



# **PARENT AND STUDENT HANDBOOK 2025-2026**

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## **Handbook Amendment**

The administration reserves the right to amend this handbook at any time during the school year.  
(Revised 08/15/24)

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## **Handbook Amendment**

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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 with you and your family 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,*

*Isabel Alvarez  
Principal*

*Growing Together Academy*

## **Welcome**

Our School is built on the 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 a regular and ongoing communications is an important link between each family and ***Growing Together Academy***. 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 exceeding 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 for 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.

## **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 classrooms, 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

***Growing Together Academy*** 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 the 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> of the academic year in which admission is sought.

## REGISTRATION FEE

**A Registration fee 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 1<sup>st</sup> of the month, starting August 1<sup>st</sup>. Invoices are due on the invoice date and no child will be allowed to attend if balances are not paid on time, and a late payment fee of \$25.00 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 for paying for those days that the child didn't attend due to payments 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 over 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 situations with doctor's note. If the child attends one day of the week the full amount will be invoice.

### **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 phones calls will be accepted for the withdrawal notice. Current payment of all fees is required. Failure to depart in good standing will prevent re-admission, or recommendation to another school or providing any documentation requested by you.

## **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:

- Gets 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 schoolbooks 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.

## **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 not 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.

### **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 be 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.

### **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.*

### **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.

### **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.

## **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 **Monday, Tuesday, Thursday & Friday, 8:15 a.m. to 2:30 p.m. Wednesday 8:15 a.m. to 1:30 p.m.**

**Middle School 8:15 am till 2:45 pm, Monday. Tuesday, Thursday and Friday. Wednesday Dismissal will be 1:45 pm**

### **ARRIVAL PROCEDURE**

Students may begin arriving at 7:55 a.m. Arrivals between 6:30 am 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. Usually, they will receive a late pass to attend class. (Please check the lateness policy)

### **DISMISSAL PROCEDURE**

Dismissal begins at 2:15 p.m. on Monday, Tuesday, Thursday, and Friday. Dismissal begins at 1:15 p.m. on Wednesday. Students not picked up by 2:30 are sent to the Extended Care Program for a \$20.00 dollar fee, due at pick up. If not notified at the front office that the child will be staying as a drop in during the day, the fee will be \$1.00 dollar per minute until 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.

### **WEATHER EMERGENCY**

If all Orange County Schools close due to inclement weather, then GTA will close too. If in doubt about school closings, listen for announcements on radio stations such as WDBO Radio AM-580 or MAGIC 107.7 FM. Typically local television stations provide advisories and official announcements.

## **SAFETY AND HEALTH POLICIES AND PROCEDURES**

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 with a caring, loving environment, and the best education. For questions or concerns about this information, call the school office.

### **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 immunizations requirements for enrollment in school. Timely 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 decide in case medications are needed. Please do not allow your child to carry medicine in a pocket.

If a child needs to register an Epi-pen or inhaler in the front office, a document will have to be filled out by the parent with the students information.

## **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.  | 8. Recurrent diarrhea.                                   |
| 2. Severe coughing. Causing the child to become red or blue, or to make a whooping sound. | 9. Communicable diseases (i.e., measles or chicken pox). |
| 3. Ring Worm.   | 10. Exposed, open skin lesions.                          |
| 4. Fever for more than 24 hours.  | 11. Conjunctivitis (Pinkeye).                            |
| 5. Temperature of 101F or higher.   | 12. Rash.  |
| 6. Vomiting.  | 13. Any other unusual symptoms.                          |
| 7. Rash.  | 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.

## **ACCIDENTS**

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 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 with the climbing equipment will not be tolerated. Bullying and exclusion happens more frequently during unstructured play. This kind of behavior is unacceptable and will not be tolerated. Every child must always respect the property as well as 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 circumstances that could threaten the safety of the students and staff.

# **BEHAVIOR POLICIES AND PROCEDURES**

## **CODE OF CONDUCT**

In accordance with the stated philosophy of the school that emphasizes deep respect for 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.

## **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 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 clean 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 extra-curricular activities and school-related functions. The non-participation includes, but is not limited to field trips, award ceremonies, and any other GTA 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.

## POLICY AGAINST BULLYING AND HARASSMENT

Within the first week of school, parents and students are required to sign the *Growing Together Academy 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 with 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** means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, 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:

1. Teasing.
2. Social exclusion.
3. Threats.
4. Intimidation.
5. Stalking.
6. Physical violence.
7. Theft.
8. Sexual, religious, or racial harassment.
9. Public humiliation.
10. Destruction of property.

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

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits?

3. Has the effect of substantially disrupting the orderly operation of a school.

**Bullying and harassment** also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
  - a. Incitement or coercion.
  - b. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Concluding whether a particular action or incident constitutes a violation of this policy requires 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. The 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. The 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 committed 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 be disciplined in accordance with school policies, procedures, and agreement. Consequences and accused 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 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. SCP's Bullying Policy Information was obtained from OCPS website and revised for Sunset Christian Preparatory.

## **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.**

## OFF-CAMPUS CONDUCT

The administration of SCP 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.

## DRESS CODE:

All students, from 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:

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

## ELEMENTARY BOYS GRADES K-5<sup>th</sup>. GRADE

<b>Walking Shorts Pants Belt Shirt</b>	Navy blue or Khaki, fitted appropriately at the waist ( <b>NO</b> Jeans)
<b>Jacket</b>	Solid Navy Blue Hoodie. (You have the option of buy it with us or outside but remember that it needs to be <b>WITHOUT</b> ant decoration)
<b>Shoes</b>	Black dress shoe or solid black athletic shoes
<b>PE Uniforms</b> (Worn all day on PE days)	Shirts-GTAPE Shirt (sold thru the office) 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:

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

#### DRESS DOWN 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:

1. Jeans, slacks, Bermuda shorts, capri pants, 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, no leggings.
2. No, spaghetti straps shirts or shirts that are too tide or short that shows skin or belly, backless halters, bare midriffs, tank tops, sleeveless shirts, or sundresses.
3. All shoes must be athletic shoes or school shoes, and socks must be worn. No sandals, flip-flops, or backless shoes.
4. No hats, caps, visors, bandanas, fashion scarves, or sunglasses are permitted during the school day.

#### 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.

## **LOST AND FOUND**

All articles of clothing and supplies found in the school area are brought to the school office. Label all student clothing and belongings. 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. During arrival and dismissal procedures, teachers are focusing on being with their students, therefore they don't receive visitors during this time frame.

Unknown people 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 1<sup>st</sup> to 8<sup>th</sup> from 6:30 am – 7:55 a.m. After-school care is available for children in grades 1<sup>st</sup> to 8<sup>th</sup> 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.

*Acknowledgment and receipt of*  
**Growing Together Academy "PARENT AND STUDENT HANDBOOK"**

I acknowledge that I have received a copy of Growing Together Academy (GTA) "Parent and Student's Handbook School Year 2025-2026"

I understand that the "Parent's Handbook" contains important information on the GTA's policies and procedures. I acknowledge that this parent handbook is not intended to cover every situation which may arise but simply is a general guide to GTA's Policies.

I understand that it is my responsibility to read and discuss the Handbook with my child(ren) and familiarize myself with the materials, and that I agree with the provisions and other policies and rules of GTA.

I hereby accept the terms and conditions contained in Growing Together Academy Parents Handbook School Year 2025-2026.

**Child's name:** \_\_\_\_\_

**Child's Signature:** \_\_\_\_\_

**Parent or Guardian's name:** \_\_\_\_\_

**Parent's or Guardian Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_