



Millennium Academy
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Family Handbook

2018-2019

millenniumacademy.net

Welcome!

Thank you for choosing Millennium Academy, a premier private school that fosters intellectual curiosity and personal responsibility in all students. We embrace creativity and individualism.

Through the rigor of our integrated curriculum we create lifelong learners with critical thinking skills. We develop young people who are driven to achieve personal and professional success while igniting a true love of the arts and sciences.

We are a college prep school serving students from kindergarten through twelfth grade Pasco and Northern Pinellas Counties as well as international students from several countries.

About Us

Millennium Academy is a private, independent school. It is not affiliated with any religious organization or parent company and does not discriminate on the basis of gender, race, religion, ethnic, sexual orientation or disability.

Millennium Academy is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School, Improvement /AdvancEd. Millennium Academy is currently under the leadership of Lori Ekblad. Ms. Ekblad, MA earned her B.S. from University of South Florida with a degree in Communication Disorders and Hearing Impaired, and her Masters in Education in ASD and InD.

Our Philosophy

Education should promote the growth and development of the whole child, including physical, intellectual, emotional, and spiritual.

Families and schools should be partners dedicated to growth and development of children.

Family life is critical to the growth and development of the child. Formal schooling should not infringe upon family life through excessive homework and unreasonable expectations.

Formal schooling is just one way to help individuals learn. We value all learning opportunities in the home, the school, and the community.

Through the arts, students learn the values of drive, discipline, creativity, self-reliance, empathy, and diversity. Quality learning experiences through the arts connect academic disciplines and provide a broad intellectual context for learning.

A school should be an exciting, vital community of learners where students and teachers are challenged to grow. Children should be joyful and have fun at school!

The Millennium Difference

Millennium Academy differs from more traditional schools in many ways:

- Much of the instruction is delivered through “hands-on” activities. Students learn academic subjects through participation in a wide variety of activities, with an emphasis on the arts. Other instructional strategies include computer- assisted learning, small group “seminars” and collaborative instruction.
- Technology is included as part of the curriculum for every child. Students are expected to learn keyboarding skills, a variety of applications, and how to use the Internet for research. Students learn about a variety of other technologies including lighting, sound, music, synthesizers, and special effects used in the arts.
- Millennium Academy welcomes parents as partners in the educational process.
- The curriculum is tailored to meet the needs of each child. Faculty and parents work together with each child to set individual educational goals and determine what strategies will help the child most.
- Assessment includes a variety of measures, not just one high-stakes test. Student grades are determined by evaluating how well the student achieved his or her individual goals. Students progress as individuals toward learning and graduation goals.
- Sustained involvement in the arts is included as part of the curriculum for every child.

The Importance of the Arts

Young people who participate in the arts for at least three hours on three days each week through at least on full year are:

- 4 times more likely to be recognized for academic achievement.
- 3 times more likely to be elected to class office within their schools.
- 4 times more likely to participate in a math and science fair.
- 3 times more likely to win an award for school attendance.
- 4 times more likely to win an award for writing an essay or poem.

Young artists, as compared with their peers, are likely to:

- Attend music, art, and dance classes nearly three times as frequently.
- Participate in youth groups nearly four times as frequently.
- Read for pleasure nearly twice as often.
- Perform community service more than four times as often.

The facts are that arts education:

- Strengthens student problem-solving and critical thinking skills, adding to overall academic achievement and school success.
- Helps students develop a sense of craftsmanship, quality task performance, and goal-setting – skills needed to succeed in the classroom and beyond.
- Provides another opportunity for parental, community, and business involvement with schools, including arts and humanities organizations.

- Helps all students develop more appreciation and understanding of the world around them.
- Helps student develop a positive work ethic and pride in a job well done.
- Makes a tremendous impact on the developmental growth of every child and has proven to help level the “learning field” across socio-economic boundaries.
- Helps children develop the mind and body by encouraging reflection and higher level thinking as well as active learning.
- Helps stimulate and develop the imagination and refine cognitive and creative skills as well as critical thinking.
- Teaches children the skills necessary to succeed in life; including developing an informed perception; articulating a vision; learning to solve problems and make decisions; building self-confidence and self-discipline; developing the ability to imagine what might be; and accepting responsibility to complete tasks from start to finish.
- Nurtures important values, including team-building skills; respecting alternative points of view; and appreciating and being aware of different cultures and traditions.

Drop-Off and Pick Up Procedures

Drop-Off Procedures:

Students may arrive between 8:00 and 8:15 a.m. Students will be dismissed to their first period class at 8:20 a.m., from the designated area. Homeroom begins at 8:25 a.m. Students may not be dropped off prior to 8:00 a.m. unless you are paying for before care services.

Parents are expected to park and come inside the lobby when dropping off or picking up children outside the normal arrival/departure times. (Students may not be picked between 2:45 – 3:15 via front office.)

If you arrive after 8:25 a.m., you are expected to park and WALK INSIDE WITH YOUR CHILD AND SIGN THEM IN. Students arriving after 8:25 a.m. may be given an alternate classroom to complete the morning assignment so they will not disrupt the class in progress, by arrival procedures.

Again, we are concerned with safety issues, and want to ensure that your child enters the building safely.

Pick-up Procedures

Students will be dismissed at 3:15. Students may not be picked up between 2:45-3:15, and must be picked up prior to 2:45 if early dismissal is required.

The car loop enters the front of the lot, forming two lines. Students will be waiting in the fenced area. Students will be escorted to their cars. Then parents will form a single line to exit the parking lot.

If you are late to pick up your child (after 3:30), your child will be taken back inside the building and placed with childcare staff.

- 1st time in a semester – written warning.
- 2nd time in a semester (and beyond) - \$10 fee per child.
- *Repeat offenders will be required to enroll in the after school care program.*
- NOTE: A semester is half a school year. The new semester begins following winter break.

Rainy Day Procedures

Pick up will begin at 3:00. Students will be under portico and called out of the front of the building upon arrival of their parent/guardian. You will be following the same traffic pattern. Please remember to turn **OFF** your windshield wipers when picking up your child, so as not to splash the children and teachers!

School Hours, Attendance and Tardy Policies

School starts promptly at 8:20 A.M. Students will be dismissed to their designated homeroom/announcement areas at 8:20 A.M. Students are considered late at 8:25 A.M. Students will enter through the double doors under the portico. These doors will remain open until 8:25. After such time the doors will be locked. Students will then be required to come to the main office and may be retained in the front

office area until the next class period. All tardy students are responsible for any and all work assigned for homework as well as classwork from that day. They are also required to submit any assignments that may were due that day.* Remember – 10 tardies are equivalent to one unexcused absence.

Students will not be allowed to attend class if they are 10 or more minutes late after the first two tardies. This is a distraction for a class already in progress. Students will be sent to an assigned area until 1st period ends.

School Hours and Calendar

School hours are 8:20 a.m. to 3:15 p.m. Before /after school care is available. Some classes may require additional time outside of school hours to prepare for upcoming performances. Some students may be required to attend tutoring sessions before or after school. The Millennium Academy calendar differs from the public school calendar. An updated calendar is on our sycamore website. Check often as the calendar may change.

Attendance Policy

Students are required by Florida state law to regularly attend school until they turn 16. As a private school, Millennium Academy is obligated to uphold state attendance requirements.

We are no longer differentiating between “excused” and “unexcused” absences. A student is only allowed to miss 10 days per year. If more are required, a doctor’s note must be brought in

upon return. Additionally, more than 2 consecutive days out of school will require a doctor's note. Any student missing more than 10 days per year is in jeopardy of losing their scholarship.

A student with continuing attendance and/or punctuality issues may also be put on probation. In this case, the head of school will provide, in writing, the conditions for continuing enrollment at the school. A student who does not meet basic requirements of attending school and arriving on time, may be at risk of expulsion. Students who are expelled for attendance/punctuality issues will not receive a refund for remainder of the school year, as outlined in the Financial Requirements section.

Any student who has an approved planned absence must complete the Absence Request Form. This form is accessible through the documents section on Sycamore, and must be approved by the Head of School, and signed by each teacher. All students and parents must sign this request outlining the policy for all make up work and performance conflicts. The student is responsible for getting makeup work ahead of time from each teacher for a planned absence as well as submitting work in upon return. A family who is facing significant issues that will impact attendance should talk with the head of school immediately.

The student is responsible for getting makeup work ahead of time from each teacher for a planned absence. Any student who misses school for any reason is responsible for making up work. Students may need to stay after school to take tests or makeup other assignments. Participation points will be deducted for

each unexcused absence or any absence beyond 10. A student is at risk of failing courses, or losing high school credits, if 10 or more days are missed per year. Due to an integrated and “hands on” approach to curriculum at Millennium Academy, it is sometimes difficult for students to make up work. We recommend that students attend school regularly. Please plan family vacations during regularly scheduled breaks. Students have a full week off in October, at least 2 weeks off in December/January and a full week off in March. Additionally, there are 10 full weeks off in the summer. Whenever possible, vacations, doctors’ appointments, etc. should be scheduled during those times.

Before/After School Care Fees

Hours and Costs:

- Before School Care: 6:30 – 8:00 am - \$30/week
- After School Care: 3:30 – 5:30 pm - \$30/week
- If using both services - \$60/week
- Drop-in services:
 Before OR After - \$10/day

Arrangements must be made prior to dropping student off for all before care students as doors will not open before 8:00 unless otherwise arranged. Please do not drop students off if doors are not open.

Student Driver Privileges

Students who are licensed drivers may drive to and from school each day and park in the school parking lot free of charge.

Student parking area is immediately to the left when pulling in the parking lot.

A student who will be driving to school must provide a copy of his/her drivers' license, car registration, and proof of insurance to the school.

If the student is transporting other students (except siblings), parent's of the driver and passenger must provide written permission for another student to ride with the driver.

Students who drive to school are NOT permitted to enter their cars during the school day without supervision.

Students drivers are expected to arrive to school on time (between 8:00 and 8:15 am). After arrival, students must immediately go to designated waiting area. There is no hanging out in the parking lot before or after school. Chronic lateness to school may result in a loss of driving privileges.

Students are expected to leave school grounds at 3:15 pm, during regular dismissal. They are expected to get into their cars immediately and leave the parking lot. Failure to adhere to this policy may result in a loss of driving privileges.

If a student does not follow directions in parking, entering/exiting vehicle, driving privileges may be suspended.

If the student drives in an unsafe manner, driving privileges WILL be suspended. No warnings will be given.

Bicycle riders must wear a helmet when riding on school property. Bikes may be parked behind Art room portable.

Grading & Academic Suspension

Academic Expectations

Millennium Academy prides itself in academic expectations in all areas. Therefore, we feel any grade that is considered below average “C” is not a passing grade. Students will not receive credit for any grades below a 70.

Grading Scale

90-100 A

80-89 B

70-79 C

Work Completion

We are working to improve student passion, respect, and self-discipline. The most important issue academically is WORK COMPLETION. The following strategies will be used to assist in developing a positive work ethic:

- Students may seek assistance during mixed bag.
- Students may seek assistance every day except Wednesday, after school.
- In the event any student is **unprepared and arrives to class without their homework they will be required to**

attend WORK COMPLETION (additional contract included in enrollment/orientation packets). As stated in the WORK COMPLETION contracts each student will be required to attend lunch and mixed bag in the front office for their first time, lunch and mixed bag in the front office their second time along with after school until 5:00 p.m. Upon their third time the students will be spending lunch and mixed bag in the front office, after school until 5:00 pm and will be charged a \$10.00 fee. If there is a fourth time all of the above will apply along with a Saturday work day around the building and a \$20.00 fee. All parents and students are reminded that these work completion offenses also get recorded as disciplinary points against the student's disciplinary log.

Plagiarism

According to Merriam-Webster (Merriam-Webster.com) plagiarism means: to steal and pass off (ideas or words) of another as one's own; to use without authorization and the representation of that author's work, as by not crediting the original author.

Millennium Academy has a zero tolerance policy for plagiarism. Any student caught plagiarizing will be required to redo the assignment, and receive a zero for the grade. Additionally, students will be required to notify parent via telephone conference call with teacher, parent, student and administrator. Student must have a signed plagiarism policy on file. The statement is required to be with every assignment a student turns in. Students will receive an of the following consequences: ISS, OSS, or expulsion based on the seriousness of the offense.

Report Cards

Report cards will be available on line through the school Sycamore site on October 19, 2017, January 11, 2018, March 22, 2018 and final report cards on May 31, 2018. Parents are required to log on to Sycamore to view and e-sign their child's report card. Parents may also print out a copy for their own files if they so choose. Report cards are mailed out at the end of the school year along with student SAT scores.

Student Dress Code

Students are expected to dress appropriately for the educational environment. There are specific requirements for dance classes that are included in the dance classes' syllabi. The following items are expressly prohibited:

- No racer back tops, muscle shirts or tank tops. This also includes garments with spaghetti straps of any kind. The only sleeveless shirts or dresses that will meet dress code are those that have a width of three fingers or more.
- No bare midriffs or backs.
- No see-through shirts (lacy or thin) without a tank top under them.
- No immodest clothing that allows others to see cleavage.
- No exposure of any undergarments – including bra straps (even in dance class). This includes male students who do not wear proper fitting jeans and allow undergarments to be seen. (Students will be sent home to change if this happens – WEAR A BELT).
- No immodest clothing that is too tight or too short. Shorts should end at fingertips when standing unless leggings or tights are worn under.

- Clothing/accessories that have pictures, symbols, or phrases that promote sex, drugs, alcohol or tobacco.
- Clothing/accessories that have pictures, symbols or phrases that promote dating, sex or gender preferences.
- Clothing/accessories that have pictures, symbols, or phrases that promote racism, sexism, or any type of “put-down” of self or others.
- Any visible piercings other than the ears.
- Clothing with excessive or dangling straps that may cause a safety concern. This includes wallets with chains.
- Metal studs or pointed metal of any kind.
- Bedroom slippers or any unsafe footwear.
- Pajamas or other items that may be mistaken for gang paraphernalia.
- Sunglasses (inside the building).
- Wallet chains.
- Heavy gauge chains that pose a safety concern.
- Clothing/accessories that display the confederate flag, political statements or other symbols that may cause a disruption to the educational process.
- Any clothing/accessory that poses a safety concern or a disruption to the educational process.
- Writing with markers, pens, etc. on skin, nails, clothing or book bags.
- Girls choosing short shorts (any length shorter than fingertips with arms extended down) must have g under the shorts.

Footwear

Our number one concern is safety. Students should wear footwear that is appropriate for school and any activities in which they will be engaged. Parents need to be vigilant in ensuring their children have appropriate footwear. Students must have appropriate shoes to participate in drama activities. Students must have shoes that will stay on their feet in order to participate in outdoor activities.

Millennium Academy is not responsible for injury that occurs as a result of inappropriate footwear. Further, students will be excluded from certain activities, and may receive behavioral referrals for inappropriate footwear.

The head of school is the final authority on all dress code issues. Students will be assisted in finding a remedy to the dress code issue so they can remain in school. If it is not possible to find a remedy, parents will be contacted immediately to bring clothing to their child, or take the child home. Dress code remedies are not a game. Students will not be permitted to turn inside-out or cover symbols with tape or paper. Acceptable remedies include wearing a jacket or school T-shirt, removing the offensive item, etc. Students who continually violate the dress code will be subject to behavioral consequences outlined in this handbook.

Student Medications

School administrators will administer medications to students as with written directions by parents/physicians if necessary during the school day.

Prescriptions

Prescription medications must be provided in its original container, complete with the student's name and instructions from pharmacy.

Over-the-Counter

Over-the-counter medication must be provided in its original container, with written instructions from the parent for administration.

Inhalers

Students who have inhalers, by prescription for chronic conditions, may carry them for emergency purposes; **providing administration knows the student has an inhaler in his/her possession**. Students on inhalers for temporary medical issues must follow the same procedures used for all other medications.

Trips

If a student goes on a field trip, all medication must be given to a school administrator prior to the trip. Students are not permitted to carry ANY medication during a school sponsored trip, except inhalers for chronic health problems. This is true for day trips as well as overnight trips. All chaperones volunteering to drive/chaperone on any field trips are required to comply with the volunteer requirements set forth in the school handbook.

Volunteer Requirements

Anyone alone in a classroom with students or volunteering to drive on field trips must be fingerprinted at the volunteer's expense. Millennium Academy will use Florida Department of Education's statutes for volunteer screening. Please see front office for more information.

Electronic Devices

Due to the social media harassment and bullying issues we are taking a zero tolerance policy with the use of cell phones at school. **Additionally, computers may not be used to access social media, skype or stream video unless expressly told to do so by a staff member or teacher. Students are prohibited from logging on to any social media site when you are on the school grounds. Millennium Academy is NOT responsible for any loss or damage to any electronics brought on campus for any reason. Millennium Academy suggests students leave them at home.**

Cell Phones

If student chooses to bring their cell phone to school they must turn in cell phones to the front office upon arrival. Federal Law prohibits UN-consented phone searches, we will not be violating this law. **Phones will then be distributed back to the students at dismissal.**

Parents can reach their children by leaving a message with administrative staff during the day. In an extreme emergency, a student can be called from class to come to the school phone. Parents. Please DO NOT text your students during the day. If you need to get information to them contact the school. We will be happy to pass information on to them.

Students are permitted to use personal computers school for academic use. Students should work with individual teachers to determine how and when to use these devices. **For the sake of clarity, please be reminded that Millennium Academy is NOT responsible for any loss or damage to any electronics brought on campus for any reason. Millennium Academy suggests students leave them at home. Students must have permission in advance to take still photographs or videos in school to protect the privacy of all of our students.**

Again, NO SOCIAL MEDIA, SKYPE OR STREAMING OF VIDEO SITES OR MUSIC MAY BE ACCESSED WHILE THE COMPUTER IS ON SCHOOL PROPERTY.

Behaviors/Disciplinary Procedures

Student Behavioral Expectations

We are a values-based school. The following values provide the foundation for behavioral expectations.

- **Safety** – Our number one job is providing for the safety of each student and faculty member. Any student or staff member may stop any activity at any time if it is unsafe.
- **Kindness** – Above all else, kindness. We expect students to behave in a way that is always kind to themselves and

others. Gossip, put-downs and/or bullying are NEVER tolerated.

- **Growth** – Our goal is for each student to grow as much as possible. We expect students to behave in a way that maximized their own growth, and the growth of others.
- **Respect** – Students will demonstrate respect by tone of voice, choice of words, work ethic, control of facial expressions and body movements.
- **Honesty** – Students are expected to be honest in all instances. Students are expected to complete their own work in every way. Students who plagiarize, cheat, otherwise steal or share answers with others the work of others will suspended and possibly expelled.

Schoolwide Classroom Policy – Teachers may also have additional policies in place. Please see syllabus from each class.

- 1st Offense - warning.
- 2nd Offense - seat change and/or call home.
- 3rd Offense – disciplinary referral.

Physical Contact

Students are not permitted to have any physical contact with other students, unless directed to do so as part of their classes (i.e. dance partners, dramatic scenes). Students are not to exhibit public displays of affection with other students. Millennium Academy prohibits hugging, holding hands, kissing, etc. on school property at all times or during school functions. Students who engage in this behavior are subject to

behavioral procedures and consequences. In addition, any fighting with physical contact with any individual at school or any school events will be grounds for immediate expulsion.

Word Choices

We encourage our students to continually develop their vocabularies by finding specific, appropriate words to express emotions and to describe wants, needs, or events. Use of any offensive language is expressly prohibited. Millennium Academy faculty and administrators will determine what language is offensive. Students who use inappropriate language are subject to behavioral procedures and consequences outlined above. Certain inflammatory language such as racial slurs, extremely derogatory phrases, or references to sexual orientation may result in immediate suspension and/or expulsion from school.

Gossip

Our definition of gossip is any talk about who is dating whom, who is friends with whom, or other personal information shared without purpose. It is also any talk intended to be hurtful towards others. We expect our students to avoid gossip at all times. Parents can assist in controlling the “gossip culture” by limiting their child’s access to the telephone and the internet at home especially social media sites. We often find that students gossip late evening hours and then bring those conversations to school the next day. We want our school to be a place where children are focused and ready to learn. Gossip robs them of their focus and

motivation. We appreciate your assistance in controlling this destructive behavior.

Millennium Academy will not get involved in any issues regarding behavior or gossip on social media sites. **We do not approve** of sites such as Facebook, Instagram, Snap Chat, etc. These sites are not permitted to be used on school grounds and therefore the school will not get involved in the destructive behavior associated with their misuse. Parents are expected to monitor their child's computer use on social networks and prevent destructive situations.

Bullying-Including Cyber Bullying

The definition of bullying is when you know the other person does not like something, have been asked to stop, but you continue to do what you have been asked not to. Bullying is when someone hurts or scares another person on purpose and the person being bullied has a hard time defending themselves. Bullying includes verbal statements, gossip, along with physical acts such as punching, shoving, and other acts of aggression, excluding certain people from a group, teasing, getting people to gang up on someone.

Appropriate Use of School Equipment and Supplies

Students are expected to sit properly on chairs only. Students are prohibited from writing on any part of the facility, its furnishings, books, or other supplies.

Inhalants/ Aerosol Cans

Students are prohibited from carrying any item that can be used as an inhalant. This includes any spray items such as

perfume, deodorant, white-out or alcohol swabs. The rule of thumb is: students should not carry anything with a strong smell or that can be sprayed. Stick deodorant is okay if the student needs it following physical activities.

Other Behaviors

Management of minor behavioral violations will be managed on a school wide point system. A student who is unsafe, unkind, hindering the growth of others, disrespectful, or dishonest, may be disciplined by the teacher through the point system and/or the teacher may separate that student from the group, ask the student for alternate written work, remove privileges, verbally warn the student, require classroom service, or use any other method that the teacher believes will remediate the behavior as outlined below. Teachers are NEVER allowed to use corporal punishment, or to engage in unethical treatment of students. In the event the teacher cannot assist the student in getting behavior under control, the teacher refers the student to an administrator. This is done by completing a discipline referral form, and either sending the student to the office, or calling an administrator to escort the student the office.

The Point System For Minor Offenses

Each offense carries a varying degree of points based on the severity of the offense as outlined in Sycamore. Infractions will have the following consequences.

- 5 points per quarter will be two hours school community service.

- 10 points per quarter will be four hours school community service.
- 15 points per quarter will be a mandatory parent conference along with six hours of school community service.
- 16 – 19 points per quarter will warrant in school suspension.
- Any more than 20 points will result in reevaluation of student's placement at Millennium Academy.

The administrator's goal is to assist the student in correcting the behavior and to return him/her to class as soon as possible. Consequences for behavioral referrals include:

- 1st referral in quarter – warning, counseling, possibility of additional consequences.
- 2nd referral in quarter – call home to parents and possibility of additional consequences.
- 3rd referral in quarter – parent conference required within 24 hours. ISS for class.
- 4th referral in quarter – parent conference required within 24 hours and intensive behavioral plan initiated. This may impact grades. Students will receive ISS for all classes. How many days will depend on the offense.

Possible Behavioral Consequences For Major Offenses

The school uses a graduated system of consequences that may be initiated at the sole discretion of the head of school:

- Expulsion.

- Suspension.
- Community service including trash pick-up and heavy cleaning.
- Intensive behavioral intervention including behavior cards and other follow up measures.
- Schedule changes and/or long-term removal from selected classes with possibility of failing grades.
- Any other measures that will help the student make necessary changes for success.

Disciplinary Procedures

There are certain extreme behaviors that warrant a swift, definitive response. The following behaviors will result in immediate actions as indicated:

Leaving Supervision – Major Offense

A student who exits the building without permission, walks off school property during outdoor activities, or “hides” in the building will be suspended **minimum** for the remainder of the school day. A parent or other emergency contact will be called to come and remove the child from school. Continuing offenses may result in expulsion.

Fighting/Physical Aggression – Major Offense

A student who fights or demonstrates any violent physical contact with another individual at school or at any school events will be **immediately** expelled. A parent or other emergency contact will be called to remove the child from school. If school

staff cannot get the child to stop the physical aggression, the child will be physically restrained, and law enforcement will be called. The offense will be evaluated by administration for long-term consequences up to and including expulsion and filing of criminal charges. Staff members reserve the right to physically restrain students who are a risk to the safety of themselves or others, or who are destroying property or if a student attempts to flee the facility.

Possession of Tobacco – Major Offense

A student who possesses tobacco products including e-cigs, and/or uses those products at school will be immediately suspended. A parent or other emergency contact will be called to remove the child from school. Long term consequences may include multiple day suspension or expulsion.

Possession of Weapon- Major Offense

A student who brings a weapon to school is subject to immediate expulsion, and/or criminal charges.

Suspicion of Substance Abuse- Major Offense

If administrators suspect that a student is under the influence of drugs or alcohol (including prescription or over-the-counter products), a parent will be notified immediately. The parent is expected to pick up the student from school and take him/her to a medical doctor or clinic for evaluation. The student will be permitted to return to school only after an appropriate evaluation is completed and documentation is submitted to the school. Students who test “positive” for substances are subject to further

disciplinary action up to and including suspension, criminal charges, and/or expulsion.

Possession of Substances and/or Use of Substances in School-Major Offense

If a student is observed using any substance including alcohol, drugs, inhalants, prescription drugs, over-the-counter medications, including e-cigs etc., the student will be immediately suspended from school. The student will be subject to criminal charges and/or expulsion.

- **All of the offenses listed above are serious and compromise the safety of our students and staff. Therefore, the school takes a firm stand in dealing with these behaviors. This should not be considered an exhaustive list. Millennium Academy reserves the right to exclude students from school at any time due to serious behavioral concerns. Students who have knowledge of other students who have engaged in these behaviors are EXPECTED to notify a teacher or administrator IMMEDIATELY. A student who fails to report such behaviors will be subject to disciplinary measures.**
- **Millennium Academy retains its right to search student backpacks, vehicles and other belongings if it is suspected the student possess contraband or is hiding items that may be disruptive to the educational process. This includes electronic devices.**

Communication

The key to success at our school is COMMUNICATION. Most issues can be resolved easily when communication is immediate, open, and honest. Students and parents should follow these guidelines:

1. Parents are encouraged to support their children in resolving their own problems before stepping in. Talk with your child about how to approach the teacher or appropriate staff member. Encourage your child to take care of problems when the problems are small. This often prevents bigger issues from forming.
2. Discuss the issues with the teacher or person who can immediately assist. All teachers are outside during dismissal. If it is a quick question or conversation, this is often the best time. More lengthy conversations require an appointment. Contact the school office to schedule an appointment with a teacher, or to request a return phone call. Teachers are also available via e-mail. **Please refrain from coming into the building and attempting to have a conference with a teacher during arrival time (8:00). Teachers need to be focused on incoming students and preparing for the day at this time.**
3. If, after talking with the teacher or other staff member, you cannot resolve the issue, please contact the head of school. You can contact Ms. Ekblad through e-mail, pass-a-note on Sycamore, by calling her at the school office, or scheduling an appointment through the school office.

Sycamore Education: Student Grades and other important communication can be found our app.sycamoreeducation.org web site. School #1603. This is a way for parents to keep up on students' grades, homework, upcoming assignments and other happenings at the school. You may also contact the teachers and staff directly through the site. Please log onto your sycamore account using your individually assigned password. We will also be offering a Sycamore parent training on the evening of our open house on August 29, 2018 at 5:30 p.m. Please visit the sycamore video for information on how to use the web site. <https://www.sycamoreeducation.com/videos/ParentsTrainingVideo.htm>. Parents and staff have different passwords that make it possible for them to access different information. You will be given a card with your access information at the picnic, or the first day of school.

The following documents should be returned with the enrollment packet:

- ___ Family Handbook Acknowledgment- with specific references made to our plagiarism, cell phone, social media sites, cyber bullying, personal property damage/loss policies and requested absence policy.
- ___ Emergency Contact Form.
- ___ Publicity Permission.
- ___ Requested Student Absence Form.
- ___ (2) Student Recommendation Forms.
- ___ Parent Questionnaire.
- ___ Work Completion Policy Form.
- ___ End of Course Confirmation Form (Middle and High School Students Only).
- ___ Florida Department of Education Student Data Collection Form.
- ___ Student Supply Lists.
- ___ Hurricane Emergency Form



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MISSION STATEMENT

Our Mission:

To help each child Find, Fuel, and Focus their passion,

In the pursuit of reaching their full potential in the arts, academics and personal aspirations for success.