



Alee Academy

2018-2019

Parent & Student Handbook

Serving Grades 9-12

1705 East County Road 44A
Eustis, Florida 32736

Phone: (352) 357-9426 Fax: (352) 357-8426

Office Hours:

Monday – Thursday 7:00 a.m. – 6:30 p.m.

Friday 7:00 a.m. – 12:00 p.m.

Director

Mrs. Robin Valentino

Assistant Director

Mr. Linton Brown

Site Administrator

Mrs. Cindy Emerick

School Counselor

Mrs. Annelise Daniel

Mission Statement

The purpose of Alee Academy is to provide at-risk and former dropout students the opportunity to complete their high school course work, develop vocational skills, gain employment, and earn a high school diploma. Credit recovery and the Performance Based Diploma Option program are the two opportunities afforded through a non-traditional learning environment. Alee believes that all students can achieve excellence in a positive and challenging educational environment that stimulates their interest, channels their energies, and develops their abilities. Recognizing the individual strengths and intrinsic worth of all students, the staff will provide specific skill development opportunities for all students to increase self-confidence and achieve self-discipline.

The staff of Alee believes that “If you treat someone the way he is, he will remain as he is. If you treat someone the way he could be and ought to be, he will become what he could be and ought to be.”

Vision Statement

At Alee Academy, we strive to create a trusting environment, challenging students to fulfill their academic and personal potential.

Admission Information

Enrollment

- Applications are accepted at any time throughout the school year.
- Interested students must complete an application and return it to the school. If the student has a copy of his/her transcripts or other records, these should be attached. These records will only be used to verify existing credits.
- Within 5 working days, the student will be notified and an appointment will be made for a registration meeting with administration.
- Parent(s) or guardian(s) must bring the applicant to Alee Academy for the registration meeting. At this time, school rules, expectations, and procedures will be discussed. The administrator will determine which session best fits the need of both the school and the student. The student will be scheduled to begin school the next school day.
- The school operates on the same calendar as the Lake County District schools. The school year begins in August and goes until May. It is an expectation that students attend through to the end of the school calendar. Failure to attend school throughout the entire school year may result in the student being withdrawn.
- Students that choose to return to their sending school (if not at Alee Academy on referral), may do so but will have to repeat the enrollment process if they choose to return to Alee Academy at a later date.

Fees

- There are no tuition fees to attend Alee Academy. Dress code t-shirts are available for \$5.00-\$7.00. Long sleeve shirts are available for purchase for \$10.00/\$12.00. Sweatshirts are available for \$15.00/17.00. School approved sling bags are available for \$5.00.

Non-Discrimination Policies

- The school does not discriminate in admission, or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, or expression, or any other reason prohibited by law;

Parent Rights & Responsibilities

Records

- Parents have the right to review the minor student's records within 45 days of the day the school received a record for access;
- Parents have the right to request the amendment of the minor student's education record if the record is believed to be inaccurate or misleading;
- Students have the right to be protected by laws that prohibit releasing personally identifiable information (other than directory information), without the consent of the parent, guardian, or eligible student, to anyone who is not legally authorized to receive such information. Eligible students are those 18 years of age or older.

Parents have the responsibility to:

- Ensure that their children are enrolled in school and attend regularly in accordance with the laws of the State of Florida;
- Enroll their child in another school if he/she withdraws from our school;
- Present to the school administration any concern or complaint in a calm, reasonable manner;
- Work with their child daily to ensure that the student is completing assignments;
- Know the rules set forth in this code and review the contents with their child(ren);
- Ensure that their child complies with all required testing and assessments;
- Ensure that their child receives the periodic health examinations that are required by law;

Parents have the right to:

- Receive regular official reports of their academic progress using the Skyward Parent Access Portal
- Inspect, copy, and challenge, according to the appropriate guidelines, any and all information contained in their child's records;
- Receive an explanation for the basis of any grade given by the teacher;
- Request a conference with the teacher and/or administration and receive translations and/or interpretations of any written or verbal communications regarding their child and their child's education;
- Receive reasonable accommodations for any disability to have access to participate in their child's education, to the extent all parents are permitted to participate, upon request for such accommodation and proof of medical necessity.

Student Rights & Responsibilities

All students share with the administration and staff a responsibility to develop a safe learning environment within the school.

Students have the responsibility to:

- Attend school daily and be on time;
- Put forth a conscientious effort in all school assignments;

- Have knowledge of and conform to the school rules and regulations and applicable laws;
- Use appropriate speech, refraining from indecent, obscene or foul language;
- Report incidents or activities that may threaten or disrupt the school to a staff member.

Students have the right to:

- A public school education up to 21 years of age or upon graduation; whichever occurs first (unless the student has a current IEP in which the age is 22);
- Not be excluded from public schools or from school privileges because the student is married, pregnant, has a disability, is eligible for special education services and programs or because of race, gender, color, religion, sexual orientation (known or perceived), or national origin;
- Not be the subject of corporal punishment;
- Request and receive interpretation and translation assistance for school-related matters if English is not their primary language.

Academic Integrity

Academic integrity is highly valued at our school. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention.

Academic Dishonesty Policy

- Students are required to submit original work. An online resource is used to verify plagiarism within assignments. See LCS Code of Student Conduct & Policy Guide for further descriptions and information regarding plagiarism and cheating.
 - 1st incident – resubmit assignment, parent contact
 - 2nd incident – resubmit assignment, parent conference requested with teacher and administration, grade of possible zero on assignment
 - 3rd incident – Administrative Review of Enrollment, grade of zero on the assignment
- Students are responsible for their own work on all assignments, assessments, and final exams.
- Students are not permitted to use notes on quizzes, assessments, or exam unless otherwise indicated by the subject area teacher or IEP.
- Students are not allowed to share work with other students on assessments or final exams.
- Unless otherwise indicated by the classroom teacher, quizzes, assessments, and exams are not “open book” assignments.
- Failure to do your own work may result in the student not earning any credit for the assignment, quiz, assessment, or exam and may face disciplinary action in accordance with the district’s code of conduct.

Conflict Resolution/Appeal Process

- It is the goal of the school to work collaboratively with parents to resolve concerns or disputes that may arise. Parents are encouraged to first discuss their concerns with their child's respective teacher. Should a resolution not be finalized, parents should seek resolution in the following order:
 1. Assistant Director
 2. Director
 3. Governing Board Members
- Disputes with parents/guardians will be handled in a professional manner, with dignity and respect.
- Contact information for the Governing Board Members can be found on our website, www.aleeacademy.org. Click on the tab, "Contacts" in the right upper right-hand corner.

Governing Board Meetings

- The scheduled Governing Board Meetings will be published on the school calendar which is also located on the school's website.
- Parents are always welcome to attend monthly Governing Board meetings. Public notices for these meetings are placed on the front door of the school, the marquee, and are posted on our website.
- Parents are always welcome to voice comments/concerns/recommendations during the Public Comment period of any meeting of the Governing Board.

Charter Board Liaison/Parental Representative

- The Charter Board Liaison/Parental Representative for Alee Academy is our Governing Board Chairperson, Mr. Michael Holland. Should the need arise to contact the Charter Board Liaison/Parental Representative, Mr. Holland can be contacted via the school's website under the Contact tab in the upper right-hand corner.

Attendance

Alee Academy believes that success is primarily based upon school attendance. Parents/guardians will be contacted with each absence. There are a limited number of openings for enrollment. Students that have excessive absences will forfeit their enrollment in Alee Academy.

- All students attending Alee Academy are expected to attend their academic session every day and be on time.
- Students sign a daily attendance sheet in each classroom upon entering. These sheets are maintained as official attendance records. Students are expected to be

in attendance on all school days in order to stay on pace to successfully complete their courses as required by the Florida Department of Education.

- Students who fail to attend consistently may face truancy processing and jeopardize their enrollment status in the program.
- Students/parents must explain the reason and provide documentation for the absence. Students have the right to appeal a decision about an absence.
- If a student must be absent from school, the student or the parent/guardian must contact the school at **(352) 357-9426** on the day of the absence. Leave a message if the phone is not answered by the secretary.
- When students sign out early on an ongoing basis, their academic performance will be negatively impacted. Alee Academy expects students to be in school for the entire session. Attending a different session for make-up missed days is **ONLY** permitted by obtaining prior permission from the administration. Permission may be granted depending on time and space.
- A pattern of early sign outs will be addressed on a case by case basis.
- Students that are employed should work with their boss to be scheduled during off hours only. If assistance is needed, the student should seek that assistance from the administration.

Excused Absences

An excused absence or tardy may be granted if the students is not in school for any of the following reasons:

- Medical appointment – submitted with appropriate verifiable documentation
- Under a doctor’s care - with appropriate verifiable documentation
- Automotive Difficulties - with proof of towing or repair shop receipt
- Scheduled road test for Driver License - with appropriate verifiable documentation
- Employment that cannot be conducted outside of school hours
 - Must submit appropriate verifiable documentation from supervisor
 - Employment must be an obvious conflict with school hours
- Death of an immediate family member - with appropriate verifiable documentation
- Personal illness - with appropriate verifiable documentation
- Court Appointment - with appropriate verifiable documentation
- Other appointments that cannot be scheduled outside of school hours
 - Examples may include appointments with case workers or probation officers
- Other absences as deemed appropriate by, and at the sole discretion of the Director or designee.

Excused absences, even with the appropriate verifiable documentation, will count against the daily average attendance percentage. Additionally, any prolonged absence due to illness, will only be coded as an excused absence with documented evidence from a health care provider.

Unexcused Absences

An unexcused absence may be granted for any of the following reasons:

- Any absence that is not excused;
- Any absence where the student fails to provide appropriate verifiable documentation
 - Students should have written documentation in-hand for absences on the **FIRST DAY** upon returning to school;
- Leaving school early without authorization.

Tardy Policy

For security reasons, the doors to the school campus will remain locked until the beginning of each session, i.e., 6:50 a.m. and 11:50 a.m.

- Students will have 1 minute between classes.
- Students will sign in upon entering their assigned classroom.
- Once classroom doors are closed and instruction begins, any student not in class will be required to report to the front office and speak with an administrator.
- Students must receive a pass from the office in order to enter the classroom after the first 5 minutes of each class period.
- Students entering the school 10 minutes past the beginning of each class period are required to remain in the designated tardy area and will be counted absent for the class(es) they miss. Students in the designated tardy area are expected to log into the computer and begin working. Three tardies equate to an unexcused absence.
- The administration will handle any unique circumstances on a case-by-case basis.

Dress Code

The dress and grooming of the students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and the efficient operation of the school. Students not in compliance with the dress code as outlined below, will not be admitted to the school and will be deemed absent. The administration reserves the right to make exceptions to the dress code based on a student's physical disability or other conditions. Each student must maintain a neat, clean, and professional appearance at all times.

- Alee Academy shirts are the only shirts permitted to be worn while on campus. Short sleeve and long sleeve shirts are available for purchase.
- Alee Academy sweatshirts are also available for purchase.
- Solid long sleeve shirts are permitted to be worn under the Alee Academy t-shirt if so desired.
- Outerwear, including hoodies are prohibited. During the cold weather, outerwear will be collected and held until the end of the student's session.

- Apparel shall be adequate in both length and coverage to be considered appropriate for school. **Alee Academy t-shirts must not be altered from their original form.**
- Pants shall be worn fastened and at the waist with no undergarments showing.
- Pants with holes and tears will be permitted, however, the holes/tears may not be excessive in size and there should be no skin visible.
- Clothing that exposes underwear or body parts in an indecent or vulgar manner are prohibited.
- Shorts must not be shorter than 3 fingers from the top of the knee.
- Sports/loose shorts and sweatpants are not permitted, i.e., basketball shorts
- Any article of clothing or jewelry that could likely cause an injury – such as chains, bracelets, rings, chokers with or without spikes or studs – are prohibited. Wallet chains of any length are prohibited.
- Shoes shall be worn at all times. Slippers are not allowed.
- Gang related tattoos, or other tattoos that may cause a substantial disruption to the educational environment as determined by the administration, are prohibited.
- Adornments, in the administration's judgment could cause injury, be a safety risk, or cause a disruption to the school environment may not be worn. Examples of prohibited adornments include but are not limited to, hoops or rings attached the nose, eyebrow, cheeks, ears, or lips.
- The wearing of hats, caps, do-rags, headgear or sunglasses is prohibited. There may be medical conditions that attribute to the need of sunglasses, but the administration will determine these exceptions.

Approved Dress Down Days

- Transparent or clothing that provides minimal coverage or are of a suggestive nature are prohibited
- Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, or any other illegal activity are prohibited.
- Apparel or symbols which may be gang related may not be displayed on a student's person or in the student's possession.
- Shirts or blouses shall be appropriately fastened in accord with the design of that shirt or blouse. The length shall extend beyond the waist level.
- Shorts must not be shorter than 3 fingers from the top of the knee.
- Sports/loose shorts or pants are not permitted at any time, i.e., basketball shorts, sweatpants.

Electronic Devices

The following guidelines are in effect as a way to minimize distractions in the school and the classrooms.

- All cell phones will be collected upon entry and redistributed upon dismissal. Cell phones are not permitted in the classroom.

- Bluetooth devices, iPods, hands-free devices, portable games, smart watches, touch screen electronics, etc. capable of accessing the internet are not allowed in building.
- Students who disrupt the learning environment with MP3 players or CD players or activities related to these will be subject to discipline outlined in the Code of Conduct. These will be confiscated and a held until a parent can pick it up.

Internet Use

- Students will have access to the internet for their academic lessons and vocational exploration which will be consistent with the district's curriculum and Alee Academy's standards.
- Students caught using the internet for purposes other than academics will immediately be sent home for the day. If a parent cannot be contacted, the student will be sent home with a notice to return with a parent/guardian the next school day. The second offense will result in a student being dismissed from the program.
- Students are not allowed to plagiarize and must respect the rights of copyright laws and avoid infringement and inappropriately reproducing work that is protected.
- The use of the internet or an electronic device to convey any communication, image, or illustration, that causes or contributes to the intimidation, harassment, abuse, or disparagement of students and staff is strictly prohibited. This includes communication, images, or illustration that originates on or off school grounds.

Code of Conduct

The school campus recognizes that a positive learning environment cannot exist without maintaining order and discipline conducive to learning. This Code of Conduct is intended to standardize procedures that help ensure the rights of every student at the school campus are upheld.

Note: The safe harbor provision states that a student may approach a school official and voluntarily surrender an object to avoid disciplinary action unless it is a firearm, illegal, or prohibited item.

The school agrees to maintain a safe learning environment at all times. In order to provide criteria for addressing discipline issues that will ensure the health, safety, and welfare of all students, Alee Academy will adopt and follow the Lake County Schools Code of Student Conduct in addition to the School's Student/Parent Handbook. All students at the school are required to know and follow the guidelines in both documents. Therefore, failure to abide by these behavior and attendance expectations may result in disciplinary action up to and including dismissal from the program. It is important to understand the following items:

- If a charter school student is withdrawn or expelled from the charter school and has committed an expellable act that would merit full exclusion, the student will be denied enrollment to any public school or program
- If a charter school student withdraws but has not committed an expellable act based on District standards, the student shall be admitted to a district school.

The rules of the Code of Conduct apply to any conduct whether the student is:

- On school grounds during the school day or immediately before or after school hours;
- On school grounds at any other time when the school is being used by a school group;
- On or off school grounds at any school activity, function, or event;
- Traveling to and from school, including actions on any school bus, van or public conveyance.

Under this Code of Conduct, the following definitions will apply:

❖ **Student** A person, adult or minor, enrolled in the school

❖ **Parent**

- An official care-giver of a minor child, including but not limited to, mother, father, step-parent, grandparent, or court-appointed guardian, including DCF workers and/or group home employees as identified at the time of admission or amended in writing thereafter, or an emancipated minor (proof required);
- For young adult students aged 18-20, parent or guardian with whom the student currently resides;
- For married or independent adult students aged 18-20 and for all students aged 21 or older, the student him/herself

❖ **Married** The legal spouse of a student, as expressed in a marriage certificate of any state, the Commonwealth of Puerto Rico, or any sovereign nation

The following behaviors are considered offenses at the school and will result in corrective action up to and including a suspension or dismissal, at the discretion of the administration.

- **Tuancy** – absent without permission
- **Dress code violation** – not dressed according to the school’s dress code
- **Disruption** – interfering with school policies, school environment, school function, extracurricular or classroom routine.
- **Bully/Intimidation/Threats** – aggressive, intimidating behaviors that may be seen as an imbalance of power/harm or violence and may include shoving, name calling, slander, and verbal cruelty.
- **Insubordination** – refusal or failure to comply with the direction or an order from an Alee Academy employee to willingly violate school rules.
- **Cheating** – copying someone else’s work or in any way trying to take credit for work not done by the student.
- **Profane Language** – use of obscene, vulgar, or unacceptable language either written, oral, gestures, object, pictures which are unacceptable and disrespectful.
- **Sexual Misconduct** – improper public display of affection in the school building or at any school-related activity, such as kissing, notes, etc, the prominent display of “hickies” or passion marks. This not an inclusive list but intended to outline some activities that constitute sexual misconduct.
- **Smoking** – smoking in the school building or on school grounds is strictly prohibited.
- **Sleeping** – activity which results in the student’s non-performance.
- **Disobedience of the lawful instructions of a staff member** – no student will disobey the lawful instructions of an administrator, teacher, instructional aide, or other staff member of the school.

- **Out of Bounds** – no student may be in any part of the building or on the grounds (including restrooms, parking lot, classrooms, or offices) unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority.
- **Gambling** – Any unlawful participation in a game of chance for money or other things of value.
- **Possession of acceptable/prohibited items** – students may not have or use prohibited items in certain parts of the school or school day. Specific policies for electronic devices, drugs, weapons, food, and drinks are described in other sections of the handbook.
- **Incompletion of assigned activities** – failure to finish academic work.
- **Failure to provide name and identification to school employees** – refusal to provide any member of the Alee Academy staff with the student’s name, identification, or other necessary information including but not limited to, current telephone number, address, etc.
- **Theft** – taking the property of another without right or permission
- **Fighting or Violence** – engaging in physical contact with one or more students.
- **Vandalism** – willful destruction of school or student property.
- **Gang Activity** – engaging in gang activities
- **False Fire/Bomb Alarm** – willful intent to cause panic by submitting false information.
- **Arson or Attempted Arson** – setting fire, or attempting to set fire, to any school or building property.
- **Drugs and Alcohol** – the use, possession, concealment, sale, or transmission of drug, alcoholic beverage, or other illegal instruments or controlled substance.
- **Dangerous or Illegal Instruments** – the use, possession, concealment, sale, or transmission of drug, alcoholic beverage, or other illegal instruments, including but not limited to weapons, fireworks, etc.
- **Wrongful conduct** – actions that impede, obstruct, interfere with, or violate the program’s mission, philosophy, and/or regulations.
- **Destruction and/or intentional harm to person or property.**
- **Disrespect of the rights of others or another’s property** – willful destruction or rudeness towards others, including staff and students.
- **Conduct which endangers others** – any form of physical contact which jeopardizes others, including but not limited to horse-play and throwing objects.

Suspensions

General guidelines for suspensions are as follows:

- ❖ The administration reserves the right to suspend a student based on the offense committed by the student.
- ❖ No suspension shall exceed 10 school days.
- ❖ The administration must give written notice of the intention to suspend, along with the reason for the suspension, to the student.
- ❖ The student shall be given the right to appear at an informal hearing before the Director and respectfully challenge the reasons for the intended suspension (or otherwise explain). The hearing may occur immediately and at any place: the hallway, office, or classroom.
- ❖ A written notice of suspension shall be sent or given, within one calendar day to the parent/guardian, if the student is under the age of 18. The notice shall include the

reason(s) for the suspension and the right of the student to appeal to the Director or the Board of Directors.

- ❖ An educational planning conference should be held each time any disabled student has been suspended from a classroom for 10 days cumulative during the school year. The purpose is to determine if the placement is appropriate and if any changes need to be made in order to more effectively deal with the student's behavior problem. Refer to the Lake County Schools Code of Student Conduct regarding suspension/removal for a student with disabilities who commits a serious act of misconduct.
- ❖ Any student recommended by the administration to be expelled from the program at Alee Academy is invited to the hearing with the Charter Board of Directors where the status of the student's enrollment will be determined.

Change of Personal Contact Information

It is the parent's responsibility to inform the school in writing of any change of relevant information regarding the home address, guardianship, telephone number(s) or other contact information as soon as possible.

The Curriculum

The curriculum is a combination of academics, life skills preparation, and workplace training. Each student receives teacher directed instruction, works on an individualized computer program, participates in small group sessions, and completes independent work to earn credits for graduation, and pass required state tests. Students will have access to the internet for their academic lessons and vocational exploration. Alee Academy provides highly qualified teachers in all subject areas. In addition to direct instruction, the teachers evaluate and provide assistance throughout the duration of the course. One-on-one tutoring is available, if needed.

Students receive an individual graduation plan (IGP) based upon their academic needs and vocational/employment plans. The school counselor and site administrator will assist students with job placement, vocational opportunities, and career advancement. Students will receive a teacher's grading standard, course descriptions and will take part in a basic skills program, as deemed necessary. Students will be cooperative and will make every effort to master the course material. Students will be notified of potential failure when work is unsatisfactory.

Academic Sessions

Students are assigned to **ONE** academic session per day.

Session I – Monday thru Friday 7:00am – 12:05pm

Session II – Monday thru Thursday 12:10pm – 6:31pm

Grading

Each student is required to complete weekly academic activities on the computer. In addition, workbooks, newspapers, magazines, and resource materials are available for student use while completing off-line assignments. Students must receive a 70% or better to master the activities.

If applicable, each student is also required to keep a portfolio of his/her accomplishments. The portfolio is reviewed by the school counselor and site administrator before the student is deemed ready for graduation.

Credit for coursework completed at other institutions will be transferred subject to the institution's accreditation. The privilege of repeating coursework allows students to retake courses in which they initially encountered challenges. Any grade earned in prior attempts of a repeated course will appear on the student's transcript, regardless of whether the grade is dropped from or included in the cumulative grade point average. The course credits may not be counted more than once toward graduation requirements.

Students who do not complete all course work at Alee Academy may be in jeopardy of not having enough core courses to meet NCAA requirements. This includes transfer students. These students must notify the administration of their desire to participate in intercollegiate sports so that proper course work can be planned.

The grading scale is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Due Date and Deadline Policy

Teachers will set suggested due dates and pacing for the submission of assessments and projects throughout each quarter. Students are encouraged to follow all due dates. Students are encouraged to submit assignments according to the due dates. Data has shown that students are more successful when they follow assessment and work submission due dates. This allows teachers to provide timely feedback and additional effective assistance to ensure all students achieve their full potential. Students are permitted to submit work prior to due dates.

Assignment Retake and Revision

We believe and support a mastery model of education. If a student does not achieve a passing score on an assignment or quiz, the student is expected to understand the errors made through review of the material or remediation from the teacher and should then resubmit their work for a second attempt. The highest grade will be entered into the grade book. Students will only be allowed one attempt for an assessment/exam.

If the student still does not receive a passing grade after the second attempt, the student is encouraged to connect or reconnect with their teacher to arrange for an opportunity to improve the grade. Teachers are encouraged to hold small group and one on one remediation sessions before permitting students to re-submit assignments or assessments for third and subsequent attempts. Students are encouraged to attend teacher led small group remediation sessions prior to requesting a one on one session with the teacher.

Conferences/Open Houses

Parent/student conferences are strongly encouraged throughout the year to review the student's progress. Please call the office to schedule an appointment. If academic or attendance problems arise, conferences may be scheduled accordingly.

Graduation Requirements

- The student must successfully complete 24 credits in order to graduate with a standard diploma.
- The student must successfully complete 18 credits in order to graduate with an ACCEL diploma.

In addition to course and credit requirements, students must maintain an un-weighted grade point average of 2.0 and earn passing scores on all state required tests that meet the communication and mathematics requirements as mandated by the Florida Dept. of Education.

See the attached **STUDENT PROGRESSION PLANS** provided by the Florida Department of Education.

Alternative Graduation Options

- **Certificate of Completion** – Available to students that complete the minimum number of credits and other requirements for graduation, but who is unable to meet the state assessment requirements, shall be awarded a certificate of completion in a form prescribed by the State Board of Education. However, any student who is otherwise entitled to a certificate of completion may elect to remain in the school for up to one (1) additional year and receive special instruction designed to remedy his or her identified deficiencies.
- **GED Exit Option** – Students that do not have an unweighted GPA of a 2.0 or the required number of credits before the age of 21 may qualify for this option. Students must have a successful completion of the GED test from Lake Technical College and a passing score on all state required assessments, i.e., Communications Mastery and Mathematics Mastery.

These options will be discussed with students and parents as deemed appropriate.

All students that are intending to graduate from Alee Academy must meet these requirements as well:

- ✓ Passing score on all state required tests needed for successful completion of high school
- ✓ Minimum of a cumulative **un-weighted** GPA of a 2.0 on a 4.0 scale
- ✓ Passing the academic curriculum
- ✓ Participating in an exit interview

Transferring Credits

Student credits from former high schools are transferable to the school. A "Request for Records" will be sent to the student's home school. If a student has an official transcript, it is recommended that he/she attach it to the initial application or submit it to the Site Administrator as soon as practicable after completing the application. Note: An official transcript must have a raised seal. All students graduating **must** have an official transcript on file in order to graduate.

School Facilities

A. School Location

1705 E. County Road 44A
Eustis, FL 32736

B. Hours of Operation

Monday – Thursday 7:00 a.m. – 6:30p.m.

Friday 7:00 a.m. – 12:05p.m.

If contact is made after school hours, voicemail is available.

C. Smoking and Eating

- State law prohibits smoking in the building or on school grounds, including bus stops.
- Students attending Session 1 will be provided a bagged lunch in their classroom at no charge. Lunches must be consumed prior to dismissal. Students are responsible for cleaning up their space and disposing of their trash in the proper trash receptacles. Food and drink is **prohibited** on the school bus.
- Students attending Session 2 will be provided with a bagged lunch when they arrive on campus. There is no charge for bagged lunches. Students are responsible for cleaning up their space and disposing of their trash in the proper trash receptacles. Food and drink is **prohibited** on the school bus.

D. Parking

- Students must provide a copy of their driver license, registration, and proof of insurance;
- Students must purchase a parking permit that is to be displayed on their car at all times when the vehicle is parked on Alee Academy's property. The cost of the parking permit is \$35.00 and is applicable for the school year 2018-2019.
- Students are only permitted to park in the student parking area;
- Students are required to obey all traffic laws;
- Usage of loud mufflers and radios or other disruptive behavior will not be tolerated;
- Failure to comply with these rules and regulation may result in the student losing their driving privileges and/or face disciplinary action as indicated in the LCS Code of Conduct.

E. Transportation

- Bus transportation is afforded to all Alee Academy students as a privilege.
- Bus transportation may be available in the following locations:
 - Altoona, Umatilla, Paisley, Lake Kathryn, Lake Mack, Deerhaven, Pine Lakes, Royal Trails, Dona Vista, Eustis, Sorrento, Mt. Dora, Tavares, Grand Island, Lisbon, Haines Creek, Leesburg, Fruitland Park
- Transportation concerns should be directed to Ms. Hope Seal
 - During regular business hours – (352) 357-9426
 - Before or after regular business hours – (352) 636-3378

Students will be provided with one school ID at no charge so they may use the public transportation system if needed or desired. Additional school ID cards are available for \$5.00.

Visitors

Parents, graduates, and other visitors are always welcome to visit the school. However, in an effort to maximize student learning and be respectful of everyone's time, we request that parents or other visitors schedule meetings with teachers or other school staff in advance (except in the case of an emergency).

All visitors are required to report to the school office prior to their visit. All visitors must sign in upon arrival and sign out before leaving the building. They must also wear the visitor's pass while in the building. Visitors must pre-arrange any meetings with teachers and/or administrators or visits with teachers prior to entering the building. Visits should typically be limited to ½ hour unless other arrangements have been made.

Emergency Phone Calls

Students may provide the school's telephone number to relatives for emergency purposes only. The school secretary will take a message and forward it to the student as soon as possible. For safety reasons, students are discouraged from making phone calls from the main office. Special circumstances will require permission from the administration.

Safety

A. Fire Alarms

When the fire alarm rings, students are required to exit the building in an orderly fashion. Instructions for leaving the building are posted in each classroom.

B. Weather Related School Closings

In the event that the school should need to be closed for a weather related emergency, such as hurricane or other event, students and parents should watch/listen to the local TV and radio stations for updates on the status of Lake County Schools. The school will follow LCS guidelines regarding the same opening/closing schedules set forth. It is imperative that parents/guardians maintain a correct phone number on file with the school so that the all call system can be used to communicate any emergency messages.

C. Reporting Injuries

If a student is injured at the school, he/she must immediately report the injury to a teacher and/or administration so that a report can be completed.

D. Harassment

Harassment is any form of hostility, conduct, or language that creates and intimidating or offensive school environment. Sexual harassment can consist of unwelcome sexual advances,

unwelcome touching, verbal remarks, or requests/demands for sexual favors. No student or parent/guardian shall harass another student or any staff member. Any student who believes he/she has been harassed by a student or any person employed by the school should immediately report the incident to a teacher. If there is any reluctance to discuss the matter with the teacher, the incident should be reported to the Director. If the student is uncomfortable in reporting to the Director, a parent or guardian should make the report. Reported incidents shall be investigated immediately. The incident and report will be kept as confidential as the circumstances permit. The results of the investigation will be thoroughly discussed with the student and/or parent/guardian if the student is under the age of 18. Corrective action will be taken as necessary.

E. Drug-Free School

In accordance with Federal law, the school prohibits the use, possession, concealment or distribution of drugs by students on school grounds (including bus stop locations) or in the school building. Drugs include alcoholic beverages, steroids, dangerous/controlled substances as defined by state statute, or any substance that could be considered "look alike". Any student who violates this policy will be subject to disciplinary action, up to and including dismissal from the program.

If a student comes to school under the influence of drugs, he/she shall be sent home the day and the parent/guardian shall be notified if the student is under the age of 18. Appropriate disciplinary action(s) will be in accordance with the LCS Code of Conduct. If a parent is unable to pick their minor child up as required, law enforcement and/or DCF will be contacted and the minor child will be removed from the campus.

F. Lost and Found

Any personal items that have been left at the school will be stored in the locked cabinet near the student entrance to the school. If students find personal items that belong to others, they should turn the items in as soon as possible. The school is not responsible for lost money, jewelry, cell phones, or other personal items. Items that are not picked up will be donated to a local charity.

G. Non-Custodial Parents

Access to records will be in accordance with the Family Educational Rights and Privacy Act of 1974. Upon request, non-custodial parents* shall be entitled to exercise all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order.

*A non-custodial parent refers to the parent who does not have custody of the child but who does have the right to information about the child's education.

Alee Academy Charter High School

Student – Parent Contract

Student's Name: _____

Parent's /Guardian's Name: _____

We have read and understand all of the information contained in this handbook. We agree to abide by and support the school's rules and regulations **INCLUDING THE DISTRICT CODE OF CONDUCT**, as outlined in Alee Academy's Student/Parent Handbook.

Agreed to by:

Student's Signature Date

Parent/Guardian's Signature Date

This agreement will be placed into the student's file.

****Not receiving this signed agreement will be cause for student dismissal.****

I have reviewed the information on this page with parent/guardian & student.	
Staff Signature: _____	Date: _____