

## **Admittance**

Impact Academy welcomes students of any race, color, nationality, and ethnic origin and does not discriminate on this basis in admission; or any area of the school life and program. Impact Academy admissions material and the admissions team work diligently with each student, desiring acceptance to create the best plan for meeting individual student needs.

## **Mission Statement**

Impact Academy's mission is to provide a place where all children and families are happy to belong and reassured with positive & frequent communication. To ensure that both academic and personal life skills are taught with an exceptional level of love and professionalism. Facilitate a nurturing and safe environment while aligning ourselves with other community programs. Recognize the differences in each child's ability and set goals and assessments accordingly.

## **Who We Are**

We are a K-12 private school. Our facility is comprised of an 8000 sq. foot building in Seffner (non-profit) and an 11,000 sq. foot building in South Tampa (for profit). We have several classrooms designed specific to the student's age and ability. We also have an amazing sensory gym, large cafeteria/assembly area, therapy rooms and much more.

## **Philosophy of Education**

Impact Academy utilizes a curriculum that teaches our students to think critically and creatively, and to value the importance of their studies. This curriculum offers teachers the flexibility to instruct in each child's learning style. Our dedicated team of educators understands the unique learning styles of each student and makes accommodations to meet their needs. Our strategy of a "small group learning model" ensures each student receives the individualized attention necessary to reach their greatest potential.

## **Policies and Procedures**

Records including birth certificate, immunization records, reports cards, and standardized test must be supplied. Birth certificate can be submitted with student application. All of these documents must be supplied before admission into school.

Applicant will be administered entrance tests for the following reasons:

1. To ensure placement in the appropriate academic level for which the student is qualified.
2. To enable Impact Academy to maintain academic standards.

## **Student Acceptance**

-By final decision made by Administration.

-On a yearly basis and students are not automatically accepted the following year.

## **Acceptance Requirements**

- Completion of registration and tuition contract
- Payment of school fees both new and/or previously outstanding (tuition, service hour fees, late fees, B/A fees, non-refundable deposit, etc.)
- Submission of physical examination form and immunization records, both are available from a local doctor and required by the State. Student may not be enrolled without up to date immunization records and current physical examinations
- Copy of birth certificate
- Signed PCM consent form
- Required school supplies

## **Transfers and Withdrawals**

When students need to be transferred or withdrawn, parents should:

1. Notify Administration and fill out appropriate EXIT form
2. Return all textbooks, and other school property
3. Pay all outstanding bills and accounts
4. Notify teachers as soon as possible so there will be minimal academic loss
5. Participate in an exit interview with Administration

## **Finances**

The following are the financial responsibilities and procedures for parents and students:

1. Impact is a tuition based institution. Tuition must be paid in advance, August 1st -May 1st. Scholarship payments are accepted quarterly. All scholarship checks must be endorsed by parent listed on check within 5 business days of arrival of checks at Impact Academy.
2. Accounts allowed to fall two weeks in arrears may ultimately result in the necessity of withdrawal of the student(s) from the school. This includes tuition, before and aftercare, therapies and any other services received at Impact Academy.
3. A late fee of \$25.00 will be added to all accounts in arrears of 3 days and \$50.00 for accounts in arrears of 7 days (this will apply to monthly tuition, service fees, B/A care, etc.).
4. Report cards, transcripts, health records, and diplomas will not be issued for any account with an outstanding balance, and will only be issued when the outstanding balance is paid in full.
5. A student will be allowed to enter school on the first day of the new school year only when a prior year's account has been paid in full.
6. A service charge of \$35.00 will be added to any account for which payments have been declined for insufficient funds.
7. Subcontractors, one-on-one assistants, and therapists create additional billing procedures.

## **Nonrefundable Fees**

- Registration and/or Assessment Fee: The registration fee is \$200.00 per student and can be paid by cash or check. Payment of this nonrefundable fee for returning students ensures a place for your student at Impact Academy. For new students, this fee of \$200.00 is to be paid upon notification of acceptance by Impact Academy. The payment confirms your decision to enroll your student, and ensures placement at Impact Academy, and is due at the time of registration.
- Student Book Fee: The student service book fee is \$500.00 per student and is due at the time of registration, unless you are using the McKay or Gardiner scholarship funds. This fee is nonrefundable

after 5 days. This fee represents an annual assessment for students and covers the cost of education, support materials, and technology.

- Withdrawal fee: A student who withdraws before the completion of a school year must have an exit interview and is charged a \$100.00 withdrawal fee. Before withdrawal, a two week written notice must be given to Administration. If a two week written notice is not given and/or the exit interview is not administered, the withdrawal fee will be \$200.00. Impact Academy reserves the right to change any policy at any given time without notice. Changes made will be posted in our parent manual and made available in the office or online.

## **Attendance/School Hours**

School hours are from 8:15am – 2:30pm for Seffner and 8:30am-2:45pm for South Tampa. Students need to be present 15 minutes prior to the start of the day. If your child is participating in the Before/Aftercare Program see the terms stated below in section titled Before/After Care. Students and parents/guardians need to observe start and close times carefully. We remind you of Florida Statute 1003, Court Procedures and Penalties which states: “A parent who fails to have a child attend school regularly is guilty of a misdemeanor of the second degree and is punishable as provided by the law.” Early pick-up will not be permitted after 2:00pm. If you need to pick-up your student prior to dismissal, we request that you do so before 2:00pm. Early pick-up should be arranged with the teacher and/or administration in advance.

## **Absences**

- In compliance with State laws, students are not to be absent for more than eighteen days per year for any reason. If this occurs; parents/guardians will meet with Administration to assess the problem and develop a plan for attendance improvement, withdrawal, or retention. Family vacations and medical and dental appointments should be planned for times when school is not in session.

***\*Failure to call Impact Academy’s front desk to report an absence will constitute an unexcused absence.\****

### **Examples of excused absences:**

1. Personal illness or injury
2. Death in the immediate family -parents/guardians, siblings, grandparents
3. Death in the extended family -uncles and aunts, nephews and nieces, cousins
4. Medical appointments (please inform teacher of appointments in advance)

**Truancy:** Students absent without parental permission are regarded as truant and are subject to disciplinary action.

### **Tardiness:**

- Students are considered tardy if they are not in their classrooms by the times listed above (8:15am Seffner and 8:30am South Tampa). To be allowed to enter the classrooms, a parent must walk into the office and sign the student in.
- Students who are tardy less than one hour due to medical appointments and who present a note from a physician will be counted as present.
- Excessive tardiness can result in a student being placed on probation.

## **Leaving Campus**

- Students may only leave campus with permission and in the company of parent/guardian.
- Students leaving for any reason must leave through the office.

- A student leaving campus with a parent/guardian must meet the parent/guardian in the office. Parents/guardians go directly to the office, and students will be called from their classroom.

## Excuses

- Written Excuses: Parents/Guardians must write excuses for students. Please be advised that only those items under excused absences will be excused.
- Signed Excuses: A student signing for the parent/guardian will not be accepted even with the parent/guardian's permission to sign.

## Record Keeping

Transcript and report cards: Every absence, both excused and unexcused, will be recorded as such in the permanent records, including transcripts and report cards of the student.

## Behavior Expectations/Discipline Policy

- Impact Academy teachers set up guidelines and procedures for classroom management. Classroom rules & consequences are clearly communicated. Teachers, students and parents/guardians develop and implement behavioral modification plans as needed. Impact also encourages daily communication between parent/guardian and school.
- Classroom Expectation: We expect students to exhibit respect for themselves, others, and property belonging to others. The teacher is responsible for classroom management. Teachers and students work together to problem solve when inappropriate behavioral and conflict situations arise. The teacher has the latitude to apply various discipline procedures, which may include; private conference with the student, taking away of special privileges, changing seats, being held back from field trips or off campus events, time outs, and/or parent/guardian conferences.
- Our children and our staff's safety is always our priority. If a child becomes combative and a danger to themselves or others we will do everything in our power to respond block and secure the area. If this does not resolve the matter in a timely fashion, then we have PCM (Preventative Crisis Management) trained staff who reserve the right to use this technique to protect the child or others around them. To learn more about PCM you can go to [www.pcma.com](http://www.pcma.com). All students will need to have a PCM release on file.
- Unacceptable Behavior: Unacceptable behavior infractions are considered serious violations of the student covenant and are dealt with accordingly. Other actions not described here but are deemed inappropriate by the administration are also subject to disciplinary measures. The following is a list of unacceptable behaviors:
  1. Sexist or racist behavior, speech, or action, which demoralizes or hurts another student (harassment or name calling of any sort.
  2. Disrespect for faculty, staff, administration or other students.
  3. Disregard for faculty, staff or administrative instructions.
- Probation and Expulsion: After consultation with parents/guardians and appropriate school personnel, a student may be placed on probation by the Administration following a thorough investigation of the problem. **While on probation, a student may be restricted from participating in extracurricular activities, in example field trips.**
- Following the first probationary warning period, the student may:
  1. Be reinstated to regular status after determining that sufficient progress has been made in the area(s) of difficulty.

2. Be placed on a second probationary period if progress is not sufficient for regular status.

After the secondary probationary period, the student must either:

- a. make sufficient progress to be reinstated to regular status,
- b. elect to withdraw from Impact Academy, or
- c. be recommended by Impact Academy to begin the expulsion process.

- A student may be placed on probation or expelled for one or more of the following reasons:

1. Continued, deliberate disobedience
2. An uncooperative spirit despite guidance from parents/guardians, teachers, and administration
3. A continued negative attitude that is influencing other students
4. A serious breach of conduct
5. Continued excessive tardiness and/or absences after written notification to parents
6. Failure of the parents/guardians to comply with or support the disciplinary procedures of the school
7. Failure of the parents/guardians to obtain recommended professional help for the student

## **Bullying**

Bullying is aggressive behavior that can take many forms such as hitting, kicking, threatening another student, teasing, name calling, excluding from a group, texting, sending mean notes and/or emails. Impact Academy determines a course of action on a case-by-case basis. Less severe behaviors may lead to an in-the-moment teaching intervention by a staff member. More severe unacceptable behaviors may lead to a referral to administration for a more serious response. The goal of the discipline is to help the student change their behavior while holding them accountable for their actions. Discipline interventions are not limited to behaviors where we can clearly establish intent to harm. "I didn't mean anything" or "it was just an accident" is not an acceptable excuse. Impact Academy staff will consider factors such as past behavioral history, the circumstances surrounding the incident, and whatever other factors are pertinent when applying disciplinary measures.

## **Health and Illness**

Impact Academy maintains first aid supplies for minor injuries. When the school cannot safely handle a student's illness or injury, parent/guardians are contacted. Therefore; it is imperative that student records are kept up to date with current telephone numbers for home, work places, cell phones and other emergency numbers. Please notify the school of any changes which occur throughout the year. Please do not send your child to school if they are ill or contagious. Contact the school if your child should develop a communicable disease such as measles, etc. It is up to the discretion of the administration of Impact Academy if we can take a sick child, even with a note from a doctor. Please use the following list in determining when to keep your child home. This list was taken from the report of the Committee on Control of Infections and Diseases of the American Academy of Pediatrics.

1. Fever greater than or equal to 100 degrees within 24 hours of bringing your child to school
2. Vomiting and/or diarrhea within 24 hours of bringing your child to school
3. Any symptoms of the usual childhood diseases: Scarlet fever, German Measles, Mumps, Chicken Pox, and Whooping Cough
4. Common cold, from onset up to one week
5. Any discoloration of a runny nose or any excessive runny nose, even if clear
6. Sore throat
7. Croup
8. Any skin infections: boils, ringworm, impetigo, scabies, etc.

9. Pink eye or any eye drainage

10. Seizures – If your child is prone to seizures a written procedure from a pediatrician or neurologist must be on file with the front office. A notarized release of liability must be presented to Impact Academy as well.

11. Head Lice: Impact Academy will have a “No Nit” policy. If a child is identified as having head lice he/she shall be sent from school and shall not be permitted to return until he or she is free from lice and nits.

**If your child develops any of these illnesses while at school, the child must be picked up within 1 hour of Impact Academy notifying you of your child’s sickness. If they are sent home sick, a note will accompany their exit reminding you that they will need to stay home for the next 24 hours.**

## **Medications**

If a student needs to have medication(s) given during the school day, state regulations and school policy require that the parent/guardian and the student’s doctor provide written permission for administration of both prescribed and over the counter medication(s). Only medications approved by the FDA can be administered by school personnel. Medications must be in their original container with dosage requirements. Parent must come to the front office to log the medications. They are not allowed to be sent in with the child. For accidents occurring at school or on school activities, report forms will be sent home. Depending on the severity of the accident, you may also receive a phone call.

## **Visitors**

For the safety of everyone, especially our students, the following rules will apply to all adults who work at the school, volunteer, or visit:

1. ALL visitors must enter through the office area and state the nature of their visit to our staff. All visitors need to sign in.
2. Anyone wishing to pick up a child from our school, other than the parent, must be approved by the parent and show the office staff a valid driver’s license. All students need to be signed out.
3. In cases where parents are divorced or separated, the school will require copies of all legal papers pertaining to child custody and visitation so as to know who has legal authority to pick up the child and when.

## **Environment**

Care of Classrooms: Maintaining a clean, attractive environment is important to successful learning. Students do their part by using the proper waste or recycling receptacles, vacuuming, and taking out the trash. This helps keep the classroom clean. Restitution must be made for any damage done in a classroom by a student.

## **Care of Textbooks**

Books are expected to be handled with care and not abused in any manner. A replacement charge must be paid for any book that is lost or damaged.

## **Cell Phone and Electronic Devices Policy**

Impact Academy has a Bring Your Own Technology (BYOT) initiative. Students will be able to bring laptop computers, smart phones, tablet devices, and e-readers. As new technology emerges quickly, and as new devices become available, we may expand the list of allowable devices. Impact Academy is committed to helping students and teachers maximize learning by taking advantage of relevant technology; while at the same time ensuring that we help students become good consumers of information, achieve media and technology literacy, and maintain a safe and ethical digital environment. The faculty of Impact Academy will have the final say on activities and procedures in the classroom related to technology use. Student will be expected to comply with all teacher directions regarding digital devices. If students are **not engaging appropriately with technology they will receive school consequences**. Devices used during class time (unless part of a teacher-led activity) will be confiscated and returned only to a parent on the first offense. Second offense will result in 3 days of in-school suspension (ISS). Third offense will result in 5 days of in-school suspension (ISS). Phones and other devices out during lunch or passing time are considered part of an open forum and can be checked for appropriate communication. No device used or brought to school may have any inappropriate content. Parents must understand that if a device is sent in with a student, it is at their own discretion and Impact Academy will in no way be held liable if the item is lost or broken.

## **Curriculum**

Impact Academy curriculum includes language arts, mathematics, science, health, social studies, art, library and physical education. The academic emphasis is on a well-rounded program, which stresses skills in reading and math. The faculty combines creative teaching with loving concern for each child. This is accomplished in a well-disciplined class as a means to facilitate maximum student learning. The total program is evaluated regularly by faculty and administration to ensure that the highest quality is maintained. We use the following curriculum: Saxon and TouchMath.

## **Homework**

Homework will be assigned based on age, grade, subject and levels. The teacher will explain their specific homework expectations to the class. This is necessary to help achieve academic progress. If a student refuses to do his/her work or is putting forth little effort during the day, it may be assigned as homework. There will also be times during the school year that students will be required to complete projects. These projects are a vital part of their education. Projects will require some at-home assignments.

## **Makeup Work**

It is the student's or parent's responsibility to ask the teacher for the assignments and tests which were missed during an absence. Sometimes the teacher will post assignments in the child's daily planner. It is important that the student's make up work be completed as soon as possible and within the time arranged with the teacher. It may need to be done at recess, after school, at home, or other times at the discretion of the teacher. In the case of a prearranged absence, the student may be required to work on assignments while he/she is gone from school and turn it in upon returning to school depending upon the requirements of the teacher.

## **Dress Code**

Impact Academy uses a dress code for students to promote simplicity of style, modesty, school spirit, and identity. Shorts and skirts must be an appropriate length. Use arm length to determine if shorts and skirts are acceptable. Students must wear socks and sneakers. Students must wear clothes that fit correctly. No baggy pants or extra-large shirts allowed. Items that are too small or too tight are also inappropriate. This is up to the discretion of Impact Academy. \*Student's attire must be age and gender appropriate.\*

### **Due to Health Department regulations, all students must wear socks.**

- Shoes: Nice clean tennis shoe. Flip-flops and skate shoes create a safety hazard on the playground and would not be recommended.

- Jewelry must be modest in amount and size. Students participate in recess and/or PE daily. Excessive amounts or size of jewelry pose safety risks.

## **Field Trips**

Field trips are taken periodically in conjunction with different classes. Permission slips are sent home with students and are to be signed and returned by the requested date. A small charge may be required for admission. Attendance on field trips is mandatory. However, if there is a compelling reason that a student should not attend a field trip, the parent must discuss the situation with the teacher or administration. Missing a field trip without a compelling reason will count as an unexcused absence. All field trip fees must be paid for your child/children to attend field trips. If fees are not paid, your child will need to stay home for the day. This will be considered an unexcused absence for your child. If for some reason you are unable to afford these school outings, please speak in private with administration.

\*Impact Academy does reserve the right to not allow a child to attend a field trip due to behavior, incomplete assignments, grades or other reasons determined by Impact Academy. Parents will be contacted prior to the field trip with a decision.\*

\*\* There are no refunds for field trips unless field trip destination refunds the school the appropriate monies. \*\*

## **Fundraising**

Impact Academy will have several fundraisers throughout the year, some of which will be coordinated with the PTO. We will ask for all parents to participate in these efforts as it will benefit every child. We require that each family donate fifteen volunteer hours (fundraising, field trips, ticket sales, etc). We understand that you may have a schedule that does not allow for your family to donate 15 hours of service and because of that we also offer a buy-out of \$150.00 or \$10.00 per hour. The first 7.5 hours (or \$75.00) is due prior to Christmas break. It takes all of us working together to create a unified environment for our super special kiddos. WE NEED YOU....

## **Lost and/or Damaged Property**

Impact Academy is not responsible for lost items. We ask parents to put their child's name on clothing and personal items to help in the proper return of misplaced items. Items that have been found will be turned in to the lost-and-found. Items not claimed by the end of each grading period will be donated to an applicable ministry. Impact Academy is not responsible for damaged items. This includes supplies, book bags, lunch boxes, electronics and any other personal property belonging to a child. Please allow for wear and tear on items sent in for students.



## **Lunch**

Students must bring their own lunch in a container with a cooler pack. Impact Academy does not provide plastic utensils. Please be sure your student has utensils if necessary. Please send in food that does not need preparation. It is against Hillsborough County Health Department regulations for staff to prepare and cook meals. Hot items should be sent to school in a Thermos. Lunch should include items that are healthy and represent the food groups. Please do not send in items that contain caffeine or candy. We understand that a child forgetting their lunch will occasionally happen. If your child does not have a lunch, a lunch will be provided at a cost of \$5.00 per lunch. It is not an option for a student to go without a lunch. If you choose to bring in your students' lunch, you must bring lunch in at least 30 minutes before their scheduled lunch.

## **Parties/Treats**

Celebrating successes and special occasions is important at Impact Academy. All parties must have the approval of administration and/or teacher. Classroom parents may be asked to assist with parties. Class treats are allowed if cleared with the teacher. Please be sure that you communicate any food allergies that your student may have to the teacher and staff.

## **Student Progression and Promotion**

The following student progression and promotion practices and policies are consistent with Impact Academy goals and philosophy, and are in compliance with the appropriate State Statutes. These practices and policies emphasize high performance and basic skill standards as established by both the State and Impact Academy. All students are placed in instructional programs in which they can achieve academically as well as develop emotionally, socially, and physically. For a variety of reasons individuals may require somewhat less or more time to develop their educational potential. Teachers of a specific student may meet with parents and the student regarding individual student performance. Together, decisions are made to determine the most beneficial placement of students; including acceleration, tutoring, retention, or probation.

## **Grading Policies and Practices**

Evaluation of the progress of students is conducted with appropriate assessments. The following grading system is in place.

1. Exceeding Expectation (E): Your child's work is superior and he/she consistently does very good work.
2. Adequate Progress (S): Your child is achieving at the level expected at this stage of his/her development.
3. Progressing (P): Your child is progressing, but the progress is slow.
4. Needs Improvement (N): Your child needs more time to master the skill.
5. Not Assessed (NA): Your child is currently not being assessed for this subject.

## **Report Cards**

Report cards allow teachers the opportunity to inform parents of the academic performance of their student. Report cards are also used to inform parents and students of conduct and study skills.

## **Daily Communication**

Communication concerning a student's academic, physical, and behavioral growth is encouraged. A Parent-Teacher Conference Day is scheduled each fall and spring. This is a time for parents and teachers to gain a better understanding of each student's strengths, interests, and challenges. Other conferences may be arranged whenever the need arises. Conferences may be initiated by parents, teachers, counselors, and Director. Parents who have concerns about a student's performance in a specific subject should first talk with the teacher. If the parent still has concerns, a conference may be scheduled that includes the parent, teacher, administration, and student (if appropriate.). Please be aware that we ask that all communication occurs through the child's blue folder or an email. We have a no cell phone policy for all of our staff during school hours. We also ask that you refrain from trying to communicate with staff during school hours, as well as care line regarding your child. Please set up a meeting or write what you would like for your teachers/therapists to be aware of in the blue folder.

## **Subcontractors/Therapists**

Impact Academy reserves the right to approve or deny any sub-contractor, therapist, aid, or any other person not employed by Impact Academy to provide services at our location. All such personnel will be required to provide an approved background check, references, and any other documentation requested by Impact Academy.

## **Before/After Care**

Impact Academy will offer before and after school care. Before Care hours of operation are from 7:30am to the beginning of the school day. After Care will be offered from 2:30pm to 5:30pm. If a child is picked up after 5:30pm there will be a fee of \$20.00 for the first 15 min. of a late arrival. After the first 15 min. a late fee of \$1.00 per minute will be assessed. There will be a one-time warning. After the third late pick up, After Care privileges may be revoked at the discretion of Administration. Impact After School Care is offered to all students who maintain satisfactory behavior, as indicated on the child's report card.

## **Campus Closings**

In the event of a hurricane or other weather related emergency, Impact Academy will follow the Hillsborough County Public School schedule. If public schools are closed, Impact Academy will be closed. Please stay tuned to local news for openings and closings. We will do our best to communicate this to the parents.

# Parent/Guardian Signature Page

I/We the parent(s)/guardian(s) of \_\_\_\_\_ have read and understand the Impact Academy Student Handbook.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_