



Community
Learning
Center
Academy

Parent/Student Handbook 2023/2024 School Year



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Welcome!

Welcome to Community Learning Center Academy! We are excited to have you and your child here!

Our goal is to help your child reach his or her academic potential. We offer small class sizes and individual programs customized to your child's needs.

Objectives:

- Create a safe environment in which your child can learn.
- Create an academic program for your child which addresses his or her individual needs.
- Inspire a lifelong desire to learn.
- Create a team with the parent and the student for the benefit of the student.

Non-Discrimination Policy

Community Learning Center Academy is open to people of all races, religions and nationalities for enrollment and employment. It is our goal to contribute to the betterment of the local community and **all** of its citizens.

How We Are Different

Students are programmed according to how they place on academic assessments. For example, if your child is going into 5th Grade and is reading on grade level, but tests at 3rd Grade math, your child will be placed on 5th Grade reading and 3rd Grade math.

Every effort will be made to catch your child up to grade level in each subject in which he or she is "behind." Our materials are designed to fill in gaps and bring students up to grade level as rapidly as possible. This is a team effort and parental cooperation is vital in this equation. If your child is behind in one or more areas, he or she will be expected to do homework to catch up.

This also means that students can work at their own pace, allowing students to excel. Students who are above grade level will be given academic materials that will help them continue to move forward.

Students who are ahead may be promoted mid school year to the next grade and/or class at the discretion of the academic supervisor and the Executive Director.

Acceptance at CLC Academy

Acceptance at CLC Academy is conditional. Students who are not making adequate progress, are disruptive to the learning environment or create upsets with staff and/or students, or who consistently demonstrate disrespectful behavior will be subject to dismissal at the discretion of the administrative staff.

Additionally, younger students are accepted with the understanding and agreement that they do not require diapers or pull-ups and are able to use the restroom on their own. In short, students must be fully potty trained for continued enrollment. This is to protect the health and safety of the students and the staff at Community Learning Center.

Curriculum

Please note that some of our materials do not correspond to the grade level stated on the materials. We have found a wide range of opinions on materials covered at various grades.

For example, our spelling program, Building Spelling Skills, is about one year above grade level. In other words, if your child is in 3rd Grade, he or she will be expected to complete Building Spelling Skills (Grade) 2.

This does not mean your child is behind, but rather we chose to place this curriculum on our 3rd Grade Program. If you have questions about this, or any other part of the curriculum, please contact your child's teacher or the Deputy Executive Director.

Our current math curriculum is Christian based. CLC Academy is **not** a religious school and does not promote one particular religion over any other religion. Simply, after much consideration, we found that this curriculum best suited our school. This program teaches “old school” math and is very good at instilling understanding of concepts through application.

This math program is not delivered in the classroom with any religious discussion short of any explanation needed to clarify for the student. We respect **all** religions and believe that learning something about the religious beliefs of others can build tolerance and encourage children to be good citizens of the world. You are welcome to review these materials and we think that you will find that they are of high quality.

CLC Academy may advance a student to the next grade at their discretion if they feel that the student is making more than adequate academic progress and is “catching up” even though they may not currently be “up to grade level.”

Students may be promoted to an Entry Program for the next grade if they are only making “adequate” progress or less than adequate progress.

Students may be retained in their current grade if they have not demonstrated adequate academic progress during the school year.

It is important that you meet with your child’s teacher on a regular basis so that you can help ensure that your child makes good progress throughout the school year.

CLC Academy is a proficiency-based school; your child will not advance on his or her academic program until he or she has demonstrated mastery of skills. Additionally, your child may not advance to the next grade if he or she has not completed the necessary requirements for his/her grade and/or the requirements laid out on his or her individual academic program.

Schedule/School Calendar

School Schedule

The school is open for drop off at 8:00 am.

Classes begin daily at 8:30 AM and finish at 3:00 PM. Students should be picked up no later than 3:15 PM. A late fee (\$1 per minute) will be added to your monthly bill for each time your child is picked up later than 3:15 PM.

If your child is in aftercare, pickup time is 5:15 pm. A late fee (\$1 per minute) will be added to your monthly bill for each time your child is picked up later than 5:15 PM.

Early Pick-Up

Students will not be dismissed until 3:00 pm except in the case of medical emergency or medical appointment.

Please inform the teacher and/or office of any instance of early pickup due to medical appointments. Please schedule appointments outside of school time whenever possible.

School Calendar

For convenience, we follow the Pinellas County Schools calendar for the school year regarding days off, breaks and holidays. If Pinellas County Schools are closed for the day, CLC Academy will also be closed.

Days off, breaks and holidays are posted on our website (CLCAcademics.com, see Parent Resources) and posted on the CLC Academy Facebook page. You may also refer to the Pinellas County School calendar which is available online.

School Breaks

CLC Academy follows the Pinellas County Public Schools calendar regarding breaks. We observe the following breaks:

Thanksgiving Break (usually one week)

Winter Break (usually two weeks)

Spring Break (usually one week)

Please note that these are not the only days in which school will not be in session, but these are the scheduled breaks for the school year.

School Closure Due to Bad Weather

If Pinellas County Schools are closed due to poor weather, Community Learning Center Academy will also be closed. Every attempt will be made to update our Facebook page and emails will be sent to keep parents informed.

If Pinellas County Schools dismiss early due to inclement weather, Community Learning Center Academy will also dismiss students. We will immediately send out emails and then begin texting and calling parents to pick up their child.

School Holidays/Teacher Workdays

Community Learning Center Academy observes the following Federal holidays and will not be open on these days:

- Labor Day
- Thanksgiving Week
- Christmas Day
- New Year's Day
- Martin Luther King, Jr Day
- Memorial Day

There are other days throughout the school year in which we observe Teacher Workdays. These days are set aside so that teachers and administrative staff can work on progress reports. These days are typically at the end of each quarter.

Attendance Policy

Updated Attendance Policy for CLC Academy

Community Learning Center Academy abides by the attendance policies of the Florida Statutes. Families that fail to adhere to the following policies are subject to dismissal.

Attendance

Regular school attendance is a necessary part of a student's education. Excessive absences impair a student's educational progress, impacts whether the student passes or fails a grade, and may affect Community Learning Center Academy's ability to accept scholarship students.

Students will be considered absent when they miss 50% of their school day. Absences shall be classified and treated as follows:

1. Excused Absences

Students must be in school unless the absence has been excused for one of the reasons listed below. Excused absences include the following:

- Personal Illness.
- Illness of an immediate family member.
- Death in the family.
- Religious holidays of the student's religious faith.
- Required court appearance or subpoena by a law enforcement agency.
- Special events, including, but not limited to, important public functions, student conferences, as well as exceptional cases of family need. Students must get permission from the Executive Director or Deputy Executive Director at least five days in advance.
- Scheduled doctor or dentist appointments.
- Students having or suspected of having an illness or infestation that can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (Florida Statute 1003.22).

Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo, and scabies. Students are allowed a maximum of three (3) days excused absence for an infestation of head lice.

Unexcused Absences

Unexcused absences include, but are not limited to, the following:

- Shopping trips
- Pleasure trips
- Suspension from school
- Appointments without prior approval except in case of emergency
- Truancy
- Other avoidable absences

2. Reporting Absences

Any student who has been absent from school shall provide a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Failure to provide a note will result in an automatic unexcused absence.

However, the fact that the student provides a note does not require the school administration to excuse the absence. The Executive Director or Deputy Executive Director will decide whether the absence meets the criteria for an excused absence, and that decision will be final.

The administration may request additional documentation, such as a doctor's note. The excuse must state specific dates of absence and must be signed by a licensed physician. After fifteen (15) days of absence, whether excused or unexcused, a student must present verification from a licensed doctor for all subsequent absences due to illness.

3. Planned Absences

In case of a planned absence, the parent or guardian shall provide written notice at least five (5) days prior to the absence. The fact that such notice is provided does not require the administration to treat the absence as excused. Rather, the Executive Director or Deputy Executive Director will

determine whether such absence meets the criteria for an excused absence as listed in paragraph 1.

4. Make-Up Work Excused Absences

When a student is absent from school with an excused absence, the student shall be responsible for all work and assignments missed during the student's absence. The student shall make arrangements with teachers for "make-up" work and will complete it within a reasonable time frame, (as determined by the school), upon the student's return to school.

Unexcused Absences

When a student has an unexcused absence, it is the responsibility of the student to complete all coursework, tests and quizzes and turn them in to the appropriate teacher. A student shall have one day to complete and turn in the work for each day the student is absent. For example, in the event of three days unexcused absences; the student has three days to complete and turn in assignments.

Coursework not completed and turned in within the allotted time frame will earn no credit. There is no expectation that the child's teacher or teachers recreate lessons, lectures, or labs, or seminars for unexcused absences.

5. Truancy

A student may be deemed truant after (a) five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (b) ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.

Students are subject to the following actions for preventing and correcting truancy:

- Students who appear to exhibit a pattern of non-attendance or excessive tardiness will have a formal letter sent home as a warning.
- When a student continues exhibiting a pattern of non-attendance, or excessive tardiness parents will be required to meet with the Deputy Executive Director to resolve further instances of non-attendance or tardiness.

- If non-attendance and/or tardiness continue, the student will be placed on probation for a period of 90 calendar days. Failure to adhere to attendance policies during this period will result in further actions being taken by the school up to and including possible dismissal.
- If the school-based efforts to resolve non-attendance and/or tardiness are unsuccessful, the student is subject to dismissal for violating the school's attendance policies.

6. Tardiness

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Excessive tardiness (more than 1 time per week) will be addressed on a case-by-case basis.

Action for unexcused tardiness will be progressive and will follow the same actions as outlined above for non-attendance.

Students will be marked tardy if they are not in their seats for roll call at 8:30 am.

7. Illness in School

A student with a temperature above normal or who is exhibiting other signs of illness shall be evaluated by the school staff and sent home. The specific guidelines and recommendations for exclusion from school due to illness are referenced in the Parent/Student Handbook.

Legality

All children between the ages of six and sixteen are legally required to attend school. As such we have a legal obligation to uphold attendance policies, and therefore the law.

Please note that we reserve the right to require a note from a medical doctor for a student to return to campus following an illness which states that the student has medical okay to return to school and is not contagious.

Excused/Unexcused Tardies

A student is tardy when he is not in his assigned seat at 8:30 am or fails to be in his or her seat for any subsequent roll call unless excused by a teacher or another staff member.

A tardy student will be excused for the following reasons:

- The student is ill or injured
- There is a major illness in the student's immediate family
- There is a death in the immediate family
- The student attends a religious service of his/her faith
- Court order or summons requiring the student's attendance
- Scheduled medical or dental appointment. (School must be notified in advance.)

The student will be considered tardy unexcused for the following reasons:

- Oversleeping
- Transportation issues including missing their ride, car trouble, etc.
- Shopping trips
- Pleasure trips
- Heavy traffic
- Lost or forgotten items

Please note that these absences will be noted as tardy **regardless** of whether the parent excuses the child. Please remember that we are obligated to follow the law and insist that our parents and students do the same.

In certain cases, at the Executive Director's discretion, judgement will be used in making a final determination on excessive tardies. For example, for

families that travel significant distances to and from school, leniency may be granted so long as the student is not failing to make academic progress and is consistent in their attendance overall.

This is granted as these families may encounter traffic conditions that prevent their timely arrival and to help ensure that the safety of the student and his or her family is a priority.

This exception will not be granted to students/families for simply failing to arrive on time.

Florida Law Regarding Unexcused Absences & Tardiness

Florida Law states that parents who refuse or fail to have a minor student who is under his/her control attend school regularly shall be guilty of a misdemeanor of the second degree, punishable as provided by law.

Continuity of Instruction Plan

During the 2019/2020 school year, it was necessary to implement distance learning due to the Covid-19 pandemic.

As a result, we have developed a Continuity of Instruction Plan. This plan is a blend of online instruction and education packets sent home for each student.

If at any time the Department of Education determines that schools will be closed for lengthy periods of time (weeks or months), CLC Academy will implement our Continuity of Instruction Plan.

To make this a success, we expect cooperation from both parents and students.

Students are expected to attend online classes, complete both online assignments and assignments from packets sent home. Failure to do so will ultimately affect the student's grade for the grading period(s) in question and could result in student being retained in their current grade.

Attendance will be monitored through online attendance and completed assignments. Please note that attendance is a state legal requirement and failure to “attend” classes can result in scholarship loss, ineligibility to attend Community Learning Center Academy, etc.

If your child is unable to attend online classes for any reason, it is the responsibility of the parent/guardian to inform the Deputy Executive Director so that a Distance Learning Plan can be implemented to accommodate this. All students are expected to participate in distance learning.

Tuition will be considered due and payable as usual. Tuition and fees may be adjusted at the discretion of the Executive Director and/or Community Learning Center Board of Directors. Please realize that we have ongoing expenses such as payroll and overhead.

Policy on Illness & Head Lice

Illness

By dropping your child off in the morning, you are certifying that your child is not ill and does not currently have symptoms of any illness.

Children should not be sent to school if they are not feeling well or are physically ill. This includes fever, coughing, runny nose, sneezing, vomiting, etc.

Please do not send your child to school if they have a fever or any signs of illness. Students must be free of fever and other symptoms for a minimum of 24 hours to attend school.

Failure to follow this policy is grounds for immediate termination from Community Learning Center Academy as it has the potential to put the entire school, students and staff at risk.

Students that come to school sick will be sent home and will be marked absent for that day. If your child gets sick during school hours, you will be expected to pick him/her up immediately.

Failure to pick your child up immediately may result in your child being dismissed from school. We do not have a school nurse or a place to hold sick children and cannot put other children or staff at risk of getting ill.

Community Learning Center Academy has adopted and implemented a number of policies and protocols to help maintain a safe environment for our students, staff and public regarding illnesses. These include additional cleaning and sanitizing protocols.

However, there is an inherent risk of exposure to illness that cannot be fully mitigated and attending Community Learning Center Academy will inevitably increase the risk of exposure to illnesses despite every effort to ensure that the building is safe and sanitary.

Headlice

Please do not send your child to school if they have lice. We do lice checks as needed at school and you will be asked to pick up your child if he or she has been found to have lice. Child may return to school once treatment of the hair and home has been done. Your child will be checked for lice before being allowed to return to the classroom.

If it is found that a parent/guardian sent a child to school knowing that the child was ill, had a fever, had a cold, had lice, pinkeye, or any other physical situation that could spread to or endanger the health of fellow students and staff, the child may be dismissed.

Medications

Community Learning Center Academy staff and teachers **cannot** administer medication or treatments of any kind.

If the student is on a medication that must be taken during school hours, the parent/guardian will need to come to the school to administer medication. Please coordinate this with your child's teacher.

Medication **cannot** be sent in the student's backpack or lunch box. Medication cannot be stored at the school for any reason. This includes Tylenol, Advil, cold medicines, and prescription medicines.

Drop Off, Pick Up & Parking Policy

Drop Off

Students may be dropped off in the front driveway in the morning. Please be mindful of backing up traffic onto the street and pull forward to allow other cars to pull in behind you.

Please do not park your car in the driveway and come into the building. If you need to enter the building, please park in the north (large) parking lot. The driveway must be kept clear of parked vehicles for emergency purposes.

Please do not use the staff parking spaces. Please only park in designated parking places on the north side of the building.

Pick Up

Students who do not stay for aftercare must be picked up by 3:15 pm. Parents will be charged \$1 for every minute that they are late. We will be enforcing this in the 2023/2024 school year.

Parents of aftercare students will be charged \$1 for every minute that they are late after 5:15 pm.

Please respect that our staff also have schedules and obligations outside of their scheduled staff time.

When picking up your child, you may call the main CLC Academy number, (727) 441-4444. Your child will be brought out to your vehicle. It is advised that you call us a couple minutes in advance so that we keep traffic moving through the pickup line.

If cars are backing up on the front driveway, please park your vehicle in the lot and your child will be brought out to you. This is for the safety of our parents, students and other drivers in our area.

Please do not call or text individual staff members to have your child brought out to you at the end of the day.

Authorized Pick Up

Only persons that you have authorized in writing will be allowed to pick up your child. If someone does not have prior written authorization, please contact the office and confirm via email or text that this person does have permission to pick up your child.

If someone attempts to pick up your child that does not have prior authorization, we will contact you to get permission. If we are unable to contact you, your child will not be allowed to leave the school. We appreciate your understanding on this point.

Please note that we will ask the person picking up your child to provide a photo ID if they are not known to the staff personally. This is done for the safety and security of your child.

Playdates

Playdates will not be arranged or facilitated by the staff at CLC Academy. If you approve of your child going home with another child's family, this must be in writing before your child is to be picked up.

Playdates should be arranged in advance between parents and ensure that the school is given advance notice.

School Communication

We regularly send important information by email to parents. Please take a moment to open any emails that are sent to you from the school. These often contain important information about upcoming field trips, school closures due to holidays/teacher workdays, etc. These emails often show various activities and highlights at school that your child may have participated in.

In 2022 we implemented a system which allows us to text parents from our main phone number. This system will be used to advise parents of school closures due to weather events or to invite parents to school events. Please note that this system is not monitored daily and is only used for

broad school related communication. Texts sent to this line may not be received by CLC Academy staff in a timely manner.

We send home field trip permission slips and reminders in student backpacks. Please check your child's backpack regularly for any notices or permission slips.

We regularly post updates and news on our Facebook page.

You are always welcome to contact us if you have questions.

Emergency Contact Information

Please keep your contact information and Emergency Contact information up to date with us. Please let us know if you move, or if your phone number changes.

Additionally, if someone on your emergency contact list changes, please inform us.

Communicating Upsets or Disagreements

If you or your child has an upset, you may always communicate to the the Deputy Executive Director. Every effort will be made by CLC Academy to resolve upsets, disagreements, or problems in a timely and effective manner.

It is expected that parents maintain courteous behavior with the teachers and staff of CLC Academy, especially when there is an upset, disagreement, or problem. We ask that you set a good example for your child by using communication with the appropriate personnel to resolve any problems.

If a parent fails to maintain courteous behavior and communication with Community Learning Center Academy staff, the student will be dismissed from CLC Academy.

Students that create upsetting situations by lying, misrepresenting, exaggerating, trying to get other students "in trouble" or lying to avoid getting "in trouble" may be dismissed. This includes communicating these things to parents with the intention of trying to get another student in trouble or avoid getting in trouble themselves, or creating unnecessary work for staff/executives when a situation has been misrepresented.

CLC Academy does welcome reports about what has been communicated by students to their parents. However, if it is found that the student willfully and knowingly misrepresented a situation, the student will be dismissed.

Reports from students, parents and staff members are addressed by making every attempt to get full data from all parties involved. This is time-consuming and is done to be as fair as possible, particularly when some potential penalty (such as loss of play time, suspension or dismissal) may be involved.

False, misleading, and exaggerated statements cause much time to be wasted in investigating and documenting these reports and will not be tolerated. False, exaggerated, or misleading reports that result in excessive time spent investigating/documenting can result in dismissal of the student making false, exaggerated, or misleading reports.

Parent/Teacher Meetings

Parents who wish to talk to a teacher should call for an appointment. Teachers will not be able to accommodate meetings without a prior appointment.

Parents are expected to attend parent conferences when requested by CLC Academy staff members. Failure to attend a requested parent conference may result in your child being dismissed for parental non-cooperation.

Requests to meet with the Deputy Director must be scheduled due to workloads. You are always welcome to communicate any concerns that you have in writing to the teacher, or Deputy Executive Director.

Texting or Calling Staff/Teachers After Hours

Teachers and/or staff are not expected to answer texts or calls from parents after their regular post hours. They may choose to do so at their discretion. However, this is their personal time, and they are not expected to be "on call".

Teachers may give parents their personal cell phone number at their discretion. Office staff and/or executives will not provide the personal cell phone numbers of staff without prior approval.

If you have a question or concern regarding your child's classroom progress, please email your child's teacher. Email addresses for your child's teacher will be provided at the beginning of the school year.

Birthdays/Class Holiday Celebrations

CLC Academy celebrates the following holidays with class parties:

- Valentine's Day
- Halloween
- Thanksgiving
- Christmas

If you prefer that your child does not attend these parties for religious or personal reasons, please let the teacher know in advance. Your child may stay home or be picked up early. These instances will be excused.

Birthday celebrations should be coordinated with your child's teacher and must be at the end of the school day. Please minimize the sugar content of all snacks brought.

Immunization

CLC Academy requires proof of immunization or religious exemption for each student entering the school. This is a legal requirement, and no exceptions will be made unless lawfully required.

Parents wishing to get their child a religious exemption will need to obtain this through the Florida Department of Health.

Snacks and Lunches

IMPORTANT: Due to Health Department regulations, lunches must be stored in insulated lunch boxes or insulated lunch bags. Students may not bring lunches to school in paper or plastic bags.

We are not allowed to store food belonging to students in the refrigerator. Thank you for your understanding on these points.

Please do not pack any sugary items or drinks with lunch.

Students are not permitted to share lunches or trade food. Many students are on restricted diets due to sensitivities and allergies and cannot tolerate changes in their nutrition. Students who continuously knowingly and willingly violate this rule may be subject to suspension and or dismissal.

Students may not pay staff to get them food. Staff will not provide lunch or snacks to students. Staff will not order food for students.

Ordering food for students from Uber eats or other delivery services is permitted on an *occasional* basis. Please know that these deliveries are difficult to schedule around your child's schedule and this often results in a disruption to the schedule.

Please pack plenty of snacks for your child to have throughout the day, with additional snacks for aftercare if your child participates in this program.

Please provide plenty of water for your child throughout the day.

Please know that we encourage all students to eat snacks and lunches. Breaks are scheduled with a period for eating and a period for play. Factually, a well-fed student is easier to teach so it is also in our best interest to ensure that this happens.

However, we have found it destructive to continually insist that a child eat and often they will refuse simply because they are being continually asked to do so. We will do our best to encourage students to eat adequate snacks and lunches, but we will not insist that a student eat when they are not willing to do so.

Some parents are very insistent that we make their child eat, while others do not want us to insist that their child eat. This becomes an unwinnable situation for the staff. Our policy is that we will encourage a student to eat but we will not force him or her to do so.

Parent Volunteer Opportunities/Parent Teacher Organization

In the 2020/2021 school year, the CLC Academy Parent Teacher Organization was born! This group was created for the purpose of helping create an even more amazing school environment for our students. Your help is welcome, and it is easier than you may think! Please contact Kristen for more information on how you can get involved.

The Parent Teacher Organization has been an amazing help and has contributed to the following areas and more!

- Music classes
- Art classes and art supplies
- Electronic microscope
- Drama backdrops and props
- Wireless microphone system for drama productions
- Teacher/Staff Appreciation events
- Class pets and supplies

- Holiday decoration and classroom events
- Fundraising
- Chaperoning field trips
- PE equipment
- And much, much more!

Your volunteer activities demonstrate to your child that you value their education and allow you to see your child in their classroom setting with their peers. Thank you in advance for your participation!

Parents are expected to participate in monthly PTO meetings. If you are unable to attend monthly PTO meetings you may "Opt Out" for \$100 per school year. (This is per family, not per child.)

Parents that "Opt Out" will still be expected to participate in fundraising activities and attend fundraisers.

The purpose of the PTO is to help create the school for the benefit of your child. Ultimately, your contribution will assist your child. If each person contributes a small amount of effort, we can accomplish a lot.

Fee Schedule and Payment Agreements

Enrollment/Testing Fees (1 st student)	\$125
Enrollment/Testing Fees (Additional siblings)	\$75
CLC Academy T-shirt	\$20
Enrollment/Testing fees due upon enrollment.	
Annual Materials Fees	\$475/student
Materials Fees if Paid Monthly	\$50.00/month per student
Materials fees may be paid over 10 months.	
Aftercare (optional)	\$105/month per student

(no discounts)

Enrollment, Testing and Materials Fees are non-refundable and are considered fully earned. These fees are for purchasing materials including, but not limited to consumable workbooks, replacing worn textbooks and materials, testing materials, and other incidental classroom expenses.

Scholarships for materials fees and/or enrollment/testing fees may be awarded by Community Learning Center Academy at our discretion. Generally, these scholarships are awarded to deserving students who have demonstrated excellent academic progress. Additional tuition scholarships may be available according to the discretion of the CLC Academy Executives. Staff scholarships are also available.

Aftercare is \$105 per month regardless of school breaks, absences, etc. This is done to make the aftercare program as affordable as possible.

Please note that fees are subject to change, however, we will make every effort to notify our families well in advance of any planned changes to tuition, fees, and aftercare. We make every effort to make private school education affordable. Fees will not change during the current school year and will only be updated prior to the start of the new school year, generally in July before the new school year begins.

We understand that inflation is affecting all of us. It has also negatively impacted our costs. Therefore, an increase in tuition was necessary for the 2023/2024 school year. I believe that you will find that our tuition/fee rates are still very reasonable as compared to other private school options.

We strive to ensure that all families can afford a quality education and the state of Florida has consistently increased the options that parents have regarding School Choice with scholarships and education savings accounts.

In the 2023/2024 school year, the Florida legislature once again expanded School Choice options and we expect to see more and more parents qualify for scholarships or education savings accounts. Please go to the Step Up for Students website for more information on scholarships and education savings accounts.

We are more than happy to have scholarship students!

Tuition and/or monthly fees are due no later than the 5th of each month. Late charges apply to tuition/fees that are received after the 5th of the month. If tuition/fees are not paid by the 5th of the month, your child will not be allowed to attend class until your account is current.

Bounced check fees apply to any checks that do not clear the bank.

Please see your enrollment agreement and paperwork for specifics on payment agreements that apply to your child.

Please note that if your child is on a scholarship, CLC Academy will return the unused portion of tuition directly to the issuing party as appropriate and as required by the scholarship.

Monthly Payments

If you are on a monthly payment plan for tuition, materials fees, or aftercare we require that a credit card be on file with Treasury.

In the 2023/2024 school year we are exploring going to ACH payments (Automatic Clearing House) as these result in fewer fees charged to CLC Academy than for credit card usage.

Please understand that we are making every effort to utilize our funds to better serve our students. This includes hiring additional staff, securing new and better materials and curriculum, expanding our art, music and drama programs, and even expanding our existing facilities.

It is possible that we will implement a fee for families that wish to use credit cards as a method of payment.

Summer Program

Summer Program is separate from enrollment at CLC Academy. Students are not automatically enrolled in Summer Program, nor are they given priority for Summer Program enrollment in the event of a waiting list.

CLC Academy parents will be informed about Summer Program enrollment prior to Summer Program enrollment being offered to the general public.

However, enrollment is on a first come, first served basis and we may require first week's payment to hold your spot.

CLC Academy reserves the right to not accept any student or child for Summer Program.

Discounts for Summer Program are given to parents of students who will attend the upcoming year of CLC Academy. These discounts will not be applied or honored for parents who do not enroll their child as expected for the upcoming school year. These discounts do not apply to siblings who will not attend CLC Academy in the upcoming fall term.

Enrollment fee of \$125 (or \$75 for sibling enrollment fee discount) for the upcoming school year is due and payable prior to Summer Program starting to be eligible for the discount.

Withdrawal Policy

Community Learning Center Academy requires a written 30-day notice of withdrawal of a student. If thirty-day notice is not given, you will be charged for the next month's tuition and fees in full.

Please note that our contract breakage fees are considerably more reasonable than most private schools that heavily penalize families for withdrawing their child.

We respect your decision to make the best choice for your child's education, however, materials are purchased, and space is allocated based on expected enrollment. Please respect that as a non-profit business, we have expenses to cover.

School Rules/Behavior Guidelines and Code of Conduct

Dress Code

Girls are to wear clothes that cover their bodies. Skirts or shorts should be just above the knee or lower.

Shirts need to cover the stomach and back completely.

Pants must provide full coverage (even when sitting). Miniskirts, cut-off shorts, "short shorts" or tops that show cleavage are not allowed.

Clothes with holes in them, even if considered fashionable, may not be worn.

Clothing with inappropriate images or messages (sexual, violent, containing foul language, etc.) is not allowed.

Hats may not be worn.

Hair should be neatly groomed and not in the face.

Students that violate the dress code will not be permitted in class and will be sent home. Assignments missed or not turned in on time due to dress code violations will be counted (as 0% grade) and may lower quarterly grades.

Sugar, Candy, Gum, Etc.

Candy, chocolate, and sugary snacks are not permitted at any time (before school, at lunchtime or after school). Please do not send these items to school.

Gum is NOT permitted at any time in school.

Cell phones, Electronic Devices & Personal Items

Cell phones and electronic devices are not permitted in class or during aftercare. Cell phones and electronics are to be turned in to the office upon arrival at school. It is the responsibility of the student and/or parent to get these items before the end of the day.

Students found using their cell phones and/or electronic devices at school will have devices taken away and it will be required that parents pick up

these devices. Following this, the student will not be allowed to have their phone/electronics at school.

Students that use their devices at school to take pictures of other students, share material or show material of an inappropriate nature will be dismissed from school.

Do not send your child to school with toys. These are a distraction.

Community Learning Center Academy assumes no responsibility for lost, stolen, or damaged personal items.

Student Code of Conduct & Classroom Rules

Community Learning Center Academy strives to create a safe and distraction free learning environment for *everyone*. Anything that makes the environment unsafe or is a distraction in any manner would be a violation of school policy and school rules and is subject to disciplinary action up to and including dismissal.

This policy is meant to encompass activities both in and outside of school. If activities outside of school have a negative effect on the learning environment for students and/or staff, the offending student or students will be dismissed.

Students may be dismissed for actions in or outside of school that may result in disrepute or reflect badly on the school.

Specifically, this may include online harassment, bullying, sharing of inappropriate videos or images, spreading rumors (whether rumors are true or not) and/or engaging in activities which would be unethical or illegal whether charges are brought or not. This is solely at the discretion of the staff at Community Learning Center Academy.

Decisions to suspend, expel, dismiss or not re-enroll students will be based on what the staff feel is in the best interests of the school as a whole, and not the individual student involved.

Students who continuously violate the school rules and guidelines, have continued attendance issues, or fail to make academic progress are in danger of expulsion, dismissal or not being accepted for re-enrollment.

- 1) Students may not make fun of or publicly embarrass other students. **Immediate three-day suspension may result.** If incident repeats, student may be expelled. Making others feel unsafe or harassed will not be tolerated.
- 2) Students may not intentionally annoy or harass other students.
- 3) Students may not bully other students. This applies to school hours, after school, weekends, breaks, etc. and also includes social media and texting. **Immediate three-day suspension may result.**
- 4) Students are expected to set a good example at all times.
- 5) Students are not allowed to talk to other students during study time.
- 6) Foul language will not be tolerated. This includes making comments or statements that insinuate things of a sexual or harassing nature. This also includes rude and obscene gestures.
- 7) Students are not to touch other students' bodies for any reason. This includes "just playing." Rough play will not be tolerated.
- 8) Students may not sit on tables, desks or countertops.
- 9) Students may not sit at staff members' desks. Students may not go through staff desks for any reason.
- 10) Students are to treat each other with respect. Students are to treat each other in a manner in which they would want to be treated.
- 11) Students are to treat other's property with respect. Students are not to take items belonging to another student, staff member or to the school. This is considered stealing and will be subject to disciplinary action, up to and including dismissal.
- 12) Students are to keep their workspaces neat and clean.
- 13) Students are to clean up after themselves. This applies to lunches and breaks, as well as to cleaning up after projects of any kind, and at the end of the day.
- 14) Students are to come to school neatly dressed and in a manner that is not a distraction to other students.
- 15) Items such as backpacks, notebooks, binders and lunch boxes should be labeled with the student's name.
- 16) Students should not bring personal items to school. These are a distraction and CLC Academy will not be responsible for lost, stolen or damaged personal items.

- 17) Students are to be on time and in their seats for roll call at 8:30 am.
- 18) Students are to ask permission to leave the classroom before doing so. This includes using the restrooms.
- 19) Students are expected to ask permission to go inside when outdoors before doing so. This includes using the restrooms.
- 20) Students are to use good manners during breaks and lunches. This includes talking in a normal, not raised or loud tone of voice during breaks and lunches.
- 21) Shoes must be worn at school at all times.
- 22) Students are to use the furniture, facilities and building in an appropriate manner. Standing on tables or climbing on furniture is not permitted. All items at the school are to be used in the manner in which they were intended.

Misconduct That May Result in Disciplinary Action

The following offenses may result in immediate suspension and/or expulsion from CLC Academy.

- Bullying of any kind, including online
- Cheating
- Defiance
- Disruptive behavior
- Fighting
- Making comments or using racist terms even when used "jokingly"
- Hitting someone, or otherwise physically harming someone
- Leaving school grounds without permission
- Repeated misconduct (on or off school grounds)
- Threatening to hurt someone
- Vandalism
- Intentional destruction of property
- Verbal abuse
- Making false accusations with the intention of getting someone else in trouble or to avoid getting in trouble

- Activities outside of school that are considered unethical, inappropriate or illegal. This extends to online activities, texting, direct messaging, etc.
- Other misconduct not limited to the above

Bullying is any behavior intended to knowingly cause physical or mental harm to another. This includes teasing, harassing, making fun of, putting others down, invalidating others, social exclusion from groups or activities, sexual harassment, religious harassment, racial harassment and/or humiliation. This can also include physically bullying another by pushing, shoving, hitting, kicking or physically harming another.

This will not be tolerated and both parents and students should expect suspension to be a likely consequence of bullying or any of the above examples of misconduct.

Please note that this is not a complete list and that CLC Academy reserves the right to dismiss any student it feels is detrimental to the learning environment, with or without evident cause.

The School Rules are meant to ensure a safe environment in which students can learn. Anything that prevents this would be considered a violation of school rules.

Students who are frequently and continuously “in trouble” and violate the school rules, regardless of the seemingly minor nature of their infractions may be dismissed if they continue to be a distraction or a disturbance to the staff or students of CLC Academy.

We will make every effort to work with you and your child and to provide your child with the best possible learning environment. However, if your child’s presence is destructive to others’ education, we will ask you to withdraw your student.

Also, if we feel that we cannot provide the best learning environment for the needs of your child, we will ask that you withdraw your child so that you may find the best possible education opportunity for your child.

Use of Electronics Outside of School – Message from the Executive Director

Children who heavily use electronics are factually more difficult to educate. Parents who do not monitor and limit their child's electronic usage should expect that their child makes less than expected progress in school.

Further, student with unmonitored access to electronic devices are at risk for being exposed to material which is inappropriate at best and risky at worst.

Students with unmonitored access to electronics are frequently exposed to pornography from their friends and then taught how to delete the evidence.

Further, they are frequently being exposed to inappropriate content through YouTube, TikTok and various social media sites and apps. Children are served inappropriate ads inside of games that are specifically marketed for children, even when the game seems innocuous and age appropriate.

Sadly, it has been our experience that this creates unwanted effects in the school environment in which students discuss these things and remain in a near constant state of electrification. To say that this is a huge distraction to the school environment would be a gross understatement.

Factually, your child is at risk for being exploited if you are unwilling or unable to monitor all of their online access and usage. If you think that this can't or won't happen to your child, I strongly encourage you to do your own research and find out for yourself. This is happening far more often than you think and it is happening in our community.

Because of the destructive consequences in the school environment of electronics (gaming, social media, YouTube, TikTok, etc.) a student may be dismissed on the grounds that they are a distraction to the learning environment if it is found that a student engages in any kind of inappropriate behavior online via text, direct messaging, pornography, sending inappropriate pictures, content or messages via any means. This also includes harassment, bullying or making fun of others.

Field Trips and/or Activities

Please keep an eye on emails from CLC Academy, your child's teacher and regularly check your child's backpack or lunch box for information about upcoming field trips and activities.

Permission slips will need to be signed and turned into the teacher with any field trip monies prior to your child going on the field trip.

Generally, our field trips are educational in nature and sometimes of an active nature.

Students who have repeatedly violated the school rules or have poor conduct will not be allowed to go on field trips. This is at the discretion of the school staff.

Students who have missed school or who are not making adequate progress will not be allowed to go on field trips. This is at the discretion of the school staff.

Students who do not go on field trips will stay back and work with other staff.

Failure to attend school on a field trip day will be counted as an unexcused absence.

Supplies & Personal Items

Students need to have classroom supplies on the first day of school. A list of school supplies will be provided for your child's classroom.

Parents are responsible to ensure that their child does not run out of supplies throughout the year.

Community Learning Center Academy is not responsible for students' personal items.

Academic Expectations/Failure to Make Academic Progress

Academic Programs

Each student at Community Learning Center Academy has an individual program that is tailored to his/her academic needs. Our classes are relatively small and this affords us the ability and opportunity to give our students much more one-on-one assistance than in traditional school environments.

The resources available both in and out of the classroom are available to all students equally. Therefore, your child will not be given special priority over other students also requiring assistance. If your child requires more one-on-one assistance than is available to each student in the school, you may want to consider another learning environment that better suits your child's needs.

We do not have the ability to deliver programs that are customized to only one student's needs. For instance, we will not add curriculum to a student's program that is not also delivered to the other students in the same class, grade level or academic level.

We will not take subjects or areas of study off your child's program. Your child is expected to work on each subject based on his/her grade level, class or academic ability in order to fulfill the requirements of his or her academic program and/or grade requirements.

Academic Progress

There are minimum expectations for all students at CLC Academy. Our program and the minimum production requirements each week are designed to be easily attainable for a student doing merely adequate work.

Students who fail to make minimum production requirements on a weekly basis will not be allowed to participate in art, music, PE, drama, field trips or other activities that are non-academic in nature. This includes students who are absent due to illness or other reasons as they will be expected to complete assignments that were missed.

Exceptions to this are at the teacher's sole discretion on a case-by-case basis each week. For example, a student was working hard and putting forth good effort throughout the week but was struggling with their materials may be allowed to participate in these activities.

Students who waste time and are not using their class time well will not be allowed to participate in these activities. No exceptions will be made for an individual student at parental request.

Generally speaking, students who have overall high production will be rewarded. Merely making the minimum number of completions each week is not considered high production and will not be considered as such.

Minimum production requirements are only adequate production. If your child is behind, he or she will need to have more than adequate production each week to catch up.

Students consistently making better than adequate production will be awarded Honor Roll for the months that they demonstrate excellent production. Honor Roll students are awarded a pizza party with their class once a month.

Class production games are at the discretion of each teacher. These are games in which an overall production target is set for the entire class and a minimum amount of production is expected from students to participate in the class reward. These rewards can range from having a movie day, ice cream parties, extra break/lunch time, etc.

Students not making the minimum production targets will not be allowed to participate in the class reward. Failure to come to school because a student failed to meet a production game target may result in suspension and/or dismissal. These absences will be unexcused.

Students who do not make minimum production targets each week will not be allowed to participate in field trips. Students who are absent on field trip days will not be excused and this may result in suspension and/or dismissal.

Art, music, field trips, drama and PE are not considered academic subjects and will not be taken into consideration when determining minimum production requirements for the week, for eligibility for Honor Roll or when

determining if a student is eligible for participation in art, music, field trips, drama and PE.

In order to participate in drama classes, students must have consistently good production, behavior at school, and attendance. Students not meeting these criteria will not be allowed to participate.

Homework

CLC Academy generally has light homework expectations. As such, if your child is sent home with homework, please help him or her complete assignments that are sent home for the night. Please check your child's backpack for assignments.

Generally, homework assignments should be completed in less than an hour. If your child is struggling with the assignment, please let the teacher know so that your child can get additional help on the material being covered. Homework should not be extremely difficult or challenging.

Students that are behind for their grade level should expect to have homework each evening to help them catch up to grade level. It is important that this work be done so that your child can make good academic progress.

Students who do not finish their assignments in class will be required to do the work at home regardless of their age or grade.

Progress Reports

Rating System

Progress Reports are issued quarterly in October, January, March and June of each school year.

Community Learning Center Academy uses a rating system on report cards (progress reports). These ratings are as follows:

<u>Rating</u>	<u>Letter Grade Equivalent</u>
Excellent	A
Good	B
Fair	C
Poor	D
Unacceptable	F

Rating system is based on actual work assignments and courses completed to 100%. Completions will not be added after the fact if the student failed to turn in work during the quarter or grading period. There are no exceptions to this.

Grading System & Awards

Completed assignments and courses are monitored and kept for each student. Grades or ratings are based on coursework completed.

Information such as days absent, days late, letter grades for subjects will be provided.

Errors found on classroom assignments must be remedied before the student is allowed to continue to do further lessons. For example, if a student gets three math problems wrong on an assignment, the student must get with the teacher to figure out what was not understood. This is to be done *before* the student goes to the next lesson. The assignment is not considered complete until all errors have been corrected.

Students may have to repeat sections if it is found that he/she is weak on information already covered.

Students must complete assignments in a timely manner to graduate to the next grade. Students that take hours to complete one or two math problems (for example) will not be able to cover all required materials at that pace. Even if the work is passing, a student cannot graduate their grade if they go too slow.

Please note that classes such as Art, Music, Field Trips, Drama and PE are not considered academic subjects.

Failure to Make Academic Progress

As a school, we are in the business of educating children with the purpose of preparing them to be successful in life.

Your child's willingness and participation in this process is a huge factor in whether he or she will be academically successful at CLC Academy, or any other school.

Therefore, if your child demonstrates an ongoing unwillingness to participate in his or her own education, we reserve the right to request that you withdraw your child or to dismiss your child.

Failure to make adequate academic progress may result in dismissal.

Current State Standardized Tests

Community Learning Center Academy administers state approved testing each year for Step Up for Students and Family Empowerment scholarship students in 3rd Grade and above. This is a requirement of the scholarship program.

However, if a parent wishes to have their child tested by another method, he or she may choose to do so. The parent will be responsible for transporting student to and from the test as well as any costs that may be involved. The student will be excused for the duration of the testing so long as proof is provided of the student's testing.

Our teachers do not instruct students on how to score higher on this test. It is an assessment of what grade level the student can master in the core subjects of reading, language, math, and spelling.

Parent Responsibility & Participation

- A) Get to know your child's teacher and the CLC Academy staff by going to parent conferences and participating in school activities.
- B) Know and support the rules of CLC Academy.
- C) Teach your child to dress neatly and appropriately for school. This would also include bathing and basic hygiene.
- D) Make sure that your child arrives on time every day for school.
- E) Contact the school immediately if your child will be late or absent.
- F) Inform CLC Academy of any changes in address or contact information.
- G) Work with the school to resolve any disciplinary issues.
- H) Be prepared to pay for any damaged equipment, furniture or materials that your child has broken or damaged.
- I) Be prepared to pay for any replacement materials if your child loses his or her materials.
- J) Follow the traffic/parking rules of the school.
- K) Bring your child to school well fed and with enough food and snacks to last him/her throughout the day.
- L) Limit and monitor electronic usage.
- M) Support fundraising efforts. This is for the benefit of all students, including your own child.
- N) Do not text or call your child during school hours. Please call the office.
- O) Prompt and timely payment of all tuition, materials fees, aftercare fees, etc.

Student Responsibilities

- A) Attend school each day.
- B) Follow the school rules and guidelines.
- C) Arrive on time each day.

- D) Work to the best of your ability.
- E) Be prepared with proper materials and supplies.
- F) Complete all assignments given in class or complete them as homework by the due date.
- G) Dress appropriately for school.
- H) Be tolerant and respectful of others, both staff and other students.
- I) Contact the Deputy Executive Director or Executive Director if there is something you feel you need assistance with.
- J) Get enough sleep.

Promotion of Outside Products or Services

Community Learning Center Academy will not promote outside products and services unless they directly align with our mission.

In these cases, this would likely be limited to having promotional material in reception.

We will not send out promo via email, post on Facebook or make phone calls to promote outside products and services unless deemed appropriate by the Executive Director.

Please respect that our staff work very hard and each have their own functions and duties to perform for Community Learning Center.

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