

# Alee Academy Charter School

## Parent and Student Handbook



**2025-2026**

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**School / Office Hours**  
Monday - Thursday  
7:30 am - 3:30 pm  
Fridays  
8:00 - 12:00 pm

**[www.aleeacademy.org](http://www.aleeacademy.org)**

## Welcome to Alee Academy Charter High School!

Alee Academy proudly begins another exciting school year, marking over two decades of service to students in our community. Over the past 25 years, Alee Academy has evolved from a small alternative education program into a thriving charter high school recognized for its dedication to student growth and achievement. Last year, Alee Academy earned its first **Commendable** school improvement rating, which is the highest distinction an alternative school can achieve, reflecting the hard work and commitment of our students, staff, and families.

As we look ahead to the next 25 years, our focus remains on cultivating a safe, supportive, and inclusive learning environment where students and staff can continue to **soar** to new heights. We are deeply grateful that you have chosen Alee Academy for your child's education and entrusted us with their academic and personal growth. Our "Fam-Alee" is dedicated to helping every student reach their full potential and prepare for a successful future.

Alee Academy continues to strengthen partnerships with local institutions, including Lake Technical College and Lake-Sumter State College, to provide students with meaningful college and career pathways. Through community collaborations and our [Workforce Wednesday](#) program, students have opportunities to engage with professionals, explore potential careers, and gain real-world experience. We are also expanding work-study and internship options through partnerships with local employers, and our evening program supports working students in earning high school credit for maintaining full-time employment.

This year, we are excited to enhance our hands-on learning opportunities. Our new education garden will introduce students to gardening and agriculture, promote healthy nutrition, and offer a calm, restorative space for reflection. We have also expanded our creative offerings with the addition of **3-D Art**, encouraging students to explore and express their artistic talents.

At Alee Academy, we believe that both academic achievement and experiential learning are essential to preparing students for life beyond high school. Earning credits, maintaining a minimum 2.0 GPA, and passing state assessments are priorities, but we also emphasize personal growth, creativity, and real-world skills.

Thank you for being part of our Alee Academy community. We look forward to partnering with you throughout the school year, it truly takes a village to help every student succeed. For any questions or concerns, please reach out to our administrative team.

**One Mission One Goal One Team**



## History of Alee Academy

Alee Academy was founded in 1999 by local educators and members of our communities who saw a need to help students at-risk of dropping out of school. They understood the importance of meeting students where they are, academically, socially, and behaviorally so as to help them stay in school and earn their high school diploma. Alee Academy was, and continues to be, a school that values the uniqueness of each learner and commits to providing a quality educational experience for all students. Alee Academy's governing board, faculty, and staff understand that success starts with a strong foundation, thus striving to ensure that our students receive a well-rounded education.

## Vision Statement

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

## Mission Statement

The mission of Alee Academy Charter School is to empower at-risk high school students by providing a nurturing, inclusive, and innovative learning environment that honors each student's unique journey. We are committed to breaking down barriers to education through personalized instruction, holistic support, and real-world learning experiences. Our goal is to inspire resilience, instill purpose, and equip every student with the skills, confidence, and opportunities needed to graduate with pride and pursue a meaningful future.



## **2025-2026 Governing Board of Directors**

Ms. Chloe Bonds-Wormack - Chair

Mr. Jennings Neeld - Vice Chair

Ms. Margaret Emerson - Member

Ms. Leah Fischer - Member

Mr. Michael Gambino - Member

Ms. Kathryn Henderson - Member

## **Charter Board Liaison/Parental Representative**

The Charter Board Liaison/Parental Representative for Alee Academy is our Governing Board Chairperson, Ms. Chloe Bonds-Wormack. Should the need arise to contact the Charter Board Liaison/Parental Representative, Ms. Bonds-Wormack can be contacted via the school's website under the Contact page.

## **Governing Board Meetings**

Monthly Governing Board meetings are open to the public. Public notices for these meetings will be published on our website.

- Meetings are placed on the front door of the school, the marquee, and are posted on our website, the official Alee Academy Facebook page, and the North Lake Outpost.
- The scheduled Governing Board Meetings Minutes are also posted on the school website.
- There is a Public Comment period at the beginning of every meeting of the Governing Board. All are welcome to voice comments/concerns/recommendations during this time.



## Admission Information

### Application Process

- Applications are accepted at any time throughout the school year.
- Interested students must complete the online application, found on our website [aleeacademy.org/enrollment](http://aleeacademy.org/enrollment). If the student has a copy of his/her transcripts or other records, these should be provided with the application if possible. These records will only be used for verifying existing credits;
- Alee Academy will request all educational records from the student's last school of record. Virtual school or home school records must be provided by the student or parent/guardian. Educational records consist of transcripts, attendance records, behavior/discipline records, Individual Education Plans and 504 Plans if applicable. Once all records are received, (typically within five (5) business days - longer during the summer), the parent or legal guardian and/or adult student will be contacted and an appointment will be scheduled for a pre-enrollment meeting with administration.

### Enrollment

- The student must accompany the parent(s) or legal guardian(s) to the pre-enrollment meeting at Alee Academy;
- The administrator(s) conducting the pre-enrollment meeting will explain the school rules, expectations, and procedures and determine if attending Alee Academy is in the student's best interest;
- If accepted, the student will be scheduled to begin school as soon as possible
- During the first day of enrollment, students will be issued a chromebook. This device is the responsibility of the student. *See Technology Agreement.*
- Students will be scheduled into courses they are required to take based on their current grade level, following the *LCS Pupil Progression Plan*,
- Students will be scheduled in credit recovery courses when possible, however, it is possible that students will be assigned credit recovery courses on Edgenuity and will be required to complete these courses in addition to their scheduled courses, *See Course Offerings and Expectations.*

- Day one of enrollment is orientation. Students will complete a baseline and/or diagnostic test in reading and math. **These tests are not optional. Students are expected to do their best in order for accurate data to be collected and appropriate decisions regarding correct course placement can be made.**
- As an alternative school, Alee Academy provides students with an alternative schedule - Monday through Thursday. Students are always encouraged to attend on Fridays for additional one on one time with their teachers.
- Alee Academy operates on the same school calendar as the Lake County District schools, observing the same day holidays and breaks. The school year begins in August and goes until May. It is expected that students attend school daily, until the end of the current school year. Failure to attend school daily may impact a student's driver's license, school enrollment, and academic progress/grades;
- Students that choose to return to their sending school (if not at Alee Academy on referral), may do so, however, returning mid-grading period will affect the student's progress (grades and credits);
- Students that leave and later return to Alee Academy, must repeat the enrollment process.

## Fees

- Alee Academy is a public charter school, therefore, attendees are not charged tuition;
- All students are responsible for the chromebook that is issued to them upon enrollment. Any damages must be reported to school officials immediately. Students/parents are responsible for the cost of repairs and/or replacement of any school issued equipment. See *Technology Agreement*.
- Alee Academy students are required to wear a uniform. Uniform t-shirts (short or long sleeve) and solid color denim pants or solid color casual dress pants are the required attire. School t-shirts range in price from \$8.00 to \$13.00 depending on size. Long sleeve t-shirts are available for purchase with prices ranging from \$13.00 to \$17.00. Sweatshirts are also available for purchase with prices ranging from \$15.00 to \$18.00 each.
- Solid color collared shirts are also acceptable attire and may be available for purchase at the school. See *Dress Code*.
- Optional costs include, but are not limited to, field trips, school photos, yearbooks, prom, senior trips, caps & gowns, and scheduled dress down days if the student wishes to participate.

## Non-Discrimination Policy

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

## Parental Rights

- **Educational Choice** - To apply to enroll their minor child in public school, private school, religious school, home education or other options that are available.
- **School Records** - To access and review all school records pertaining to their minor child within 45 days of the day the school receives a record for access;
  - request the amendment of the minor student's education record if the record is believed to be inaccurate or misleading;
  - inspect, copy, and challenge, according to the appropriate guidelines, any and all information contained in their child's records;
- **Involvement** - 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.
- **Grades/Conduct Reports** - Receive regular official reports of their academic progress using the Alee Academy Progress Report and FOCUS Student Information System.
  - 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
- **Health Care Decisions** - To make healthcare decisions for their minor child, unless otherwise prohibited by law.
- **Medical Records** - To access and review all medical records of their minor child, unless prohibited by law or if the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement agency or official request that the information not be released.
- **Biometric Scans** - To give their prior written consent before a school employee makes, stores or shares any biometric scan of their minor child.
- **Record of Blood or DNA** - To give their consent in writing before a school employee creates, stores or shares any record of their minor child's blood or deoxyribonucleic acid (DNA), except as required by general law or authorized pursuant to a court order.
- **Criminal Offenses** - To be notified promptly if a school employee suspects that a criminal offense has been committed against their minor child, unless the incident has first been reported to law enforcement or the Department of Children and Families and notifying the parent would impede the investigation;
- **Video / Voice Recordings** - Alee Academy Charter School has video surveillance cameras, equipped with audio capabilities, in all public accessible areas of the campus. When enrolling their student(s), parents understand, and consent to their child being recorded while in the hallway, classrooms, common areas, and on campus grounds. All video

recordings are property of Alee Academy. Other parties may only view Alee Academy camera footage when a subpoena is provided.

- **Photographs** - The school will occasionally post pictures on the official school social media page(s) and the school website of events in which students participate. When enrolling their student(s), parents consent to having their child photographed. Parents have the right to, at any time, retract their consent by submitting a written request for their child's photograph to not be posted publicly. Students are required to have a photo taken for their student identification card for security purposes but if requested, the school will not post photos to social media or the school website.

*The parental rights listed above do not prohibit or impede child welfare activities when performed by a court of competent jurisdiction, law enforcement officer or employee of a government agency.*

*This policy does not authorize a parent of a minor child to engage in conduct that is unlawful or to abuse or neglect their minor child in violation of general law.*

*Any employee of the charter school may be subject to disciplinary action if the employee encourages, coerces, or attempts to encourage or coerce, a minor child to withhold information from the minor child's parent.*

*Parents can expect that their student(s) will be protected by the 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.*

## Parental Responsibility

- 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, respectful 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.

## 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.

## 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, i.e on the student's birth certificate.*

## 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.

## Student Calendar

As an alternative school, Alee Academy Charter School provides our students with an alternative schedule. Our students attend school Monday - Thursday. Alee Academy follows the [student calendar](#) that has been adopted by Lake County District Schools. Friday attendance is optional for students. Students needing additional support from their teachers may attend on Fridays from 8:00 am - 12:00 pm.



## 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 reached, parents should seek resolution in the following order:

1. Dean of Students – **Mr Cannon**
2. School Principal – **Ms. Burnett**
3. Governing Board/Parent Liaison – **Ms. Chloe Bonds-Wormack**

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 [page 4](#) or on our [school website](#).



## Student Rights & Responsibilities

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

### Students have the right to:

- A public school education up to 21 years of age or upon graduation, whichever comes 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.
- Be informed of the rules of the Code of Student Conduct & Policy Guide;
- A positive, safe and orderly environment in which to learn;
- Know about and use school guidance services;
- Be treated with dignity and respect;
- Reasonable and fair treatment;
- Be protected by laws prohibiting the release of personally identifiable information, other than directory information, to any unauthorized party without the consent of parents/guardians, or students 18 years of age or older
- Free transportation as allowable by law;
- Be notified of failure or the potential for failure as outlined in the progress-reporting schedule;
- Assemble in a non-disruptive manner;
- Free speech, oral and written;
- Possess, post, and distribute any forms of literature that are not inherently disruptive to the school program including, but not limited to, newspapers, magazines, leaflets, and pamphlets; and
- Have the right and equal opportunity to participate in school activities and programs.

## Students have the responsibility to:

- Adhere to the guidelines set forth in the school handbook;
- Attend all classes daily and be punctual;
- Come to class with all necessary materials and be prepared to learn;
- Take advantage of learning opportunities;
- Use guidance services for educational and personal improvement;
- Treat other people and property with respect;
- Report hazardous or dangerous situations to an adult in authority;
- Immediately report threats to do harm to an adult in authority;
- Immediately report illegal activities to appropriate authorities;
- Refrain from bringing inappropriate or contraband items to school;
- Abide by all bus safety rules and procedures;
- Follow the classroom rules and to complete all classroom assignments, homework, and projects/reports as outlined by their current classroom teacher;
- Refrain from profane or inflammatory statements;
- Conduct themselves in a safe and responsible manner;
- Present a clean and neat appearance;
- Take responsibility for his/her own work and actions;
- Share with their parents / guardians grades and progress reports received relative to their progress in each class
- Plan, gain approval for, and conduct assemblies consistent with educational objectives;
- Express and publicize their opinions and ideas in such a manner so as not to offend, slander or libel others, and to avoid disrupting the orderly process of the school;
- Use only those bulletin boards or wall areas designated for use by students and student organizations,
- Refrain from publishing libelous and obscene materials, to seek full information on the topics about which they write, and observe the normal rules for responsible journalism under the guidance of the faculty advisor;
- Understand that principals may suppress or recall literature which they consider primarily commercial in nature or material which could endanger the orderly operation of the school; and
- Choose their activities and programs and comply with the policies or rules associated with such programs.
- Attend school daily and be on time;
- Put forth a conscious effort to complete all school assignments with the purpose of mastering the subject matter;
- Have knowledge of and conform to the school rules, 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.

***Failure to comply with these responsibilities could result in disciplinary action.***

# Academic Program

## 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 school.
- Students must not 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.

## Curriculum

Alee Academy uses a variety of resources to ensure our students receive instruction that meets their particular learning style. Our teachers use digital software programs such as Edgenuity, Achieve3000, and MyPath, in conjunction with supplemental lessons developed from research-based textbooks. In addition to these supplemental direct instruction lessons, our teachers evaluate and provide academic assistance throughout the duration of the course with small group intervention sessions and one-on-one tutoring time provided as deemed necessary. In addition to the digital curriculum and supplemental lessons, life skills preparation, socio-emotional learning, character education, and workplace training are all taught throughout the school year.

The use of a digital curriculum affords our students the opportunity to accelerate through credit recovery courses in order to repair their GPAs and earn credit(s) required for graduation. As is common with alternative education, students are encouraged to work at an accelerated pace in order to make up missing credits. Alee Academy provides highly qualified teachers in all subject areas who will provide pacing guides that students are encouraged to follow, at minimum, to finish their grade level courses by the end of the school year. This allows teachers to provide timely feedback and additional assistance to ensure all students achieve their full potential. Students are permitted to submit work prior to due dates.

Upon enrollment, each student and parent/guardian develop a "student success plan" that is based upon the student's academic needs and vocational/employment plans. The leadership team will assist students with job placement, vocational opportunities, and career advancement.

Students will be cooperative and will make every effort to master the course material. Students and parents/guardians will be notified of potential failure when work is unsatisfactory.

**For courses taken using Edgenuity, students are required to take course assessments on campus. This includes UNIT TESTS and FINAL EXAMS. This practice is to protect the integrity of the student and the school.**

*Teachers and Administrators monitor dates and times of test and exam completion. Teachers and Administrators reserve the right to require assignments to be redone if/when the time and date stamp shows at home completion.*

## Standardized Testing

In order to meet requirements for graduation, students must pass both a reading and math standardized tests. Testing requirements can be achieved in various ways including:

- Passing Score on Progress Monitoring Test #3 (Reading)
- Concordant Score on ACT or SAT (Reading and/or Math)
- Concordant Score on the Classic Learning Test (CLT)
- Passing Score on the Algebra I End-of-Course Exam
- Passing Score on the Geometry End-of-Course Exam

*Both the Algebra I EOC and Geometry EOC also count for 30% of the final course grade.*

Progress Monitoring tests, for both Reading and Math, are administered several times throughout the school year. These tests are very important for student achievement. The data collected from these tests, provides our teachers and administrators the information needed to differentiate instruction and target specific deficiencies, which in turn, provide for greater opportunities for student success.

## Homework

Homework is assigned at a teacher's discretion. While students are encouraged to work on their courses as often as possible, even for homework, however, students are not permitted to take their school issued Chromebooks home without receiving permission and checking their chromebook out properly. The digital curriculum software programs are internet-based, they can all be accessed off campus using most personal electronic devices.

## 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.
- Teachers and Administrators continuously monitor dates and times of test and exam completion and reserve the right to require assignments to be retaken if/when the time and date stamp shows a test or exam was completed at home.
  - 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 exams 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.

## Chromebooks

Alee Academy is proud to offer 1:1 technology for our students. Most of our curriculum is internet based and we want all students to use their time in school wisely, therefore, students **MUST** have their device charged and with them every day. Failure to have their assigned device every day will hinder academic progress and result in a technology incident report. Three technology incident reports will result in the student being sent home. A mandatory parent conference will be scheduled.

## Grading Process

Teachers will only enter grades into FOCUS when a student **COMPLETES** with a half credit or a full credit in the course. Parents/Guardians are encouraged to email the teacher for their child's progress and specific progress.

Each student is required to complete all lessons as determined by the course teacher. This includes both digital and teacher created supplemental assignments & activities. Students must earn a minimum of a "C" for grade recovery purposes.

All students are required to keep a portfolio of his/her pacing guides and completion data charts. This portfolio is each student's responsibility. Once a course is completed, the completed pacing guide and data charts must be turned into the teacher of the course.

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

## **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 groups 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.

## 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 uniform shirts (TEAM), solid color polo shirts, dress shirts, or shirts received by OneBlood for participation in any school sponsored blood drives are the only shirts permitted to be worn while on campus. Uniform short sleeve, long sleeve, and sweatshirts are available for purchase on the school store.
- Solid long sleeve shirts are permitted to be worn **under** the Alee Academy t-shirt if so desired. Bulky outerwear is prohibited. **Hoodies are not permitted.** During cold weather (temps under 50 degrees) outerwear is permitted but will be collected and held until the end of the school day. We encourage all students to have a hoodless jacket or sweatshirt to wear on colder days.
- Apparel shall be adequate in both length and coverage to be considered appropriate for school. Adequate length shorts must be finger-tip length.
- **Alee Academy t-shirts must not be altered from their original form. They are not to be tied or cut.**
- Pants shall be worn fastened and **at the waist with no undergarments showing.**
- Pants with large holes and tears **will not** be permitted. Small tears/holes may be permitted but there should be **no skin visible above the knee.**
- Clothing that exposes underwear or body parts in an indecent or vulgar manner are prohibited. This will be determined by the administration or any administrative designee.
- Shorts must not be shorter than the end of the student's fingertips when their arm is straight by their side.
- Basketball shorts (sports/loose shorts), leggings, joggers, and sweatpants are not permitted, however, students scheduled for HOPE or any P.E. course may bring a change of clothes and wear basketball shorts during the HOPE or P.E. class only. There may be additional opportunities to "dress down".
- 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, that 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 to the nose, eyebrow, cheeks, ears, or lips.
- The wearing of hats, caps, do-rags, headgear or sunglasses is prohibited. There may be medical or religious purposes for exceptions, however, the student and/or parent must inform the school administration. Should medical conditions that attribute to the need for

sunglasses or for students that have outdoor classes will need to speak with school leadership, but the administration will determine these exceptions. Should sunglasses be needed, they are NOT to be worn inside the building.

- Administration reserves the right to make exceptions based on individual circumstances, i.e., religion or culture.

**Information will be provided regarding these particular approved dress down days.**

### **Regulations for dress down days are as follows:**

- 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 the end of the student's fingertips when their arm is straight by their side.
- Students that are assigned a P.E. class are permitted to change into comfortable clothing at the beginning of that class period only. They must change back into their regular school uniform at the conclusion of that class.

### **Approved Dress Down Days**

Randomly selected days throughout the school year are called "Dress Down for a Dollar". These days are provided to students as a way for personal expression. These days are not required. Students must purchase a wristband and wear it on their wrist if they come to school on these selected days out of uniform.

Students will be permitted to "dress down" on picture days but these days are not required.

# Graduation

## Requirements

### Standard Diploma

- ✓ Passing score on all state required tests needed for successful completion of high school
- ✓ Minimum of a cumulative unweighted GPA of a 2.0 on a 4.0 scale
- ✓ Passing the academic curriculum (18 credit or 24 credit depending on the diploma type desired)
- ✓ Participation in an exit interview

*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.*

The most recent student progression plan from the Florida Department of Education is embedded below. You can also visit: [fldoe.org/schools/k-12-public-schools/sss/graduation-requirements/](http://fldoe.org/schools/k-12-public-schools/sss/graduation-requirements/) to view Florida's requirements for high school graduation.

### Alternative Graduation Options

Certificate of Completion — Available to students that complete the minimum number of credits and other requirements for graduation, but are 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 during pre-enrollment meetings.***

### Transferred Credits

All credits earned outside of Florida or from a county other than Lake will be transferred if possible.

Note: An official transcript must have a raised seal. All students graduating **must** have an official transcript on file in order to graduate.

## 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 at Alee Academy, therefore, students that have excessive absences will forfeit their enrollment.*

- All students attending Alee Academy are expected to attend every day and be on time.
- 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.
- Students/parents must explain the reason and provide documentation for the 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. An email may also be sent to the [Principal](#). Making contact with the school using either of these methods does not guarantee the absence will be excused. A note with proper documentation is still required to be provided.
- 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 school day.
- A pattern of early sign outs will be addressed on a case-by-case basis.
- Only persons authorized by the parent or guardian are permitted to check out a student. Authorization needs to be given in writing except in emergency situations. In the event that the student is over the age of 18 and wants to check out of school, but resides with a parent or guardian, the school will notify the parent or guardian of the student's intent to leave school.
- Students that are employed should work with their employers to not be scheduled during school hours. 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. Appropriate verifiable documentation from the supervisor must be provided. 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 Principal 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 (To / From Class)

- Students will have 1 minute between classes.
- Students are expected to begin the WELCOME WORK assignment 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 Dean of Students (or other administration if the Dean is unavailable) and given a tardy pass, if applicable.
- Tardy passes must be given to the teacher as soon as the student enters the classroom.
- Teachers will record the student TARDY for record keeping purposes.
- Tardies will be documented by the Dean of Students.
- Three tardies equate to an unexcused absence.

## School Facilities

### Smoking

- State law prohibits smoking in the building or on school grounds, including bus stops. This includes vaping.
- Students will receive an out of school suspension for possessing any tobacco or tobacco-related paraphernalia on school property, this includes bus stops.
- Students will receive out of school suspension for possessing any illegal drugs or drug paraphernalia.

### 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, vapes, tobacco, 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 school and/or arrest.
- If a student comes to school under the influence of drugs, he/she shall be sent home that 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. **Parents/Guardians are expected to pick their student up within 1 hour of notification.** 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. Students age 18 or older will be required to find a ride home if parent/guardian is unavailable. The parent/guardian will be contacted by the School with the purpose of informing of the student's location only.

### Eating

- Alee Academy is a National School Lunch Program Sponsor. Students attending this school will be provided breakfast and lunch at no charge.
- Food items **must** be consumed prior to the end of the designated breakfast and/or lunch period.
- Student lunches are collected at security and are made available during the lunch period. Food and containers are permitted to be brought from home. All items are searched before entry.
- Foods from home must be in plastic containers. Only plastic utensils are allowed.
- Foods from home cannot be heated up. Please ensure that students are bringing only foods that do not require heating.

- Lunch foods from home will be placed in the refrigerator upon check-in
- At breakfast & lunch, students are responsible for cleaning up their space and disposing of their trash in the proper trash receptacles.
- **CLEAR WATER** is the only drink permitted inside the classroom.
- Food and drink are strictly **prohibited** on the school bus.
- **STUDENTS ARE NOT PERMITTED TO HAVE FOOD DELIVERED FOR LUNCH.**
- **PARENTS ARE NOT PERMITTED TO HAVE FOOD DELIVERED TO THEIR STUDENT FOR LUNCH.**

## School Safety Policies & Procedures

### !!IMPORTANT NOTICE!

For security reasons, the doors to the school campus will remain locked until 7:30 a.m.

There is no supervision on the campus until 7:30 a.m. Students are not permitted to be on campus before 7:30 a.m. Parents that drive their student(s) to school are required to wait with their child until 7:30 a.m.

Parents must arrive on campus to pick up their child no later than 2:45 p.m. More information on this in the Arrival/Dismissal Procedure section.

### Late Check-In Policy

- Students arriving late will enter school through the security check-in area. Once the student has been checked in by the Dean of Students and/or the School Safety Officer, he/she will be given a TARDY slip that must be turned into their teacher.
- **Students arriving to school after 10:45 a.m. must be escorted to the office by their parent/guardian.**
- Students are only permitted to check in 5-7 minutes before the end of each class period. Students are NOT permitted to sit in the front office waiting for the next check in window. The check in times are listed below and late arrivals should be planned accordingly.
- Students that arrive tardy will be counted absent for the class(es) they miss.
- *The administration will handle any unique circumstances on a case-by-case basis.*

### 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.

### Active Assailant Drills

Alee Academy will conduct these drills monthly to ensure our students and staff are prepared in the event of an active assailant on our campus. Students are expected to comply with the rules and expectations for the proper response which is taught in the classrooms.

### Weather Related School Closings

In the event that the school should need to be closed for a weather-related emergency, such as a 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. **Should Alee Academy experience any reason to close that does not affect LCS, a call out will be made and an email sent to all primary contacts and email addresses.**

*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.*

## 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 and if medical attention is required, there is no delay.

## Harassment

Harassment is any form of hostility, conduct, or language that creates an 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 or administrator. If there is any reluctance to discuss the matter with the teacher, the incident should be reported to the Principal. If the student is uncomfortable in reporting to the Principal, a parent or guardian should make the report. Reported incidents will 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.

## Visitors

In an effort to maximize student learning and be respectful of everyone's time, we request that parents or other visitors schedule meetings with administrators, 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 show their state or federal issued identification at the door and state the reason for their visit **BEFORE** entering the building. All visitors must sign in upon arrival and sign out before leaving the building. They must also wear the Alee Academy visitors pass while in the building. This must be clearly displayed on the chest area to avoid unnecessary safety concerns. To ensure the safety of all students and staff, **visitors must pre-arrange any meetings prior to entering the building.** Visits should typically be limited to ½ hour unless other arrangements have been made.

## **Emergency Phone Calls**

Parents should contact the school's main telephone number in case of an emergency as students are not permitted to carry their personal cell phones. Students are permitted to use the school telephone for emergencies, illnesses, work, and transportation. Parents should update contact information if it changes. Students are NOT permitted to use the phone to order food for delivery.

## **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.

# Arrival & Dismissal

## Arrival

### Bus Riders

- Bus Riders will begin arriving at school at approximately 7:40 a.m.
- After disembarking the bus, students will proceed to the security check-in area to be scanned and have all items checked before entry.
- Students will receive a property claim card to retrieve the stored items at the end of the day.
- Once cleared through security, students will proceed to their scheduled first period class.
- Students are not permitted to visit other classrooms or hang around in the hallway.

### Car Riders / Student Drivers

- Car riders and student drivers are permitted to begin arriving at 7:30 a.m.
- All students are to be dropped off in the student parking area only. **Cars are NOT permitted in the bus loop during morning drop off.**
- Student drivers must purchase a parking pass or their vehicle is subject to being towed at their expense.
- Parking passes are \$35.00 for the year. Student drivers must supply a copy of a valid driver's license, proof of insurance and registration, make, model, and tag number.
- The sticker must be placed in the lower corner of the back window on the driver's side.
- All drivers must have a parking permit displayed within 1 week of enrollment.
- Passes can be purchased through the school store. The application and copies of the required information must be given to the Dean of Students.
- Student Drivers are **ONLY** permitted to park in the designated student parking area/spaces. There should be no parking on the grass.
- Usage of loud mufflers and radios or other disruptive behavior will not be tolerated.
- Failure to comply with these rules and regulations may result in the student losing their driving privileges and/or face disciplinary action as indicated in the LCS Code of Conduct.

## Dismissal

### Bus Riders

- Students that take a bus in the afternoon, will be dismissed from their 6th period classroom. Classes will be called one at a time.
- Students are **NOT** permitted to leave their classroom for dismissal until released by their teacher. This will ensure an orderly dismissal.

- Students are to proceed directly to the cell phone lockers to retrieve their personal cell phone and any other personal belongings using their property claim card. Failure to provide a property claim card may result in delayed dismissal.
- Once all belongings have been collected, students are to make their way to their bus. There is to be no hanging around outside.
- The next class is only called once all students have cleared the area.
- Students are only permitted to ride the bus they are scheduled to ride. Any changes **must be** requested by the parent/guardian. All requests must go through the transportation coordinator or administration.
- Bus riders are expected to only exit the bus at their designated bus stop, unless other arrangements have been made, confirmed, and communicated with the school office and bus driver.

### Car Riders/Student Drivers

- Parents should be in line waiting for their student(s) by 2:45 p.m.
- Parents must pick up their student(s) in the **loop only**.
- Parents are asked to wait in line for the car(s) in front of them to leave the area to ensure the safety of all students and staff.
- The bus loop will be closed to all passenger vehicles when the buses are called to begin loading students. Parents will need to wait in the student parking area if the bus loop is closed.
- Student drivers are to make their way to the student parking lot by walking to the end of the sidewalk and given permission to cross by the SSO or staff member. This is to ensure their safety
- Students are NOT permitted to ride in another student's vehicle without permission from BOTH parents/guardians. Permission must be obtained by the front office prior to the beginning of dismissal.
- If permission is not obtained by the front office before the beginning of dismissal, students will be required to leave school by the means determined at enrollment.

### School Bus 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, Mount Dora, Tavares, Grand Island, Lisbon, Haines Creek, Leesburg, Fruitland Park.
- School Bus concerns should be directed to Transportation Coordinator Ms. Hope Sceal
  - During regular business hours (352) 357-9426
  - Before or after regular business hours (352) 636-0886
- - Students are NOT permitted to ride the bus home with a friend without permission from a parent or guardian. Permission must be obtained by the front office prior to the beginning of

dismissal. An alternative bus slip will be given to the student once confirmed. Students must give this slip to the bus driver.

- If permission is not obtained by the front office before the beginning of dismissal, students will be required to leave school on the bus they are normally assigned to.

### Public Bus Transportation

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.

## Code of Conduct

Alee Academy 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 dismissed 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.
- If a charter school student is not compliant with the rules and expectations as described in this document or the LCS Student Code of Conduct, a review of the student's enrollment will take place and a dismissal hearing will be scheduled with the Governing Board of Directors. Both the parent and student will be notified of the scheduled hearing and are invited to be present.

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, including designated bus stops, 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 examples of **offense** from the LCS Code of Student Conduct and will result in corrective action up to and including a suspension or dismissal, at the discretion of the administration. For specific information related to offenses, see pages 40 - 56 of the LCS Code of Student Conduct.

## 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 Principal and respectfully challenge the reasons for the intended suspension (or otherwise explain).
- 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 Principal 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 dismissed from Alee Academy is invited to the hearing with the Charter Board of Directors where the status of the student's enrollment will be determined.

## 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. **Any cell phones found on a student in a classroom will be confiscated by administration and held until the student's parent picks them up.** For students over age 18 but living with a parent or guardian, the cell phone will only be released to the parent or guardian. If the student is residing on their own, the cell phone will be returned to the student at the end of the school day but will have to be turned in each day to gain entrance to the school.
- Bluetooth devices, such as iPods, air pods, hands-free devices, portable games, smart watches, touch screen electronics, etc. capable of accessing the internet are not allowed in buildings. These items must be turned in each morning and will be secured in a locked cabinet.

## Technology Agreement

Please read the following carefully before signing this document. This is a legally binding contract and must be signed by the student ("Student") and a Parent or Legal Guardian ("Parent/Guardian") before a Chromebook and/or Mobile Hotspot (hereafter "Electronic Device") is assigned to you. This agreement must be signed before a Chromebook can be distributed to the student.

### PURPOSE

The primary purpose of Alee Academy's provision of access to electronic devices, network resources, and computer support services is to facilitate education and research consistent with the educational objectives of Alee Academy.

This Agreement must be signed by both the Student and the Parent/Guardian and is binding upon both parties.

### TERMS AND CONDITIONS

#### Student and Parent/Guardian's Obligations

Student and their Parent/Guardian agrees to:

- Use, maintain, and keep the Electronic Device in good operating order, at their own expense in the manner for which it was designed and intended.
- Not allow or make any alterations or additions to the Electronic Device without the prior written consent of Alee Academy
- Return the Electronic Device to Alee Academy in the same condition as received on the beginning date of the Agreement, minus reasonable wear and tear
- Use the Electronic Device in ways that are not disruptive, offensive, harmful, or otherwise improper or against the acceptable use policies of Alee Academy
- Provide Alee Academy with written notice to any change in address or telephone number during the term of this Agreement

#### Issuing Electronic Devices

Alee Academy will provide an Electronic Device to Student once Alee Academy has received: (1) a completed, signed Electronic Device Agreement

#### Return of Electronic Device

Students are required to return the Electronic Device to the assigned school administrative office upon any of the following:

- Last Day of School OR
- Graduation OR
- Transfer from Alee Academy OR
- Temporary or permanent discontinuance of schooling OR
- Termination of this Agreement for Failure to Comply

Student and Parent/Guardian acknowledge that failure to return the property after notice of termination constitutes theft.

## Failure to Comply

Failure to comply with any of the terms of this Agreement may result in the imposition of fines (for repair or replacement of the device), termination of the Student's ability to participate in this Program, and/or the imposition of appropriate civil or criminal penalties against Student and/or Parent/Guardian.

## Criminal or Civil Liability

*Student and Parent/Guardian acknowledge that they are subject to criminal prosecution or civil liability for the destruction or misuse of the device. In the event that the device is not returned a report will be filed with the local law enforcement listing the device as **stolen**. Student and Parent/Guardian would still be financially responsible for the Electronic Device.*

## Ownership of Electronic Device

The Electronic Device is, and shall remain, the property of Alee Academy. Student and Parent/Guardian shall have no right, title, or interest herein or thereto except as expressly set forth in this Agreement.

Student and Parent/Guardian shall not assign rights or obligations under this Agreement or enter into any sublease of all or any part of the Electronic Device.

## Warranty

Student is being issued the device acknowledges that the device is being presented "as is" without warranty, other than any warranty provided by the manufacturer of the Electronic Device.

## Lost or Damaged Electronic Device

Should the Student damage or lose the Electronic Device, the Student and Parent/Guardian will be responsible for paying all outstanding payments for the entire term of this Agreement or repair cost, as applicable.

## Right to Audit

As permitted by law, Alee Academy reserves and intends to exercise the right to review, audit, intercept, access, and search the Electronic Device at will, monitor data usage and messages on the Electronic Device at any time for any reason, without notice or other restrictions.

## Computer Resource Use Policies

All users of Alee Academy devices and network resources are required to comply with the following:

- Files, user ID's, passwords, and computer output belonging to an individual or to Alee Academy are considered to be personal property, but may be subject to audit by Alee Academy.
- Users shall not examine, change, or use Alee Academy or another person's files, output, or usernames for which they do not have explicit authorization
- Users shall not deliberately attempt to degrade system performance or capability. Knowledge of systems or special passwords shall not be used to damage a system or file, or to change or remove information without authorization.
- Users shall not use the system for any illegal purpose or to enter or send any material that is obscene, pornographic, or defamatory, or material that is intended to annoy, harass, or alarm another person.
- All users shall use software only in accordance with applicable license agreements. Users shall not make unauthorized copies of any software under any circumstances. Duplication of licensed software for any purpose except for backup and archival purposes or when otherwise specifically authorized is prohibited. Users shall not give or transfer software to anyone except other authorized users of the Alee Academy network or device without specific approval from the Alee Academy. All software must be lawfully purchased or acquired.
- Use of computer systems and databases shall be limited to the purpose(s) for which access is granted. Unless such use is specifically granted, use of Alee Academy digital resources for personal or private use for-profit, is prohibited.
- Students are authorized to use electronic devices and network services for incidental personal use, provided such use does not interfere with the educational objectives of Alee Academy or overload network resources, thereby denying it to others.
- Repeated minor infractions of the Computer Resource Use Policies or violations of a serious nature may result in the temporary or permanent loss of network access and/or Electronic Device use. More serious violations that may result in permanent loss of network access and/or Electronic Device use include, but are not limited to, extending computing resources to unauthorized users, attempts to steal passwords or data, unauthorized use or copying of licensed software, unauthorized attachment of personal computers to the Alee Academy network, unauthorized use of another's account, or overloading network

resources thereby denying it to others. No payments made for the Electronic Device will be refunded if network access and/or Electronic Device use is denied due to violations or infractions of any Alee Academy or computer use policies, whether or not such infractions are mentioned in this Agreement.

- Filtering will be provided by Alee Academy for school and off-site use. This filtering is a best effort to ensure that inappropriate material is not accessed by students whether in school or off site. No filtering solution is perfect, and this service is being provided free of any warranty.

# Alee Academy Charter High School

## Student – Parent Contract

Student's Name: \_\_\_\_\_

Student's Phone Number: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

Parent's/Guardian's Phone Number: \_\_\_\_\_

Parent/Guardian Physical Address: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

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** (available online or in print if requested), as outlined in Alee Academy's Student/Parent Handbook and Student Electronic Device Agreement (including Mobile Hotspots and Student Devices). These Terms and Conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties.

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 the parent/guardian and the student.**

\_\_\_\_\_  
Staff Signature

Date

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# Alee Academy Charter High School

## 2025-2026 Student / Parent / Administrator / Teacher Compact

As Educational Leader, I am committed to providing a safe and orderly environment that is conducive to learning. I will support the teachers in their effort to teach all students. Opportunities for the establishment and attainment of high expectations will be made available to all students.

Principal: \_\_\_\_\_

<b>STUDENT RESPONSIBILITIES</b>	<b>PARENT / GUARDIAN RESPONSIBILITIES</b>	<b>TEACHER RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. Come to school every day prepared to learn and work hard.</li> <li>2. Know and follow school and class rules.</li> <li>3. Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.</li> <li>4. Be respectful to school staff, other students, and school property.</li> <li>5. Take responsibility for my own behavior.</li> <li>6. Have a positive attitude toward myself, others, school, and learning.</li> </ol>	<ol style="list-style-type: none"> <li>1. Monitor assignments and encourage homework completion.</li> <li>2. Make sure my child attends school regularly, is on time, and is prepared to learn, with homework completed.</li> <li>3. Communicate frequently with my child’s teacher through notes and conversations about how well my child is progressing.</li> <li>4. Promote a positive attitude about school and appreciate the value of a good education.</li> <li>5. Encourage my child to demonstrate respect for school, personnel, his/her classmates, and school property.</li> <li>6. Encourage my child to be in compliance with our dress code.</li> <li>7. Provide a safe and secure environment to provide my child support outside of the school building.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide quality teaching and leadership to my students and their families.</li> <li>2. Treat each child with dignity and respect.</li> <li>3. Strive to address the individual needs of each student.</li> <li>4. Have high expectations and help every child to develop a love of learning.</li> <li>5. Acknowledge that parents are vital to the success of this school and its students.</li> <li>6. Respectfully and accurately inform parents of their child's progress.</li> </ol>
Signature: _____ Date: _____	Signature: _____ Date: _____	Signature: _____ Date: _____

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