



# Early Academy

# Family Handbook

12830 Shady Hills Rd  
Spring Hill, Florida 34610

Adopted March 7, 2014  
Last Edited August 1, 2022

Dear Parents and scholars,

The family handbook contains rules and policies that have been put into place after much consideration and adopted by our school board for the governing of the school. These policies are necessary for legal and administrative reasons, as they are for any school.

At Early Academy, we believe that the rules and policies of the school also accomplish a greater purpose. How our school family governs itself, and the environment in which teachers conduct their classrooms lend to the overall atmosphere of our school. The school atmosphere—the conduct of our scholars, parents, faculty, and administration— will greatly affect our ability to fulfill our vision and mission:

### **Early Academy Vision**

*Early Academy exists to provide scholars with the tools to excel in higher education and to be moral and intellectual leaders in society.*

### **Early Academy Mission**

*The mission of Early Academy is to pursue academic excellence and character enrichment through rigorous, content-rich curriculum, imparting to our scholars the ability to excel and a desire to pursue learning throughout their lives.*

All scholars who enter the school develop the critical thinking skills and basic skills mastery necessary to become wise and virtuous citizens able to achieve their professional and personal goals, thus benefiting both the scholars themselves and society as a whole.

Abraham Lincoln wisely observed that “the philosophy of the classroom today will be the philosophy of government tomorrow.” The character, conduct, and training of our children will have a major impact on the type of citizens they will become and the leadership they will bring to the next generation. It is in recognition of this that we, as a school, have adapted this handbook. I hope that you will partner with us to help our scholars develop both academically and in development of character.

Sincerely,

Melissa Riordan  
Early Academy Director

## Table of Contents

<b>Our Classical Philosophy</b>	<b>6</b>
<b>Our Educational Approach and Curriculum</b>	<b>6</b>
Rigor	6
Virtue	7
Leadership	7
Pedagogical method	8
Culture	8
<b>What Are the Components of a Classical Education?</b>	<b>9</b>
Core, liberal arts curriculum	9
Writing	9
Public speaking	9
Leadership	9
Character education	9
Challenge	9
<b>What does a typical day look like at Early Academy?</b>	<b>9</b>
<b>Academic Expectations</b>	<b>10</b>
<b>Enrollment Procedures, Fees/Tuition and Records</b>	<b>11</b>
Enrollment Procedures	11
Fees and Tuition	11
Program Change Requests and Withdrawals	12
Records	12
<b>Parents and Early Academy</b>	<b>12</b>
Volunteers	13
Volunteer Confidentiality Policy	14
Early Academy Volunteer and Parent Confidentiality and Conflict of Interest Agreement	14

Parent Roles	14
Teacher/Parent Communication	15
Evaluation and Parent-Teacher Conferences	15
Discipline Policy	15
Official School Calendar and Website	16
Office and Scholar Hours; Campus Access	16
Campus Leave and Visitor Policies	16
Emergency/Non-Emergency Closures	17
Absences	17
Illness	17
Prescription and Over-the-Counter Medication Policy	17
Drop Off & Pick Up Policy	18
Uniform Policy	18
Use of School Logo	19
Enforcement	19
Consequences	19
Uniform Wear Guidance	19
Required Everyday Uniform	20
Shirts	20
Pants	20
Skirts/Shorts/Jumpers	20
Shoes	21
Socks/Tights	21
Optional Clothing Items	22
Outerwear	22
Hair, Jewelry, and Makeup	22
Exceptions	23

Scholar-Teacher Relationships	24
Backpacks and Contraband	24
<b>Food and Drink on Campus</b>	<b>24</b>
Lost and Found	25
Transportation	25
Field Trip Policy	25
Potty Training Expectations	26
Observation Occurrence Sequences	26
Electronic Devices and other Prohibited Items	27
<b>Photography and Public Internet Postings</b>	<b>27</b>
<b>Policy on Harassment, Intimidation, or Bullying of scholars</b>	<b>27</b>
<b>Fundraising</b>	<b>28</b>
<b>FERPA Notification REQUIRED ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS</b>	<b>29</b>

## **Academic Expectations**

Early Academy will provide an environment that allows every scholar who wants to learn the opportunity to achieve academically. A scholar's desire to learn is the key to success and fulfillment at Early Academy. Academic rigor coupled with the belief that great accomplishments require great effort is ingrained in the culture of Early Academy. Scholars should be encouraged by faculty, administration, and by their parents that with hard work they can achieve success at Early Academy.

As a key philosophical assumption, Early Academy holds that every scholar can learn. As human beings, we are equal in that we all have the capacity to learn and grow, though academic grades will vary. Just as individuals differ in their physical gifts and characteristics, we all have different gifts and challenges in the subjects of learning. Early Academy is committed to helping each scholar achieve as much as possible.

At Early Academy we believe that every scholar deserves to have access to the best curriculum and teaching we have to offer. Therefore, our teachers teach with high expectations and scholars will be challenged daily. Not every cup will be filled to the same capacity, but they all should receive the best in terms of critical thinking and learning.

## **Enrollment Procedures, Fees/Tuition and Records**

### **Enrollment Procedures**

Please visit the Early Academy tab on our website to view the complete policy. Please contact Early Academy at [earlyacademy@classicalprep.org](mailto:earlyacademy@classicalprep.org) with any questions.

- Parents seeking to secure a place for their child(ren) must visit [www.lotterease.com](http://www.lotterease.com) as the Early Academy's admission is based on a lottery system for two's-VPK aged children.
- A completed enrollment package must be submitted by the deadline set forth in the Enrollment Policies and Procedures to secure a spot for your child(ren). In addition, any fees due upon registration must be paid in full. The Enrollment Policies and Procedures can be found at: <https://classicalprep.org/admissions>.
- Scholars must be fully potty trained to enter the PK3 and VPK program at Early Academy.

### **Please bring the following items when enrolling:**

- Immunizations
- Current Physical
- VPK Voucher (if applicable)
- Completed Early Academy paperwork which can be found at [www.classicalprep.org/early-academy](http://www.classicalprep.org/early-academy)
- Registration and/or Activity Fee payment

### **Fees and Tuition**

Upon completing your child(ren)'s registration, you will be asked to sign a Financial Agreement. Tuition for the year has been established by calculating expenses associated with ensuring each child thrives in his/her learning environment with a content-rich curriculum (i.e. it is a grand total). To make this convenient for our families, the yearly fee will be divided into 10 monthly installments (beginning on July 1st). Families that enroll after July 31st of the current school year will be responsible for paying tuition monthly from the month their child(ren) starts through May. Tuition will be charged on the **1st of each month and considered late if not paid by the 5th of the month**. Accounts will be charged a fee of \$50.00 if not paid by the 5th or if payment is declined at the time it is charged. We will only accept tuition payments through Brightwheel (no cash or checks will be accepted). If a credit card is used for payment, a 2.9% monthly processing fee will be added to the monthly tuition amount. It is the responsibility of the parent to keep payment information updated with Early Academy.

Families can expect to pay fees for various services Early Academy offers beyond the classroom, such as field trips.

Full tuition is charged for months that include holidays and days off. In addition, full tuition is charged even when children are absent as this allows us to maintain enrollment and ensure a child's space won't go to the next family on the waitlist.

A one time, non-refundable program fee is payable at the time of enrollment for Early Academy.

Twos Program: \$175

Pre-K 3 Program: \$200

Full time VPK Program (7 a.m. - 6 p.m. or 8 a.m. - 3 p.m.): \$250

### **Program Change Requests and Withdrawals**

Parents are required to give the front office a two week written notice if they choose to disenroll their child(ren) from Early Academy. During those two weeks, parents will still be responsible for their child(ren)'s full tuition rate. Tuition already paid will not be refunded.

Parents must also give a two week written notice for any request to change their child(ren)'s program/classroom. Requests will only be granted if space allows due to scholar and teacher ratios. You will be notified either way once programming is reviewed.

### **Records**

Parents have the right to access the records of their children. Record requests will be fulfilled after a 24-hour waiting period in order to maintain the smooth flow of school business. The school may also charge a reasonable fee for the cost of copying records. Non-custodial parents also have the right of access to records, unless the school has received a court document to the contrary. Please contact our Human Resource department for any questions in regards to records.

**Please review the FERPA notification in the appendix for more information regarding access to and disclosure of scholar information.**

## **Parents and Early Academy**

Early Academy teachers are honored by the opportunity to teach young minds and are passionate about scholar success.

While there is great benefit in clear and frequent communication between school and home, a common understanding between the parties is the foundation upon which all communication must be built. Without a common goal and a general agreement about how to achieve that goal, there can be much communication with little positive result.

The primary way that parents are involved in the school is by supporting the education of their children. Therefore, it is important for all members of the school community to understand the components of the Early Academy program and the approach and methodology we will use to attain those goals.

The pursuit of knowledge and beauty results in a more purposeful and fulfilling life. While learning and study can be hard work, they are necessary components of building a meaningful future, and are therefore to be viewed, not as drudgery and tedium, but as opportunities to powerfully impact and change both ourselves and the world for the better. When one undertakes any worthy task, there will be challenges to face along the way. All scholars are likely to face times of frustration or difficulty in an education that results in intellectual and character growth. It is at these times when children will look to their parents for cues about how to handle frustration, difficulty and challenge. It is especially important for parents to be a positive source of support and encouragement to their child(ren) at these times while maintaining support of the school program. Concerns should be communicated to individual teachers, not in front of or through the child. It is very difficult for children who respect and love both their teachers and parents to process when these worlds appear to “collide”. When conflict or questions about the school program or classroom practice arise, concerns should be communicated to individual teachers, not other parents or faculty members.

While on campus, parents should always conduct themselves in a civil manner. Screaming and vulgarity will not be permitted on campus, including in the parking lot. Parents should not approach a teacher in a negative manner with scholars present. In tense or escalating situations, parents should see the Director to discuss the problem in conference with the teacher.

As partners in the pursuit of knowledge and beauty, Early Academy and parents must dedicate themselves to solving conflict in ways that benefit both the child and the larger school community, but also the pursuit itself.

## **Volunteers**

At Early Academy we believe that the education of the child must involve the scholar, the teacher, and the parent. Parents are enthusiastically encouraged to volunteer at the campus. At the request of the teacher, they are welcome to come into the classroom to read, tutor, or help with clerical duties. They may offer to help maintain the beauty of our campus, Parent Service Organization activities, or the school office.

When arriving on campus, all parent volunteers must sign-in at the Front Office. Upon sign-in, each volunteer will be given a name badge and escorted to the teacher that requested their assistance. If you would like to volunteer outside of the classroom please contact [earlyacademy@classicalprep.org](mailto:earlyacademy@classicalprep.org) at for more information or questions regarding volunteering.

### **Volunteer Confidentiality Policy**

Volunteers often inadvertently have access to sensitive information. Any information about scholars, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty member, Director, or a member of the Board of Directors (BOD). If a volunteer disregards this policy, the privilege of volunteering may be revoked.

*Early Academy's volunteer policy has been adapted from Ridgeview Classical School's handbook.*

### **Early Academy Volunteer and Parent Confidentiality and Conflict of Interest Agreement**

The success of our volunteer program depends very much on our ability to keep confidences and remain impartial. Maintaining confidences and avoiding conflicts of interest are required of all who volunteer at Classical Preparatory Early Academy. In doing so, we ensure fairness to all scholars, faculty, staff, volunteers, and visitors and protection of Early Academy's reputation, which in turn impacts the future of our school.

While not all volunteering involves activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore volunteers are expected to follow the guidelines listed and maintain confidentiality at all times. Common expectations include:

- not discussing the names or any other information regarding scholars, teachers, staff, or other volunteers with anyone other than the volunteer's specific supervisor or in writing to the administration
- exercising judgment in situations where public statements of personal opinion may be detrimental to the reputation of Classical Preparatory Early Academy
- maintaining the confidential status of information obtained as "confidential forever"
- not grading or evaluating scholar work

All persons involved in volunteering are required to inform the classroom teacher of potential conflicts. Due to the seriousness of violations in confidentiality and conflicts of interest, the consequence of such behavior is removal from classroom volunteering.

## **Parent Roles**

Parent: The primary means by which parents can assist their children are:

1. Encouraging their children to grow in intellect and character.
2. Providing a distraction-free study environment.
3. Supporting the teacher and school in their attempts to fulfill the mission and vision for each child.

## **Teacher/Parent Communication**

We encourage parents to talk with the faculty as soon as they think their son or daughter might be having difficulty. The earlier a problem is recognized, the easier it is to resolve. Teachers can be reached by sending a message through Brightwheel and/or by leaving a message through the school office. The teacher will return communication promptly, but teachers will not respond to emails or calls during the teaching day unless a planning time allows.

## **Evaluation and Parent-Teacher Conferences**

At the end of each quarter, each scholar's academic progress will be thoroughly evaluated. For scholars in VPK, at least one conference will be required each year.

Parents and/or teachers may request additional conferences during the year. Scholars do not need to attend these conferences. Parents and teachers should resist the urge to hold "mini-conferences" at the beginning or end of the school day when other children and parents are present and the teacher must concentrate on preparation for the day, dismissal, and teaching. Conference times, whether by phone or in person can be scheduled with the teacher through their school e-mail address or by phone.

We believe texting is a form of communication best reserved for casual matters or for informational purposes, not for the thoughtful dialogue required when discussing a scholar's academics or behavior. In respect of the weight of such matters, parents and teachers should refrain from texting one another.

Early Academy encourages parents to visit and observe in their scholar's classroom. Please feel free to schedule a time to observe in your child's classroom with the teacher. Please limit your visit to no more than 15 minutes and do not bring other children into the classroom. During an observational visit, as opposed to volunteering, parents should minimize interaction with scholars or the teacher in order to limit distractions. Visits should be scheduled with respect to busy times of the year, such as VPK Assessment testing.

## **Discipline Policy**

At Early Academy, children are guided and directed in a positive, gentle manner. There will be no severe, humiliating, or frightening disciplinary action taken with children. When dealing with a disruptive child, a teacher will always try to talk to and redirect that child. When a child is

exhibiting harmful behavior, they may be asked to sit next to the teacher or by himself or herself until he/she has gained control of him/herself. Discipline will not be associated with food, rest, or toileting. Under no circumstances will there be any form of physical punishment. Upon rejoining the group, the teacher will discuss with the child his/her behavior, why it is unacceptable, and a positive way to resolve the situation. These instances will be seen as teachable moments to encourage and help the development of social/emotional skills.

**If a child's behavior causes serious harm to self/others or is repeatedly disruptive of the classroom environment, the following steps will be taken:**

**Step One:** Parents will be contacted to attend a conference with the teacher and/or director to inform them of the child's behavior and will be encouraged to work with the school staff in finding a solution. Interventions for home and school will be discussed.

**Step Two:** A parent conference will be called and a probationary period will begin. During this time, a written behavior plan will be developed with input from teacher, parents, and the director. We will use all resources available to resolve the problem. Any major incidents or behaviors that result in harm to self/others that occur during this time period will result in the parent being asked to withdraw the child from the school immediately.

**Step Three:** If the teacher and/or director documents satisfactory improvement, the child will continue in the class. On rare occasions, a child does not respond to interventions and has needs that we cannot meet. At this time, the parent will be asked to make other arrangements for their child.

**Official School Calendar and Website**

The official school calendar for each academic year is posted on the school website and distributed to each family the summer prior to the start of school.

This calendar should be carefully coordinated with each family's own calendar and should be consulted on a regular basis throughout the year. The calendar identifies school holidays and teacher workdays. A separate calendar identifies special events to take place throughout the school year. We encourage families to visit our website at [www.classicalprep.org/early-academy](http://www.classicalprep.org/early-academy) regularly to view notices, faculty contact information, updates on extra-curricular schedules and locations, and other school related events and information.

**Office and Scholar Hours; Campus Access**

The Early Academy office is open from 7:00 AM to 6:00 PM every full day that school is in session. Messages may be left on voicemail any time the phone is busy or we are out of the office. Messages left after hours will be returned the next working day. Also, families may contact the administration via e-mail at [earlyacademy@classicalprep.org](mailto:earlyacademy@classicalprep.org).

School times vary depending on the program your child is enrolled in. For safety reasons, scholars should not arrive on campus earlier than 7:00 AM nor stay later than 6:00 PM unless they are attending an organized, adult-supervised program associated with the school. Since there is no

supervision prior to 7:00 AM, we ask parents to stay with their children until the main doors open.

Wrap around care ends at 6:00 PM. scholars who are not picked up by 6:05 PM will be charged a late pick-up fee. Part time VPK scholars who are not picked up by 11:05 AM for the morning program or 3:05 PM for the afternoon program will be charged a late pick-up fee.

### **Campus Leave and Visitor Policies**

All visitors to the school must come directly to the school office, where they must sign in and obtain an official school visitor's pass to wear visibly on their outer clothing.

Scholars are not allowed to leave school grounds, unless accompanied by a supervising adult.

Please plan all appointments for after school and avoid pulling them out of school early so scholars will receive the fullest benefit from their schooling.

### **Emergency/Non-Emergency Closures**

On rare occasions, the Early Academy may need to cancel classes due to adverse weather conditions or for other emergency reasons. Major considerations are severe weather conditions, major facility repairs, and utility service disruption. Parents will be notified as soon as possible. Tuition pricing will not be adjusted in the event of these situations.

### **Absences**

Absence policies help us ensure that every scholar that attends Classical Preparatory Early Academy program is accounted for. Regular attendance and prompt arrival at school are vital to a scholar's attitude and subsequent success as a serious scholar. It is the responsibility of the parent to notify the school when a child is absent. Scholars will be recorded as having an unexcused absence if no communication is received. Please be sure the office has your current work and home telephone numbers on file.

### **Illness**

If your child becomes ill at school, parent(s) will be called and asked to make arrangements for immediate pick up. If your child has fever, vomiting, diarrhea or is otherwise ill, it is best to keep the child at home, rather than send your scholar to school where others may be exposed to infection. The child will be required to stay at home for at least 24 hours and upon return to school, the child's temperature will be taken to ensure that fever has been reduced and child is no longer contagious. Each family should have a form on file that specifies what medicines may be administered by the school and what action to take in the event of illness or accident. Please see the section on medication for additional information regarding prescription medications.

### **Prescription and Over-the-Counter Medication Policy**

Parents must fill out an Emergency Contact and Medical Information Form that will remain on file in the school office.

If a scholar must take a prescription while at school the parent must bring the prescription medication along with a doctor's note to the office and indicate this on the Emergency Contact

and Medical Information Form. Parents of scholars with allergies, asthma, diabetes, or other medical conditions must also complete a management plan for their child's condition. Please contact the school office for a management plan form. Dosage requested by the parent or guardian shall be in keeping with the manufacturer's recommendations. Each instance of administration of a prescription medication shall be documented by the administering office staff.

Scholars are not permitted to keep prescription medication on their person or in their backpacks on campus (all drugs, including cough drops, are kept locked in the school office). The administration must be notified immediately of scholars suspected of breaching these regulations. Violation of these policies place the scholar and others at great risk of personal harm, and as such, will result in a redirection plan.

### **Drop Off & Pick Up Policy**

To ensure the best programming possible at the Early Academy for our scholars to flourish academically, consistency with drop-off and pick-up times is extremely important. All scholars must arrive on campus no later than 8:15 a.m. regardless of the program scholar is enrolled in. For the afternoon part time VPK program, scholars must arrive no later than 12:15 p.m. If a child is dropped off later than 8:15 a.m./12:15 p.m., a doctor's note must be presented unless prior notice was given to an Early Academy office staff member.

Early Academy's hours of operation are 7:00 a.m. to 6:00 p.m. Please remember to pick up your child(ren) between your scheduled hours to avoid late charges. After a 5 minute grace period, a late fee of **\$1 a minute** will be charged on next month's tuition.

Scholars enrolled in Early Academy's 8:00 a.m. - 11:00 a.m. and 12:00 p.m. - 3:00 p.m. program must be dropped off in carline between 7:40 a.m. and 8:00 a.m. or 11:45 a.m.-12:00 p.m. All other scholars MUST be walked in and signed in and out through Brightwheel.

### **Uniform Policy**

Uniforms are mandatory for all Early Academy scholars at Classical Preparatory School. Merriam-Webster defines the word uniform as "dress of a distinctive design or fashion worn by members of a particular group and serving as a means of identification" and as such, serves to bring our scholars together into one community of learners, irrespective of our diverse backgrounds. The uniform also signifies to the larger community our common purpose and identity as a school in pursuit of the true, the good, and the beautiful. Finally, the uniform frees our scholars to pursue their intellectual and moral development without the distractions of fad and fashion. True individuality is formed in the heart and the mind, not in appearances.

The learning environment is significantly influenced by scholars' attire. Wearing uniforms is intended to improve discipline and enhance the overall learning environment at Classical Preparatory Early Academy by fostering a distinct and positive appearance, helping scholars focus on learning, reducing distractions, and increasing wardrobe equality. The uniform was designed to have a "professional," business like standard.

Items that noticeably differ from the approved uniform will not be allowed. The Board delegates to the administration and staff and reserves the right, at its discretion, to deny any item that is noticeably different in style, color, or fabric. Scholars wearing noticeably different items will be subject to the consequences outlined below. Items not covered below, but that are considered inappropriate, dangerous, or a distraction from the learning environment are subject to review and prohibition by the administration.

Scholars must stay in uniform whenever they are on campus (including the parking lot) during a school day. This means arriving on campus fully in uniform and leaving campus fully in uniform (correct shoes, shirts tucked in, etc.). Scholars may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires an immediate change in dress.

### Uniform Links

Please use the following links to ensure the correct style is purchased.

French Toast: <https://www.frenchtoastschoolbox.com> (School code = QS5ZRJT)

### Use of School Logo

Classical Preparatory School's logo and mascot are copyrighted and cannot be distributed outside of our approved vendors. We currently offer merchandise through French Toast.

The school logo will be visible at all times on scholars' uniforms. The outermost layer of a scholar's uniform will be embroidered with the school logo. This includes shirts, jumpers, blazers, and sweaters.

### Enforcement

Within the school, the uniform policy will be enforced by the classroom teachers, other staff members, and Classical Preparatory Early Academy administration. The final decision as to the safety or suitability of any uniform policy issue will be left up to the dean or designee.

Anyone with a medical or religious reason for not following the uniform policy will need permission from the dean prior to non-compliance with this uniform policy.

Cheerful, consistent compliance with the uniform policy is expected by all.

### Consequences

A uniform violation slip will be sent to parents after each infraction. If a scholar violates the uniform policy in a manner that cannot be immediately corrected, the scholar may be asked to call his/her parent or guardian to bring an appropriate uniform item(s) which will allow the scholar to comply with the uniform policy. Uniform violation procedures are as followed:

1st Violation- Uniform violation slip sent home to be signed by parent/guardian.

2nd Violation- Parent called to come with appropriate uniform item for scholar.

3rd Violation- Parent called to come with appropriate uniform item for scholar. (scholar pulled out of class until correct item arrives.)

4th Violation- Administration contacted for further action.

### **Uniform Wear Guidance**

Parents have the responsibility to ensure that their children arrive at school in the proper uniform. scholars are expected to be dressed neatly, be well-groomed, and give a general good appearance. Uniforms are to be clean, of appropriate size/fit, and free of holes, tears, and frays. Uniforms must be worn as intended by the policy. A scholar will be deemed out of compliance for wearing non-approved items or by wearing approved items in a manner that is sloppy, immodest, or otherwise inappropriate.

Please label your child(ren)'s clothing with his/her name.

NOTE: If your child requires sizes that are not available through French Toast, please communicate with the Early Academy Director for approval to purchase from an outside vendor. All non-French Toast uniforms must have prior approval.

### **Required Everyday Uniform**

#### **Shirts**

##### **BOYS:**

- Color: Navy or light blue embroidered with school logo (no white shirts)
- Style: Short Sleeve Pique Polo (Item #1012) OR Long Sleeve Pique Polo (Item #1009)
- Vendor: French Toast

##### **GIRLS:**

- Color: Navy or light blue embroidered with school logo (no white shirts)
- Style: Short Sleeve Pique Polo (Item #1012) OR Long Sleeve Pique Polo (Item #1009)
- Vendor: French Toast

Fit for boys and girls:

- A solid white undershirt may be worn under the shirt/blouse but must not protrude past the sleeve length
- Shirts are not to be tight fitting

#### **Pants**

##### **BOYS:**

- Color: Navy
- Style: Relaxed Fit Twill Pant (Item #1519) OR Relaxed Fit Pull-On Pant (Item #1348)
- Vendor: French Toast

##### **GIRLS:**

- Color: Navy
- Style: Bootcut Adjustable Waist Pant (Item #1315) OR Twill Bootcut Pull-On Pant (Item #1340)
- Vendor: French Toast

Fit for boys and girls:

- No cargo pants, ankle pants, leggings, denim, or capris are permitted
- Must fit the waistline
- No "low riding," "skinny," or tight-fitting styles are permitted

- May not touch the floor or be above the ankle
- Pants must be non-cuffed and may not be rolled to achieve the proper length
- All pants must be purchased from French Toast

### **Skirts/Shorts/Jumpers**

#### **Skirts:**

- Color: Blue/Gold Plaid only
- Style: Two-Tab Scooter (in Blue/Gold Plaid) (Item #1397)
- Vendor: French Toast

#### **Fit:**

- No skirts shorter than three inches above the top of the knee when standing
- Solid black shorts must be worn under the skirt, but must not protrude the length of the skirt
- All skirts must be purchased from French Toast

#### **Shorts:**

##### **BOYS:**

- Color: Navy
- Style: Flat Front Short (Item #1431) OR Pull-On Short (Item #1350)
- Vendor: French Toast

##### **GIRLS:**

- Color: Navy
- Style: Bermuda Short (Item #1303) OR Pull-On Short (Item #1349)
- Vendor: French Toast

#### **Fit for boys and girls:**

- May not be shorter than three inches above the top of the knee when standing
- May not go below the knee
- Shorts cannot be rolled or be tight fitting
- All shorts must be purchased from French Toast

#### **Jumpers:**

- Color: Navy embroidered with school logo
- Style: Pleated Ribbon Bow Hem Jumper (Item #1352)
- Vendor: French Toast

#### **Fit:**

- Must be worn with Short or Long Sleeve Stretch Pique Polo in light blue or navy (Item #1403 or Item #1518) purchased through French Toast
- Solid black shorts must be worn under jumpers, but must not protrude past the length of the jumper
- Jumpers must be purchased from French Toast

#### **Shoes**

- Color: Solid black with solid black laces, non-skid black rubber soles, closed-toed, and flat
  - No colors on the shoes, heels, or soles

- No neon or bright colored shoe laces
- No slippers, flip flops, or open-toed shoes
- No boots of any kind (winter, riding, dress, etc.)
- No lights or wheelies
- Style: Athletic (tennis, Keds) shoes.
  - Mary Jane shoes, even athletic styled, are not allowed because of outdoor safety.

### **Socks/Tights**

#### **Socks:**

- Color: Solid-colored black socks
- Style: Solid black ankle socks

#### **Tights:**

- Color: Solid-colored black or navy tights
- Style: Cable knit tights (Item #2245)
- Vendor: French Toast
  - No leggings or footless tights

### **Optional Clothing Items**

#### **Vest**

- Color: Navy embroidered with school logo
- Style: V-Neck Sweater Vest (Item #1029)
- Vendor: French Toast

#### Fit for boys and girls:

- The uniform shirt must be worn underneath, and the collar must be visible
- No other sweaters, hoodies, jackets, or sweatshirts are permitted to be worn in the classrooms or other building rooms (library, prytaneum, offices, etc.)
- All vests must be embroidered and purchased from French Toast

#### **Sweater**

#### **BOYS:**

- Color: Navy embroidered with school logo
- Style: Anti-Pill V-Neck Cardigan (Item #1370)
- Vendor: French Toast

#### **GIRLS:**

- Color: Navy embroidered with school logo
- Style: Anti-Pill Crewneck Cardigan (Item #1371)
- Vendor: French Toast

#### Fit for boys and girls:

- The uniform shirt/blouse must be worn underneath, and the collar must be visible
- No other sweaters, hoodies, jackets, or sweatshirts are permitted to be worn in the classrooms or other building rooms (library, prytaneum, offices, etc.)
- All sweaters must be embroidered and purchased from French Toast

## **Outerwear**

Jackets may be worn to school for warmth but must be free of patterns, decorations, and images. Jackets must be solid navy, black, brown, or grey in color and may only be worn before and after school and during recess. Jackets must have a zipper or button front (no pullovers). No hoodies or pullover sweatshirts/jackets allowed.

*\*If the cost of the uniform presents a financial hardship for your family, please contact the school office for assistance.*

## **Hair, Jewelry, and Makeup**

### **Hair**

#### **BOYS**

Hair should be neatly combed or styled. Hair must be well-off the top of the shirt collar. Hair should not fall below the eyebrows or past the midpoint of the ear. Hair cannot be tucked behind the ears. No shaved heads, Mohawks, rat's tails, pony tails, or braids.

#### **GIRLS**

Hair must be natural looking and conservative in its color (no bleaching or unnatural streaking/highlighting, no deep/bright reds or oranges, no artificial jet-black coloring, and no unnatural colors) and cut. Hair must be clean, neat, and styled traditionally. No unusual or radical hairstyles (such as undercuts or partially-shaved hairstyles) and only natural colors are allowed. If bangs are worn, they must be above the eyes.

Girls may wear solid black barrettes, solid black small bows (no larger than two inches), solid black ponytail holders, and solid black headbands as hair accessories only. Girls may not wear anything that could be considered a distraction or "costume" such as animal ears or other novelties. No sport band-like headbands or head wraps (ones that wrap around the head) of any kind, size, or color.

### **Hats**

- Hats of any kind (including visors and bandanas) are not permitted to be worn in the classrooms or other building rooms. Hats that can be worn outside must be baseball in style, and solid black, brown, navy, or grey, free from patterns, decorations, and images.

### **Jewelry/Piercings/Tattoos**

- Girls may wear small studded earrings. No hoops or dangling earrings are permitted.
- Boys may not wear earrings.
- No other body piercings are permitted.
- Boys and girls are permitted to wear one watch, digital or analog. No "smart" watches or devices. Bracelets, rings, and necklaces are not permitted unless for religious reasons.
- No visible tattoos (permanent or temporary).
- No body art, including drawing or writing on skin made by the scholar with a writing utensil.

### **Makeup**

- scholars may not wear makeup of any kind.

- Girls may wear nail polish of a single color (to exclude black) for all fingers of both hands. No other nail decorations including jewels, initials, patterns, or designs can be worn.

### **Exceptions**

#### **Curriculum Days**

Scholars participating in Curriculum Day activities may wear their costume to school on the day of the event. Guidelines will be provided by teachers and administration prior to the event.

#### **Spirit Shirt Days**

Early Academy scholars who participate in the buy-out program may wear official current year spirit shirts on designated days of each month. Dress code must be followed for all other articles of clothing.

#### **Other Exceptions**

If at any other time in the school year scholars are permitted to dress differently than outlined in the uniform policy, guidelines will be provided by teachers and administration prior to the event.

### **Scholar-Teacher Relationships**

Each teacher at Early Academy has expressed a specific desire for the academic and moral success of each scholar and is committed to our mission and vision. Teachers will treat each scholar with dignity and hold high expectations for their success. Scholars will treat each teacher with the respect properly accorded the teacher's role as an authority figure. With this in mind, scholars should address teachers by their formal title, i.e. Mrs., Ms., Mr., Dr., and their first name.

Our teachers, staff members, and coaches will maintain a proper professional boundary between themselves and the scholars. If a teacher senses that a scholar requires counseling for a social or family issue, that issue will be referred confidentially to the administration and/or parents. The faculty/staff/coaches of Early Academy will insist on maintaining appropriate physical boundaries, and will not meet in a room alone with a scholar with the door closed. It is also Early Academy policy that faculty/staff do not transport scholars in their personal vehicles.

Scholars should not contact or visit teachers off campus unless the teacher has spoken with the parents and explicitly invited such contact, nor should teachers (or staff) contact scholars off-campus (other than phone calls regarding academics or school-sponsored extra-curricular activities), unless such contact has been approved by the parents.

Parents, scholars, and Early Academy staff are advised that once an Early Academy employee has separated from employment, the separated employee no longer represents Early Academy in any personal, professional, or political activities or relationships. Early Academy's responsibility for monitoring background checks and fingerprint clearances terminates with the employee's separation from Early Academy.

### **Backpacks and Contraband**

Scholars may bring backpacks to and from school. These items must be stored in designated areas during the school day. Backpacks should be free of popular culture icons or messages that are offensive or inappropriate to the school environment.

School officials may search and seize property when there is reason to believe that some material or matter is present that is detrimental to the health, safety, or welfare of scholars.

### **Food and Drink on Campus**

Scholars who attend Early Academy are responsible for bringing snacks and/or lunch. Early Academy does not provide breakfast, snack or lunch.

Scholars are encouraged to ALWAYS bring reusable water bottles to school. They may refill them from any of the drinking fountains. As a precaution against sickness, scholars should not share or drink from the same bottles.

### **Lost and Found**

Early Academy does not keep items that do not have a name on them. At the end of each day, unclaimed items will be given away or discarded. It is strongly recommended that all personal items be marked with the scholar's name.

### **Transportation**

Scholars will not be released to leave school with any adult except the parent, or by written or verbal permission of the parent. If another parent will be picking up your child to drive home after school, please be sure you have added them to the contact list in the enrollment packet.

Scholars are not permitted to leave campus in any vehicle driven by someone other than the parent, unless written permission from the parent is on file with the school office.

It is school policy that Early Academy faculty/staff do not transport scholars in their personal vehicles.

### **Field Trip Policy**

The following policy applies for all school sponsored field trips. Chaperones should see the website/front office for a permission/acknowledgment form which must be signed and returned to the school before accompanying scholars on any field trip.

1. All school rules apply on school-sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the school's lead chaperone, work cooperatively with other staff and volunteers, and model appropriate behaviors for scholars.
2. In order to comply with school and district policy, during school-sponsored events, chaperones:
  - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
  - may not use tobacco in the presence of, or within the sight of, scholars
  - may not possess any weapon

-may not administer any medications, prescription or nonprescription, to scholars

3. Scholar behavior is your responsibility. School rules related to scholar behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with scholars. Ensure that scholars do not get involved in any extra activities not pre-approved by administrators and parents. If a scholar will not follow your reasonable requests to comply with behavior and safety rules, please notify the lead chaperone or other school staff chaperone promptly.

4. Scholars must be supervised at all times while at school-sponsored events. For all field trips, each chaperone will be assigned 3-4 scholars for which they are responsible at all times. The lead teacher will account for all participants once an hour and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to scholars' needs.

5. For the protection of both the scholar and the chaperone, chaperones should not place themselves in situations in which they are alone with a scholar.

6. Family members or friends of a chaperone may not participate in a school-sponsored field trip.

7. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

8. Early Academy does not want to exclude anyone from field trips or other activities due to financial constraints. Families should speak with the Director or an office staff member if this is the case.

### **Potty Training Expectations**

In order for any child to attend Early Academy's PK3 or VPK programs, he/she must be able to use the restroom independently with little to no assistance (assistance excludes wiping child after toileting, changing soiled clothes, reminding child he/she must use the restroom to prevent accidents). Our PK3 and VPK programs are not designed for diaper changing nor is it a toilet training facility. However, we do understand that accidents happen. Our policies on accident regulations, if they should occur, are;

#### **Observation Occurrence Sequences**

- **Observation Sequence 1).** If a child has one or more accidents within three consecutive days, said child will be sent home for the remainder of the day of the last occurrence. Also a phone conference with the teacher and/or director will be mandatory for the child to return to school the following day. Conference is set upon the availability of the teacher and/or director. Child will have a probationary period upon returning to school. Probation details will be discussed during conference/or at early pick up time that day. Observation form and a probation agreement must be signed prior to child returning to school.

- **Observation Sequence 2).** If a child has five or more accidents within a week, then said child will be sent home for the remainder of the day of the last occurrence following a three day minimum suspension from school (excluding holidays or weekends). An observation form must be signed before returning to school. A mandatory conference will be scheduled with the teacher and director present. The child will have a probationary period upon returning to school. Probation details will be discussed during the conference. A probation agreement must be signed during the conference.
- **Observation Sequence 3).** If a child shows no improvement in his/her toileting or is having regular accidents on a daily basis. This confirms that the child is not toilet trained there for results as a phone call home and dismissal from the school. If the teacher and director feel the child cannot use the restroom independently, the director may skip Observation Occurrence Sequences 1 & 2.

### **Electronic Devices and other Prohibited Items**

IPods or other portable music players, video cameras, phones, electronic games, laser pointers, skateboards, roller blades, and other toys that are not part of the academic or extra-curricular program are prohibited on campus. Scholars may be disciplined, and such items will be confiscated and returned only to the parents upon their request.

### **Photography and Public Internet Postings**

1. The name and logo of Early Academy are the property of the school and may be used only for official school business. Any Early Academy scholar who, without written permission from the director, posts the crest or logo of Early Academy on the Internet or in any other public forum for purposes of identifying themselves or other scholars is subject to school disciplinary action.
2. All personal photography is banned on campus unless permission for it has been obtained, in writing or oral, from the Director. No photos taken on campus, whether authorized or not, may be posted on the internet or in any other public forum without written or oral permission from the Director. No photos of minors may be publicly displayed without the consent of the parents. Any Early Academy scholar found to be in violation of these rules is subject to school disciplinary action.
3. Any public display or posting by a Early Academy scholar, on the internet or in any other public forum, of derogatory, offensive, or harassing speech directed against another scholar, teacher, or other member of the school community is in violation of the standards of Early Academy and is subject to school disciplinary action.

### **Policy on Harassment, Intimidation, or Bullying of scholars**

Early Academy prohibits acts of harassment, intimidation or bullying of scholars.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act toward a scholar that takes place on school property or at a school-sponsored activity and that:

- (a) Harms the scholar or damages the scholar's property, or threatens personal harm or damage

to his property;

or (b) Insults, demeans or intimidates the scholar or a group of scholars in such a way as to substantially interfere with the scholar or scholars' educational or social activities at school or cause a substantial disruption of the orderly operation of the school.

The Director is the first person responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Director. All other members of the school community, including scholars, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Verbal reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Director will determine whether an alleged act constitutes a violation of this policy. In so doing, the Director shall conduct a prompt and thorough investigation of the alleged incident.

### **Fundraising**

Helps to raise funds to supplement our school's budget and enhance our school and its programs. Works with the school to continually improve the tools and resources available to our children. Monies raised through fundraising (i.e. Buyout Bundle) are considered donations to the Early Academy and are non refundable.

*The Board reserves the right to amend the Early Academy family handbook throughout the school year. If this is the case, changes will be posted on the school website and parents will be alerted by email.*

## **FERPA Notification REQUIRED ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS**

### **REGARDING scholar RECORDS**

This Notification is required by the Family Educational Rights and Privacy Act (FERPA) and provides you with important information regarding your rights as they relate to scholar educational records. It is directed to parents (including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian) and eligible scholars (scholars aged 18 years or older or attending an institution of postsecondary education). The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of scholar education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the scholar when he or she reaches the age of 18 or attends a school beyond the high school level. scholars to whom the rights have transferred are "eligible scholars."

Parents or eligible scholars have the right to inspect and review the scholar's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible scholars to review the records. Schools may charge a fee for copies.

Parents or eligible scholars have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible scholar then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible scholar has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible scholar in order to release any information from a scholar's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;

- Other schools to which a scholar is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a scholar;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a scholar's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible scholars about directory information and allow parents and eligible scholars a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible scholars annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, scholar handbook, or newspaper article) is left to the discretion of each school.

Where can I find more information about FERPA?

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

A technical assistance paper is available at the Florida Department of Education website at <http://www.fldoe.org/ese/tap-home.asp>

Parents can also contact:  
**Florida Department of  
 Education scholar Support  
 Services Project 325 W.  
 Gaines Street, Suite 644  
 Tallahassee, FL 32399**

**Phone: (850) 245-7851  
<http://sss.usf.edu>**

**Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW  
 Washington, D.C.  
 20202-5920 Phone: (800) 872-5327 <http://www2.ed.gov/policy>**