



**Sunflowers/Arcadia  
Academy  
PARENT AND STUDENT  
HANDBOOK  
2024-2025**

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## **I. MISSION STATEMENT**

Our mission is to develop confident, motivated, self-disciplined students who have the essential skills and aptitudes to accomplish the required goals successfully at each grade level. We will achieve this by providing a challenging curriculum designed to develop and increase the critical thinking skills of students. Delivered by capable, innovative teachers in a positive, safe, nurturing environment and in conjunction with the involvement of parents, the community, administrators, and staff members.

## **II. OBJECTIVES**

The administration and faculty of Sunflowers/Arcadia Academy are strongly committed to the education of children. The word education derives from Latin roots meaning "To lead forth". We will strive to help each child achieve according to the maximum potential of his/her ability by creating an atmosphere where learning can be an enjoyable, meaningful and challenging experience. We believe that the following objectives will lead the students to attain this goal:

### **A. ACADEMIC/INTELLECTUAL DEVELOPMENT**

1. To motivate student to acquire a love for learning.
2. To help the student acquire basic skills and apply these skills to practical tasks and decisions in everyday life.
3. To teach the student to think logically, and to express his/her ideas clearly in correct English.
4. To teach the student to listen with a critical mind.
5. To help the student understand scientific principles through the study of factual and experimental evidence.
6. To encourage the student to comprehend his/her heritage through the study of world culture.
7. To teach the student to effectively use research and technological resources.
8. To orient the student in the use of community resources to widen his/her horizons.
9. To periodically conduct an evaluation of the students' knowledge and performance.

### **B. PERSONAL DEVELOPMENT**

1. To challenge the student to discover, propose, create and to use all of his/her potentials through a systematically planned curriculum.
2. To encourage the student to make creative use of leisure time by developing hobbies, participating in extra-curricular activities, sports, or other creative interest.
3. To teach the students the importance of and need for respect of ethical standards and character formation.

### **C. PHYSICAL DEVELOPMENT**

1. To develop in the student healthy respect for his/her mind and body.
2. To provide students with the opportunities to develop their bodies and stay physically fit for life through participation in sports and other related activities.
3. To instill in the student habits of good nutrition and personal hygiene.
4. To teach the student the dangers to mental and physical health from alcohol and drug abuse.

#### **D. SOCIAL DEVELOPMENT**

1. To teach the student to recognize the family as the basic unit of society.
2. To assist the students in recognizing that they are valuable members of their community and to appreciate and show concern for other people.
3. To teach the student laws and regulations governing society and his/her roles, rights, and duties within government.
4. To assist the student in developing interpersonal relationships and to emphasize character education and peace education in social interaction.
5. To teach the student to conserve natural resources and to protect our physical environment.
6. To provide an atmosphere in which courtesy, friendliness, and cooperation are modeled by both faculty and students.
7. To provide the student with the opportunities to serve his/her community.

### **III. GENERAL SCHOOL INFORMATION**

#### **A. ADMISSION POLICY**

Sunflowers/Arcadia Academy is a non-profit non-sectarian educational organization. Race, religion or place of origin is not a factor in considering a student application. If space permits, a child's application will be accepted for admission consideration provided the following items are submitted: (1) school application (2) birth certificate (3) health immunization records (4) previous academic report cards and standardized test results (5) state scholarship candidates and/or recipients, at least one parent's picture identification i.e., Florida driver's license, Alien Resident card, social security or passport (6) McKay Scholarship student needs to present the last report card, and an individualized educational plan with a recent (within the last 3 years) psychoeducational evaluation.

All students are accepted on a nine-week probationary period. If a student does not meet the expectations within that period, he/she may be asked to withdraw. Failing to provide accurate information during the application process may result in dismissal from the school.

#### **B. AFTER SCHOOL CARE PROGRAM**

Our After School Care program is from 3:00 p.m. to 6:00 p.m. Monday through Friday, for students in first through 8<sup>th</sup> grades. Students in Kindergarten are dismissed at 2 PM.

Children who are not picked up by 3:00 P.M. in grades first through 8<sup>th</sup> grades will be sent to After School Care. Students in Kindergarten will be sent to After School at 2:15 PM. Children who are not picked up immediately after a school activity must automatically report to After School Care, and will be charged for the program.

All children **MUST** be picked up by 6:00 P.M. If you are unable to pick up your child, a previously designated person who is on record in the school office may pick up your child.

All parents must sign children out for them to be dismissed.

Any child not abiding by school discipline code loses the right to aftercare.

#### **C. ATTENDANCE AND PUNCTUALITY**

The State Board of Education mandates that students ages 5 through age 16 must attend school on a regular basis for at least 180 days. We, at Sunflowers/Arcadia Academy, believe that attendance in class is an integral part of a student's total educational

experience. We expect our students to attend school regularly unless they are sick or have an excused reason for not attending. Parents and students are responsible for attendance, which is **required by law** during the 180 days that school is in session. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school.

**A student who has more than 5 unexcused absences and/or tardiness during a grading period will not be entitled to receive academic awards of any kind that he or she might be entitled to. This includes trophies and medals at the end of the school year. Every 5 tardies and/or early dismissal in a grading period will be counted as one unexcused absence. Unexcused absences will result in the student obtaining an “F” in all subjects for the day without the opportunity for make-up work.**

Arrangements must be made with the school administration if you are planning to keep your child out of school for more than 10 days for any reason. A note from the parent or physician must be provided upon the student’s return to school.

Only “excused” absences will allow a student to make up tests, quizzes, or projects. These rules apply to all school days, including those before and after vacations or school holidays. The absence will be posted, but excused.

**Excused absences include:**

- Illness certified by a doctor
- Medical appointment: A written statement from a health care provider indicating the date and time of the appointment must be submitted
- Death in the family
- Observance of a religious holiday
- Outdoor suspensions

Any absence that does not fall into one of the above-excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

**Unexcused absences include:**

- Absences due to vacations, personal services, local non-school event, program or sporting activity
- Absences due to older students providing day care services for a sibling
- Absences due to illness of others
- Absences due to non-compliance with immunization requirements, payments or any other parental responsibilities with the school.

If a student is unable to attend school for an important reason, the parent or guardian is required to call the school office between 8:00 A.M. and 8:30 A.M. In the event of a lengthy illness, the School requests being informed periodically of the student’s progress. Upon returning to school, a doctor’s excuse is necessary. **A student who is absent from school more than 10 days in a year places the student at risk of not being promoted to the next grade.** In an exceptional extenuating circumstance, the administration may

grant an exception that determines a way in which the student may receive additional instruction.

Students who have been absent for the day are not allowed to participate in any school-sponsored extracurricular activities.

**We ask that parents plan special trips and activities around school holiday. If a student is to be away from school for any reason, the parent must send a note to the Principal, explaining the absence. The teachers have been directed not to allow students to make up work unless the principal has received the note from the parent before the absence occurs.**

**The parent/guardian is expected to be responsible for his/her child's school attendance as required by law and stress the importance of regular and punctual school attendance with his/her child.**

### **Early Dismissal Policy**

In order to count attendance for the day, a student must be present in school from 8:30am-10:30am. Early dismissal for the student will not be considered for a day's attendance unless the student is present within those hours of 8:30am to 10:30am. In the event that a student must be dismissed early for a doctor or dentist appointment or other dismissal, parents must report to the office and sign that student out. Attendance will not be counted if the student leaves before 10:30am. It is the policy that every 5 early dismissals will count as an absence.

### **D. CLASS PARTIES**

Birthday celebrations are allowed in our school for students in kindergarten only. Parents who wish to celebrate their child's birthday must send a notice to the school office at least 7 days in advance. Parties will not be celebrated without prior notification to the office and a particular date can never be guaranteed. Birthdays are celebrated between 1:30 and 2:00 PM on the last Friday of each month. Parents must provide cups, plates, napkins, spoons, party favors, etc. The teacher will be in charge of the party. Due to security reasons, we cannot accommodate other guests or family members at birthday parties. We celebrate special holidays such as Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, and Easter. The administration and classroom teacher must be notified at the beginning of the school year if a student has to be excluded from these celebrations due to religious reasons.

**Birthday parties cannot be celebrated without the approval of the administration. The cafeteria cannot be used as a banquet hall facility. Piñatas, decorations, balloons, clowns and other characters and bounce houses are not permitted.**

### **E. EMERGENCY CLOSING**

In the event of a hurricane, riot or other emergency situations tune to your local TV or radio station. We will most likely follow the decision of the Miami-Dade County Public School System. We will always try to keep you informed of any decisions.

No one is permitted to enter or leave the school during an emergency lockdown. In the event of a lockdown, situation parents are advised to call the school for more information before picking up a student. If the phone lines are down during emergency situations, remain calm and stay tuned for any emergency updates through the television or radio stations.

## F. EMERGENCY CARDS

Every parent must fill out an emergency card at the beginning of the school year and return it to the office immediately. These cards are kept on file and will be used when the student experiences an emergency illness or accident while at school. Further, it includes authorization to the school to act in emergencies when the parent or guardian cannot be reached. If you change your address or telephone number, please notify the school office so that current information is on your child's card at all times.

## G. FACULTY MEETINGS

Every first week of the month, faculty meetings will be held from 3:00 p.m. to 4:00 p.m. Teachers and staff will be unavailable during this time for professional development in-service.

## H. FIELD TRIPS

During the school year, field trips will be planned as part of the curriculum. Field trips are generally the culminating activity in a unit of study and are used for educational enrichment. Classroom teachers will be in charge of scheduling field trips for their class. On occasion, a fun field trip will be scheduled as part of our behavioral reward system. Parents will be notified in advance of a field trip. A field trip permission form must be filled out, signed and returned in order for students to participate. You will also be informed of the cost for the field trip, which includes transportation and admission. Parents are not allowed to drive students to field trips. **Field trip payments are NON-REFUNDABLE.**

The dress code for field trips is as follows:

For outdoor trips, such as parks, farms, beach, and so on, the dress code will be the field day shirt with P.E. shorts or jeans, according to the school's specification.

For indoor trips, such as museums, theaters, banks, the full formal uniform is required.

## I. HEALTH

The administering of medicine to a child outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so that it can be administered at home. Only when absolutely necessary is the school willing to accept responsibility for administering medications, and then under the following guidelines.

The school will never administer/dispense medicines (Including "over the counter drugs") to students without specific authorization by both a licensed physician and the parent of the students. An "Authorization for Medication" form must be completed and submitted by the parent. The name of the medication and dosage must be indicated on this form. This process would specifically apply to circumstances involving EpiPen use.

EpiPen or prescribed inhaler for asthmatic cases must be labeled with the child's name and the exact dosages. All medications will remain in a secure location at the school office. All medication must be in its original container. (By exception, students who are



determined by a physician extremely asthmatic may carry a prescribed inhaler with them during the school day.) Ordinarily, a written log will be kept of dispensed medication.

Children that cannot participate in physical education activities due to a medical condition must also have a medical excuse on file in order to be excused and receive an alternate assignment and/or grade for this course.

#### **J. INSURANCE**

The school provides accident insurance coverage to all students while they are on the school grounds or participating in school-day activities.

#### **K. OFFICE HOURS**

The school office opens at 8:00 A.M. and closes at 3:00 P.M. All school business should be conducted during these hours. After school office hours are from 3:00 P.M. to 6:00 P.M.

#### **L. PARENT/TEACHER COMMUNICATION**

Parents wishing to speak to a teacher may call the school office. The office will notify the teacher of your request. The teacher will return your call during her/his planning period.

Parents wishing to make an appointment with a teacher must call the school office. The school office will notify the parent of the time and date of the appointment.

Parents wishing to communicate with the General Director or Principal should call the school office between the hours of 8:00 a.m. through 3:00 p.m. Monday through Fridays, and fill out a conference request form to schedule an appointment.

Parents are required to complete a minimum of 10 volunteer hours per school year (for 1 child). If parent has more than 1 child, the parent is required to completed 5 hours per child.

It is the responsibility of the parent to access the child's academic progress information via Sunflowers/Arcadia Academy Gradebook, take-home letters sent in student folders or on the school website at [www.sunflowersacademyprep.com](http://www.sunflowersacademyprep.com). Parents are responsible to contact first the teacher with any questions regarding the academic progress of the child to foster effective communication between Home & School. If further clarification or questions remain, a meeting with the administrative supervisor will be scheduled. When the issue in question is not resolved, a staff meeting will be arranged with the school Principal and lastly with the General Director.

**PARENTS ARE NOT ALLOWED IN CLASSROOMS OR IN THE HALLWAYS DURING SCHOOL HOURS, except when they are volunteering, and always with permission from the administration.** Teachers are responsible for the supervision of their classes. Therefore, they are not able to give their attention to a parent during class time. The same rule holds before school and during dismissal hours when the teacher has specific duties. Teachers have been directed to refer parents to the office unless an appointment for a conference or visit has been made in advance.

#### **M. RECORDS**

For all new students, an updated immunization record, copy of health form (HRS H-3030), a copy of his/her birth certificate are due in the office at the time the student is registered. Additional documentation needs to be submitted to meet requirements for admission purposes as described under Section V (A).

## N. REGISTRATION

All students register annually. By presenting the registration papers, acceptance by Sunflowers/Arcadia Academy is not guaranteed. Required information is provided at the office and through the school web page and is to be completed and submitted with the required registration fees. This fee is non-refundable. If your child is not returning to Sunflowers/Arcadia Academy, please indicate this on the form.

**It is understood that the \$250 annual registration fee will be required of each child to be enrolled at Sunflowers/Arcadia Academy.**

The registration fee excludes all school field trips and extra activities outside the regular annual schedule. This fee is non-refundable.

## O. RETURNING TO SCHOOL AFTER ABSENCE

All students who have been absent are required to bring a note to the classroom teacher which must include the following:

1. The day's date
2. Full name of the student
3. Dates absent
4. Reason for absence
5. Child's grade
6. Parent or Guardian's signature

If the child fails to bring a note upon returning to school, the child will be sent to the school office to contact the parent or guardian.

In the case of short-term absence (1 to 3 days), the school staff will assist the student in making up the school work missed. Students will have a week to make up the missed work. If the student is absent only one day, the test or quiz missed must be made up the day following his/her return to school. Tests and work missed during an absence of more than 3 days must be made up within one week upon returning to school. In the case of long-term absence (more than 3 days), parents must make arrangements to pick up work from the school office.

## P. SAFETY OF CHILDREN

Student safety is our first priority. School personnel supervises students at all times. In spite of our efforts to supervise students as they learn and play accidents do occur. **If a child has a minor accident, such as a scratch or bruise, we will provide first aide without notifying the parent.** We will only notify parents of minor accidents if it is written on the emergency contact card.

No child will be released to anyone other than his or her parent or guardian unless otherwise specified in a **written** notice. The specified person must come to the office, identify him/herself and sign the child out. No child may go home with another child unless a **written** note has received from the parents. Parents must submit a list of those who are authorized to pick up their children in the afternoon. In the case of car-pools, the names must be clearly stated. In the event that a change is made from the regular person/car-pool that picks up the student, a note needs to be sent/faxed to school giving the homeroom teacher permission to release the student to that person.

Without proper identification, the school reserves the right to refuse the release of the student. In the event of an emergency, a parent is asked to call the school office and request that the student be released. The parent or another person authorized by the parent comes to the school office to have the student released. That person must identify him/herself and sign the child out.

The school authorities are not responsible for children left on the school property before 6:30 A.M or after 6 P.M. and not enrolled in the before or aftercare program. Parents are responsible for any accidents that occur if this policy is not needed.

## **Q. SAFETY & SECURITY**

### **a. Lockdown Procedures:**

The following lockdown procedures are followed in the event of police activity nearby, an active shooter situation, bomb threat, and in case of a state or federal emergency:

1. Everyone is to remain where they are.
2. Classroom teachers and staff are to:
  - a. Quickly glance outside the room to direct any students or staff members in the hall into their room;
  - b. Lock doors and lower or close any blinds;
  - c. Turn out all lights and computer monitors;
  - d. Place students near floor, in a safe corner, so that they aren't visible to the intruder;
  - e. Keep students calm and quiet. Students will be kept under staff direct supervision at all times.

Note: Teachers are instructed to have their attendance record handy, as well as an accurate headcount of students during and after the lockdown. This will aid in accounting for all students if an evacuation is necessary.

3. Students will remain in safe areas until directed by law enforcement officers or administrators to move or evacuate. We may not open doors and allow anyone into the building during a lockdown. Only first responders will have the ability to enter our school during a lockdown.
4. The Administration will contact parents about how the school responded and give any information they might need. Securing our school and students is our priority, therefore, communication with parents will occur once this has been achieved.

### **b. Reunification Procedures:**

In the event of a school emergency, students will follow our lockdown procedures. No student will be dismissed until First Responders announce an "all clear". If a full evacuation is warranted, students will be moved to our reunification site. Parents will be directed to pick up students from this location.

Reunification Procedures:

**If our emergency response requires an evacuation, we will go to: Miami Dade College – Eduardo J Padron Campus. If an emergency occurs, the Principal/General Director will contact parents about how we responded and give any information they might need. If anyone needs to be transported for medical care, they will be taken to Mercy Hospital, if possible, or the nearest hospital selected by the Emergency First Responders.**

During a school lockdown, parents do not come into the school building. This could interfere with Emergency First Responders. The students should be picked up after the emergency has passed. Depending on the type of emergency, parents may be informed by emergency text or a mass email notification via the "Alert Now System". Only people listed on the emergency contact card can pick up a student from school. Please keep contact information, including parent email addresses, current.

**c. School Safety:**

To ensure the safety and security of all our students, all outside school doors will be locked after 8:30am daily. Visitors must obtain a visitor's badge at the front office. All visitors must be face-verified via the front gate camera before gaining access to enter the school premises.

**d. Video Surveillance Policy:**

To ensure the safety and security of all children, staff, parents and visitors, as well as the security of our school facilities, Sunflowers/Arcadia Academy is equipped with 24-hour video surveillance system and security cameras are installed in all classrooms, hallways, kitchen area, outdoor play area, and parking lot and may conduct video surveillance of any portion of its premise at any time, the only exception being private areas of restrooms and dressing rooms, and that video/security cameras will be positioned in appropriate places within and around our school facility and used in order to help promote the safety and security of people and property.

The following are just some of the many benefits of having security cameras installed in our schools:

- Security cameras keep children & staff safe & are very effective deterrent of any crime.
- People tend to behave/perform better when there are security cameras around.
- Administrators can better monitor the entire facility and supervise/observe staff's interactions with children and with other staff members effectively.
- They provide peace of mind to our parents.

**Because we respect the privacy of all children, parents, and staff in our school, our 24-hour video surveillance system/security cameras are for internal purposes only.**

**Only the Executive Management Team is allowed to view our security cameras/video footage either at the Academy's office at the site OR live video footage may be viewed remotely from Admin offices at a different location.**

**Video surveillance/ recording consent** forms are signed prior to your child(ren) starting our Academy.

**R. SCHOOL HOURS**

School hours are from 8:30 AM to 3:00 PM Monday through Friday. Students may be dropped off as early as 8:00 AM. The first bell will ring at 8:15 AM. The school day begins at 8:30 AM for all students in kindergarten through 8<sup>th</sup> grade.

Dismissal is at 2:45 PM for all students in first through eighth grade, and for Kindergarten students, dismissal will take place at 2 pm. Please arrange to pick your child up promptly at dismissal time. Supervision will not be provided after 3:00 PM for first through eighth, and after 2:15 PM for Kindergarten students, unless you make arrangements to have your child participate in our before and or after school care. Late fees will be imposed on students that are left at the school, after the assigned dismissal hours.

The students will form a line under the covered area by class or will be escorted directly to the classroom by the assigned teacher.

**S. TARDINESS/EARLY DISMISSAL**

Students that are not in their class by 8:30 AM are considered late and must obtain a tardy pass from the office.

Excessive tardiness may be grounds to disqualify a student of his/her eligibility for school awards nor student clubs.

A student who has accumulated 10 tardies and/or early dismissal will be placed on academic probation.

Parents are urged to make doctor and dentist appointments for the students after school hours and to keep early dismissals to a minimum. There is a need to be dismissed during the school day, a note from the parent must be sent to the teacher for permission by 8:00 A.M. No child will be permitted to leave school grounds unless accompanied by an adult.

In the event that a student must be dismissed early for a doctor or dentist appointment or other dismissal, parents must report to the office and sign that student out. No early dismissal is allowed between 2:30 p.m. and 3:00 p.m. **Parents are not allowed to go to the classroom to pick up a student.**

#### **T. TUITION**

The prompt payment of tuition and fees is vital to the running of Sunflowers/Arcadia Academy. All tuition payments should be made in person at the school office by cash, personal check or money order payable to Sunflowers/Arcadia Academy. Payment requirements must be met in advance by one of the following methods.

1. All in one payment.
2. In ten monthly installments due by the 10th day of each month starting in August and concluding in May.
3. Payments received after the 10th of each month will be assessed a \$20.00 late fee.
5. All accounts must be current, including the following: morning care, aftercare, field trip fees or any other miscellaneous fees. Release of official recommendations for students will not be completed until all accounts are paid in full.
6. Report cards will not be issued if child's account is not current.
7. A student whose account is past due over 30 days may result in the termination of attendance for the student and not eligible to re-register.
8. There will be a \$30.00 charge if a check is returned to the school.
9. Any payment claims must be accompanied by the payment receipts given by the school office.
10. Family tuition discount is provided to families with 2 or more children. Each additional student enrolled in the school will receive a monthly discount of \$10.00.

#### **U. TEXTBOOKS, LIBRARY BOOKS AND ELECTRONIC SUPPLEMENTARY MATERIALS**

All textbooks are loaned to the students for one year and remain the property of the school. Students are not allowed to take hardcover textbooks home without teacher's permission. **All workbooks must be covered with clear contact paper during the first week of school.** Electronic devices, such as laptops and tablets, may not be taken home without approval from the principal and a technology loan contract completed by the parent. If a textbook or material suffers damage or is lost, an appropriate replacement fee will be charged up to replacement cost depending upon the extent of the damage.

The student is responsible for borrowed library books. If a book is lost or damaged, the student will be required to pay for the book's replacement. Students will be charged late fees for not returning library books by the due date. Report cards will not be issued until the account is paid. No refunds will be issued.

## V. TRANSPORTATION

Parents are responsible for transporting the student to and from school. We do not have transportation service at the school. Private bus transportation must be arranged by the parent. We require that the office be notified of such arrangements to ensure that the student gets home on the proper bus.

## W. DISMISSAL

Our school has established a drive-by system for *regular* dismissal time. We issue one (1) car decal to every student who leaves at regular pick-up time (not afterschool or bus). It is the parent's responsibility to maintain their decal, as well as give the decal only to individuals who are authorized to pick-up the child.

## IV. ACADEMIC POLICIES

### A. ACADEMIC HONORS

Principal's Honor Roll  
Honor Roll

Academic average =3.8 or above  
Academic average=3.7 or above

**Students with a C in conduct will not be considered to receive any Academic Honors. A student who has been tardy, or absent 5 or more times during a marking period will Not be eligible for any Academic Honors.**

### B. ATTENDANCE

The State Board of Education mandates that students ages 5 through age 16 must attend school on a regular basis for at least 180 days. We, at Sunflowers/Arcadia Academy, believe that attendance in class is an integral part of a student's total educational experience. We expect our students to attend school regularly unless they are sick or have an excused reason for not attending. Parents and students are responsible for attendance, which is **required by law** during the 180 days that school is in session. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school.

A student who has more than 5 unexcused absences and or tardiness during a grading period will not be entitled to receive academic awards of any kind that he or she might be entitled to. This includes trophies and medals at the end of the school year. Every 5 tardies and/or early dismissal in a grading period will be counted as one unexcused absence. Unexcused absences will result in the student obtaining an "F" in all subjects for the day without the opportunity for make-up work.

Arrangements must be made with the school administration if you are planning to keep your child out of school for more than 10 days for any reason. A note from the parent or physician must be provided upon the student's return to school.

Only "excused" absences will allow a student to make up tests, quizzes, or projects. These rules apply to all school days, including those before and after vacations or school holidays. The absence will be posted, but excused.

#### **Excused absences include:**

- Illness certified by a doctor
- Medical appointment: A written statement from a health care provider indicating the date and time of the appointment must be submitted.

- Death in the family
- Observance of a religious holiday
- Outdoor suspensions

Any absence that does not fall into one of the above-excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked unexcused absent until he/she submits required documentation. Failure to provide required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences do not require that the teacher provide make-up work for the student.

**Unexcused absences include:**

- Absences due to vacations, personal services, local non-school event, program or sporting activity
- Absences due to older students providing day care services for a sibling
- Absences due to illness of others
- Absences due to non-compliance with immunization requirements, payments or any other parental responsibilities with the school.

If a student is unable to attend school for an important reason, the parent or guardian is required to call the school office between 8:00 A.M. and 8:30 A.M. In the event of a lengthy illness, the School requests being informed periodically of the student's progress. Upon returning to school, a doctor's excuse is necessary.

**A student who is absent from school more than 10 days in a year places the student at risk of not being promoted to the next grade.** In an exceptional extenuating circumstance, the administration may grant an exception that determines a way in which the student may receive additional instruction.

Students who have been absent for the day are not allowed to participate in any school sponsored extracurricular activities.

We ask that parents plan special trips and activities around school holiday. If a student is to be away from school for any reason, the parent must send a note to the Principal, explaining the absence. The teachers have been directed not to allow students to make up work unless the Principal has received the note from the parent before the absence occurs.

**The parent/guardian is expected to be responsible for his/her child's school attendance as required by law and stresses the importance of regular and punctual school attendance with his/her child.**

**C. ACADEMIC PROBATION/FAILURE**

Students receiving more than one failing grade or having less than a 2.0 average will be placed on academic probation. A student will be removed from probation after the next grading period if there is no more than one failing grade and the grade point average above 2.0. In addition, students in grades K-8 who have accumulated 10 tardiness will be placed on Academic Probation. Academic Probation includes the following:

1. Loss of the privilege to participate in sports, clubs, and planned school events
2. Loss of the privilege to be excused from any class period, except as the principal directs.
3. Students who remain on academic probation for two consecutive grading period will be liable for dismissal.

A meeting with the administrative team will be arranged with parents and recommendations made must be followed immediately. The cooperation is expected of the parents and the

student. If the recommendations are not followed promptly this may result in termination of attendance.

#### D. FAILURE WARNING & RETENTION POLICY

Retention in a grade can be considered for a student as part of a response to academic interventions. Students that do not make adequate progress in the assigned courses during the school year can be retained in the current grade including kindergarten. Conferences will be held with parents after the second report card is issued to discuss possible strategies to remediate any deficits. Parents should closely monitor their child's progress through progress reports and report cards that are issued periodically.

Students must have no less than a "D" in the core subject areas to be considered for promotion to the next grade. The ultimate decision regarding promotion or retention is left to the discretion of the principal.

#### E. GRADING SYSTEM

##### GRADING SCALE

###### Academic Grades 1-8

A= 100-90=Excellent

B= 89-80=Good

C= 79-70=Satisfactory

D= 69-60=Improvement Needed

F= 59 and Below =Unsatisfactory

###### Conduct

A=Excellent

B=Good

C=Satisfactory

D=Improvement Needed

F=Unsatisfactory

###### Effort

O=Outstanding

S=Satisfactory

###### Kinder Academics & Conduct

O= Outstanding-100-95

VG= Very Good-94-90

G= Good 89-80

S= Satisfactory 79-70

I= Improvement Needed 69-60

U= Unsatisfactory 59 or below

###### Effort

O= Outstanding

S= Satisfactory

N= Needs Improvement

#### F. HOMEWORK

Homework is assigned:

- To reinforce concepts and skills that have been presented in class.
- To foster the student's creativity and discipline through enrichment projects and research.
- To train the student to work independently and to accept responsibility for completing a task.

Grades K -8 will have homework Monday through Thursday. Homework is part of the components of their grade.

It is the responsibility of the children to bring their school work and P.E. uniforms to school. Items will not be accepted in the school office to be taken to class.

**Children will not be allowed to telephone home for homework unless requested by the teacher.**



## **G. NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to promote recognition for students in entering fifth grade, sixth, seventh and eighth graders who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service. To be eligible for membership candidates must have been in attendance at school the equivalent of one semester.

A five-member Faculty Council evaluates the students based in all five criteria of scholarship, leadership, service, citizenship, and character. The selection of each member to the chapter shall be by a majority vote of the five Faculty Council members.

The first criteria for selection is an academic achievement. First-time eligible students must have attained an overall average of 3.8 for two consecutive semesters (excluding Art and P.E.) Students who have attained the scholastic requirements are then evaluated in the four areas of positive leadership, service, citizenship, and character.

Membership in the NHS is an honor, not a right. Continued membership in the chapter is based upon students maintaining Honor Roll status under which they were admitted as members.

Parents and students must understand that no student has the right to be selected for membership and that the members of the faculty council exercise their discretion in a legitimate manner and with the good faith expected of them.

## **H. PROMOTION**

Successful completion of all academic subjects is the requirement for a student's promotion from one year to the next.

1. Any student in grades K-8 who demonstrates difficulties in any learning area will warrant that teacher and parent periodically dialogue about the child's performance through various means of teacher-parent communication.
2. Any student in grades K- 8 who demonstrate difficulties after teacher-parent interventions will be referred to outside resources for additional services and psycho-educational evaluations. The school will provide the parent with various options available and it will be incumbent upon the child's parents to take the necessary steps of action to inform the school of the test results.
3. Students in grades K-8 who do not demonstrate improvement through the implementation of intervention strategies and failing two major subject areas will not be promoted.
4. Failure in two major subject areas in grades K-8 is considered a grade failure. Students with a psycho-educational evaluation or a medical diagnosis recommending a modified instructional program will be evaluated on a one-to-one basis. A staffing consisting of parents, teachers and administration will be convene to assess if school can continue to service child's learning needs with the programs available at Sunflowers/Arcadia Academy.
5. Any student at Sunflower Academy in grades 1 through grade 8, failing major subject areas will be required to do summer school instruction (20 hrs. minimum of instruction per subject area) at Sunflowers/Arcadia Academy. When a child is traveling abroad and is unable to attend summer school instruction at Sunflowers/Arcadia Academy, the child must fulfill the summer school instruction requirement at a Fl. state-

accredited school prior to the first day of school. If the average of the final summer school instruction grade and the final end-of-the-year grade does not result in 70% or higher, the child will not be allowed to return to Sunflowers/Arcadia Academy.

#### **I. REPORT CARDS & PROGRESS REPORTS**

Report cards are issued to the student every 9 weeks. A progress report will be sent home approximately on the 4<sup>th</sup> week of the grading period. When you receive these documents please review them with your child, sign and return them to the school. The final report card will be given to the students on the last day of school. The date of the awards ceremony will be determined during the school year. Students who cannot attend the ceremony can obtain their report card and awards (if applicable) the week following the ending of the school year. Students who have outstanding financial obligations with the school will not be entitled to receive progress notices, report cards or awards.

Parents have (5) school days after report cards are issued to contest any grade or attendance errors. Request for revisions or corrections must be put in writing to the attention of the school principal. Revisions will not be considered after (5) school days.

#### **J. SPECIAL PROGRAMS**

Title I - Students who have been recommended for these services by teachers and the administration must obtain a parent consent form in order to attend from 3:00 p.m. to 5:00 p.m. These services are provided through Catapult Learning.

#### **K. TESTING PROGRAM**

A comprehensive testing program is an important part of the educational program. The Iowa Tests of Basic Skills (ITBS) are administered to Grades 3-8 in the Spring. The program includes standardized testing of achievement and intelligence. The results of these tests are used as supplemental information by administrators and teachers in identifying special student needs. They are only one of the many ways by which the school measures achievement and potential, or attempts to identify problem areas.

In addition, the school reserves the right to offer a screening test. These tests are optional and at the discretion of the parent unless the teacher and the Principal determine the need to test a particular student.

#### **V. DISCIPLINE DEPARTMENT**

##### **A. VIOLENCE AND DRUG FREE SCHOOL:**

We have a zero-tolerance policy on school violence, drugs, and the use of weapons. This policy will be enforced in an effort to provide our students with a safe, positive learning environment. Students suspended because of zero tolerance policy, will have to submit a letter from a psychologist, stating that the student presents no threat to himself or to others, before he is allowed to return to school.

##### **B. CLASSROOM DISCIPLINE:**

Students must act responsibly, be kind and courteous to their peers and teachers at all times. Classroom discipline is our #1 priority. The teachers must enforce their discipline plan at all times during the school day to ensure that disruptions and distractions are minimized. Students who demonstrate continuous disruptive behavior will be disciplined according to their age and type of violation. The following forms of consequences will be used depending on the severity of the violation:

**Detention:** Students may be asked to stay after school for a certain amount of time not to exceed an hour. This detention may last for up to 10 days in more severe cases. Parents will be notified 24 hours in advance by way of a detention notice.

**Work Assignments:** These are jobs that will be assigned in lieu of outdoor suspension at times.

**Time Out:** This consists of sitting out from recess or another type of fun activity.

**Loss of Privileges:** Student may be refrained from participating in a scheduled party event, field trip, or other activity as a consequence for misconduct and considered a loss of student privileges.

**Removal from Class for a Period of Time:** If the student interferes with the teaching and learning in the classroom, they will be sent to another grade level younger than their age.

If the problem persists the child will be referred to an administrative supervisor. The administrator will have a conference with the student and the parents might be contacted. If this is a reoccurring problem the student could face outdoor suspension, a meeting with the school principal and possible expulsion from school.

The use of corporal punishment is strictly prohibited in our school. Children are never subjected to discipline measures that are severe, humiliating or frightening and discipline shall never be associated with food or toileting needs.

The purpose of discipline is to train the child to develop self-control, character, orderliness, and efficiency. Discipline is essential to the intellectual, character and emotional growth of the child. Parents can help to maintain discipline in the school by cooperating fully with school policies and supporting the staff and administration in the education of their children.

#### **C. PHYSICAL CONTACT/IMMORALITY**

Demonstration of romantic involvement between students on the school campus or at school events is prohibited. Hand holding, embracing, kissing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in informing parents of engagement in prohibited behavior, suspension, or expulsion.

Immoral conduct will not be tolerated, including identifying states related to such conduct. Sunflowers/Arcadia Academy strictly forbids immoral conduct and the advocacy of such behavior. An identifying statement is defined as a statement that a student is sexually active, or words to that effect, or language or behavior that a reasonable person would believe is intended to convey that a student engages in or has a propensity or intent to engage in immoral and/or sexual acts.

Immoral conduct or sexual activity is incompatible with the rules and regulations at Sunflowers/Arcadia Academy and is a basis for dismissal.

#### **D. ACADEMIC INTEGRITY**

According to the Modern Language Association (MLA), Plagiarism is “presenting another person’s ideas, words, or entire work as their own.” Plagiarism- whether accidental or intentionally – is prohibited at Sunflowers/Arcadia Academy as it is a breach of academic integrity and is always unethical. Copying someone’s ideas, arguments, and writing (even if you paid for it) is considered plagiarism and will be subject to consequences, which will include a “zero” in the assignment, suspension, and possible expulsion for repeated offenses. Plagiarism includes the use of artificial intelligence (AI) tools or essay writing services to assist, guide or create assignments, assessments or projects in any subject.

#### **E. EXPULSION POLICY**

PURPOSE

Unfortunately, there are occasion we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the children in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend child from this school.

#### IMMEDIATE CAUSES FOR EXPULSION

- a. The child is at risk of causing serious injury to other children or him/herself.
- b. Parent threatens physical or intimidating actions towards staff members or other families.
- c. Parents exhibits verbal abuse to staff in front of enrolled children
- d. Recommendation by a licensed professional for environmental requirements for the child which cannot be provided by our school.

#### PARENTAL ACTIONS FOR CHILD'S EXPULSION

- a. Failure to pay/habitual lateness in payments.
- b. Failure to complete required forms including the child's immunization record.
- c. Habitual tardiness when picking up your child.
- d. Verbal abuse to staff, administrator, or families.
- e. Not cooperating with remedial action recommended.

#### CHILD'S ACTIONS FOR EXPULSION

- a. Failure of child to adjust after a reasonable amount of time.
- b. Uncontrollable tantrums/angry outburst.
- c. Ongoing physical or verbal abuse to staff or other children.
- d. Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the school and the parent to correct the problem. If, after one or two weeks, pending on the risk to other children's welfare or safety, behavior does not improve, and the school finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week's notice to find another school to provide care for this student.

### F. BULLYING POLICY

Sunflowers/Arcadia Academy will not tolerate behavior that infringes on the safety of students. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name calling, and social isolation or manipulation.

Any student who engages in bullying may be subject to disciplinary action up to And including expulsion.

## VI. GENERAL STUDENT REGULATIONS

### 1. FIRE DRILLS

When the drills are conducted, teachers and students must leave the building according to directions. Everyone must move quickly, in ABSOLUTE SILENCE and in order.

### 2. JEWELRY & ELECTRONIC EQUIPMENT

**Jewelry is not allowed in school.** Boys are prohibited from wearing earrings to school. We will not be responsible for lost or broken jewelry. If a student has to wear jewelry it

must be worn in moderation in a discrete manner. Cell phones are not permitted in school. IPODs, radios, cameras, and electronic games are not allowed in school. **Sunflowers/Arcadia Academy & Preschools is not responsible if jewelry or electronic equipment gets lost or are damaged. Any confiscated equipment will be returned at the Principal's discretion.**

### **3. LAVATORIES**

Students must conduct themselves properly in the lavatories. Toilet tissue must be placed inside toilets. Toilets must be flushed after each use.

### **4. LOST AND FOUND**

Students are personally responsible for their own books, clothes, and other personal property. Mark all personal property clearly, especially clothing.

Lost articles are to be turned in to the Main Office. When an item is lost, it will be held for 2 weeks and then donated.

### **5. LUNCH**

Students who are eligible to participate in the National School Lunch Program will be entitled to eat breakfast, lunch and an afternoon snack daily. Breakfast is served every morning from 7:30-8:20 AM. We serve two hot, balanced meals daily which includes milk and juice. If a parent chooses to resign from the lunch program, they are responsible to bring a nutritional meal for their child daily. The school cannot heat up food from home. Students who bring their lunch from home must pack it in a lunch box or lunch pack that has the students' name and grade on it. Glass containers and glass bottles are not permitted. Use plastic containers only. It is a school policy that lunch from McDonald's, Burger King, Wendy's, Checker's and other fast-food restaurants are not permitted in the cafeteria. Applications for the National School Lunch program and additional information can be obtained through the school office.

Students are expected to eat with proper table manners, to stay at their assigned table, to clean up after themselves and to respect and obey lunch moderators.

### **6. MONIES**

Money may not be collected in any class, by teachers or parents, for any purpose, without permission from the Principal and/or administration.

### **7. RECESS**

Students will go to recess at designated times. At the end of recess, students must walk quietly to their lines. It is the policy for Sunflowers/Arcadia Academy that students, at all grade levels will not be allowed to play outside, especially in the volleyball or basketball courts, nor should be running around in any kind of rough games. The Administration has provided board games that were purchased for all grades and ages, and would be used by the students during their leisure time at recess. This rule must be followed at all grade levels.

### **8. OUTDOOR ACTIVITIES**

Sunflowers/Arcadia Academy will not be held responsible nor liable for any accidents, injuries, or other incidents arising from any PE, fitness activities including, recess time, or Summer Camp activities, including transportation and field trips.

### **9. WEAPONS, KNIVES, AND FIRE ARMS**

Weapons are not permitted anywhere on school grounds. Any student who brings to school or has in their possession any knife, firearm or object that may be construed as a weapon or who threaten others with weapons or items used as weapons will be immediately expelled.

## 10. HEAD LICE

In accordance with the Sunflowers/Arcadia No Nit Policy, any student found to have a case of nits/head lice will be removed from the class setting. The parent will be contacted and will be required to pick up their child from the school. The student affected will not be able to return to the school until he/she has been treated, and cleared to return, pending a lice check conducted by our school personnel.

## 11. SEARCH AND SEIZURE

School officials reserve the right to search students' lockers and property (such as handbags, backpacks, lockers, etc.) when deemed necessary to uphold school discipline and safety. Contraband will be confiscated and turned over to the proper legal authorities. Criminal charges may be filed.

## 12. CARE OF SCHOOL PROPERTY

Caring for school property helps keep maintenance and tuition costs down. School equipment is for student use and should be cared for with consideration. The parent of any student who vandalizes, destroys, or damages school property is responsible for its repair or replacement, and any associated fees. This type of behavior will result in suspension and even possible expulsion.

## VII. SCHOOL UNIFORMS

Students must be in complete proper uniforms in order to attend classes and participate in activities. Teachers will inspect the uniforms periodically and inform the parents of any infractions by a uniform notice. After 3 uniform notices are sent home, the child will serve detention. Prompt parental cooperation is essential.

Attention to personal grooming is very important.

- Children must come to school with clean, proper fitting uniforms.
- Boys are required to wear belts with pants and/or walking shorts as indicated by grade level uniform requirements.
- **Pants, uniform shorts and PE shorts must be worn at the waist and must be knee length.**
- Students must wear a hairstyle appropriate for school. Hair color must be natural.
- Boys are required to have their hair cut short and must be well combed. Hair bleaching and coloring is strictly prohibited. Mohawks and other extravagant haircuts including letter engraving on the scalp are not allowed. Students will not be permitted to attend school with an inappropriate haircut.
- Boys may not wear earrings or grow facial hair.
- Girls must wear their hair in a comfortable style that is appropriate for school. Students should not bring combs or brushes to school to avoid them from being shared with others. Parents must inform the administration in writing if for any reason the student cannot adhere to this policy due to religious reasons.
- Makeup, nail polish, and acrylic nails are not allowed.
- **Facial piercings such as (but not limited to) nose rings, eyebrow rings, and tongue rings are not permitted.**
- Girls' skirts or jumpers must be knee length.
- High top shoes are not allowed for boys or girls as part of the uniform.

### **School Uniform Requirements:**

Our school has a mandatory uniform policy for students. Uniform must be purchased exclusively at Ibiley Uniform. Uniforms may be purchased at the West Flagler Ibiley Store.

2924 West Flagler Miami, FL 33135

**Telephone:** 1-844-706-5771

**Store Hours:** Tuesday- 10:00am-7:00pm; Wednesday to Friday- 12:00pm to 6:00 pm; Saturday- 10:00am-3:00pm  
Sunday and Monday: Closed

## **GIRLS**

**Kindergarten-3<sup>rd</sup> Grade:** Green Plaid Jumper with Logo and yellow Peter Pan Shirt.

**4<sup>th</sup>- 5<sup>th</sup> Grade:** Yellow Oxford Blouse with School Logo, and knee-length Plaid Skort with Front and Back Flap.

**6<sup>th</sup>- 8<sup>th</sup> Grade:** White Polo with School Logo, White Oxford with School Logo, and knee-length Khaki Skirt **only**.

**Sweater (all grades):** Cardigan with School Logo, Sweater Vest with School Logo, fully zipped without hood with School Logo and Sweatpants with School name in white. **Sweatpants are only permitted on cold days. Cold days are considered days where temperatures are below 65-degree Fahrenheit. It is mandatory to have student's name on sweaters (Ibiley will embroider your child's name for an additional fee).**

**\*Girls and Boys Physical Education Uniform for Kindergarten- 8<sup>th</sup> Grade:** Light Yellow Dri Fit T-Shirt with School Logo on Chest and Hunter Green Jersey Shorts. **PE shorts MUST be knee length for both boys and girls.**

**Shoes:** Solid black shoes and white socks. Recommended for shoes: The Mary Jane style with knee-high socks.

## **BOYS**

**Kindergarten-3<sup>rd</sup> Grade:** Yellow Oxford with School Logo, Khaki shorts and Pants, Clip On Tie

**4<sup>th</sup>- 5<sup>th</sup> Grade:** Yellow Oxford with School Logo, Khaki Short and Pant, Clip On Tie.

**6<sup>th</sup>- 8<sup>th</sup> Grade:** White Polo with School Logo, White Oxford with School Logo, Khaki Pants and Clip-on Tie.

**Sweater (all grades):** Cardigan with School Logo, Sweater Vest with School Logo, Fully zip without hood with School Logo and Sweatpants with School name in white.

**Shoes:** Solid black with white socks.

## **VII. PRINCIPAL'S RIGHT TO AMEND**

Since situations can arise that were unforeseen at the time of writing/reviewing this Handbook, the school reserves the right to initiate, change or modify the policies as needed. Parents and students will be notified of any amendments.

The General Director is the final recourse in all disciplinary situations and may waive any disciplinary rules for just causes at his/her discretion.

## **VIII. SCHOOL AND COMMUNITY**

### **A. THE EXECUTIVE BOARD OF DIRECTORS**

The Executive Board is the governing board of Sunflowers/Arcadia Academy. It is comprised of community leaders and chaired by the Executive Director. The board hires the School Principal.

### **B. GENERAL DIRECTOR**

The General Director of Operations oversees any type of matter relevant to student scholarship funding approval, financial assistance program and an official school approval signature for anyone enrolled at Sunflowers/Arcadia Academy.

The General Director oversees the total school operations.

### **C. SCHOOL PRINCIPAL**

The Principal of Sunflowers/Arcadia Academy oversees the school operations for grades VPK-8. All decisions related to faculty, staff, student curricular and extracurricular competition/activities, events and implementation of programs are under the Principal's supervision.

### **D. LEAD TEACHER**

The lead teacher reports to the Academy's administration team in matters involving teacher training, grade-level coaching, articulation of curriculum across grade levels and staff development.

### **E. HOMEROOM PARENTS**

Each classroom has the services of room delegates. The function of a homeroom parent is:

To assist the school in the achievement of its goals and objectives. To encourage all parents to be active members and take part in school activities. All delegates and assistants will be elected every year by the classroom parents of their child's grade.

### **F. STUDENT COUNCIL**

The Student Council is open to students in grades 3 through 8. Officers and class representatives are elected by the students in grades 3 through 8 the Tuesday following Labor Day weekend in September.

Eligible students must have earned a "B" or above in all academic subjects and effort and a "Satisfactory" or above in conduct in the 1<sup>st</sup> and 2<sup>nd</sup> trimester.

The academic and disciplinary record of each student seeking nomination will be reviewed by the teachers and moderators and approved by the Administration.

The purpose of the Student Council is:

1. To provide a forum for student expression.
2. To promote a good relationship between the faculty and student body.
3. To develop and maintain school spirit.
4. To assist the faculty in having school regulations enforced.
5. To sponsor activities and programs for the benefit of the student body.
6. Members of the Student Council must maintain exemplary conduct or they will be removed from office.



### **G. SAFETY PATROLS**

The primary purpose of this program is to enhance the safety of our students. In addition, this promotes the development of leadership skills and good citizenship qualities. A safety patrol's job is to model for students the safety rules that have been taught in the classroom.

### **H. YEARBOOK**

Students in grades 6-8 are eligible to work with the Yearbook Committee. All meetings of the Yearbook Committee that involve school children must be conducted on the school premises.

### **I. MEDIA RELEASE POLICY**

Sunflowers/Arcadia Academy reserves the right to use student pictures in school publications and on the school's website. Any parent who DOES NOT wish his or her child's picture used must notify the principal in writing by no later than the first Friday of the first week of school.

## **X. APPENDICES**

### **APPENDIX A- SUBSTANCE ABUSE POLICY**

#### **Statement of the Rule**

The use or possession of illegal drugs or illegal mood-altering substance, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from the school, even for a first offense.

Any student selling drugs on school property or at school functions will be immediately expelled.

#### **Community-wide Responses**

Sunflowers/Arcadia Academy is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms or is suspected of, substance Sunflowers/Arcadia Academy reserves the right to require that the student undergo substance abuse testing.

At times, the school may choose to conduct random drug testing of the student body. While this measure may not often be implemented, the scourge of substance abuse in our society is so serious that the administration may consider it an effective and justifiable way of combating the problem.

A school may conduct random searches of students' cubbies or possessions.

### **APPENDIX B -SEXUAL HARASSMENT POLICY**

Sexual Harassment in the workplace and on Sunflowers/Arcadia Academy property is prohibited. Sexual harassment has been defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical encounters of a sexual nature which affect or interfere with an individual's work performance or create an intimidating, hostile or offensive work environment. Any form of sexual harassment, whether visual, verbal or

physical, has no place in the business environment and on school property, is a violation of the law, and will not be tolerated by the school. Anyone who is found to have engaged in sexual harassment is subject to discipline up to and including discharge or expulsion. Employees, teachers, or students subject to such unwelcome behavior should immediately let the party know the objection and, if it continues, or if the original behavior was of a particularly inappropriate nature, they should notify their supervisor, teacher, or appropriate school authority. All sexual harassment complaints will be handled, to the extent possible, in a confidential manner.

Any other form of harassment including bullying will be reviewed by the administration and be subject to discipline up to and including discharge or expulsion.

#### **APPENDIX C-REPORTING PHYSICAL OR SEXUAL ABUSE**

Parents and guardians should understand that State law requires a teacher or administrator who has reasonable suspicion that sexual or physical abuse has occurred to report this to the Department of Children and Family Services. The teacher or administrator who fails to fulfill this responsibility can be charged with failure to report because the silence contributes to the crime.

#### **APPENDIX D- COOPERATION WITH LEGAL AUTHORITIES**

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation. The school will attempt to notify the parents of any student seeking to be interviewed in the course of a criminal investigation on the school premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The school will attempt as well to have a representative present during such an interview, unless this is not permitted by the investigators, which is often the case in investigations involving sexual or physical abuse

#### **APPENDIX E -POLICY CONCERNING PERSONNEL**

##### **ATTENDANCE AT LEGAL PROCEEDINGS.**

It is the policy of Sunflowers/Arcadia Academy to have school personnel whose presence is required to attend legal proceedings represented by its attorney. Whenever school personnel is compelled to participate in divorce or custody proceedings, any and all legal fees and or costs Incurred by Sunflower Academy will be charged to and become the responsibility of the parents.

##### **APPENDIX F -POLICY CONCERNING THREATS**

A student whose verbal or written comments, including e-mail messages, or Internet chat include a threat to another student or member of the faculty shall be:

- 1.) Immediately suspended from the school, after the parents have been informed of the situation.
- 2.) Be seen by a psychologist at the parents' expense and by the school counselor, both of whom will be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child will be expelled from the school.
- 3.) If allowed to return to the school, the child should be placed on probation with an indication that, should a similar threat occur, the child will be expelled from the school.

- 4.) The school reserves the right to submit to the police an informational report.
- 5.) When students from the primary/ elementary grades are responsible for verbal or written threats, the administration, after informing the parents involved, will look into the matter, will determine the severity of the threat and will take appropriate action which may include any or all of the above steps

#### **APPENDIX G –TECHNOLOGY POLICY**

Internet access is available to students and teachers at Sunflowers/Arcadia Academy. We are very pleased to bring this access to Sunflowers/Arcadia Academy and believe the internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and student is to promote educational excellence by facilitating resource sharing, innovation, and communication. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. Sunflowers/Arcadia Academy has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We, Sunflowers/Arcadia Academy, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with educational goals of Sunflowers/Arcadia Academy.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires the efficient, ethical, and legal authorization of the network resources. If a Sunflower/Arcadia Academy user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature at the end of this document is legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

#### **Terms and Conditions of Use**

1. **Acceptable Use:** The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Sunflower/Arcadia Academy. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national, state or local regulations relevant to minors is prohibited. This includes but is not limited to copyrighted material, threatening/obscene/destructive material or material protected by trademark.
2. **Privileges:** The use of the Internet and Sunflowers/Arcadia Academy computer network system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal and/or executive administrators may deny, revoke, or suspend an account at any time with or without cause as required.
3. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include the following: a) be polite and do not get abusive in your messages to others, b) use appropriate language and do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden, c) do not reveal your personal address, phone numbers of students or passwords, d)

note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported authorities, e) do not use the network in such a way that you would disrupt the use of the network by other users, f) all communications and information accessible via the network should be assumed to be private property.

4. Sunflowers/Arcadia Academy makes no warranties of any kind whether expressed or implied for the Internet service it is providing. Sunflowers/Arcadia Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Sunflowers/Arcadia Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services. Furthermore, students who are found to have established internet accounts on web pages for adults will be held accountable along with their parent for any type of inappropriate cyberspace texting or bullying that may lead in suspension. Repeated offense will result in expulsion.
5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the principal, and/or the administrative supervisor. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet or the Sunflowers Academy's computer network system as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet and Sunflowers/Arcadia Academy computer network system.
6. **Artificial Intelligence Policy:** Students are categorically prohibited from using any and all Artificial Intelligence tools (i.e. ChatGPT or DALL-E) or essay writing services (e.g. Chegg or Course Hero) to guide, brainstorm, draft, or create student work related to any assignments, assessments, or projects. Any use of Artificial Intelligence tools or essay writing services will be considered plagiarism and will result in disciplinary action as outlined in this Handbook.
7. **Vandalism:** Vandalism will result in immediate cancellation of privileges and suspension or expulsion from Sunflowers/Arcadia Academy. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, Sunflowers/Arcadia Academy's computer network system or any of the above-listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses, defacing components of Sunflowers/Arcadia Academy's computer network system, and destroying another user's computer programs and/or projects.
8. You agree to hold Sunflower/Arcadia Academy harmless and indemnify us for any claims for damage your acts, errors, or omissions in connection with this agreement.

**SUNFLOWERS/ARCADIA ACADEMY  
YOUTH CODE OF CONDUCT**

**(Signatures required for all students in grades Grades 2-8 as of the first day of school)**

I understand that abuse occurs when someone does not respect another's boundaries; uses power, tricks, threats, or violence to cross or change another's boundaries; or inflicts hurtful or unwanted behavior (physical, verbal, emotional, or sexual) on another person.

I understand that abuse can take many forms including the following: Emotional abuse: putting down the person, making the person feel bad about him/herself.

Force and threats: making or carrying out threats to do something physically hurtful, threatening to expose embarrassing secrets; destroying one's property, using money or gifts as a bribe in return for sexual favors.

**Sexual abuse:** forcing a person to engage in sexual acts against her or his will, physically attacking the sexual parts of one's body, and treating a person as a sexual object.

**Isolation:** efforts to control who a person sees or talks to.

**Cyberspace texting or bullying:** use of communication with words, symbols or pictures means via phones, computers or any other internet means conveying abuse not respecting another person's reputation or boundaries.

**Blaming:** Denying: refusing to accept responsibility for abusive behavior, blaming the victim for causing the abuse.

**Intimidation:** acts designed to frighten a person such as frightening gestures, displaying weapons, smashing objects.

Sunflowers/Arcadia Academy firmly stands behind this policy and will take action to ensure that these regulations are supported by all members of our school community.

**COVID-19**

By signing this agreement, I acknowledge and understand that the risk of becoming exposed to or infected by COVID-19 at the school may result from the active exposure all around the world of this virus.

**PERSONAL INJURY RESPONSIBILITY**

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, claim, liability, or expense, of any kind, that I or my child-(ren) may experience or incur in connection with my child(ren)'s attendance at the Sunflowers/Arcadia Academy programming. On my behalf, and or behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless that Academies, its employees, agents, and representatives, of and any claims, including all liabilities, actions, damages, costs or expenses of any kind arising out of or relating to the Covid-19, during or after participation in any Sunflowers/ Arcadia Academy programs.

I also understand that Sunflowers/Arcadia Academy will not be held responsible not liable for any accidents, injuries, or other incidents arising from any Physical Education activities, fitness activity or recess time, including transportation, or field trips. I agree to hold harmless Sunflowers/Arcadia Academy and its employees from and any legal action from any of the above-mentioned services at Sunflowers/Arcadia Academy.

**Sunflowers/Arcadia  
Academy  
PARENT AND STUDENT  
HANDBOOK  
2024-2025**

**Parent/Guardian Form**

Please sign and return this form.

This is to certify that I have read the Parent/Student Handbook and that I will abide by the rules and regulations.

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Student Signature

Date \_\_\_\_\_

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Parent Signature

Date \_\_\_\_\_