



PARENT AND STUDENT HANDBOOK 2022-2023

Growing Together Academy
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Handbook Amendment

The administration reserves the right to amend this handbook at any time during the school year.
(Revised 08/15/22)

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Dear Parents,

Welcome to our Growing Together Academy family!

We are delighted you have chosen Growing Together Academy (GTA) for the education, and care of your child. We consider our relationship to you and your family as a very special trust; a trust that we work to maintain every day.

We will provide a superior school program for your child. We are continuously working to incorporate the latest research findings into our curriculum; to ensure your child builds a strong foundation to have a successful School year.

Once again, we are honored you have entrusted us with the education, and care of your child.

Sincerely,

*María Cristina Martí de
Pereda Principal*

Growing Together Academy

WELCOME

Our School is built in devotion of our people, our Principal and Teachers work together with you, and your child in an open, nurturing, learning based environment where we respect the dignity of every child and parent.

We believe the best way to meet your expectations is working closely with you to provide a warm, secure atmosphere, and caring professional services for your child. We also believe that regular and ongoing communications are an important link between each family and Sunset Christian Preparatory. We understand the trust you place in us when you enroll your child in our programs; we do everything possible to earn and maintain that trust. We are committed to exceed your expectations.

PHILOSOPHY AND MISSION STATEMENT

We believe that children grow every day, and as they grow, they develop more skills. We believe that caring and shaping children's development comes first. Growing Together Academy (GTA) provides a secure, nurturing, and educational environment for children; a place for children to bloom into responsible, considerate, and contributing members of society.

At GTA our staff encourages all children to participate in the activities that we prepare with love and care, so they can grow physically, emotionally, socially, and intellectually by playing, exploring, and learning with others in a fun, safe, and healthy environment.

As a family owned and operated organization, GTA welcomes positive family involvement, and encourages a Parent-Teacher approach where the need of every child comes first to obtain a successful early childhood education.

BELIEFS

The integration of Catholic Christian values underlies all aspects of student learning and behavior. Learning involves a partnership of administration, faculty, staff, students, parents, parishes, and community. Learning integrates all aspects of the total person (spiritual, intellectual, physical, emotional, and social).

Every student will be encouraged to be a responsible, active, contributing member of the Growing Together Academy community and society as a whole. Each student will be challenged and supported in their learning. Life-long learning demands ongoing evaluation that leads to self-directed learning, creativity, growth, and improvement.

OUR TEACHERS AND STAFF

Our teachers are experienced professionals, trained to guide your child's development and education. To maintain that high level of professionalism we provide regular ongoing training for all our teachers. In all classroom Home Room (HR) teachers direct your child's education, play and learning. HR teachers are your primary partners in leading your child to an independent, self-confident, creative, and inquisitive appreciation of the world.

In our center your involvement is welcome and encouraged. You can look forward to regular conversations and conferences with your child's teacher and the Director. In addition, written reports on your child's education and progress are also provided.

ADMISSION POLICIES AND PROCEDURES

ADMISSION OF STUDENTS

Sunset Christian Preparatory admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. We do not discriminate based on race, color, or ethnic origin in administration of educational policies, admissions policies, and other school-administered programs. Basic requirements for admission:

- Kindergarten Admission: To be considered, a child must be 5 years of age on or before September 1st of the academic year in which admission is sought.
- First Grade Admission: To be considered, a child must be 6 years of age on or before September 1st of the academic year in which admission is sought.
- Second Grade Admission: To be considered, a child must be 7 years of age on or before September 1st of the academic year in which admission is sought.
- Third Grade Admission: To be considered, a child must be 8 years of age on or before September 1st of the academic year in which admission is sought.
- Fourth Grade Admission: To be considered, a child must be 9 years of age on or before September 1st of the academic year in which admission is sought.
- Fifth Grade Admission: To be considered, a child must be 10 years of age on or before September 1st of the academic year in which admission is sought.
- Sixth Grade Admission: To be considered, a child must be 11 years of age on or before September 1st of the academic year in which admission is sought.
- Seventh Grade Admission: To be considered, a child must be 12 years of age on or before September 1st of the academic year in which admission is sought.
- Eighth Grade Admission: To be considered, a child must be 13 years of age on or before September 1st of the academic year in which admission is sought.
- Ninth Grade Admission: To be considered, a child must be 14 years of age on or before September 1st of the academic year in which admission is sought.

LEVEL CHANGES

Student classes and placements are the result of a process that allows the students and teachers to discuss the best academic path based on the individual's performance record while taking into consideration the needs and goals of the student. Growing Together Academy does not honor requests for changes unless the student is placed in the wrong grade level according to the Iowa Test results, the grades and the recommendations of the teachers.

REGISTRATION FEE

A **Registration fee of \$350.00** is due upon enrollment and is renewable each August. The registration fee is not refundable and covers insurance and administrative costs.

TUITION:

Annual tuition is divided into 10 payments and invoiced in advance on the 1st of the month; starting August 1st. Invoices are due on invoice date and no child will be allowed to attend if balances are not paid on time, and a late payment fee of \$35.00 will be applied to the child's account.

Children whose accounts reflect a due balance will not be able to attend, or in case of graduation your child will not attend the ceremony. Parents are still responsible to pay for those days that the child didn't attend due to payment failure. If you are continuously late with your tuition payment, it will be necessary for us to act up to including termination. In addition, your account will be turned to a collection agency. All students enrolled in the Extended Care Program (After School); need to pay half of the tuition, if they don't attend for medical reasons with a doctor's note. If the child attends one day of the week the full amount will be invoiced.

WITHDRAWAL POLICY:

In case of a planned withdrawal, parents should give **written two weeks' notice** to the school office in writing and your account needs to be in good standing, no phone calls will be accepted for the withdrawal notice. Current payment of all fees is required. Failure to depart in good standing will prevent readmission, or recommendation to another school or providing any documentation requested by you.

ACADEMIC PROGRESS

Academic progress may be monitored online by parents and students. Parents are expected to monitor student academic progress regularly as grades are updated every Thursday of each week through Gradelink. If the need arises, parents are asked to contact the teacher via ClassDojo or phone call regarding a parent conference.

CHANGE OF ADDRESS

To ensure accurate and timely communication with families, students must notify the school, at info@scp.school, in writing, within five days of any change of address, home telephone number, cell phone numbers, e-mail addresses, as well as change of work or emergency numbers.

GRADING

Scholastics grades are recorded in letters. The grade scale follows:

A = 90-100	Exceptional accomplishment
B = 80-89	High accomplishment
C = 70-79	Average accomplishment
D = 60-69	Low accomplishment
F = 0-59	Failing

Student grades are averaged in three categories: daily grades, testing grades, and alternate assessment. The course syllabus will indicate the weight of each of these categories. See the categories below. Please contact your teacher/principal if you have a concern with the reporting of grades.

FAILURES

To advance to the next grade in good standing, students must receive a passing mark each semester in all subjects assigned to them for the year. Students failing ONE or more subjects will be required to meet with their assigned teacher to formulate an alternative plan that will include options to allow the student to receive grade forgiveness. Students will also be monitored by the teacher/assistant principal.

If the student fails to complete the alternative plan that was assigned by the teacher/principal, it will be mandatory for the student to attend six weeks of summer school. At the end of these six weeks, the teacher/principal will reassess the progress made to determine whether the student will advance to the next grade. Failure to demonstrate satisfactory progress during the summer school weeks or failure to attend summer school will result in the student being retained in grade

REPORT CARDS

Progress reports are generated at the midpoint of each quarter. The year is divided into four marking periods. Report cards are generated electronically each semester and can be accessed by parents/guardians at any time in Gradelink.

For students to continue their studies in school to take examinations, receive report cards or have records transmitted, regular tuition payments must be made. Where any payment on an account is in arrears for more than 60 days, the board may require withdrawal unless satisfactory arrangements are made.

ACADEMIC PROBATION POLICY

A student is placed on academic probation if any of the following conditions exist:

- The student has failed two or more subjects during the marking term (semester)
- The student has a cumulative GPA below 2.0
- Transfer students are automatically placed on a transfer student success contract for a minimum of one semester

It is the responsibility of the parent to check Gradelink and monitor the progress of his/her student. Students placed on academic probation will be required to meet with their designated Teacher at a scheduled time. The Assistants Directors of School and the Administration will evaluate the academic status of students on academic probation to determine whether a student may continue at Growing Together Academy.

The Principal may ask for a voluntary withdrawal of a student if it is determined that it is not possible to adequately meet the academic needs of the student or if it is not in the best educational interest of the student to remain enrolled at the school. In the case that a voluntary withdrawal does not take place, the school reserves the right to exclude the student.

GRADUATION STATUS

- No student may participate in any graduation exercises unless he/she has successfully fulfilled the requirements for graduation.
- All financial obligations must be met prior to taking final exams.

TRANSFER STUDENTS

The following policies regarding credits are used in evaluating the status of transfer students:

- For a student to transfer to GTA, he/she must have a 2.0 G.P.A.
- Upon request for admission, the transfer student will meet with the Assistant Principal of School for an academic evaluation and determination.

PARENTS AS PARTNERS IN EDUCATION

As parents in the educational process at GTA, we ask parents to set rules, times, and limits so that your child:

- Get to bed early on school nights.
- Arrives at school on time and is picked up at the end of the day on time.
- Is dressed according to the school dress code.
- Completes assignments on time.

We also ask parents to:

- Actively participate in school activities such as Parent-Teacher conferences.
- Pays for any damage to school books or property due to carelessness or neglect by your child.
- Notify the school in writing when the student has been absent or tardy.
- Notify the school office of changes of address or important phone numbers.
- Meet all financial obligations to the school.
- Inform the school of special situations regarding the student's well-being, safety, and health.
- Complete and promptly return requested information to school.
- Support and cooperate with the discipline policy of the school.
- Treat teachers with respect and courtesy when discussing student's problems

CLASS PREPARATION

Students are expected to be prepared each day for class. To successfully do this, students must have a fully charged iPad, the required e-texts and other class resources, required apps (updated as required) and any other items identified by the instructor.

Students are expected to devote adequate time to home study each day. It is the responsibility of the student to make up work missed during an absence. (See Attendance for policy details). Students are expected to check the Microsoft Teams teacher course pages for information concerning class assignment.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE POLICY

For the convenience of planning medical appointments and vacations, the school calendar is provided prior to the start of the academic year. Please use the school calendar when planning so there are no conflicts with school days. Once a student has reported to school, he/she must be present at all assigned classes. No student is excused from class without obtaining permission from a duly authorized person. No student may leave the school at any time during the school day without permission from the School Administration.

Failure to comply with this policy will result in disciplinary action. Only for exceptional reasons may students be picked up at the school office and signed out by a parent or pre-registered authorized person.

PRE-ARRANGED ABSENCES

Parents should submit the "Request for Pre-Arranged Absence". They should inform the main office in writing to the Office at least 5 school days in advance of the requested date(s). Requests are reviewed by administration to ensure academics and attendance are in good standing. Pre-arranged absences during exam periods of each quarter or during the administration of the IOWA Test, are strongly discouraged. Family vacations are not excused absences. Please note that submission of a request for a pre-arranged absence does not ensure that the absence will be excused, rather it is a way of notifying GTA prior to the absence.

Parents will be contacted once the written request has been reviewed. If the request is denied, the student will be marked as absent unexcused and will not be offered an opportunity to make up any missed work. Students will be directed to seek all signatures from his/her teachers notifying them of the approved absence.

ABSENTEE PROCEDURE

If a student is absent, a parent must report the absence by calling the school office by 9:00 a.m. Excessive absence, (25) days or the equivalent of 25 days including tardiness, can cause student retention in their current grade for another year. Students who are away from school for an appointment for 3½ hours or more are marked absent for ½ day. Three (3) early withdrawals are considered ½ day absence. Upon returning to school, a student must submit a written excuse signed by a parent explaining the reason for the absence.

EXCUSED ABSENCES

Excused absences are defined as those due to personal illness, serious illness or death in the family, weather or road conditions making travel dangerous, or cause deemed acceptable by the school administration.

TARDY POLICY

If a student is late (8:15am or later) three times, it will be considered one day absent.

According to Florida School Law Statute 1003.26, if a student has had at least five unexcused absences, or lateness within a calendar month or 10 unexcused absences within a 90-calendar-day period, the student's primary teacher shall report to the school principal that the student is exhibiting a pattern of nonattendance. The principal shall refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If the parent still refuses to participate or cooperate, the principal may ask the parent to withdraw their child/children from the school.

MEDICAL/DENTAL APPOINTMENTS

Absences for medical or dental appointments are excused for the time of the appointment only. A note verifying the appointment or being signed out by a parent/guardian is required. Parents are encouraged to arrange routine appointments at times other than during regular school hours. When appointments occur during school hours, parents must pick-up and re-admit their children through the school office and using the sign-out book. No one is permitted to withdraw a student directly from the classroom.

ATTENDANCE RATIONALE

Attendance regulations of Growing Together Academy are based on Florida state law. In order for a student to grow academically, socially, emotionally, and spiritually he/she should make every effort to attend/fully participate in school every day.

Regular attendance/participation is essential. Academic achievement is a result of various contributing factors, not the least of which is regular school attendance. Much more is learned in the classroom than is contained in a textbook, and a student benefits most from his/her education when he/she plays an active and involved role in the learning process.

If a student is to make satisfactory progress and receive credit for his/her year's work, parents must be sure that their children are absent/not participating only when necessary because excessive absenteeism/lack of participation can result in a failing grade. There is a high correlation between consistent attendance, academic achievement, and future academic success.

The record of attendance of a student is a part of their official school record. Attendance is listed on official transcripts. It is imperative that attendance regulations are understood and adhered to by all GTA students and parents as it serves to set guidelines and expectations for attendance along with consequences for poor attendance.

Students are expected to be in first class by 7:55 A.M. and each class on time every school day of the year. Students are to remain in their classroom for the entire period. Students may not take it upon themselves to leave the classroom at any time without teacher permission. Once a student arrives on school grounds, he/she may not leave until school is dismissed without written approval from the parent, and approval from the Main Office.

Students who do not comply with the school's published attendance policy may be retained, lose class credit, lose extra-curricular privileges, be suspended, or be asked to withdraw or be expelled from GTA. Students enrolled in the Florida Choice Scholarship Program who are out of compliance with attendance requirements risk the loss of the scholarship.

ABSENCES	Communication & Documentation	Possible Consequence	Additional Information
<p><u>Absence for school day or a class period.</u></p> <p>NOTE: Florida Statute requires that the parents of a compulsory age student must report and explain the reason for the absence.</p> <p>According to Florida Law, an absence may only be excused for one of the following reasons:</p> <ol style="list-style-type: none"> 1. Illness- if a student is continually sick and/or repeatedly absent from school, he/she must be under supervision of a physician in order to receive an excused absence for an absence of 3 or more days. 2. Death in the family 3. Religious observation 4. Documented doctor visit which may not be from a family member 5. Court appointment 6. Documented College Visit Other - must be approved by Administration 	<p>If possible, report absence as soon as possible to 407-737-0455, between 7:30am and 3:30pm</p> <p>GTA will contact parent/guardian on day of absence via Class Dojo text or phone call on day of absence.</p> <p>On the day the student returns to classes, a completed absent/tardy form is to be presented to the office and the teacher to excuse the absence.</p> <p>Doctor's notes are required for 3 or more consecutive days of absence.</p>	<p>Failure to present absent/tardy form within 24 hours after student return to classes will result in absence remaining unexcused.</p> <p>No work is accepted and no work will be permitted to be made up if an absence is unexcused.</p> <p>The students will receive a "zero" for that day's work until the absence has been categorized as excused. Students may not receive full credit for work that is submitted after an absence.</p> <p>Students may be deemed ineligible for extracurricular activities.</p> <p>The day before a weekend event (ex. the homecoming dance and prom), students must be in school all day in order to participate.</p>	<p>School sponsored activities or events, such as retreats, AP exams, athletic events, and field trips, will show as missing a class, but will not be counted toward total days absent.</p> <p>If Student Services determines a student is intentionally missing school or a class, a referral to Deans of Students will be made.</p> <p>Attendance at school is mandatory. Class attendance is mandatory. Skipping classes will not be tolerated. Students that skip class or any required activity will be subject to disciplinary action.</p> <p>BMC has the right to declare an absence excused or unexcused.</p> <p>Excessive absences will result in student being placed on academic improvement plan.</p> <p>More than 10 unexcused tardies or absences in one semester for homeroom or any class may result in loss of parking privileges on campus.</p>

ABSENCES	Communication & Documentation	Possible Consequence	Additional Information
<p>Scheduling doctor and dental appointments after school hours is considered a good practice.</p>	<p>If possible, report tardy as soon as possible to 407-737-0455, between 7:30am and 3:30pm</p> <p>When students need</p>	<p>If a student is absent for 2-5 periods in a school day, this will be recorded as a ½ day absence.</p> <p>If a student is absent 6+ periods, this will be</p>	<p>3 Unexcused Tardies = Detention Further excessive tardies will result in other disciplinary action.</p> <p>For parent picking students up: Parents should report to the Office to sign students out no later than 30 minutes before the end of the school day.</p>

<p>Students may not be called out of Mass or an assembly for early dismissal.</p> <p>Students can only be released to individuals listed on the student emergency contact list on record with the registrar's office.</p>	<p>to be dismissed early from school for medical, legal or any other official appointment, they must present a completed "Request for Early Dismissal" to the Office before 7:40 AM on the day of the early dismissal.</p> <p>Parents will receive communication regarding unexcused tardies.</p>	<p>recorded as a full day absence.</p> <p>Students may be deemed ineligible for extracurricular activities.</p> <p>The day before a weekend event (ex. the homecoming dance and prom), students must be in school all day in order to participate.</p>	<p>Upon the parent's arrival the student will be called out of class and dismissed from the Student Services Office.</p> <p>If an emergency occurs and an urgent, early dismissal for students who drive is needed, parents write a note containing:</p> <ol style="list-style-type: none"> 1. student name, 2. parent name and phone number (GTA will call to verify) 3. reason for emergency early dismissal 4. Parent signature <p>Scan or take a picture of the note and email it to info@scp.school. Student will not be released without verbal verification or a note from their parents.</p>
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SHORT TERM MEDICAL ABSENCE

If a student is expected to be absent due to an extenuating emergency medical reason, the family is required to submit a Medical Absence Verification Form. This form must be signed and completed by the student's physician, include supporting medical documentation, and must indicate any potential limitations that would impact the student's ability to attend and/or participate in school regularly. Please contact us at info@scp.school for further information.

EXCESSIVE ABSENCES

- An email notification to parent/guardian and student will be sent when a student has a record of 3 absences.
- A phone call to parent/guardian will be made when a student has a record of 5 absences.
- An email notification to parent/guardian and student, and a letter from the Office will be mailed home when a student has a record of 8 absences.
- If a student is absent 10 or more days, a student will be placed on an **academic improvement plan**. School sponsored activities and short-term medical absences will not factor into the excessive absence category.

**At the discretion of administration, a student with excessive absences may be asked to leave the school.*

MAKE-UP WORK POLICY FOR EXCUSED ABSENCES

- A student with an excused absence on the day of a test, quiz, or other in-class assessment must be prepared to make-up the work on the day he/she returns to class.
- Other previously announced and posted assessments that involve substantial work outside of class (see examples in Late Work Policy) are due on the date posted in Schoology, as most work can be submitted electronically. In the event that an assignment is a poster or other 3-D project, the student can take a picture of the work and submit it electronically. The work can then be submitted when the student returns to class.
- In exceptional circumstances, such as extensive absences resulting in multiple make-up work assessments and assignments, the teacher, with the written permission of an administrator, may extend these deadlines

ARRIVAL/DISMISSAL AND INCLEMENT WEATHER PROCEDURES

CALENDAR

A monthly calendar including important school activities is provided to each family in the front office. Please use this as a reference before calling the office for information. The monthly calendar will be updated weekly.

SCHOOL HOURS

School hours are:

1st grade to 5th grade: Monday, Tuesday, Thursday & Friday, 8:15 a.m. to 2:30 p.m.

Wednesday 8:15 a.m. to 1:30 p.m.

6th grade to 9th grade: Monday, Tuesday, Thursday & Friday, 8:15 am to 2:45 pm

Wednesday 8:15 a.m. to 1:45 p.m.

BREAKFAST AND LUNCH

BREAKFAST: Free breakfast is served every morning from 7:55am to 8:30am.

LUNCH: Lunch is served every day. with the following costs:

Daily: \$3.50

Speciality days: \$5.50

Monthly adjusted payment: \$35.00

*Invoices are sent through email. Payments can be made at the front office.

ARRIVAL PROCEDURE

Students may begin arriving at 7:55 a.m. Arrivals between 6:00 to 7:45 a.m. **must** use the Extended Care Program at Growing Together Academy. Students arriving after 8:15 am are considered late therefore they need to be signed in and dropped off at the office. (Please check the tardy policy)

DISMISSAL PROCEDURE

1st grade to 5th grade: Dismissal begins at 2:30 p.m. on Monday, Tuesday, Thursday, and Friday.

1st grade to 5th grade: Dismissal begins at 1:30 p.m. on Wednesday.

6th grade to 9th grade: Dismissal begins at 2:45 p.m. on Monday, Tuesday, Thursday, and Friday.

6th grade to 5th grade: Dismissal begins at 1:45 p.m. on Wednesday.

Students not picked up by 2:45 are sent to the Extended Care Program with extra cost (\$1.00 per minute), due at pick up. Early pick-up is only for emergencies or medical reasons. Students picked up prior to dismissal must be signed out in the office by a parent or pre-registered authorized person. **The office will not sign out students after 2:00 p.m. on a typical day or 1:00 p.m. on Wednesdays.** The students will be signed out in the office and parents need to wait by the closed doors for the delivery of their children.

*On occasion due to after school activities the circle will be closed preventing traffic access. Parents are asked to observe such changes and cooperate with the expectations that will provide the safety of all involved.

WEATHER EMERGENCY

If all Orange County Schools close due to inclement weather, then GTA will close too. If in doubt about school closings, listen to announcements on radio stations such as WDBO Radio AM-580 or MAGIC 107.7 FM. When possible, an announcement will also be posted on the school's website. School re-openings may NOT necessarily follow Orange County. Typically local television stations provide advisories and official announcements. GTA's reopening will be informed the same way.

If inclement weather occurs during school hours, for the safety and well-being of all, if necessary, students will be advised to remain in their classrooms. A second announcement will be made to release the class to travel to the next period or dismissal if necessary.

SAFETY AND HEALTH POLICIES AND PROCEDURES

GENERAL SAFETY

Safety is the first priority at Growing Together Academy School. Security personnel are on campus 24/7. Recorded camera surveillance in various public areas throughout the campus is employed as well. An evaluation is conducted annually to evaluate buildings and sites to identify potential hazards and develop plans to mitigate risks. A. Emergency Operations Plan is in place that regulates response to emergencies that maximizes safety and minimizes disruptions. The Emergency Operations Plan is updated annually with local law enforcement. Faculty, staff, and students will be provided with training and will participate in routine emergency preparedness drills and exercises.

Growing Together Academy is a closed campus. Visitors must check in at GTA Main Office and then report to a specified area. Students may not have guests at school with them at any time, including before and/or after school. All visitors, volunteers, and parents are required to check in and out with security at the front office and provide valid government-issued photo IDs before entering campus. All visitors, volunteers, and parents will be processed through Raptor to check the National Predator/Offender database each time access to campus is requested.

The measures in place to protect our children are continually reviewed and oftentimes ask for your support in implementing measures and procedures designed to make our schools a safe haven for our children. To this end, please share the following information with your children to help us ensure that wrongful conduct does not occur in our schools. The intent is not to alarm you, but rather to help everyone understand the appropriate conduct we expect in our school. While we hope to never have these problems in our school, we want it clearly understood that GTA does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

1. Threatening or causing personal harm or injury.
2. Threatening or causing damage to school property.
3. Providing medical advice.
4. Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian) .
5. Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian.
6. Providing massages or other physical therapy.
7. Taking blood samples or performing any other medical procedure.
8. Examining the genitalia of any student, for any reason.
9. Touching an individual inappropriately.
10. Smoking, or encouraging smoking, on school property.
11. Denigrating or abusing any child, volunteer, or employee.

We ask parents to help identify these and any other inappropriate activities that may take place in our school. Report such incidents immediately to the School's Office. Our experience and that of experts, particularly in school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask that parents use common sense and report anything that you believe is inappropriate. Cooperation in enforcing these guidelines is essential in keeping our students safe. Working together, we can continue to provide our children a caring, loving environment, and the best education. For questions or concerns about this information, call the school office.

DELIVERIES

GTA School does NOT accept flowers, candy, balloons, pizza, or any other items to be delivered to students, including UberEats, Amazon Prime, etc. These deliveries will be refused, and the school will not be held responsible for any expense incurred as a result. Items left at home (lunch, money, clothes, etc.) - except for prescription medication - may not be delivered.

GUARDIANSHIP

Growing Together Academy follows the Buckley Amendment concerning custody and parental rights. A notarized copy must be submitted to the Office of pertinent court records where there are specific concerns. Students must reside with a parent or legal guardian (even if the student is over 18 years of age).

Parents/Guardians who are going to be out-of-town and who will leave another party responsible for their student must send a notarized statement to the Office with pertinent names and dates. Access to the child, student records, and other confidential information shall be granted to parents and legal guardians unless stated otherwise in court-ordered documents. The school will not release a child, student records, or confidential information to a non-custodial parent unless court-ordered documents state in writing that said parent is permitted to have access to the child or such release is authorized in writing signed by and delivered to the school by the custodial parent.

It is required that the custodial parent submits an official, updated copy of the custody order to the school for filing. If the school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal need not accept the volunteer services of the parent.

Volunteering of parents may be denied at the discretion of a school administrator at any time if issues arise from such volunteering. In the absence of a court order, the school will provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner.

CHILD ABUSE LAWS

GTA abides by the Child Abuse laws of the State of Florida. This law mandates that all cases of suspected abuse and/or neglect be reported to The Department of Children and Families.

IMMUNIZATION RECORDS

As mandated by the State of Florida Department of Health, all students must fulfill the immunization requirements for enrollment in school. Notices are sent to parents to enforce compliance with the regulations.

MEDICATION

Since we don't have a registered nurse in our facility; we will not provide medications to the children when they are under our care. Please check with the doctor and make arrangements in the cases that medications are needed. Please do not allow your child to carry medicine in a pocket.

Parents/guardians have the primary responsibility for the administration of medication to their children. The school Administration should be made aware of any medical, physical, or emotional problem of a student that may, in any way, affect his performance in school or school activities. If a student is using medication prescribed by a doctor, parents must alert the School in advance. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student.

Administration by school personnel:

1. No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete [Medication Authorization Form](#) signed by the parent/guardian who gives written permission to the school for medication dispensation.
2. The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.
3. The staff will record as soon as possible the administration of the medication. The record must include the name of the student, medication, time of providing medication dose and the person administering. Any unusual reactions should be noted on the report immediately.

Appropriate Containers

It is the responsibility of the parents/guardian to provide the school with all medication in appropriate containers that are:

1. Prescription labeled by a pharmacy or licensed prescriber.
2. Manufacturer labeled for non-prescription over-the-counter medication.

Storage of Medication

1. Medication received by the school in accordance with a completed Medication Authorization Form.

Any student taking medication of any kind must bring it, in its original container with a parent note, to the Office before the school day begins. Students must return to the Office at the prescribed time to take their medication. The administration, faculty, and staff of GTA High School are prohibited from dispensing any form of medication to students, including common over-the-counter drugs.

COVID-19 Policies

Covid-19 Directly Exposed

We no longer require quarantine for exposed, ASYMPTOMATIC, students. If a student has been directly exposed but remains healthy with no symptoms, they may remain in school. However, students must wear a mask when around others for 5 days after direct exposure regardless of vaccination status. Parents may still request a 5-day quarantine for their exposed child.

*PLEASE NOTE: If a student becomes **symptomatic** following direct contact with an individual who tested positive for Covid-19, the procedures for Covid-19 positive student will apply. See this procedure below.

Covid-19 Positive Student:

Covid-19 positive students must remain home for 10 days from the onset of symptoms or if asymptomatic date of positive test. (Date of onset of symptoms or date of positive test if asymptomatic is considered Day Zero.) Students may return after day 5 if they are asymptomatic and the student is fever free for 24 hours. The student must also present a negative Covid test result.

*Types of tests accepted: Rapid antigen, PCR or home tests. If using a home test a photograph of the negative test labeled with students name and date of birth must be sent to Mrs. Isabel, School Nurse, info@scp.school.

ILLNESS AND COMMUNICABLE DISEASES

GTA is not licensed to provide care for children who are ill. For the protection of children and staff, we will not allow a child to attend with a suspected communicable disease. Please keep your child at home if he/she is exhibiting any of the following symptoms:

1. Wheezing.
2. Severe coughing. Causing the child to become red or blue, or to make a whooping sound.
3. Ringworm.
4. Fever for more than 24 hours.
5. Temperature of 101F or higher.
6. Vomiting.
7. Rash.
8. Recurrent diarrhea.
9. Communicable diseases (i.e., measles or chickenpox).
10. Exposed, open skin lesions.
11. Conjunctivitis (Pinkeye).
12. Rash.
13. Any other unusual symptom.
14. Sinus Infection.

If your child were to be exposed to a communicable childhood disease, you would want to know right away. For that reason, please tell us if your child has been exposed to or diagnosed with a communicable disease, so we can alert other parents. If your child becomes ill while in the center, we will contact you to pick up your child immediately.

ILLNESS DURING THE SCHOOL DAY

Students who become ill during the school day should ask permission from the supervising adult to report to the Office. The school staff will, at his/her discretion, allow the student to contact a parent. All students must call a parent or guardian to be granted permission to be picked up or to go home on their own. Students will only be released to persons in the contact list to pick up the student. Identification will be asked for before the student is released.

During the regular school day, no student is to ever leave campus without permission from the Office. Students who may be too ill to report to the Office will report to the nearest Administrative Office staff for assistance. Students who are to be picked up must be signed out, by their parent/guardian or those authorized on the student emergency form, in the office.

ACCIDENT

An accident report must be completed by the supervising staff member and is filed in the school office. Parents choosing to file for insurance reimbursement will, upon request, be provided with copies of the form. Emergency information for each child is kept on file in the school office. In the event **of an accident** or minor injury, the parents are contacted, and the necessary course of action is determined. Be sure accurate and up-to-date information is on file in the school office. When a serious emergency occurs, the child is taken to the hospital by ambulance. If the parents cannot be contacted prior to transporting a child, efforts to contact the family will be continued upon arrival at the hospital.

PLAYGROUND AND RECESS SAFETY

Play activity is within the designated area only. Baseball bats and hard balls are not allowed in play areas. Tugging, pushing, or bothering others on the climbing equipment will not be tolerated. Bullying and exclusion happens more frequently during times of unstructured play. This kind of behavior is unacceptable and will not be tolerated. Every child must always respect the property as well as the feelings of others.

EMERGENCY DRILLS

Monthly evacuation drills for fire occur monthly according to state law. There are also periodic drills to reinforce the safety measures employed in case of a tornado, or other circumstance that could threaten the safety of the students and staff.

EMERGENCY CODES

- **Lock Out** - Students move inside, outside doors are locked, business as usual, follow instructions given
- **Lock Down** - Doors are locked; lights are out; students move out of sight; maintain silence; follow instructions; and prepare to run, hide, or fight
- **Evacuate** - Location is given to students at the beginning of the year and will be announced at the time of the emergency, students leave belongings behind, evacuate to the designated area, and follow instructions given
- **Shelter** - If the situation is severe weather, students will evacuate to a shelter area; if the situation is hazmat rooms will be sealed; if the situation is a tornado, students will drop, cover, and hold; in all situations, students will follow instructions given
- **Hold** - Students will stay in the classroom, halls will be cleared, and follow instructions given.

BEHAVIOR POLICIES AND PROCEDURES

CODE OF CONDUCT

In accordance with the stated philosophy of the school that emphasizes deep respect for the human dignity and the uniqueness of every individual, each student is to be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. Each student is expected to always behave appropriately, respect the rights of others, and adhere to all classroom rules and school regulations.

The Catholic Diocese of Orlando is committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing and safe environment.

Discipline in the school is an aspect of moral guidance and refers to those reasonable controls, which promote the individual student's development and self-discipline and a Christian environment in which the responsibilities of the school and students are upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

At GTA, a student is expected to be a self-disciplined and responsible person. In an attempt to clarify the specific expectations we place on our students, a Code of Conduct is provided to our students and their parents for guidance and direction. GTA believes a student functions best when expectations are clearly defined. Therefore, a structured, supportive learning environment fostering personal, academic, social, and spiritual growth is maintained. A student is held accountable for his/her actions. Our intention is that discipline policies will serve as a vehicle through which students will grow and respond positively to the responsibilities of adulthood.

GTA believes when a student fails to respond in a positive manner to community expectations, he/she not only impedes his/her own development, but also interferes with the rights of others. For this reason, it is necessary for the school to establish and enforce policies it deems necessary to accomplish its educational and religious mission.

In light of these beliefs, GTA will insist that its students respond to school policies in a positive manner. For those students who will not or cannot abide by these expectations, the school reserves the right to impose appropriate sanctions. Since discipline has such a profound effect on academic performance, all students must adhere to the GTA. The staff will impose appropriate disciplinary action befitting the severity of the violation of the Code. Any conduct, in or out of school, which is determined to be detrimental to the GTA community may result in expulsion. The expectation exists that the behavior of students on campus and at school-related events be consistent with the Christian code of moral conduct.

These standards are not all-inclusive, and the administration reserves the right to declare a member in violation of the code for any conduct that is inconsistent with Christian morals. Self-dignity and self-control are expected of each member. Violation of this code jeopardizes membership in the honor societies. Discipline up to or including expulsion may be administered for violation of this code and will result in administrative action, which includes but is not limited to:

- Parent/Student/Principal conference
- Virtual Disciplinary Modules
- Detention
- Communitary Service at School
- Disciplinary Probation

- Expulsion

*Any of the above may be warranted (even for a first offense.)

**Please note that GTA is limited in its ability to investigate reported off-campus activity. Parents may be contacted when news of such activity becomes known to the administration, and may be encouraged to contact outside authorities depending on the nature of the issue. Off-campus activities may impact student's standing at school.

ACADEMIC INTEGRITY/CHEATING/PLAGIARISM

Academic integrity is the moral and ethical code for authentic scholarship. This includes the avoidance of plagiarism, cheating, and any representation of work that is not the student's own. Students at Growing Together Academy are expected to have an obligation to intellectual honesty in commitment to the mission of the school. There will be a commitment to honesty, fairness, trust, respect, and responsibility.

As a community that affirms traditions and values of Christianity faiths, Growing Together Academy expects academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff, and administrators work together to maintain and enforce an atmosphere of honesty and respect for individual work and ideas in all areas of campus life.

Personal integrity is essential for building community and promoting social justice. Behavior that reflects a disregard for the importance of ethical conduct in connection with academic work will be addressed in such a way that students will be made aware of the moral implications of this behavior and violations will be cumulative for the duration of the student's attendance at GTA.

Cheating or plagiarism will not be tolerated in any form at GTA. Should it be determined by the teacher, he/she will write a referral to the Assistant Principal regarding all situations of cheating. Infractions of this policy can prevent a student from being admitted to and or removed from an honor society. Cheating is defined as the act of deceiving. This would include (but is not limited to) any of the following behaviors:

- Copying another person's test answers
- Allowing someone else to copy test answers
- Divulging test questions and answers to other students
- Copying another person's homework
- Allowing someone else to copy homework
- Using electronic devices to capture, send, or retrieve data, images, or voice/video information during assessments.
- Using "cheat sheets" of any kind
- Copying portions of written work (including reports in books, encyclopedias, and magazines, those written by other students, or from Internet/online sources) without giving credit to the author. It is unacceptable to borrow any work (or pay another person to do one's work) and then hand in that work as one's own.

TEACHER'S ROLE

- Teachers will provide expectations for the work the students are going to complete including accommodations to special ed students. Expectations should be provided verbally and in writing. Upon notification of possible plagiarism, the teacher will confiscate the work, meet with the student to discuss the possible violation, and clarify for students the concept of

academic integrity.

- Thoroughly investigate the incident and document for review by the Assistant Principal
- Notify the parents of the possible finding via email indicating that the matter has been referred to the Principal for further investigation and action.

Consequences may include but are not limited to:

- Student receives no credit (zero) on the assignment but may still be required to re-do the assignment or an equivalent; credit may be given at the discretion of the teacher
- A note is entered in Gradelink for documentation purposes
- Student may complete an activity that is designed to create a reflection on the moral dimensions of violating the integrity policy
- Student may be placed on academic or disciplinary probation
- Student may be suspended or expelled
- Other consequences may apply as deemed appropriate by the Administration

DISCIPLINARY CONSEQUENCES

Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher judges that a student's discipline problems have become excessive and/or all possible courses of action have been explored, the student will be sent to the school administration for further action. Corporal punishment is not permitted in our school. Teachers and administrators document behavior incidents through the incident's reports. Anytime a student is written with the incident report, the teacher will send home a report describing the incident and the parent is required to sign the report and return it to the child's teacher. **TWO OR MORE INCIDENTS WILL AFFECT A CHILD'S CONDUCT GRADE.**

Level-One infractions will incur a verbal warning, lunch detention, and/or an after-school detention.

Level-One:

1. Classroom Disruption.
2. Gum, Food in Class, Spitting.
3. Note writing (content specific).
4. Teasing, Name Calling.
5. Tardy to Class.
6. Failure to Follow Directions.
7. Failure to do Homework.
8. Lacking Supplies.
9. Touching other's Property.
10. Dress code violation.
11. Profanity, Obscenity.

Level-two infractions will incur an after-school detention, in-school suspension, and/or an out-of-school suspension.

Level-Two:

1. Repeated Level-One Violation.
2. Forgery.
3. Cheating.
4. Making threats.
5. Bullying fighting possession of Inappropriate Items.
6. Open defiance, insubordination.
7. Plagiarism.

Level-three Infractions will incur at least a suspension, and at the discretion of the Administration, or expulsion from GTA.

Level Three:

1. Repeated Level-Two Violation.
2. Threats to school employees or their property.
3. Endangering the well-being of self and others.
4. Not cooperating in school education.
5. Serious inappropriate behavior (as determined by the Director).
6. Stealing.
7. Harassment-sexual, physical, verbal, etc.
8. Damage to School Property.

Using this system as a guide the Administration Team still reserves the right to decide each consequence according to the seriousness of the infraction. Consequences may include, but are not limited to:

DETENTION: certain behavior patterns are not tolerated because of their disruptive effect on the class. To discourage such negative activity, we have a detention policy. Parents are notified 24 hours in advance of a detention and are responsible for providing transportation for their child. Students failing to report for an assigned detention are given a second detention. Three detentions from any level will result in an in-school suspension or an out-of-school suspension. Detentions have priority over extra-curricular activities. Repeated minor offenses are considered a major offense.

PROBATION: Each school year student behavior records are cleanly slated except in special circumstances as previously communicated to parents. The administration monitors the records of students throughout the school year. A student may be placed on probation if a number of disciplinary incidents occur. Probation is effective for a 45-day period at which point the student may not participate in any student activity. If the student's behavior does not improve during this time, the principal will decide if another school would be more appropriate for the remainder of the school year.

SUSPENSION: Suspension demonstrates to the student that his/her conduct is not acceptable within this community. It tells students that if continued, such conduct will cause a permanent separation. If a student is placed on out-of-school suspension; parents are notified immediately by school administration and are sent written confirmation indicating the student's date of return.

During a suspension due to a behavioral infraction, the student is **not** permitted to participate in extracurricular activities and school-related functions. The non-participation includes, but is not limited to: field trips, award ceremonies, and any other SCP event. This period coincides with the start of the suspension and continues until the student is permitted to return to class. Students must complete all class work and

assessments missed during the suspension but failing grades will be recorded for this work.

EXPULSION: If a child's behavior is continuously a source of harassment to teachers and/or fellow students, a withdrawal request from the school may be necessary. Such a request is made at the discretion of the principal. Any conduct not consistent with moral teaching and the philosophy of SCP constitutes grounds for possible expulsion. The principal, will in all instances be the final arbiter in determining the grounds for expulsion.

OFF-CAMPUS CONDUCT

The administration of GTA reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

PARENT-TEACHER CONFERENCES: FOR BEHAVIORAL CONCERNS

Conferences to discuss behaviors that affect successful school performance are scheduled by a school administrator and usually include a principal, and/or the director of student learning, teachers, and a parent

POLICY AGAINST BULLYING/CYBERBULLYING & HARASSMENT

Within the first week of school, parents and students are required to sign the Sunset Christian Preparatory Zero Tolerance No Bullying Policy Form stating that they agree to follow the guidelines listed below. It is the policy of GTA that all of its students and school employees are provided an educational setting that is safe, secure, and free from harassment and bullying of any kind. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

Bullying - Includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing or Name Calling
- Social Exclusion, Slurs, Rumors, Jokes
- Threat
- Intimidation, False Accusations
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public or private humiliation
- Destruction of property

*This policy prohibits bullying that occurs either:

- On school premises before, during, or after school hours
- during any school function, extracurricular activity or other school-sponsored event or activity

Cyberbullying - means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, recording, sound, data of any nature transmitted in whole or in part via an electronic device, electronic mail, Internet communications, instant messages etc.

Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages; also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. Cyberbullying includes the following misuses of digital technology:

- teasing
- intimidating
- making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).

Harassment - means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- Places a student in reasonable fear of harm to his or her person or damage to his or her property;
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.
- Perpetuation of unacceptable conduct as defined by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student.
- This policy prohibits harassment of any kind, but not limited to, sex, race, and gender references.

Sexual harassment - is a form of sexual discrimination that will not be tolerated by Growing Together Academy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Examples of sexual harassment include, but shall not be limited to, the display of sexually suggestive objects or pictures, online bullying, sexual innuendo, bullying done in jest, jokes or suggestive comments, offensive gestures, whistling, and touching. Name-calling, bullying, or any form of verbal or physical harassment of any kind will not be tolerated. All infractions should be reported to the administration or a faculty member. Appropriate disciplinary action will be taken.

Disciplinary Actions

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling,

parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the discretion of the school administration. False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion as outlined in the *Code of Student Conduct*.

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment may be disciplined in accordance with GTA policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act. Consequences and appropriate remedial action for a student found to have positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Student Conduct. Consequences and appropriate remedial action for a school employee found to discipline in accordance with school policies, procedures, and agreement. Consequences and accusing another as a means of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act.

At GTA, the principal is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal. All other members of the school community including students, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal. The principal shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how to report will be acted upon.

The victim of bullying or harassment, anyone who witnessed the bullying or harassment has taken place may file a report of bullying or harassment. A school employee, school volunteer student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school staff and who makes this report in compliance with the procedures set forth in the school policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. The Procedures for Investigating Bullying and/or Harassment include:

- The principal or designee selects a designee(s)
- Employed by the school, to initiate the investigation
- The designee(s) may not be the accused perpetrator (harasser or bully) or victim
- Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential
- Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.

The investigator shall collect and evaluate the facts including, but not limited to:

1. Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.
2. How often the conduct occurred.
3. Whether there were past incidents or past continuing patterns of behavior.
4. The relationship between the parties involved.
5. The characteristics of parties involved (i.e., grade, age, etc.).
6. The identity and number of individuals who participated in bullying or harassing behavior.
7. Where the alleged incident(s) occurred.
8. Whether the conduct adversely affected the student's education or educational environment.
9. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident.
10. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.
11. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
 - a. Recommended remedial steps necessary to stop the bullying and/or harassing behavior.
 - b. A written final report to the principal.

The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow. The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated.

According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. GTA's Bullying Policy Information was obtained from OCPS website and revised for Growing Together Academy.

PROHIBITED ITEMS

Items such as but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, palm pilots, CDs, iPods, cameras, or other mp3 players, or anything that will detract from a learning situation are not allowed at school at any time. Rolling backpacks may only be used to and from school.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) at the principal's discretion or on the last day of the school year.**

STUDENT TECHNOLOGY/COMPUTER POLICY

To maximize the benefits of its computer resources and minimize potential liability, GTA has

created this policy. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully. You are given access to the GTA computer network to assist you in performing your school-related activities. You should not have an expectation of privacy in anything you create, store, send, or receive on the computer system. The school network and other devices that belong to the school and may only be used for educational and professional purposes. Without prior notice, the school may review any material created, stored, sent, or received on its network or through the Internet or any other computer network associated and or sponsored by GTA.

Use of technology resources for any of these activities is strictly prohibited:

- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful.
- Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political information, or any other unauthorized material
- Wasting technology/electronic/computer resources by, among other things, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic
- Using or copying software in violation of a license agreement or copyright
- Violating any state, federal, or international law. If you become aware of someone using computer resources for any of these activities, you are obligated to report the incident immediately to the Bishop Moore administration
- Students may not download files from the Internet that are not related to schoolwork while on campus
- Anyone misusing the campus hardware/software will be prohibited from all network access and be required to repair and/or replace any damaged items
- Personal laptop computers are prohibited on campus

The use of technology for educational purposes provides BMC students with tools for fantastic opportunities in the present and in the future. However, as with all tools, technology for education can be misused. Therefore, the administration has put the following guidelines in place.

All iPads and all other electronic devices will be subject to search at any time. iPads and electronic devices must be free of pornography, media that promotes hate speech and or violence, media that promotes bullying or degrading behavior of other people at all times. The administration reserves the right to make the final interpretation on what "appropriate media entails."

Students are forbidden to instant message (IM) or engage in web chat that promotes racism, sexism, homophobia, violent and or bullying behavior. Chat that also seeks to degrade or maliciously embarrass another person is expressly forbidden. Students will not be allowed to post racist, homophobic, ethnically insensitive, sexist, and or malicious comments on any social media platform (i.e. Facebook, Twitter, Instagram, Snapchat, etc.)

Students are never allowed to use any device to film or photograph any person within the GTA community without his or her clear consent. Furthermore, if any unsanctioned video or photo(s) are posted to any form of social media without the subject's clear consent, students will be directed to remove the posts in question and be subject to disciplinary action, dismissal, and possible legal prosecution. Students must disable airdrop while on campus.

TELEPHONES

No personal calls are allowed on school telephones unless it is an emergency. The Students' Services Office reserves the right to stipulate what is an emergency. School telephones are for school business only. No student will be called out of class to receive a phone call.

ELECTRONICS DEVICES ON CAMPUS

- Students are only allowed to have cell phones out during their lunch periods or free periods in the Cafeteria, Student Center, and outside eating areas. Cell phones should be stowed away in silent mode during class, unless a teacher, for academic use, gives permission to use cell phones or other electronic devices.
- Students may not take cell phones and other electronic devices into restrooms.
- Student wireless access is allowed on approved devices only
- Cell phones and/or headphones and earbuds will be confiscated if they are being used inappropriately on campus. Confiscated items will be turned into the Student Services Office for parent / student to retrieve at the end of the day
- Cell phones and other electronic devices may be subject to a search. This search includes but is not limited to text messages, contact list, call history, and photos.
- Students are required to keep their iPad updated to the latest iOS version.
- Students using their iPad for other purposes will be subject to disciplinary consequences.
- Students may not utilize cellular connectivity while on the GTA campus as students are required to utilize the wifi provided by the school. Students who have this capability are to disable it upon arrival at school. Students who are found to be in violation of this expectation will be subject to disciplinary probation.
- Devices, although owned by the parents, while on campus may be confiscated if inappropriate use of the device is suspected by a teacher and other supervisor
- Personal Safety – In using the network and Internet, users should not reveal personal information such as home address or telephone number

Where Digital Devices Can Be Used Throughout the Day

What devices are allowed?	In Class	Before School & After School On Campus	Hallways During School Day/Restrooms
iPad	Y	Y	N
Cellphone	N	N	N
Computer	Y	N	N
Earbuds/Headphones	With Teacher Approval	Y	N

STUDENT PROPERTY

It is the responsibility of the student to secure and protect his/her property (books, cell phones, backpacks, tablets, etc.) Personal items should never be left unattended or in areas for potential theft or destruction.

DRESS CODE RATIONALE

GTA High School, in its attempt to educate the whole person, established a dress policy for the following reasons:

- To maintain a proper academic tone within the school community.
- To reduce superficial competitiveness in dress among students.
- To support the dignity of the individual based on character rather than appearances.

Students who do not comply with the established Dress Code Guidelines will be subject to disciplinary consequences. The violation will be documented on a Uniform Violation Notice. No further warnings for any other behavior and or compliance issue will be issued. Any other violation will then warrant a detention. All students, since the first day of school, must be in uniform every day. If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the teachers. Any time there are changes to the uniforms, you may continue to wear previous year's uniforms for one year.

The administration reserves the right to judge the appropriateness of the student's appearance. The faculty and parent representatives have formulated these guidelines in an effort to ensure an environment conducive to learning:

ELEMENTARY GIRLS GRADES K-5th GRADE	
Walking Shorts	Navy blue or Khaki, fitted appropriately at the waist (NO Jeans)
Pants	Navy blue or Khaki, fitted appropriately at the waist (NO Jeans)
Belt	Black, brown, or Navy blue, required if shorts and pants have belt loops
Shirt	Pink, Navy blue, Red, or White with the school logo. Solid white or Navy blue undershirts ONLY. Shirts must be tucked into pants or shorts
Skirt	Navy or Khaki, fitted appropriately at the waist (NO Jeans)
Jacket	Solid Navy Blue Hoodie. (It needs to be WITHOUT any decoration)
Dress	Navy Polo dress- need to be with GTA logo (you can use ONLY Navy or White Leggings under the dress)
Shoes	Black dress shoes or solid black athletic shoes
PE Uniforms (Worn all day on PE days)	Shirts-GTA PE Shirt. Shorts-Lined navy blue shorts, no shorter than 6" above the knee Shoes-athletic, solid black

ELEMENTARY BOYS GRADES K-5th GRADE	
Walking Shorts	Navy blue or Khaki, fitted appropriately at the waist (NO Jeans)
Pants	Navy blue or Khaki, fitted appropriately at the waist (NO Jeans)
Belt	Black, brown, or Navy blue, required if shorts and pants have belt loops
Shirt	Navy blue, Red, or White with the school logo. Solid white or Navy blue undershirts ONLY. Shirts must be tucked into pants or shorts
Jacket	Solid Navy Blue Hoodie. (It needs to be WITHOUT any decoration)
Shoes	Black dress shoe or solid black athletic shoes
PE Uniforms (Worn all day on PE days)	Shirts-GTA PE Shirt Shorts-Lined navy blue shorts, no shorter than 6" above the knee Shoes-athletic, solid black

MIDDLE SCHOOL & HIGH SCHOOL GIRLS GRADES 6TH - 9TH GRADE

Walking Shorts	Navy blue or Khaki, fitted appropriately at the waist (NO Jeans)
Pants	Navy blue or Khaki, fitted appropriately at the waist (NO Jeans)
Belt	Brown, Black or Navy blue, required if shorts and pants have belt loops
Shirt	Navy blue, Red or Black with the school logo. Solid white or Navy blue undershirts ONLY. Shirts must be tucked into pants or shorts
Skirt	Navy or Khaki, fitted appropriately at the waist (NO Jeans)
Jacket	Solid Navy Blue, Black or Gray Hoodie. (It needs to be <u>WITHOUT</u> any decoration)
Shoes	Black or Brown dress shoes. Or color Athletic shoes
PE Uniforms (Worn all day on PE days)	Shirts-GTA PE Shirt. Navy blue long sweatpants or Shorts-Lined navy blue shorts no shorter than 6" above the knee Shoes-athletic, solid black

MIDDLE SCHOOL & HIGH SCHOOL BOYS GRADES 6TH - 9TH GRADE

Walking Shorts	Navy blue or Khaki, fitted appropriately at the waist (NO Jeans)
Pants	Navy blue or Khaki, fitted appropriately at the waist (NO Jeans)
Belt	Black, Brown, or Navy blue, required if shorts and pants have belt loops
Shirt	Navy blue, Red, or Black with the school logo. Solid white or Navy blue undershirts ONLY. Shirts must be tucked into pants or shorts
Jacket	Solid Navy Blue or Gray Hoodie. (It needs to be <u>WITHOUT</u> any decoration)
Shoes	Black or Brown dress shoes. Or color Athletic shoes
PE Uniforms (Worn all day on PE days)	Shirts-GTA PE Shirt. Navy blue long sweatpants or Shorts-Lined navy blue shorts no shorter than 6" above the knee Shoes-athletic, solid black

EXCEPTIONS TO THE UNIFORM POLICIES LISTED ABOVE ARE AS FOLLOWS:

COLD DAYS:

If the Weather Channel predicts the temperature in Orlando will be 50 degrees or below starting at 6:00 AM or anytime throughout the school day, students may assume a cold weather uniform day. It is advised to download The Weather Channel app on your mobile device in order to track the temperature in Orlando. Apps for most devices can be found on the following link: <https://weather.com/apps>. Students can use the following:

- Sweatpants or Navy yoga pants.
- Long sleeve undershirt ONLY White or Navy blue

DRESS DOWN DAY OR SPIRIT DAY DRESS CODE

Dress down days will be announced during the school year. Some will be free dress days; others will serve as a fundraiser and the students may be charged a small fee if they dress down. A student may also dress down on his/her birthday

Guidelines Dress Down Days for all students are as follows:

Any time an out-of-uniform day is permitted, students must follow the guidelines stated below:

- Only GTA colors are allowed: WHITE, NAVY BLUE or YELLOW
- GTA approved tops: sweater, jersey, sweatshirt, GTA spirit wear, or t-shirts.
- Bottoms: Jeans, slacks, Bermuda shorts, capri pants, and skirts of appropriate length and condition (may not have holes, rips, or defrayed). Shorts or skirts may not be shorter than 6 inches above the knee.
- All shoes must be athletic shoes or school shoes, and socks must be worn. No sandals, flip-flops, or backless shoes.
- Clothing must fit properly and should not be tight. No spaghetti straps, backless halters, bare midriffs, tank tops, sleeveless shirts, or sundresses.
- Hats, caps, visors, bandanas, fashion scarves, sunglasses or sweatshirt hoods must not be worn in any GTA buildings.
- All other previous stated appearance policies apply.
- Students under no circumstances may wear torn, soiled or ragged clothing, pajamas, yoga pants, leggings, tube tops, midriff styles, halter-tops, plunging necklines or backs. Failure to comply with Spirit Uniform Days will result in communitary service at school and loss of this privilege.
- Hooded sweatshirts are only allowed on Fridays.
- Non-GTA branded clothing is not permitted unless announced.

UNIFORM VIOLATIONS

Students who repeatedly violate the dress codes explained above will receive the following natural consequences:

- Non-compliance with dress code will be recorded.
- When a student violates the uniform code three times, he/she will not be permitted to participate in the next dress down day. Once missing a dress down day, a student's record is reset.
- Lunch detention, or After-school detention.
- Communitary service at school

Students with medical issues (i.e. need to wear other shoes, postpone facial shaving) must provide a physician's note to the School Nurse to avoid an infraction. Students who are addressed for non-compliance issues and do not have a note on file with the School Nurse, will be subject to disciplinary action, even if note follows, as the expectation is to provide the note prior to being addressed.

LOST AND FOUND

All articles of clothing and supplies found in the school area are brought to the school office. Please, label all student clothing and belongings. Lost and Found items are located in the Office. Items will be held only for a week. Hundreds of dollars' worth of articles are lost annually. Periodically, unclaimed items are given to a neighborhood thrift store.

VISITS TO CLASSROOMS

Parents visiting classrooms must sign-in in the office. If necessary, visitor's badges are available. **GTA** encourages parent involvement, but teachers are instructed to send to the office any person not wearing a badge. Unknown persons are not permitted to speak with or remove any student from school property without parental permission and providing proper identification.

EXTRACURRICULAR POLICIES AND PROCEDURES

FIELD TRIPS

Teachers plan educational field trips when the curriculum is enhanced by relevant out-of- classroom activities. For such concrete learning opportunities, advance notice of our plans is communicated.

Permission slips forms are sent home for all field trips. The permission slip must be completed and returned to school before the trip. Verbal or email permission are not acceptable although a faxed permission slip is acceptable. Children who have not returned their permission slips are not allowed on the trip. Medications such as an EpiPen as well as a copy of the student's Emergency Health Care Plan must be presented to the assigned chaperone for students with a possible life-threatening condition. Siblings of trip attendees are **not** allowed to accompany a class on a field trip even if the parent is a chaperone.

EXTENDED CARE PROGRAM

Before-school care is available for children in grades K-9th from 6:00-8:00 a.m. After-school care is available for children in grades K-9th from after school hours until 6:00 p.m. Applications for the programs are available in the school office. The Extended Care Program closes promptly at 6:00 p.m. Pick-up after this time will incur additional expense to be paid directly to the supervising caregiver for your child at the time of pick up