



**Allison Academy**

INDEPENDENT DAY SCHOOL GRADES 6 THROUGH 12

# STUDENT AND PARENT HANDBOOK





# Allison Academy

INDEPENDENT DAY SCHOOL GRADES 6 THROUGH 12

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# ABOUT ALLISON ACADEMY

## HISTORY

Allison Academy, evolved from a tutoring center called Reading, Math, and Learning to an accredited private secondary school in North Miami Beach. This transition was in response to a demand for a nurturing school environment.

Allison Academy accepted its first students in 1983 and was organized to provide a highly specialized program for each individual student. Over the years, the enrollment had grown, and in 1994 a decision to enlarge the school was made. Today, Allison Academy, named by its first students, is a private, accredited, non-sectarian secondary school, grades 6-12, located in North Miami Beach, Florida.

## EDUCATIONAL PHILOSOPHY

The philosophy of Allison Academy is to provide a learning environment and educational program of high quality to enhance the development of each individual student's social, emotional, intellectual, and academic growth. By providing a positive, democratic environment, the student will develop into a productive, self-confident responsible citizen who recognizes the current social and environmental problems and understands the individual's responsibilities and value to society.

Allison Academy is also committed to provide each student with opportunities to develop a positive self-concept through a success-oriented learning environment. The self-esteem of each individual is vital to the development of a stable well-rounded person who can cope with life's challenges with confidence and good judgment; therefore, Allison Academy is committed to maintaining an atmosphere that builds self-esteem through success, and whenever possible and practical will implement steps to achieve the best outcomes for all students.

Allison Academy practices a non-discriminatory policy and does not discriminate based on disability, race, color, creed, ethnicity, national origin, or sexual orientation/identity.

We admit students who possess the motivation, ability, and character which will enable them to succeed in our school environment.

## MISSION STATEMENT

Allison Academy is a private middle and high school that provides a quality educational program with an emphasis on meeting individual student needs through small class sizes and a nurturing environment. It is a school where each student's self-esteem is valued and developed. Allison Academy works in partnership with each student's parents to develop a life-long love for learning, a healthy self-image, and a positive attitude that will allow each student to grow academically, emotionally, socially, and intellectually. Allison Academy is committed to providing access and diversity, as it reflects the multicultural, ethnic, and economic backgrounds found within our community, the same community we support and give back to through our community service projects.

# Goals

## EDUCATIONAL GOALS:

Ensure a program that involves success-oriented learning experiences.

Provide an environment that encourages critical thinking, problem solving, investigation, and decision-making.

Establish an atmosphere based on respect for self and others where cultural differences are respected.

Utilize a variety of instructional strategies and technology for active learning.

Demonstrate high expectations for all students.

## INDIVIDUAL GOALS:

To develop respect for intellectual values.

To provide opportunities for the development of independent, creative, and critical thinking skills.

To foster the development of dreams and self-confidence.

To develop a personal and social awareness.

To maximize intellectual, personal, and social development.

To become a contributing citizen through awareness and acknowledgement of the value of each individual.

To make a commitment to use educational opportunities for individual development.

# Accreditations

**AISF** – Association of Independent Schools of Florida

**NCA/CASI** – NWAC – SACS/CASI NCA Commission on Accreditation and School Improvement, the Northwest Accreditation Commission, and the SACS Commission on Accreditation and School Improvement

**MSA** – Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools

**NCPSA** – National Council for Private School Accreditation

**AI** – Accreditation International



## STUDENT PLACEMENT

Before beginning at Allison Academy students are evaluated in the areas of comprehension, vocabulary, spelling, language mechanics and mathematical computations and applications using the Woodcock-Johnson Tests of Cognitive Abilities. The results of these tests are utilized for class placement. Special attention is given to student placement to ensure that high school students are receiving the necessary credits to meet the state requirements for a diploma. Students' needs, which include both strengths and weaknesses, are reinforced through small class sizes and the use of coursework implemented by our highly qualified Allison Academy staff. This includes honors and advanced placement classes, also.

## TEACHERS

At Allison Academy the teachers are highly specialized and dedicated professionals who demonstrate an understanding of individual differences and possess the expertise to teach in a program that emphasizes the development of each individual's potential, and to provide all students with a 21st century education.

The teachers are experienced and able to apply a unique approach with each student. Thanks to the top-quality education that they have received and relevant years of experience in education, they are able to inspire our students and to prepare them for the educational challenges that lie ahead.

## PARENT-SCHOOL COOPERATION

Allison Academy strongly believes in regular communication between parents, teachers, and administration. Parent involvement is an integral part of the total education process, and parent support is highly valued.

Parent-teacher conferences will be held two times a year, at the end of the first grading period and at the end of the third grading period. Conferences can also be held at the request of either the parents or the school if issues of concern arise. Telephone communication is maintained on a routine basis to check on absences, illnesses, and simply to keep in touch with parents. Email communications can be sent to: **office@allisonacademy.com**, or to **tjovanovic@allisonacademy.com**.

Any teacher may be emailed by using their first initial and last name @allisonacademy.com. It is in the best interest of our students that we maintain continuous, open communication with one another. We welcome parent visits, conferences, and phone calls.

Parents may also access their student's information, school calendar, activities, and announcements by logging on to **www.allisonacademy.com**, and clicking the SchoolSpeak logo (a conversation bubble) located at the top left side of the Allison Academy web page, then entering their login name and password.

**In event of an emergency, the school will notify each parent simultaneously by cell phone, from our school emergency notification system, ParentREACH.** This notification system will also be used to notify parents of special events and activities.





# CURRICULUM

## PROGRAM

The program of courses provided at Allison Academy is delivered through a digital initiative using programs that blend a digital learning environment with a traditional school program to create a hybrid classroom using state adopted textbooks and materials to meet the State's objectives for obtaining a high school diploma and/or preparing students for higher education in a college, university, or specialized technical program.

### Middle School Schedule:

Time	Class
8:35-8:50	Registration
8:50-9:35	1st Period
9:38-10:20	2nd Period
10:23-11:10	3rd Period
11:10-11:40	1st Lunch
11:40-12:40	4th Period
12:45-1:30	5th Period
1:33-2:15	6th Period
2:18-2:50	7th Period

### High School Schedule:

Time	Class
8:50-9:35	1st Period
9:38-10:20	2nd Period
10:23-11:10	3rd Period
11:13-12:40	4th Period
11:40-12:10	2nd Lunch
12:10-12:40	3rd Lunch
12:45-1:30	5th Period
1:33-2:15	6th Period
2:18-3:05	7th Period



## REQUIRED COURSES

For grades 9-12, a minimum of twenty-four credits must be taken and passed with a grade of 60% or higher with an overall minimum average of 2.0 on a 4.0 scale to receive your high school diploma. Although, at Allison Academy we highly recommend that you take additional credits to further enrich your curriculum and provide you with the extra advantage of additional credits for college acceptance. The following credits are required:



### English

4 Credits



### Mathematics

4 Credits including, Algebra & Geometry



### Science

3 Credits including Biology and one physical science, 4 recommended



### Social Studies

3 credits, including World History, United States History, United States Government and Economics, 4 recommended



### Personal Financial Literacy

1 Credit



### Foreign Language

2 Credits



### Fine Art

1 Credit



### Physical Education

1 Credit



### Health

.5 Credit



### Online Class

1 Credit



### Electives

3.5 Credits



### 75 Community Service Hours

## ELECTIVES

Research Writing/Creative Writing

Introduction to Film/Drama

Introduction to Journalism/Yearbook

Advanced Placement Calculus AB/BC

Advanced Placement Statistics

Algebra II Honors

Algebra II

Mathematics for College Success

Pre-Calculus Honors

Pre-Calculus

Statistics

Advanced Placement Biology

Advanced Placement Chemistry

Advanced Placement Physics

Astronomy

Environmental Science

Marine Science

Advanced Placement United States History

Comparative Politics and Justice/Human Rights

Criminology/Forensic Psychology

Global Perspectives

Law

Psychology

## COMMUNITY SERVICE

In the spring of 1993, the Florida School Board reviewed and passed the Pupil Progression Plan, 6Gx13-5B-1.04. This School Board rule states that all high school students are required to serve community service hours to receive a diploma upon graduation. This rule was incorporated into the core curriculum, which established community service as a stand-alone graduation requirement.

All students are required to complete 75 hours of community service before graduation. Students who are candidates for the Bright Futures Scholarship are required to complete a minimum of 100 hours of service. We suggest that each student perform a minimum of 20 hours per year. We recommend that students complete the 75 hours as quickly as possible. Friday afternoons are excellent times for community service. Students who complete 300+ hours in four years will receive a silver cord to wear at graduation as recognition of their service.



## GUIDELINES FOR COMMUNITY SERVICE

Student volunteer service hours may be earned both in the school and in the community and must be certified with a signed letter or by using the form designed for community service and signed by the person in charge of the activity or service project.

Services for which a student receives financial or other substantial compensation will not be counted.

Participation in and travel to theatrical/musical performances, festivals or community events will count as service-learning hours if "a" and "b" below are both met:

The performance meets an identified community service need.

The student does not receive any form of compensation for the performance, including academic credit, letters, or financial compensation.

Rehearsal and practice time will count for volunteer service projects created specifically to meet community service needs.

Service-learning hours documented for community service learning as part of non-credit granting workshops, programs, or conferences will count as service.

Fundraising activities for non-profit charities will count for volunteer service hours provided the activity complies with Miami-Dade County Board Policies and if the student is not volunteering for an organization that directly benefits the student.

Activities organized by profit making or non-profit athletic or summer music camp for no financial compensation will count as service training hours.

Services performed for day care centers or retirement homes count for service-learning.

Services performed on staff at non-profit athletic or summer music camp for no financial compensation will count as service-learning hours.

Time out of class may not be used for service hours; however, a maximum of 5 volunteer hours per week can be earned by participation in an organized, supervised, and approved tutoring program provided the tutoring takes place when school is in session. Tutoring cannot take place during the tutor's academic classes.

Volunteer work done to promote a particular religious or political point of view will not count.

In general, service rendered directly to a for-profit institution or organization as a precondition of employment, will not count.

Service for a student's family or family business will not count.

Service performed because of disciplinary action taken by the school or courts will not count.

Participation in campus or competitive activities, such as athletics, plays, debate meets, etc., will earn students' community service hours based on time spent.

Services performed, as an academic requirement, other than performed as part of the approved volunteer service-learning courses, will not count.

Baby-sitting or similar services performed for an individual family will not count.

Volunteer hours may not be certified by a family member or fellow student.

## GRADING SYSTEM

Students and parents will receive report cards 4 times a year at the end of each grading period. They will also receive progress reports 4 times a year. Generally, progress reports are distributed in the middle of each grading period.

**A 90 – 100**  
**B 80 – 89**  
**C 70 – 79**  
**D 60 - 69**  
**F 59 and below**

## SCHOOL SUPPLIES AND EQUIPMENT

Pencils, pens, paper, highlighters, markers, organizers, loose-leaf paper, notebooks, composition notebooks, calculators (high school students), folders, and a flash drive to be used with the computers are the required school supplies to be purchased by parents. Additional special supplies will be assigned by the teachers on an as needed basis.

## ASSESSMENTS

Students are assessed continually throughout the year using both formative and summative assessments. Formative assessments are given throughout the learning process and they seek to determine how students are progressing through a certain learning goal. A summative assessment is given at the end of a unit or at the end of the year and it assesses a student's mastery of a topic after instruction. Examples of summative assessments are the Standardized Tests and Advanced Placement Examinations that are given at the end of the year.

## HOMEWORK

Homework will be assigned nightly in most subjects and on the weekends. Homework will include reading, working on projects, and working in specific subject areas. The purpose of homework is to reinforce, expand, and review material and concepts learned in class. Research and literature will also be assigned for students to complete as homework. Students who have difficulties with homework assignments may attend guided study after school or schedule an after school tutoring session.

## GUIDED STUDY

A supervised study period (Guided Study) will be provided immediately after school on Monday through Thursday from 3:15 PM to 4:15 PM, or from 4:15 PM to 5:15 PM. Students may participate daily or sign up monthly to benefit from these services. See contract for fees for this service.

The school and its personnel cannot be responsible for students before and after official school hours unless they are participating in school-sponsored activities.

We will maintain supervision of all students after school from 3:05 to 3:30 P.M. Any student, who remains on campus after 3:30 P.M. (or after 4:30 for Guided Study students) on Monday through Thursday, will be taken to Guided Study so that they may be supervised by a faculty member. Parents will be charged \$18.00 per day per hour for guided study, which will be added to the student's school account.

All students must be picked up by 12:30 P.M. on Friday. There will be no one at school to supervise or monitor your student after that time. Students who participate in the Friday afternoon Social Activity Group will be picked up by parents at the assigned time designated by the teachers in charge of the Friday Social Group.

## REPEAT RULE

A student may elect to repeat a course previously taken for credit, as mandated by the State of Florida Forgiveness Policy, in order to improve the student's academic record. A student may repeat a course for which the student received a grade of "D", "F" or "I". The highest grade earned will be used in computing the grade point average. The lower grade and course will be reflected as "no credit" on the student's records and will not be included in computing the grade point average.

We realize that emergencies may arise and that parents may sometimes be prevented from picking up their students at the required time. Please notify the school when emergencies occur, and we will, of course, assist you in any way possible.

## TRANSFERRABLE CREDITS

Credits from accredited public high schools, accredited private high schools, and accredited virtual schools are accepted.

# Technology and Internet Safety

## COMPUTER USE GUIDELINES

Allison Academy is pleased to provide internet access to students and to supply computers for students' use during the school day. The sole purpose of our computing facilities is to support academic endeavors. Students must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Allison Academy's computer systems are subject to all applicable federal, state, and international computer laws, which may be referenced online in the Florida State Statutes and the Florida Computer Crimes Act.

The students will be able to access their textbooks, workbooks, worksheets, and relevant video presentations. Each student must purchase a USB storage device (thumb drive, pen drive) to store any information that is vital to their academic requirement. The following guideline must be adhered to:

- 🛡️ Computers are for academic purposes only and are to be used for teacher related learning activities.
- 🛡️ Using computers in school for anything other than school-related business will be a violation of school policy, and violations could result in a suspension or expulsion from school.
- 🛡️ Social networking sites are never to be accessed in class and/or at school. Personal email accounts may not be accessed for sending or receiving emails.
- 🛡️ Teachers will assign computers to students for class use. It is the responsibility of each student to handle the assigned computer carefully and responsibly.
- 🛡️ Accessing or attempting to access another student's data or information without proper authorization is prohibited.
- 🛡️ Violating federal copyright laws or the Allison Academy policy is prohibited.
- 🛡️ Students will turn their assigned computers in at the end of each class.
- 🛡️ From home students can use their personal computers to access their textbooks and homework assignments by entering their codes. Personal computers are not permitted at school!



## MOBILE PHONE POLICY

Students must turn in their cell phones to the administration every morning in the lunchroom before attending class or to the main office after 1st period has begun. The phones are filed in an expandable file in a zip lock plastic bag labeled with the student's name. The phones remain in a secure office until the end of the school day when the phones are returned to the students.

If any student is caught using their phone on school grounds, their phones will automatically be confiscated and turned into the office. It will then be the responsibility of the parent to come and pick up the phone no matter the number of occurrences. Allison Academy does not take responsibility for mobile phones and therefore is not liable if the mobile phone is lost, damaged or stolen. That responsibility lies with the student.

Cell phones are a great distraction to teens' education, as they continually send and receive text messages. There is also the issue of compromising integrity as students are taking tests and performing other activities. It is vital that students learn to develop their own abilities and become self-reliant by performing independently.



## CAMERAS

Audio and video cameras are installed in all public areas of the building, and on the exterior. The cameras are for the purpose of security and will only be reviewed at the discretion of the administration or by an outside professional.

**There is no privacy throughout the public area of the school except in the restrooms.**



# Health and Safety Policies

## FIRE AND EMERGENCY DRILLS

Fire and emergency drill evacuation routes are posted in classrooms. The signal to evacuate will be an intermittent bell ringing or the building alarm sounding off.

Students are to evacuate quietly and as quickly as possible to the area designated and posted beside each classroom exit door. Teachers will check their roles at the designated areas and signal with a green card – all present, or red card- student absent. Students and teachers are to return to classrooms and buildings when the all-clear signal is given.

In the event of evacuation for other emergencies, the same procedure as for fire drills will be used. If the students must leave the building for an extended time, the students will be walked to the Fulford Methodist Church, 1900 NE 164th St., located east of the school on the south side corner of NE 19th Ave. and 164th. This building is a designated safe space.

Setting off, damaging, defacing, or in any way disturbing fire alarms or fire-fighting equipment, except during emergencies is a felony and will result in a ten (10) day suspension with the possibility for expulsion and /or legal action.



## HEALTH INFORMATION

State Health Department Laws, mandate that EVERY student have a physician signed copy of the current Certificate of Good Health (HRS Form 3040 and Florida Certificate of Immunization, including a TB test (HRS Form 680) in their file before starting school.

## MEDICATION POLICY

When a student is enrolled, parents sign a Parental Permission for Medication form, which specifies what medications the student may take, and what, if any medications are prescribed by a physician.

All medications must be turned in to the office before school. No student is permitted to have any medications with them at school. No student will be given medication of any kind unless the parents have signed the permission form to approve the medication. **Any medication, except for emergencies, will be administered between classes or during the student's lunch period.**

**Storing Medications:** All medications are stored in a secure place in Mrs. Jovanovic's office. The basic over-the-counter medications available for students include Tylenol, aspirin, Advil, Tums, Pepto-Bismol, cough drops, allergy caplets, etc. Prescriptions that have been sent in by parents for their students' need to be stored in Mrs. Jovanovic's office as well.

**Administering Medications:** The medications are administered **only** by an administrator between classes or during lunch. The date, time, and meds taken by a student is always written in the medication logbook and requires the student's signature as well. The logbook is held in Mrs. Jovanovic's office along with the medications.

# Student expectations for behavior:



## RESPECT

Students are expected to conduct themselves with an attitude of respect for themselves, their peers, parents, teachers, and other authority figures.



## COOPERATION

Students are expected to demonstrate cooperation and a positive attitude toward learning and personal growth.



## PROMPTNESS

Promptness is the habit of attending to a task on time and is the key to success in life. A prompt and disciplined student will not miss any part of their lessons, will find it easier to get their work done on time, and will be able to better manage their academic and personal lives.

## RULES OF CONDUCT

At Allison Academy, the rules of conduct are based on honesty, self-respect, respect for others, and respect for property. Students are responsible for their own conduct and are given support and guidance in developing decision-making skills for responsible behavior.

All harassment complaints, including sexual harassment, will be addressed by the administration immediately and thoroughly. Swift, appropriate disciplinary action will be taken to prevent harassment of any individual.

Corporal punishment is NOT permitted at Allison Academy.

### CONDUCT GUIDELINES

Discipline is the process of changing a student's inappropriate behavior into acceptable behavior.

Each teacher will establish appropriate procedures for discipline in the classroom based on the following guidelines:

- 🛡️ Students are expected to respect the authority of teachers. All teachers have authority over all students.
- 🛡️ Students who are referred to the administration by a teacher for classroom disruption or disturbances will be given appropriate consequences for their actions. If the disruptions persist, the student's parents will be notified. Students who have repeated referrals will be given in-school or out of school suspensions. The following fees will be assessed for in-school suspensions:
  - 1st offense: \$100 per day
  - 2nd offense: \$150 per day
- 🛡️ Students must come to class prepared with books, paper, pens, flash drives, and assignments. Failure to bring required materials to class will negatively impact the student's grades, as the student will not be able to fully participate in the class activities. If this lack of preparation on the part of the student continues, the parents will be contacted, and a plan devised to assist in correcting the student's lack of organization.

- 🛡️ Malicious destruction of school property will result in the replacement, repair, or payment for damages by either the student or student's parents.
- 🛡️ The placement of stickers on school property is not permitted.
- 🛡️ Students shall always keep the school clean.
- 🛡️ There is to be no gum chewing\* in any of the school buildings or on the school grounds.

Additional guidelines to be followed by all students include:
- 🛡️ No student is permitted to leave the school grounds during the school day without permission from the administration.
- 🛡️ No notebooks, albums, magazines, backpacks, etc. will be permitted that carry pictures or slogans referring to alcohol, gang or drug culture, or that have profanity or obscenities on them. No profanity, abusive, or slang language is to be used.
- 🛡️ Students must always wear closed-toed shoes.
- 🛡️ Clean, complete uniforms must always be worn.

## HANDS-OFF POLICY

It is inappropriate for students to show affection for each other through excessive physical contact on campus or at school activities. Continuous inappropriate behavior will be cause for disciplinary action. Students should keep their hands off other students' property unless the student has been given specific permission by the property owner.

## SCHOOL CLASSROOM RULES

Follow rules established by each individual teacher.  
Observe rules for proper communication.  
Avoid disruptive behavior.  
Maintain materials in a neat and organized manner.  
Adhere to rules forbidding chewing gum, drinking, and eating in the classroom.



## BEHAVIORAL TIERS AND CONSEQUENCES FOR IMPROPER CONDUCT

**Tier 1:** Serious infractions that intrude upon the educational process of fellow students or the orderly pattern of campus life will result in immediate expulsion:

- ☒ Possession of a weapon or explosives
- ☒ Threat of physical harm by use of weapon
- ☒ Striking a faculty or staff member
- ☒ Gang affiliation

Use or possession of any illicit drug. Being under the influence is considered use. Illicit drugs are categorized as any drug/medication that is illegal without a prescription assigned to you in the State of Florida.

Profanity and/or obscenity directed at a faculty or staff member.

**NOTE: We have a zero-tolerance policy on the above behaviors with no second chances. All Tier 1 offenses carry an immediate expulsion. The incident will be part of the student's permanent record for the remainder of their educational career.**

Expulsion is the most severe penalty that Allison Academy assigns. It is recorded as part of the permanent school record. Once dismissed (expelled), a student must leave campus immediately, unless the Director has granted an extension. Expelled students forfeit their right to a school yearbook. All school property must be returned, locker must be emptied, and student I.D. card surrendered. A dismissed student may not return to campus without a specific appointment with a member of the school's faculty or administration.

Allison Academy does **NOT** use Corporal Punishment as a consequence for unacceptable behaviors.

## Tier 2 Infractions include:

- 🚫 Fighting\*
- 🚫 Computer hacking
- 🚫 Destruction of school property (including vandalism and graffiti)
- 🚫 Stealing
- 🚫 Tampering with the fire alarm system
- 🚫 Harassment
- 🚫 Threat of physical harm towards student/adult
- 🚫 Verbal or physical conflict with a student or faculty member
- 🚫 Cheating
- 🚫 Disrespectful behavior demonstrated toward any faculty member
- 🚫 Selling of any items on school property, unless specific approval has been granted
- 🚫 Possession of any tobacco/vaping product or device
- 🚫 Smoking, chewing or vaping tobacco or any other products (even in a car on school grounds)
- 🚫 Rudeness or discourteousness
- 🚫 Plagiarism
- 🚫 Verbal abuse
- 🚫 Obscenity/ethnic, racial, or religious slurs
- 🚫 Leaving campus without permission
- 🚫 Walking out of the school doors to go to car during the school day
- 🚫 Walking out the door during school hours
- 🚫 Automotive violation: Driving recklessly or speeding out of the parking lot
- 🚫 Disorderly conduct/disruptive behavior (campus, bus, or off campus activities)
- 🚫 Class disruption\*\*

Tier 2 Behavioral infractions carry penalties of detentions and suspensions.

\*Fighting: The person who starts the fight will receive three days' out of school suspension, and the person who retaliates will receive a one day out of school suspension. Please note that although we try to understand sources of conflict, we cannot allow fighting to be an acceptable response. Regardless of "provocation", students participating in a fight will be disciplined.

\*\*Persistent disruptive behavior will result in an in-school suspension at a cost of \$100 per day

### Tier 3 infractions include:

- 🛡️ Gum Chewing \*
- 🛡️ Public display of affection
- 🛡️ Lying
- 🛡️ 1 person using the restrooms at a time (no congregating in groups in the bathroom)
- 🛡️ Use of Profanity on school grounds
- 🛡️ Attending school functions on or off campus after missing classes
- 🛡️ Possession or misuse of a laser light pen
- 🛡️ Gambling and card playing
- 🛡️ Cutting Class (per period); grades will be lowered one letter each 8 unexcused absences.
- 🛡️ Failing to serve detentions
- 🛡️ Spitting

\*\*\*Gum chewing: Gum chewing is detrimental to the cleaning efforts of the faculty and cleaning staff. Gum tends to clog plumbing, mar carpets, damage clothing, and generally produces an unattractive appearance. For these reasons, gum chewing is not permitted.

Suspended students may not participate in school activities (on – or off-campus) during their suspension.

After a behavioral infraction has occurred, the student will be seen by an administrator and the incident will be documented on an Official Documentation Form and placed in the student's personal file. During the meeting consequences for the infraction will be issued, and parents will be notified of the course of action that will take place.

If a student has received more than one Official Documentation Form throughout the school year, they will then be seen by Mrs. Jovanovic and have the forms added to their permanent record. Students who receive 2 Official Documentation Forms in their permanent file can be expelled immediately due to the pattern of misbehavior. This decision will be made by the administration.

Behavioral records are maintained by administration and any student who is suspended a total of three times during a school year will be expelled.

The administration reserves the right to expel a student from Allison Academy who will not accept the above code of conduct. Any action by a student and/or student's parents, which seriously interferes with Allison Academy's ability to accomplish its educational goals, may be grounds for immediate dismissal.

## TEACHER'S DETENTION

A teacher may assign a student an after-school detention for homework or behavioral issues. Students will be notified immediately of the detention and the parents will be contacted by the teacher. Unless the parent has previous plans for the student, the student will remain after school that same day. If the parent is unable to accommodate the student's detention on that day, a time will be set, preferably the next day for the student to serve the detention. The teacher will determine the time required for the detention. If the student does not serve a Teacher's Detention, teachers will refer the student to an administrator for insubordination.

## CHEATING

Cheating may involve:

- giving unauthorized assistance to another student;
- receiving unauthorized assistance from another student or an adult (such as a tutor or family member) without acknowledging their assistance;
- giving or receiving unauthorized materials during an assessment;
- copying parts of or an entire assignment or assessment; and
- use of internet translators as a substitute for a student's own work in language study.

## FABRICATION

Making things up or lying: intentionally making up data, information, documents, research, or forging signatures.

## COLLUSION

(Facilitating academic dishonesty) - intentionally or knowingly helping or attempting to help another engage in academic dishonesty. This includes telling peers what will appear on tests and quizzes in advance.

## PLAGIARISM

Representing another person's ideas "facts" or original work without giving proper credit (e.g., citations, footnotes, endnotes). This includes handing in assignments or coursework which has been downloaded in full or in part from the internet or used for another current or previous class.

Other actions of academic dishonesty not listed above, as determined by a teacher and administrator.

## CONSEQUENCES OF ACADEMIC DISHONESTY

- The student will have a conference with the administrator and teacher to learn from their poor choices. The primary purpose of the conference is to understand the importance of integrity, how to properly value the intellectual property of others, and understanding the consequences of their actions. The conference will also serve as a warning. Parents will be notified.
- The student will be required to complete another assignment under supervised conditions within a new timeline set by the teacher.
- All extracurricular involvement may be suspended until the assignment is completed.
- A note with details of the incident will be placed in the student's official file. This will allow the school to track repeated offenses.

## FURTHER DISCIPLINARY CONSEQUENCES

If a student commits academic dishonesty for a second time further disciplinary consequences will be applied, and can include:

- Further conference with the parents and Mrs. Jovanovic.
- A Behavior Plan may be collaboratively developed.
- A note will be placed in the student's official file. This forms part of a student's official record.
- The student may serve an internal or external suspension.
- For repeated offenses, a Behavior Contract will be put in place.

# Anti-bullying & harassment policy

Allison Academy is committed to maintaining an atmosphere in which all members of our community are treated with respect and dignity. Bullying undermines these objectives and will not be tolerated. In addition, in certain circumstances, perpetrators of such behavior could find themselves subjected to criminal proceedings.

Allison Academy will not tolerate physical, social, emotional, or sexual harassment. Proven allegations of harassment will be promptly investigated, giving due regard to the need for confidentiality.

If the party deemed guilty of harassment is a student, the range of punishment could include verbal and written reprimand, in-school, or out-of-school suspensions, change of placement, and/or expulsion.

## DEFINITIONS

Bullying - "The repeated use by one or more students of a written, verbal, electronic or digital expression, or a physical act or gesture or any combination thereof, directed at a victim that (1) causes physical or emotional harm to the victim or damage to the victim's property; (2) places the victim in reasonable fear of harm to himself or of damage to his property; (3) creates a hostile environment at school for the victim; (4) infringes on the rights of the victim and substantially disrupts the education process of the school.



Harassment - Is when a person continually teases, annoys, threatens, or insults another person in either a verbal, physical or written manner.

Sexual Harassment - Is defined as any physical, verbal, and/or graphic sexual advance, request for sexual favors, and other sexually oriented conduct, which is offensive or objectionable to the recipient. Sexual harassment is when a person bothers another person using sexual words, pictures, gestures or conduct that the other person would find offensive. Sexual harassment can occur when a person is forced by location or situation to see or overhear sexual comments, gestures or conduct that the person finds offensive. Allegations of sexual harassment can have serious consequences for the party deemed guilty.



## EXAMPLES OF SEXUAL HARASSMENT

A person is being harassed if one or more of the following are occurring, and this behavior is unwanted and unwelcomed.

- Sexual comments, jokes, or gestures.
- Suggestive comments or relating sexual exploits within hearing of other individuals.
- Spreading sexual rumors about a person.
- Being “sexually rated” by an individual, for example, on a scale from 1 – 10.
- Being pressured to go out with someone.
- Being the recipient of whistles, jeers, or catcalls.
- Being touched, grabbed, or pinched in a sexual way.
- Being intentionally brushed up against in a sexual way.
- Having clothing pulled at in a sexual way.
- Being shown, given, or left sexual pictures, photographs, illustrations, messages, or notes.

## INFORMATION TO THOSE BEING HARASSED

Clearly tell the harasser to stop. If the harassment continues, make a written record of the incident including the date, time, witness/witnesses, and parties involved in the incident. Report the incident immediately to an adult.

## EXPLANATION OF “CONFIDENTIALITY” AND “RETALIATION”

Confidentiality must be maintained as much as possible during any harassment investigation. Confidentiality is maintained when the identity of the people involved or the circumstances surrounding the incident are kept private. For example, you do not maintain confidentiality if you tell your friends who you were harassed by.

Retaliation is to hurt someone or do something harmful to someone because they have done or said something hurtful to you. When a person is alleged to have engaged in any sexual harassment, the common reaction of that person is to be angry and want to pay them back (retaliate). Retaliation must not occur.

**TO MINIMIZE THE RISK OF BEING ACCUSED OF HARASSMENT**

**DO:** Keep your hands to yourself. Think before you speak.

**DONT:** Touch anyone in an inappropriate way. Keep asking a person to go out with you after that person has said “No”. Be in a room alone with a person with the door closed. Make remarks that have harassing overtones or implications.

**IF YOU HAVE BEEN HARASSED:**

**DO:** Report the incident to a teacher or an administrator.

**DONT:** Think that if you just ignore the problem, it will go away.

## FLORIDA STATUTE REQUIRES SCHOOLS TO PROVIDE THE FOLLOWING INFORMATION ABOUT SEX OFFENDERS:

Parents, students, and employees should regularly visit the public registry to review it for individuals who may have prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332).



# Child Abuse Reporting Requirements:

Being forced (because of their location)

Florida requires mandatory reporting of all cases of child abuse. This applies to suspected as well as confirmed reports against any person, regardless of occupation, who is alleged to be involved or any person who is alleged to have committed any act of child abuse. **WHEN IN DOUBT, REPORT CHILD ABUSE!**

The 1995 Legislature changed the law concerning mandatory reports of child abuse, neglect, or abandonment. It is no longer possible for you to anonymously report child abuse, neglect, or abandonment to the Florida Abuse Hotline. The new law requires that you provide your name when calling 1-800-96ABUSE. Your name will be held in confidence.

Steps to be followed in reporting child abuse:

- Call 1-800-962-2873
- Notify the Principal or Designee
- Complete HRS form within 48 hours

# Attendance Policy

## **ATTENDANCE**

School attendance of 900 academic hours or 175 days is required to meet the State of Florida attendance guidelines. Students must be in attendance, or provide a medical excuse, or a parental excuse that is approved by the administration.

Parents are required to call the school office by 9:30 AM when their child is sick, tardy, or absent for any reason. Students are allowed 20 absences per year, and a total of 4 excused tardy days per quarter. Any student who is absent more than 20 times per year, or who is tardy more than 4 times each nine weeks must make up the time after regular school hours. A student will be assigned a detention on the day that the 4th tardy occurs. For every absence over 20, the student must attend one day of summer school at the end of the school year, or night school from 3:00 PM - 6:00 PM to make up the equivalent hours. There will be a per diem charge for the make-up time. A student's grades are affected by absences. Eight absences will result in a grade going down one letter.

## **TARDY POLICY**

A tardy is defined as being late to school anywhere from 1 to 45 minutes of 1st period. Students are expected to be in class on time with all their materials when the second bell rings. If a student arrives late to school, a written note, or a phone call from the student's parent to the administration may excuse the tardiness. The ability to have a tardy excused by a parent is reserved for true emergencies and subject to interpretation by the administration. The morning tardies will be recorded by the main office personnel and will include the time the tardy pass was issued. Four tardy times will earn a detention. Detentions and school attendance will be calculated according to this record. Each detention earned costs \$18 and will appear on your monthly statement.

If the pattern of tardiness continues, the student might forfeit the credit for 1st period and be forced to make up the credit during summer school. After a student has accrued 4 hours of tardy related detentions during a grading period the student's parents will be contacted by an administrator to discuss the severity of the issue at hand. If the problem persists then a conference with Mrs. Jovanovic will be scheduled to discuss the problem and find an immediate resolution.

## CLASS TARDIES

If students are not in their classroom seats by the time the tardy bell rings, they are considered tardy. Each teacher will be responsible for maintaining the record of student tardies. After 4 tardies per class the students will earn a detention. If a pattern of tardiness continues, then the parents will be contacted by an administrator to discuss the issue. If this does not resolve the issue, then a parent conference with Mrs. Jovanovic will take place and further disciplinary measures will be taken. Excessive classroom tardiness can result in a suspension that can be part of the student's permanent file. Not serving a detention can also result in more severe consequences including, but not limited to additional hours of detention, in school suspensions, out of school suspensions, as well as other disciplinary procedures.



# Additional School Policies

## AUTOMOBILE GUIDELINES

**Moving:** Drivers are expected to follow the rules of safe driving and common courtesy. Drivers must enter and leave the parking lot and exit alley at 15 miles per hour, as required by law for school zones. Students who drive recklessly will be prohibited from driving to school.

**Parking:** Student parking is available in the main parking lot. No loitering in vehicles is permitted in the morning before school or after school is over at the end of the day. Students are not allowed to go out to their cars during the school day, without special permission. If an emergency occurs that requires a student to go to their car, special permission must be given by an administrator, and the student must be escorted to their vehicle by a staff member.

## DRESS CODE

Allison Academy maintains that students' dress and appearance should contribute to a positive image of the school and the students. Students will purchase and wear the school uniform daily. All students need to purchase the school sweatshirt for cooler days. Parents, please use an indelible marker/Sharpie to label your student's clothing so it can be identified and returned.



## ABLE CLOTHING:

Khaki uniform slacks or shorts, for girls and boys, proper fit, worn at waist with no underwear showing, purchased from Continental Uniform, Inc, or may be Old Navy, Walmart, Docker, or Dickie brand uniform style slacks with no cargo pockets.

All clothing must fit appropriately. Appropriateness is determined by the Director in consultation with the classroom teachers.

Khaki skirts or Capri pants (for girls).

Khaki shorts, no cargo pockets.

Belts required if pants are too large.

Sweatshirts purchased from Continental Uniform, Inc. with Allison Academy name and logo.

Seniors will be allowed the privilege of designing and purchasing senior sweatshirts or jackets.

Burgundy, white, or forest green polo style, collared shirts, with the Allison Academy logo purchased from Continental Uniform, Inc.

Shoes: sneakers, loafers, or walking shoes (sandals, flip-flops or clogs are unacceptable).

Socks are required.

Jewelry or accessories that distract from the learning process will need to be removed and placed in the student's locked locker for safe keeping or given to administration until the end of the school day.

Nose rings are not permitted.

Jewelry may not be worn to physical education classes as it can cause harm to the student and others.

No unnatural hair color, hair pieces or dreadlocks to be worn.

Hair must be well kept and presentable to the discretion of the administration.

No hats, caps, headbands, or elastic rubber bands to be worn in hair.

\*Any items of clothing not specified above are unacceptable and will result in the student being held in the office until proper attire can be brought from home, or the student can be properly dressed in clothing from the school uniform room. If clothing cannot be fitted from the uniform room, and proper attire is not brought to school, the student will be sent home for the day, with the student receiving an "F" in each class missed.

\*\*When students must be dressed from the uniform room, the parents will be charged \$5 for each garment.

\*\*\*Uniforms are not to be altered in any fashion without permission from administration.



## FIELD TRIPS

Field trips for students are considered a valuable educational experience. Several major field trips are planned each year. Trips are chosen for their educational value and to enrich the students' opportunities to expand their knowledge of South Florida and the environment, as well as provide culturally enriching activities.

In the spring, a foreign travel trip, usually ten days is taken by a select group of students. Student conduct on all field trips must follow the school rules and guidelines. Students are representing Allison Academy and must act in a manner that demonstrates respect and knowledge of proper manners and conduct.

## LOCKS AND LOCKERS



School locks and lockers will be assigned during the week before school begins, or when the student enrolls. Students must use an Allison Academy combination lock. If a lock is lost, the student will be charged \$6.00. All other locks are unacceptable and will be removed unless the student supplies the administration with a key. The school is not responsible for items stolen from lockers, or for locks that become misplaced, stolen, or damaged. Students must maintain the assigned locker unless a change is approved by the administrator in charge of lockers. Students should go to lockers in the morning, before school starts at lunch, and after school. **STUDENTS ARE NOT TO BE EXCUSED TO GO TO LOCKERS DURING THEIR CLASS PERIODS.**



All students' lockers and book bags are subject to search without warning, with reasonable suspicion, pursuant to State of Florida law FSS 2321.250.

**UNACCEPTABLE IN SCHOOL, ON SCHOOL PROPERTY OR WITHIN 1000 FT OF SCHOOL PROPERTY:**

weapons of any kind, pocketknives, water pistols, cigarettes, cigarette lighters, and any objects that could be used to distract or cause harm to another person.

Students are **NOT** permitted to have the following items in school:

Students are **NOT** permitted to have the following items in school:

Hats, caps, headbands, or headgear of any kind cannot be worn or carried in the building

Sunglasses- unless they are prescription transition lenses

Book bags or purses may not be used or carried to classrooms during the school day. Book bags may be used to bring materials to school and then can be hung on a hook in the locker room until dismissal time.

Purses **MUST** be locked in lockers during school hours.

All personal technology items like personal computers, Macbooks, tablets, Ipods, I pads, etc...

Electronic games of any kind

Laser pens or pointers

Playing cards or dice

Smart watches or any type of device that allows access to the internet or social media platforms

Pillows or blankets

Headphones may not be worn around your neck or carried in your pocket.

Tobacco products or devices

Vaping devices or products

If any of these items are seen by any teacher or administrator, they will be confiscated and held by Mrs. Jovanovic at her discretion. Please leave all the items at home or turn them in to Mrs. Jovanovic. Allison Academy assumes no responsibility for the loss of any prohibited item.

## VALUABLES

All students are encouraged to leave their valuable items/jewelry and cash more than \$20.00 at home. Should such items be brought to campus, we cannot and will not assume responsibility, unless the valuables have been left in the administrative office with the administrator's knowledge and approval. All students are provided a locker and lock to secure any valuable items, books, etc.

## LOST AND FOUND

Lost and found articles should be turned into the main office. Students wishing to reclaim articles should do so before or after school or during their lunch period.

Link Group North America, LLC reserves the right to modify, amend, delete, or add to this handbook at any time as it deems necessary.





# Allison Academy

INDEPENDENT DAY SCHOOL GRADES 6 THROUGH 12