of engagement	Due by May 16, 2025
8 <sup>th</sup> Grade Families	30 hours of engagement	Due by May 16, 2025

Failure to complete the required hours in full by the deadline will result in **the assessment of a fee of \$3.00 per unserved hour. Until the balance is paid in full, report cards will not be released to families and/or requesting schools/agencies; in addition, the parent/guardian's access to FACTS SIS (RenWeb) account will be suspended.**

Engagement hours may be obtained in multiple and varied ways, such as chaperoning field trips, baking goods for a school function, decorating for an event, backstage help, painting backdrops for showcase productions, helping other students with rides to/from school, lunch supervision, carpooling, participation in Parent Council, and participation in parent workshops. Other adult family members and friends may represent the parents/guardians for engagement hours.

Arrangements for these engagement hours are made privately between each family and the main office, and the hours are monitored by the main office. Please read the newsletters and email blasts for engagement opportunities throughout the year. **To receive credit for your engagement hours, please make sure that you communicate with either Tynese Randolph/Judie Rose.**

## 10.2 Parent Council

The Parent Council exists to focus on parents' interaction and support for our school community and to share the parents' perspective on school events and issues. The Parent Council will help to coordinate various school events, including the Hispanic Heritage Month celebration, Winter Showcase/Festival, Black History Month celebration, 8th-grade dance, Spring Showcase, Teacher Appreciation Week, and the Juneteenth celebration.

All parents/guardians are invited to participate in the Parent Council. Parent Council will meet on campus on days to be agreed upon by the Parent Council and APT's liaison to the Council.

## 10.3 School Newsletter and Other Correspondence

The APT newsletter is emailed every Thursday morning to all families and their relatives who request it. Parents/guardians are expected to read the newsletter each Thursday and to look for other correspondence and classwork that will routinely be going home. Email and Text Blasts Emails and text messages are used to send important and timely communication as needs and situations arise. Therefore, families should provide the school office with their most current contact information.

## 10.4 FACTS Student/Family Login

At the beginning of each school year, students and parents will receive information through the school newsletter on how they may log in to their FACTS SIS (RenWeb) student accounts. A login portal is provided on the Academy Prep school website at [www.tampa.academyprep.org](http://www.tampa.academyprep.org)

## 10.5 Activities Fees

Academy Prep requires a \$200 annual Activities Fee from each student for the June through May period each school year. A second child requires an additional \$100 fee, while a third child requires a \$50 fee. Fees are due by the end of each month, starting in August. This fee defrays a very small portion of the significant expenses of each student's various enrichment and field trip activities, including the spring trip for the 8th grade. Note that additional fees may be charged to your account. These can include late pick-up fees. It is our policy that all fees be paid when invoiced regularly.

Families may prepay activities fees at any time. See the recommended payment deadline calendar below. **Failure to pay the balance in full will result in the student(s) not being able to attend APT including the spring trip for 8th graders as well as classes and final exams for all students until the applicable balance is paid in full and will result in report cards not being released to families and/or requesting schools/agencies, as well as parent/guardian access to FACTS SIS (RenWeb) being suspended.**

**Activities fees for eighth-grade students must be paid in full by no later than April 1, 2025. This includes the May activities fee. Activities fees for 5th through 7th grade students must be paid in full by no later than May 1, 2025.**

*Recommended School Year 2024-2025 Payment Calendar*

<b>Deadlines</b>	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>
End of August	\$20	\$30	\$35
End of September	\$20	\$30	\$35
End of October	\$20	\$30	\$35
End of November	\$20	\$30	\$35
End of December	\$20	\$30	\$35
End of January	\$20	\$30	\$35

End of February	\$20	\$30	\$35
End of March	\$20	\$30	\$35
End of April	\$20	\$30	\$35
Thursday, May 1, 2025	\$20	\$30	\$35
<b>Total Paid by May 1, 2025</b>	<b>\$200</b>	<b>\$300</b>	<b>\$350</b>

## **XI. Scholarships**

### **11.1 Application**

Florida’s tax-credit and voucher scholarship program provides substantial scholarships from Florida corporations and state education appropriations to Academy Prep students in support of the education of our students who qualify for an income-based scholarship. Every Academy Prep family must submit an online scholarship application to SUFS ([www.stepupforstudents.org](http://www.stepupforstudents.org)) each year. The application and timely submission of any income/expense documents required by the scholarship organization are the responsibility of each family. **Each family must present a scholarship award letter to APT before the first day of school.**

### **11.2 Approval of Scholarship Payments**

Step Up For Students sends an email to parents requesting approval of their child's Florida Tax Credit (FTC) or Family Empowerment Scholarship (FES) distribution payment. **Parents need to monitor their emails, and when the request is received they should approve it without hesitation.** Scholarship funds will not be received by APT unless the parent approves their scholarship distribution payment by email.

### **11.3 Renewal of Scholarships**

Families must renew the scholarship as soon as the renewal window opens. It is vitally important that scholarship renewals be completed as soon as possible, as demand for these scholarships has increased dramatically. **Failure to renew a student’s scholarship will seriously jeopardize a student’s continued enrollment at Academy Prep.**

## XII. APT Faculty/Staff Contact Information

<b>Administration / Admin Support</b>		
LisaMarie Berrios	Wellness and Federal Meals Coordinator	LBerrios@academyprep.org
Samantha Denis	Graduate Support Manager	SDenis@academyprep.org
Jenna Dufficy	Assistant Head of School	JDufficy@academyprep.org
Rich Grandy	Director of Graduate Support	RGrandy@academyprep.org
John Lacy	Education Technology Coordinator	JLacy@academyprep.org
Cookie Lee	Community Liaison, Admissions Specialist	CLee@academyprep.org
Lauren Malone	Director of Student Support	LMalone@academyprep.org
Sharice Morgan	Guidance Counselor	SMorgan@academyprep.org
Hillary Ramnarine	Learning Specialist	HRamnarine@academyprep.org
Tynese Randolph	Administrative Assistant	TRandolph@academyprep.org
Judie Rose	Administrative Assistant	JRose@academyprep.org
Luly Socias	Admissions, Community Relations Coordinator	LSocias@academyprep.org
Lincoln Tamayo	Head of School	LTamayo@academyprep.org
<b>Faculty</b>		
Keith Allen	Music	KAllen@academyprep.org
Cage Coleman	5-6 Science	CColeman@academyprep.org
Francisco Diaz-Cotto	7-8 Spanish	FDiazcotto@academyprep.org
Kathy Goldberg	7-8 Math	KGoldberg@academyprep.org
Doug Henton	7-8 English	DHenton@academyprep.org
Deja Houston	5-6 English	DHouston@academyprep.org
Keith Johnston	Art	KJohnston@academyprep.org
Ralph Moore	7-8 Science	RMoore@academyprep.org
Imani Ridley	5-6 History	IRidley@academyprep.org
Phil Robbins	7-8 History	PRobbins@academyprep.org
Rochelle Robinson	5-6 Math	RRobinson@academyprep.org
Michael Young	Chess	MYoung@academyprep.org



### XIII. Academy Prep Center of Tampa School Expectations Matrix

	Classrooms	Hallways	Restrooms	Admin Building	Arrival and Departure	Line Up	Lunch and Recess	Off-Campus/ Field trips
Be Respectful	<p>Raise your hand before speaking.</p> <p>Use kind words and indoor voices.</p> <p>Actively listen by tracking the speaker.</p> <p>Allow mistakes to happen judgment free.</p> <p>Be open to opposing points of view, honoring and valuing each person's thoughts and feelings.</p> <p>Use classroom materials only with the teacher's permission and return them to the proper place when finished.</p>	<p>Walk quietly through the hallway with a library voice.</p> <p>Respect personal boundaries of others in crowded spaces.</p> <p>Respect all hallway displays by avoiding accidental or intentional damage.</p>	<p>Use the restroom in a timely manner; be mindful of the time you are outside of class.</p> <p>Leave a clean space and place all trash in the trash can.</p> <p>Report any issues (e.g., empty rolls, littering, clogs) immediately to an adult.</p> <p>Respect the privacy of others.</p>	<p>Move with silent voices through the building.</p> <p>Move up and down the stairs with care, not skipping steps.</p> <p>Use gentle steps to move through the building.</p> <p>Speak with a polite tone to the adults in the office.</p> <p>Wait patiently in one place for an adult to acknowledge you without interrupting.</p>	<p>Greet people on campus upon arrival.</p> <p>When the convocation line up has started, move with urgency to be on time.</p>	<p>When arriving at line up on the brick courtyard, be silent.</p> <p>Face forward towards the stairs in height order.</p> <p>Stand properly, remaining in place without making unnecessary movements.</p> <p>Keep arms at your sides and hands out of pockets.</p> <p>Remove your jacket when outside or going to convocation. Navy blue jackets may be worn inside classrooms.</p>	<p>Maintain a reasonable volume when speaking with others.</p> <p>Including others.</p> <p>Say please and thank you to the staff serving your meals.</p> <p>Use appropriate and positive language.</p> <p>Use good manners.</p> <p>When dismissed, pick up all trash and deposit it in the large trash cans.</p> <p>Notify an adult if the trash cans are full.</p>	<p>Follow established procedures to represent Academy Prep as a leader.</p> <p>Use appropriate and positive language.</p> <p>Use good manners.</p> <p>Say please and thank you to the staff and volunteers.</p>
Be Responsible	<p>Arrive prepared with all materials to class.</p> <p>Follow all staff directions the first time given.</p> <p>Give your best effort.</p> <p>Be mindful of your classmates and your surroundings.</p> <p>Take all personal belongings with you when you leave.</p> <p>Attain a pass from an adult before leaving the classroom.</p>	<p>Move directly from one place to the next.</p> <p>Clean up after yourself if you make a mess using the water fountain.</p> <p>Report problems immediately to a staff member.</p>	<p>Attain a pass from an adult before going to the restroom.</p> <p>Move directly to and from your space to the restroom without taking detours.</p> <p>Use the appropriate facilities based on your current learning space.</p> <p>Report graffiti, damage, or disturbances immediately to a staff member.</p> <p>Flush the toilet and clean up after yourself.</p>	<p>Check-in with the front office staff before visiting the restroom, nurse, or other offices.</p> <p>Show your hall pass to adults.</p>	<p>After drop-off, enter directly through the gate, turn in cell phones, headphones, and smart devices, and place your belongings in the appropriate place.</p> <p>Follow established procedures for walking or riding.</p>	<p>Check that your uniform is in order (e.g., shoes tied, shirt tucked in, two buttons up on your polo) once you're lined up.</p>	<p>Follow all staff directions the first time given.</p> <p>Clean up after yourself.</p> <p>Leave unwanted food items at the share table.</p> <p>Return all equipment to the appropriate container.</p> <p>Carry all personal items before you leave the field/court.</p> <p>Prioritize using the restroom and refilling water during lunch/recess.</p>	<p>Follow all staff directions the first time given.</p> <p>Be mindful of your classmates and your surroundings.</p> <p>Pick up after yourself.</p> <p>No food or drinks in the vans.</p>
Be Safe	<p>Sit properly in your chair.</p> <p>Respect personal boundaries by keeping your hands, feet, and objects to yourself.</p> <p>Wait for an adult to be present before you enter a classroom.</p> <p>Keep the blackout curtains up unless you are changing for PE.</p>	<p>When with your class, walk in single file between classes.</p> <p>Walk at a safe pace at all times.</p> <p>Leave entrances and exits clear.</p> <p>Keep hands, feet, and objects to yourself.</p>	<p>Wash hands with warm water and soap after using the facilities.</p>	<p>Use the correct door to move in/out of the building.</p> <p>Stay to the right side of the stairs to maintain a walking path for both directions.</p>	<p>At dismissal, remain in your assigned area and respect the personal boundaries of others.</p> <p>Cross only at the crosswalk.</p> <p>Stay on the sidewalk.</p> <p>Go directly home.</p> <p>Keep hands, feet, and objects to yourself.</p>	<p>Line up in height order every time.</p>	<p>During lunch, remain seated in your assigned area until you are dismissed.</p> <p>During recess, respect personal boundaries.</p> <p>Keep the court free of personal items.</p> <p>Be attentive to your surroundings.</p>	<p>Wear your seatbelt while traveling in the vans.</p> <p>Use a quiet voice to avoid distracting the driver.</p> <p>Keep all hands, feet, and objects to yourself.</p>

