



**CLC Academy**

# **CLC Academy Parent/Student Handbook**

*2025/2026 School Year*



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# Welcome to Community Learning Center Academy!

We're thrilled to have you and your child join our school community! At CLC Academy, our mission is to help every child reach their academic potential through personalized attention, low teacher/student ratios, and individual learning programs that fit your child's unique needs.

## Our Goals for Your Child:

- Create a safe, nurturing environment where your child feels comfortable and supported.
- Provide customized academic programs designed specifically to meet your child's individual learning needs.
- Inspire in your child a lifelong love for learning and curiosity.
- Build a strong partnership between parents, students, and teachers to ensure your child's continued success.

## Non-Discrimination Policy

Community Learning Center Academy welcomes all students, families, and staff, regardless of race, religion, or nationality. We are dedicated to contributing positively to our local community by creating a school environment where everyone is respected and valued.

## What Makes Us Different?

At CLC Academy, we believe every student learns at their own pace. We use a **proficiency-based learning approach**, which means your child will be placed on materials based on their current academic skills—not just their age or traditional grade level.

Students advance only when they have fully mastered the material they're working on. We've found this prevents confusion and frustration, helping students build confidence and a love of learning.

If your child is behind in any subject, we'll help them catch up by filling in any gaps in their understanding. Often, students quickly progress to grade

level once they gain confidence and fill those gaps. Students who excel can advance faster, tackling more challenging material when they're ready.

We consider parents essential partners in education. If your child needs additional help to catch up, your support at home is crucial. Your child may receive homework assignments specifically designed to help them improve in any areas where they're behind.

Promotion to the next grade can occur at any point during the school year, provided your child meets all academic requirements. Promotion decisions are made by our Qualifications Department and the Dean of Students.

## **Acceptance at CLC Academy**

Acceptance into our program is conditional and depends on the student's continued progress and behavior. Students who consistently disrupt the learning environment, fail to make adequate academic progress, have unresolved attendance issues, violate the school rules, or demonstrate disrespectful behavior toward staff or classmates may be dismissed from the program at the discretion of the administration.

Younger students must be fully potty-trained, meaning they do not require diapers or pull-ups and can independently use the restroom. This policy helps ensure the health and safety of everyone at our school.

If your child has chronic health concerns that we feel cannot be safely or effectively accommodated at our school, we may recommend withdrawal for the student's best interest.

CLC Academy reserves the right to dismiss any student whose continued enrollment we believe is not in the best interest of our entire school community.

# Withdrawal Policy

## Notice of Withdrawal

If you decide to withdraw your child from CLC Academy, we ask that you provide the school with **written notice at least 30 days in advance**. This helps us plan accordingly, as we allocate resources, staffing, and classroom spaces based on expected enrollment.

## Fees & Charges

If a 30-day written notice is **not provided**, you will be responsible for paying the full tuition and fees for the following month.

We understand and respect your right to choose the educational option best suited for your child. However, as a non-profit organization, our budget and staffing decisions depend on accurate enrollment data.

## Scholarship Considerations

If your child is enrolled through a scholarship or educational savings account, any unused portion of tuition funds will be returned to the scholarship-funding organization in accordance with their policies, or forwarded to the new school that directly accepts scholarship funding. We do not refund scholarship funds directly to parents.

## School Rules, Behavior Guidelines, and Code of Conduct

At Community Learning Center Academy, we strive to create a safe, positive, and distraction-free learning environment. We expect all students to contribute to this environment by following our established guidelines and showing respect for fellow students and staff.

## Dress Code

Students should dress neatly and appropriately for school. Specifically:

- **Clothing** should fully cover the stomach, back, and midriff areas. Skirts and shorts must be no higher than just above the knee.



- **Inappropriate items** such as clothing with holes, revealing tops, miniskirts, short shorts, or clothing displaying offensive language, images, or references (violent, sexual, or otherwise inappropriate) are not permitted.
- **Hats/hoods** may not be worn during school hours.
- **Hair** should be neatly groomed and kept out of the face.

Students not following dress code guidelines will not be permitted to attend class and may be sent home to change.

## Food and Snacks

- Candy, gum, chocolate, and sugary snacks are **not allowed at school** at any time, including lunchtime and aftercare.
- **Gum** is not permitted at any time.

## Cell Phones, Electronics, and Personal Items

- Cell phones and electronic devices must be **turned in to the front desk** upon arrival and collected at the end of the day.
- Students found in possession and/or using these items during school hours will have their device confiscated, requiring a parent to retrieve it. Repeated violations will result in the student losing permission to bring devices to school.
- Students taking pictures, sharing, or viewing inappropriate content on electronic devices will face disciplinary action, including possible dismissal.
- **Toys and personal items** should remain at home, as these are often distracting. The school is not responsible for lost, stolen, or damaged items.

## General Conduct and Classroom Expectations

Students are expected to:

- Treat others with **respect and kindness** at all times.

- Avoid behaviors that embarrass, harass, or upset others. Bullying, teasing, and intentionally annoying behavior are prohibited and will result in disciplinary action.
- Use appropriate and polite language. Foul language, offensive jokes, comments, or gestures will not be tolerated.
- Respect personal boundaries—no rough play or inappropriate physical contact.
- Respect school and personal property. Taking items belonging to others is considered stealing and will be disciplined accordingly.
- Maintain a clean and organized personal workspace.
- Arrive at school on time and remain in class unless given permission to leave.
- Use good manners and maintain a reasonable voice level during breaks and lunchtime.
- Always wear shoes. Closed-toe shoes are strongly recommended for safety reasons.
- Use furniture and school facilities appropriately. Climbing on or misuse of equipment is prohibited.
- Make good use of class time.
- Follow instructions of teachers and staff.

## **Misconduct Resulting in Disciplinary Action**

Certain behaviors may result in immediate suspension or dismissal, including but not limited to:

- Bullying or harassment (including online, via text or electronic means)
- Cheating or dishonesty
- Defiant or disruptive behavior
- Fighting, physical aggression, or threats of violence
- Racist or discriminatory comments, even in a “joking” manner.  
(including online, via text or electronic means)
- Vandalism, destruction of property, or theft
- Leaving school grounds without permission
- Repeated or severe misconduct (on or off school premises)

- Making false or misleading reports to staff, particularly with malicious intent
- Engaging in unethical or illegal activities, whether at school or outside of school. This includes engaging in unethical or illegal online activities.
- Behavior that would reflect badly on the school (on or off school premises)
- Insubordination

Disciplinary decisions will always prioritize the overall safety and well-being of the school community. **We reserve the right to dismiss students with or without apparent cause based on what the administration at CLC Academy feels is best for the school environment.**

Seemingly minor offenses may be reclassified as misconduct if repeated and consistent, especially after a student has been warned multiple times.

Please note that not every possible violation is listed. Any conduct that could endanger, threaten, or make the school environment unsafe or create a distracting environment would be considered a violation of our expected code of conduct.

## Curriculum at CLC Academy

Our curriculum is designed around each student's actual skill level, not just their age or grade. Because of this, you might notice some of our materials don't match the grade levels printed on the cover. This happens because grade-level labels vary widely between different curriculum providers.

At CLC Academy, we carefully choose materials based on what best fits the skills and needs of our students. For example, our second-grade spelling program may use materials labeled "first grade," simply because we've found these materials align better with the reading skills of our second graders.

Your child will engage in a well-rounded curriculum that covers essential subjects such as:

- Math
- Financial Literacy
- Reading and phonics
- Reading comprehension
- Grammar and punctuation
- Vocabulary
- Writing skills
- Spelling
- Science
- Social studies

In addition to these core subjects, we enhance your child's education with additional instruction in valuable life skills and topics, including:

- Little Genius (an educational program designed for young learners)
- Study Technology
- The Way to Happiness
- Drug Education
- Human Rights Education

Throughout the school year, students may also participate in service projects that encourage responsibility, community involvement, and good citizenship.

We do not utilize "Common Core" curriculum. Our curriculum is based on common sense basics that instruct students on foundational skills. We do not teach subjects with a political or "social" viewpoint.

If you have any questions or concerns about our curriculum choices, please feel free to speak with your child's teacher or contact the Dean of Students directly.

## Understanding Completions

At CLC Academy, student progress is measured through a system called **completions**. A completion represents a clearly defined segment or lesson that a student successfully finishes. Students can earn bonus completions by completing entire workbooks, full academic levels, or passing assessments given by our Qualifications Department.

We have two types of completions:

- **Academic Completions:** These are core lessons completed in essential subjects such as math, reading, grammar, spelling, science, and social studies.
- **Non-Academic Completions:** These include enrichment activities like art, drama, music classes, physical education (PE), and field trips.

Each student is expected to achieve a minimum number of **academic** completions weekly. Targets vary depending on age and class placement. Students who don't meet these minimum academic targets for the week may not participate in activities, such as field trips, PE, art, music, or drama, until their academic requirements are met.

Completions are intended to help students experience consistent successes or “wins” and gain confidence by accomplishing clear, **achievable** goals within manageable timeframes. Most completions typically take between 20 to 45 minutes, though some might be shorter or longer.

Students who regularly fail to use their class time productively or do not reach completion targets may be at risk of dismissal due to a lack of academic progress.

## Advancement and Grade Promotion

Because we use a proficiency-based learning model, advancement at CLC Academy depends on mastery rather than simply completing a traditional

school year. This allows students to advance whenever they're ready, even mid-year, once they've met all academic requirements.

- Students who consistently demonstrate strong academic progress—even if they haven't yet reached their current grade level—may be promoted to the next grade at the school's discretion.
- Students who are making adequate or somewhat below-average progress might advance to an Entry Program for the next grade.
- Students who have not made sufficient progress during the school year may be retained in their current grade to ensure they master essential skills and knowledge.

To help your child progress steadily, regular communication with your child's teacher is vital. Together, we can support your child in mastering the skills necessary for their advancement.

Your child's individual academic plan outlines specific goals they must reach before progressing. Students must master their current lessons to advance academically, ensuring a solid foundation for their future learning.

## **School Schedule and Calendar**

### **Daily School Schedule**

#### **Drop-Off:**

Students may be dropped off starting at **8:00 AM**. Classes begin promptly at **8:30 AM** each morning. Students must be in their seats at 8:30 am roll call to be considered on time.

#### **Pick-Up:**

School ends at **3:00 PM**. Students not staying for aftercare should be picked up no later than **3:15 PM**.

- Parents arriving after 3:15 PM will be charged a late fee of **\$1 per minute**.

- If your child attends aftercare, pick-up is by **5:15 PM**. Late pickups will also be charged **\$1 per minute** after 5:15 PM.

We appreciate your cooperation in promptly picking up your child, as our teachers and staff also have personal and family commitments outside of school hours.

## **Early Pick-Up Policy**

Students will only be released early (before 3:00 PM) for medical emergencies or appointments.

- Please schedule appointments outside school hours whenever possible.
- If early pickup is necessary due to a medical appointment, inform your child's teacher or the office in advance.

## **School Calendar**

Each school year, we publish a detailed calendar showing important dates.

- The school calendar can be accessed on our website under "**Parent Resources.**"
- We also communicate upcoming holidays, closures, and special events through email and our Facebook page. Please regularly check emails from the school to stay informed about schedule changes.

## **Scheduled Breaks**

CLC Academy generally aligns our main school breaks with Pinellas County Schools, specifically:

- **Thanksgiving Break** (typically 1 week)
- **Winter Break** (typically 2 weeks)
- **Spring Break** (typically 1 week)

Note: While these breaks coincide with Pinellas County Schools, other school closures throughout the year may differ. Always refer to our school calendar for exact dates.

## School Closure Due to Weather

In case of severe weather, we follow Pinellas County Schools' closure decisions:

- If Pinellas County Schools announce a closure, **CLC Academy will also close.**
- If Pinellas County Schools dismiss early due to inclement weather, **we will dismiss students as well.**
- We'll send emails, text messages, and update our Facebook page to keep you informed promptly.

## Holidays and Teacher Workdays

CLC Academy will be closed in observance of these federal holidays:

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

In addition, the school has occasional **Teacher Workdays** throughout the year. These days allow teachers and staff to work on progress reports, training, and planning. Check our school calendar or emails regularly for notice of these days.

## Attendance Policy

Regular attendance is vital for your child's academic success, personal growth, and compliance with state education laws. Frequent absences or chronic tardiness can affect scholarship eligibility and disrupt the overall learning environment.

## Daily Attendance and Notification

Students are expected to attend every school day unless they have a valid excuse.



## Absences

Parents must notify the school **before 8:30 AM** if their child will be absent by:

- Texting: **(727) 667-2897**
- Calling: **(727) 441-4444**
- Email: **Attendance@CLCAcademics.com**

Please report absences **daily** if due to illness. Extended or planned absences approved in advance by the Dean of Students do not require daily notifications unless the student doesn't return as agreed.

## Types of Absences

**Excused Absences** (valid reasons include):

- Illness (parent note sufficient for up to 3 days, doctor's note required afterward)
- Medical or dental appointments (with documentation)
- Family emergencies (e.g., death in family)
- Religious observances (with prior notification)
- School-approved educational activities (approved by Dean of Students)

**Unexcused Absences** include:

- Skipping class or school without valid reason
- Oversleeping
- Personal vacations not approved in advance
- Failure to provide proper medical documentation when requested by the school

The school reserves the right to require documentation from a medical doctor for repeated absences due to illness. Documentation from non-medical professionals (e.g., chiropractor, nutritionist) will not be accepted.

## Special Circumstances for Extended Absences

Requests for planned absences (like family travel) must be submitted in writing to the Dean of Students **at least one week in advance**. Students will be provided assignments to complete during extended absences.

## Consequences for Excessive Absences

Unexcused absences will be addressed as follows:

- **3 unexcused absences per quarter:** Written warning sent home.
- **5 unexcused absences per quarter:** Mandatory conference with administration; possible probation.
- **10 unexcused absences per quarter:** Student placed on probation, potentially leading to dismissal unless attendance improves significantly.

Excessive **excused absences** (e.g., more than 10 in one semester) may require medical documentation or a meeting to develop a support plan.

Students who miss school frequently (excused or unexcused) may lose privileges to participate in field trips and non-academic classes such as art, PE, music, and drama until missed academic work is completed.

## Tardiness Policy

Classes begin promptly at 8:30 AM.

- Students arriving after **8:30 AM** will be marked **tardy**.
- **Excused tardies** (such as medical appointments with proper documentation) will not count against the student.
- **3 or more unexcused tardies in a month** may result in progressive disciplinary action, up to possible dismissal.

We encourage all families to help students develop punctual habits for the benefit of the student's learning and to minimize class disruption.

# **Make-Up Work**

## **Excused Absences**

Students must make up missed academic assignments. Teachers will provide the necessary materials upon request. Parents and students are responsible for getting assignments and/or materials. Teachers are not responsible for sending assignments/materials home unless specifically requested.

## **Unexcused Absences**

Students are still required to make up missed work. If academic completion targets aren't met, students may temporarily lose eligibility for field trips, special events, or non-academic classes.

## **Attendance Monitoring and Legal Compliance**

CLC Academy tracks and monitors attendance daily. Our attendance policies are designed to comply fully with Florida State Law and Compulsory Attendance requirements, which mandate that all students under 16 years old regularly attend school.

## **Health and Safety Policies**

The health and safety of every student and staff member at CLC Academy is a top priority. By following these guidelines, you help us maintain a safe, healthy learning environment for everyone.

## **Illness Guidelines**

**When your child comes to school, you're certifying they are healthy and symptom-free.**

**Do not send your child to school if they show signs of illness, including:**

- Fever (over 100°F)
- Persistent cough
- Runny nose or heavy sneezing (unless allergy-related)

- Vomiting or diarrhea
- Any other signs of contagious illness
- Students must be free from fever, vomiting, and diarrhea **for at least 24 hours without medication** before returning to school.
- If your child arrives at school ill, we will call you immediately to pick them up. We don't have facilities or staff available to care for sick children, and we need to minimize the risk to other students and staff.

Repeated violation of this policy could result in your child's dismissal from the school, as it jeopardizes the health of the entire school community.

Please note that our staff are not medical personnel. If we observe symptoms of illness, we will insist that your child be picked up.

If your child suffers from allergies, we will ask you to verify that these symptoms are caused by allergies and not illness. This will require a note from a **medical** doctor. While we are fully supportive of nutrition and chiropractic medicine, these fields are not considered to be **medical doctors**.

## Head Lice Policy

Head lice can easily spread from one child to another, so we require parents' cooperation to handle this quickly and effectively.

If you suspect or know your child has head lice, **please do not send them to school** until treatment has been completed.

We occasionally conduct lice checks at school. If your child is found to have lice, you'll be contacted immediately and asked to pick them up.

Your child may return to school once treatment has been completed. Before returning to class, your child will be rechecked by school personnel to ensure they are lice-free.

Sending your child to school while knowingly having lice (or other contagious conditions like pinkeye) could result in dismissal from the school, as it puts the health of other students and staff at risk.

## **Medications at School**

CLC Academy staff and teachers are **not permitted to administer medications or medical treatments** of any kind.

If your child requires medication during school hours, a parent or guardian must come to the school to administer the medication. Please coordinate directly with your child's teacher ahead of time.

**Do not send medications to school with your child** (this includes prescription medications, over-the-counter drugs such as Tylenol or Advil, or cold medications). We cannot store or administer them.

The only exceptions are asthma inhalers, insulin or epi-pens which may be kept by the student. Inform the teacher if your child carries an inhaler, insulin or epi-pen.

We appreciate your understanding that these policies help us protect all students and staff from potential harm or liability.

## **Chronic Health Conditions**

If a student has a chronic health condition, it's important that parents communicate this clearly to school administration.

In some cases, the school may not have the resources or medical support available to adequately manage specific chronic health conditions.

If we determine that your child's medical condition exceeds what we can safely manage at school, we may ask that your child be withdrawn so they can receive more suitable care.

These decisions are made thoughtfully, always considering what is safest and most supportive for the child.

## **Immunization Requirements/Outbreaks**

To maintain a safe and healthy environment—and to comply with Florida law—all students must provide either proof of immunization or an official

religious exemption form before attending school. No other forms of exemption will be accepted.

Religious exemptions must be obtained through the Florida Department of Health. If you need assistance with this process, our office is happy to help.

CLC Academy respects each family's decision in regards to the vaccination status of their children.

Occasionally illnesses such as chicken pox or whooping cough become prevalent in the local community, resulting in the Florida Department of Health contacting the school to track/contain the spread of these illnesses.

Please note that if a particular outbreak becomes too widespread according to the Florida Department of Health, they can insist that non-vaccinated students be excluded from school until the outbreak is considered to be contained.

While we understand that this is a huge inconvenience to our families with unvaccinated students, please understand that we are legally required to do so. No refund of tuition/fees will be made during this time. Your child will be expected to continue to work on his or her academic program in the event of being excluded due to vaccination status.

To help ensure that such outbreaks do not occur, it is imperative that you do not bring your child to school if you suspect that they are ill or if they are exhibiting symptoms of any illness.

## **Drop-Off, Pick-Up, and Parking Policies**

To ensure safety and smooth traffic flow, please follow these guidelines for drop-off and pick-up each day.

### **Morning Drop-Off**

- **Drop-off time** begins at **8:00 AM**.
- Classes start promptly at **8:30 AM**.

- Use the front driveway to drop off your child. Please pull forward as far as possible so others can safely pull in behind you.
- **Do not park or leave your vehicle unattended** in the drop-off lane, as it must remain clear for emergencies and efficient traffic flow.
- If you need to come inside the building for any reason, please park your car in the large north parking lot.
- **Do not park in spaces reserved for staff.** Please use designated parent parking spaces only. **Please do not block the staff parking spaces by parking on the side of the building.**

## Afternoon Pick-Up

- Regular dismissal is at **3:00 PM**.
- Students must be picked up **no later than 3:15 PM**. Parents picking up after 3:15 PM will incur a late fee of **\$1 per minute**, charged to their monthly bill.
- Students enrolled in **aftercare** must be picked up by **5:15 PM**. A late fee of **\$1 per minute** applies after 5:15 PM.
- **Students will not be dismissed before 3:00 pm.**

We value your cooperation and understanding—our staff members also have personal obligations after school hours.

## For quicker pick-up:

- Call the school's main number **(727) 441-4444** a few minutes before arriving. Your child will be sent out to meet you at the front driveway.
- If cars begin backing up onto the street, please park in the lot. Your child will be safely escorted to your parked vehicle.

## Important note:

Please **do not text or call individual teachers or staff** directly for pick-up. All pick-up coordination must go through the school's main number.

## Authorized Pick-Up

Your child's safety is a priority, so we have strict procedures in place for who can pick them up from school:

- **Only individuals authorized in writing** by you may pick up your child.
- If you need someone who is **not previously authorized** to pick up your child, please contact the school office directly to confirm their permission.
- Anyone unfamiliar to our staff will be asked to provide a **valid photo ID** before we release your child. We appreciate your cooperation—this policy helps ensure every child's safety.

If we can't reach you to confirm authorization, your child will remain safely at school until permission can be verified.

## Playdates and After-School Arrangements

- Staff members cannot facilitate or arrange playdates or social plans.
- If your child is going home with a friend or another family, you must provide written authorization to the school **in advance**.
- Coordinate these arrangements directly with other parents, and clearly notify us of any special pick-up plans ahead of time.

Your cooperation with these policies helps us maintain smooth transitions at the beginning and end of each school day, ensuring the safety of all students.

## School Communication

Good communication is essential to your child's success, and we strive to keep you informed through multiple channels:

### Email

We frequently send important updates, event notices, and reminders via email. Please regularly check your inbox for emails from the school to stay



informed about upcoming field trips, holidays, school closures, and highlights from classroom activities.

## **Backpacks and Lunch Boxes**

Check your child's backpack and lunchbox each day for permission slips, school notices, and other important paperwork.

## **Social Media**

We regularly post news, announcements, and fun classroom moments on our school Facebook page. Follow us to stay connected and up-to-date!

## **Questions or Concerns:**

Please don't hesitate to reach out if you have questions. You can always call the school office or email your child's teacher directly.

## **Emergency Contact Information**

To ensure your child's safety and well-being, we must always have accurate emergency contact information:

- **Keep your emergency contacts up-to-date.** Notify the school promptly if your address, phone number, or emergency contacts change.
- Make sure the people on your emergency contact list are aware that they may be called in case of emergencies or illness, and ensure their contact details remain current.

## **Communicating Upsets or Disagreements**

Open and respectful communication is important to us. If you or your child experiences an upset, disagreement, or concern, please let us know so we can address it promptly:

- Contact the **Dean of Students** or **Deputy Executive Director** directly with any concerns or issues.
- We make every effort to resolve disagreements or misunderstandings quickly, fairly, and in a courteous manner.

- It is very important to model respectful behavior for your child during these communications, especially if you have concerns or are experiencing frustration. Courteous interaction with teachers and staff helps resolve problems more quickly and effectively.

**Important note:**

Parents who fail to maintain respectful communication with school staff may jeopardize their child's enrollment at CLC Academy.

## **Reports and False or Misleading Reports**

We encourage open communication from parents and students, and we always take reports seriously. To ensure fairness and accuracy, our staff thoroughly investigates reports involving conflict, behavior issues, or concerns.

**False or misleading reports:**

If an investigation reveals that a student knowingly made false, exaggerated, or misleading claims, disciplinary action—up to and including dismissal—may occur. Such reports waste significant amounts of time and resources and can negatively affect the school environment.

**Accurate reporting:**

Please encourage your child to be honest and accurate in their communications. We want to resolve real problems quickly and fairly, and we greatly appreciate your cooperation in helping your child understand the importance of truthful reporting.

## **Parent/Teacher Meetings**

Parent-teacher meetings play a big role in your child's educational success. Here's how we handle these at CLC Academy:

- If you'd like to meet with your child's teacher, please schedule an appointment in advance. Teachers need notice to ensure they're available and prepared to discuss your child's progress thoroughly.

- If the school requests a parent conference, your attendance is expected. Your involvement helps us better support your child academically and personally. Please make every effort to attend, as failing to do so may be considered a lack of cooperation and could affect your child's enrollment.
- For meetings with the Deputy Executive Director or Dean of Students, please make an appointment in advance due to their schedules. You're always welcome to share concerns in writing if scheduling becomes difficult.

We appreciate your cooperation and your willingness to actively participate in your child's educational journey!

## Texting or Calling Staff/Teachers After Hours

Our teachers and staff dedicate their time and energy to your children during school hours, and we deeply appreciate your respect for their personal time outside of school:

- Teachers and staff are **not expected** to answer texts, calls, or emails outside their regular working hours. While they may occasionally respond at their discretion, we kindly ask that you limit communications to school hours unless it's urgent.
- Teachers might choose to share their personal phone numbers at their discretion, but please respect their privacy and personal boundaries.
- **Office staff and administration** will not provide personal contact information of teachers or other staff without explicit permission from the staff member.
- If you have questions or concerns about your child's academic progress, email is the preferred method of contact. Teacher emails are provided at the beginning of each school year for your convenience.

Thanks for your understanding and cooperation in respecting our staff's time and privacy.

## **Birthdays and Class Holiday Celebrations**

At CLC Academy, we love celebrating special moments! Throughout the year, we host classroom parties for the following holidays:

- Valentine's Day
- Halloween
- Thanksgiving
- Christmas

We understand and respect that some families may choose not to participate due to religious or personal reasons. If you'd prefer your child not attend one of these parties, please inform your child's teacher ahead of time. These absences will be excused, and you may choose to pick your child up early or keep them home during the celebration.

When it comes to **birthdays**, we'd love to help celebrate your child's special day! Please coordinate any birthday celebrations directly with your child's teacher. All celebrations will take place at the end of the school day, and we ask that any snacks or treats brought in have minimal sugar content.

Thanks for helping us celebrate safely and considerately!

## **Snacks and Lunches**

### **Lunch Storage Guidelines**

Due to health department regulations, lunches must be packed in insulated lunch boxes or insulated lunch bags. Paper or plastic bags are not permitted, and we are unable to refrigerate student lunches. Thank you for your cooperation in keeping lunches safe and fresh.

### **Food Guidelines**

Please do not pack sugary snacks or sugary drinks in your child's lunch. Candy, chocolate, soda, or energy drinks should not be sent to school.

Students may **not share or trade food** due to dietary restrictions, allergies, and sensitivities among students. Intentionally ignoring this rule could lead to disciplinary actions, including suspension or dismissal.

Additionally:

- Students **cannot pay staff** to get or order food.
- Staff will **not provide or order food** for students.
- Ordering food from delivery services (e.g., Uber Eats) is allowed only occasionally due to potential disruption of your child's class schedule.

## Snacks and Hydration

Please pack **plenty of nutritious snacks and water** for your child, including extra snacks if your child attends aftercare. Scheduled snack and lunch breaks are provided, giving students time to eat and play.

## Encouraging Healthy Eating Habits

We always encourage students to eat their snacks and lunches because a well-fed child is better prepared for learning. However, we've found that repeatedly insisting a student eat when they're not interested can create unnecessary resistance.

We'll do our best to positively encourage your child to eat, but we **will not force a child** to eat if unwilling. Thank you for your understanding of this approach.

## Parent Volunteer Opportunities & Parent-Teacher Organization (PTO)

### Overview

The **CLC Academy Parent-Teacher Organization (PTO)** is a wonderful group created to enhance the educational experience for all our students. Your involvement helps us build a stronger, more vibrant school community.

## **Why Volunteer?**

When you volunteer, even in small ways, you demonstrate to your child that you value their education. It's also a great opportunity to see your child interact with their peers in the classroom and school environment.

## **Examples of PTO Contributions**

Thanks to dedicated parent volunteers, the PTO has made many valuable contributions to our school, including:

- Supporting music and art classes
- Funding special equipment, such as electronic microscopes and wireless microphone systems
- Organizing Teacher/Staff Appreciation events
- Providing classroom pets and supplies
- Enhancing drama productions with backdrops and props
- Decorating classrooms for holidays and special events
- Organizing successful fundraising events
- Chaperoning and assisting with field trips
- Purchasing Physical Education (PE) equipment
- And much, much more!

## **How to Get Involved**

Becoming a part of the PTO is easy, rewarding, and highly encouraged! If you're interested in volunteering or learning more, please contact Kristen for details.

Every bit of help, no matter how small, makes a difference. Together, we can continue creating an enriching environment for our students!

## **Fee Schedule & Payment Information**

### **Enrollment and Testing Fees**

- **First Student:** \$125

- **CLC Academy T-shirt:** \$20 (required for field trips and special events)

Enrollment and testing fees are due upon initial enrollment.

## **Annual Materials Fees**

- **Annual fee:** \$500 per student
- **Monthly payment plan:** \$50/month per student (spread over 10 months)

**Note:** Enrollment, testing, and materials fees are **non-refundable** once paid. These fees cover essential expenses, including consumable workbooks, textbook replacements, testing materials, and other classroom resources.

## **Aftercare Program (optional)**

**Monthly fee:** \$115 per student (no discounts available)

Aftercare fees remain the same regardless of school breaks, absences, or shortened months. This ensures the program stays as affordable as possible for all families.

## **Scholarship & Discounts**

CLC Academy may offer scholarships or discounted rates at its discretion, typically awarded to students who demonstrate excellent academic performance or financial need. Staff discounts are also available.

## **Payment Due Dates**

Tuition and monthly fees are due by the **1st of each month**. Late fees will be charged for payments received after the 5th. Students will not be permitted to attend classes if tuition or fees are unpaid past the due date.

Bounced checks or failed transactions will incur additional fees.

## Payment Methods

To streamline monthly payments, we currently require a **credit card** to be on file with our Treasury Department.

Starting in the **2025–2026 school year**, we may transition to **ACH payments (direct bank withdrawals)**, as this method reduces transaction fees. We're also considering implementing a convenience fee for families who prefer credit card payments.

## Affordability and Scholarships

CLC Academy is committed to making private education affordable. Tuition and fees will not change during the school year. Any adjustments in fees or tuition will be communicated well in advance (typically in July before the start of the new academic year).

Florida continues to expand its School Choice and Scholarship programs, and many families qualify for scholarships or education savings accounts through organizations like **Step Up for Students**. We strongly encourage families to explore these opportunities.

## Refunds & Scholarship Funds

If your child attends our school on a scholarship, CLC Academy will return any unused portion of tuition directly to the scholarship provider as required by law or, to the next school that accepts scholarship funds directly. Scholarship funds will not be refunded to parents.

## Summer Program

### Overview

CLC Academy offers a summer program that typically runs for 8 weeks during summer break. The program usually begins one week after the regular school year ends and concludes at least one week before the new academic year starts.



## **Cost**

Starting in the **2025–2026 school year**, the summer program will be available to currently enrolled CLC Academy students at **no additional tuition cost**. Families will only be responsible for fees related to **field trips and special activities**.

## **Enrollment & Reservation**

All CLC Academy are eligible for participation in Summer Program as long as they remain eligible for enrollment at CLC Academy.

Spots will be held exclusively for current CLC Academy students. Parents will be given plenty of opportunity to confirm participation in Summer Program, however, if your child is not confirmed for Summer Program by May 1, your child may not be able to go on field trips. This is due to the need to plan and book field trips and activities well in advance.

There are no refunds or discounts for parents who choose not to participate in the Summer Program or for students who become ineligible for continued enrollment at CLC Academy.

## **Program Participation**

Participation in the summer program is completely optional. Families are welcome to enroll their child or pursue other summer activities that best suit their family's plans and interests.

CLC Academy reserves the right to decline summer program enrollment at its discretion to ensure a safe, enjoyable and productive environment for all students and staff.

## **Use of Electronics Outside of School (A Message from the Executive Director)**

At Community Learning Center Academy, we recognize that technology is an important part of modern life, but it can also pose significant challenges when not monitored closely. Experience has consistently shown us that

students who spend excessive amounts of time on electronics at home tend to struggle more at school, both academically and socially.

## Concerns with Electronics:

- **Academic Challenges:** Heavy use of electronics—particularly gaming, social media, and excessive screen time—often results in reduced academic performance and decreased attention span in the classroom.
- **Inappropriate Content Exposure:** Unsupervised online access can expose children to inappropriate, harmful, or dangerous material. Even seemingly innocent apps and games can serve up content that is not suitable for children.
- **Social and Behavioral Issues:** Many students experience negative social impacts from unmonitored electronic use, including bullying, harassment, and exposure to content that influences their behavior negatively at school.

## Recommendations for Parents:

- Closely **monitor your child's electronic usage**, including games, social media, and internet browsing.
- **Set clear boundaries and limitations** for screen time at home.
- Be proactive in checking your child's devices regularly, including texts, direct messages, social media accounts, and browsing history.
- Be aware that students frequently teach each other how to delete or hide inappropriate content, so parental vigilance is essential.

## School Policy Regarding Electronics

Due to the negative impact unmonitored electronic use can have on our school environment, please be advised:

- Students found engaging in inappropriate online behavior, harassment, bullying, sharing inappropriate materials, or similar activities outside of school may face disciplinary action at school, including dismissal.

- The school may dismiss students who repeatedly demonstrate that their electronic usage negatively impacts the learning environment, distracts others, or creates disruptions at school.

We strongly encourage all parents to be proactive in protecting their children by staying engaged, aware, and involved in their electronic activities. Together, we can provide a safer, healthier environment both at home and at school.

## **Field Trips and Special Activities**

Throughout the school year, CLC Academy students participate in field trips and special activities designed to enhance learning, build community involvement, and offer enriching experiences beyond the classroom.

### **Field Trip Information**

#### **Permission Slips**

Prior to each field trip, your child will bring home a permission slip. Please sign and return this slip promptly, along with any necessary fees, to ensure your child's participation.

#### **Educational and Active Experiences**

Most of our field trips have educational purposes or involve physical activities that reinforce our curriculum. These outings are thoughtfully chosen to provide students with valuable real-world experiences.

### **Eligibility and Participation**

#### **Behavior Expectations**

Students who frequently violate school rules or consistently disrupt the classroom may lose the privilege of participating in field trips. Decisions regarding eligibility will be made by school staff on a case-by-case basis.

#### **Academic Expectations**

Students must be keeping up academically to participate. Those who are behind in their academic work, do not make minimum weekly academic

completions, or have incomplete assignments may be required to remain at school to catch up on their studies during field trip days.

### **Attendance on Field Trip Days**

If your child does not attend school on a scheduled field trip day, the absence will be counted as unexcused unless there is a valid reason communicated and approved by school administration.

### **Remaining at School**

Students who do not attend a field trip will stay at school under supervision and continue their academic assignments.

Please stay tuned to your email, the school website, and your child's backpack for regular updates about upcoming field trips and special activities.

## **Supplies and Personal Items**

Each student will need specific classroom supplies throughout the school year to support their academic progress. A detailed supply list will be provided before the start of school. It's important that your child arrives with these supplies on the first day.

### **Parent Responsibilities:**

#### **Initial Supplies**

Please ensure your child has all required supplies ready for the first day of school.

#### **Restocking Supplies:**

Regularly check in with your child or their teacher to make sure your child has sufficient supplies. Replenish these as needed throughout the year to support continuous learning.

## **Personal Items and Belongings:**

### **Labeling Items**

Clearly label your child's personal items (backpacks, lunchboxes, clothing, and school materials) with their name. This helps us quickly return misplaced items to their owners.

### **Bringing Personal Items to School**

Students should not bring toys, games, or other personal items to school unless specifically requested by a teacher for educational purposes. These items can cause distractions and disruptions in the classroom.

### **Responsibility for Personal Items**

Community Learning Center Academy is not responsible for lost, stolen, or damaged personal items brought to school. Please discuss this with your child to ensure they understand the importance of keeping their belongings safe and secure.

## **Academic Expectations and Policies**

### **Customized Academic Programs**

At Community Learning Center Academy, we provide personalized academic programs tailored specifically to each student's unique needs. With smaller teacher/student ratios, our teachers offer more individualized attention and support than traditional school environments, ensuring every student has the **opportunity** to succeed academically.

However, please keep in mind:

#### ***Equal Access to Resources***

Although programs are individualized, our resources are shared fairly among all students. We cannot create entirely separate curricula or omit subjects specifically for one student. All students in a grade or class will participate in the same subjects appropriate for their academic levels.

### ***Required Subjects***

Students are expected to engage fully in all assigned coursework based on their grade or current academic level. We do not remove required subjects from a student's program unless deemed educationally necessary by school administration.

## **Minimum Academic Progress Requirements**

Our academic program includes clear, achievable weekly targets designed to promote steady academic growth. These minimum expectations can be comfortably met by students who consistently demonstrate effort.

Important considerations include:

### ***Participation in Non-Academic Activities***

Students must meet weekly academic goals to be eligible for activities such as art, music, drama, PE, and field trips. Teachers may grant exceptions based on genuine effort or extenuating circumstances. **Absences are not considered to be extenuating circumstances.**

### ***Consequences for Not Meeting Expectations***

Students who consistently fail to meet academic requirements due to poor class time management or lack of effort may lose privileges to participate in non-academic activities. Continued insufficient academic progress or cooperation may result in further disciplinary actions, including dismissal.

## **Homework Expectations**

Typically, CLC Academy assigns minimal homework, usually manageable within one hour. Homework is intended to reinforce classroom learning and ensure students remain on track academically.

Important points regarding homework:

- Students working below grade level may regularly receive homework to help them catch up academically.
- Any class assignments not completed during school hours must be finished at home.

- Parents and students share responsibility for ensuring homework assignments are taken home, completed properly, and returned on time.
- If your child struggles significantly with homework, promptly communicate with their teacher for additional support or clarification.

## **Rewards and Recognition**

CLC Academy celebrates academic achievements regularly to motivate students and encourage steady progress throughout the year. Our primary recognition programs include:

### ***Honor Roll***

Students who consistently exceed the minimum weekly academic goals qualify for Honor Roll recognition each month. Honor Roll students receive special class rewards, such as pizza parties or similar celebrations.

### ***Classroom Production Games and Rewards:***

Throughout the school year, teachers may set classroom-wide academic goals. When these targets are achieved, students who meet or exceed individual requirements can participate in special rewards, such as movie days, ice cream parties, or extra break time.

### **Important note:**

Students who do not meet individual academic targets are still required to attend school on reward days. Absences intended to avoid non-participation consequences will be considered unexcused and may lead to further disciplinary action.

## **Progress Reports and Grading System**

### **Quarterly Progress Reports**

At Community Learning Center Academy, progress reports (report cards) are provided quarterly—typically in October, January, March, and June. These reports give you a clear understanding of your child’s academic progress, behavior, and attendance.

## **Our grading scale is as follows:**

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

## **How Grades Are Determined**

Grades are based on actual assignments and coursework completed during the quarter. Each student's completed assignments and courses are carefully tracked and monitored throughout the grading period.

## **Corrections and Completion**

All assignments must be completed accurately (to 100%) before the student progresses to the next lesson. Any errors must be corrected promptly with teacher assistance, ensuring students fully understand the material.

## **Timely Completion**

Students are expected to complete assignments in a timely manner. If a student consistently takes excessive time to complete assignments—even if accurate—they risk falling behind academically and potentially not meeting the requirements to advance.

## **Academic and Non-Academic Subjects**

Please note that Art, Music, Drama, PE, and Field Trips are not considered academic subjects for grading purposes. Grades in these non-academic subjects do not affect academic production requirements or the determination of Honor Roll status.



# Parent and Student Responsibilities

## Parent Responsibilities

Your involvement and cooperation play a significant role in your child's success at Community Learning Center Academy. Here are key expectations we have of parents:

- **Stay Connected:** Get to know your child's teachers and school staff by attending parent-teacher conferences and school activities whenever possible.
- **Support School Rules:** Know and reinforce the guidelines outlined in this handbook.
- **Punctuality and Attendance:** Ensure your child arrives on time and attends school regularly. Notify us immediately if your child will be late or absent.
- **Update Contact Information:** Keep the school informed of changes in your address, phone number, or emergency contacts.
- **Resolve Issues Together:** Work cooperatively with us to address disciplinary or academic concerns promptly.
- **Responsible Financial Management:** Pay tuition, materials fees, aftercare fees, and any other charges on time. Be prepared to cover costs if your child damages or loses school property.
- **Monitor Nutrition:** Send your child to school well-fed, with enough snacks and meals to sustain them throughout the day.
- **Monitor Electronics:** Limit and supervise your child's use of electronics at home to ensure healthy learning habits and social interactions.
- **Support Fundraising Efforts:** Participate in fundraising activities whenever possible. These directly benefit your child's educational experience.
- **Respect School Hours:** Refrain from texting or calling your child directly during the school day. Contact the front office if you need to reach your child.

## Student Responsibilities

Students are expected to actively participate in their own education by following these guidelines:

- **Regular Attendance:** Come to school every day, ready to learn and participate fully.
- **Be On Time:** Arrive at school on time and prepared for class.
- **Do Your Best:** Always put forth your best effort in all classroom assignments and activities.
- **Bring Necessary Supplies:** Come prepared with the materials and supplies needed each day.
- **Complete Assignments:** Finish your classwork on time. If you don't complete an assignment during class, it should be finished at home.
- **Dress Appropriately:** Follow the school's dress code guidelines daily.
- **Respect Others:** Treat classmates, teachers, and staff with kindness, tolerance, and respect.
- **Ask for Help:** If you have concerns or need assistance, communicate with your teacher, the Deputy Executive Director, or the Executive Director.
- **Rest Properly:** Make sure to get enough sleep to be focused and alert during the school day.

## Promotion of Outside Products or Services

Community Learning Center Academy will not promote or advertise products or services from outside sources unless they directly align with our educational mission.

On rare occasions, we may place approved promotional materials in our reception area. However, we will not:

- Send emails promoting external products or services.
- Make promotional phone calls to parents or staff.
- Post external promotions on social media.

Any exceptions to this policy must be reviewed and approved in writing by the Executive Director.

We appreciate your cooperation and understanding, as our staff members are dedicated to their educational roles and responsibilities at Community Learning Center Academy.

## **Thank You for Being Part of the CLC Academy Family**

We're so glad you've taken the time to read through the Parent/Student Handbook. By staying informed, involved, and connected, you play a vital role in helping us create a positive and productive learning environment for your child.

At CLC Academy, we view education as a team effort—students, parents, and teachers all working together to support each child's success. This handbook is just one of the many ways we stay on the same page and build that strong partnership.

If you ever have questions, concerns, or suggestions, please don't hesitate to reach out. We're here to help and happy to listen.

We look forward to a wonderful school year full of growth, discovery, and joyful learning!