

LAKE ALFRED

P **POLYTECH**
ACADEMY

*Student and Parent
Handbook
2021 – 2022*

2021 – 2022

Administration

Britt Gross, Principal

Lacey Sweet, Assistant Principal Curriculum

Tony Williams, Assistant Principal Administration

Guidance Services

Norma Klinke, Guidance Secretary

Yamilette Cosme, Terminal Operator

Edwin DeJesus, Guidance Counselor: 6th Grade and 7th (A-K)

Marleine Legros, Guidance Counselor: 7th (L-Z) and 8th Grade

Contact Information

Mailing Address:

Lake Alfred Polytech Academy
925 N. Buena Vista Drive
Lake Alfred, Florida 33850

Main Office:

Phone: (863) 295-5988

Fax: (863) 295-5992

Website:

<http://lapolytech.polk-fl.net/>

Important Dates

No School (Labor Day)	Monday, September 6, 2021
Interim Reports	September 6 - 10, 2021
Early Release Day – Dismiss at 1:30	Wednesday, September 8, 2021
No School Teacher Work Day (Data Day)	Monday, September 13, 2021
End of 1 st 9-Weeks	Thursday, October 14, 2021
No School Teacher Work Day	Monday, October 18, 2021
Report Cards	Monday, October 25, 2021
Early Release Day – Dismiss at 1:30	Wednesday, October 27, 2021
No School (Veterans’ Day)	Thursday, November 11, 2021
Interim Reports	November 15 – 19, 2021
Early Release Day – Dismiss at 1:30	Wednesday, November 17, 2021
No School (Holiday)	November 22 – 26, 2021
End of 1 st Semester / Last Day Before Winter Break	Friday, December 17, 2021
No School Teacher Work Day	Monday, January 3, 2022
Students Return After Winter Break	Tuesday, January 4, 2022
Early Release Day – Dismiss at 1:30	Wednesday, January 12, 2022
Report Cards	Friday, January 14, 2022
No School (Dr. Martin Luther King, Jr. Day)	Monday, January 17, 2022
Early Release Day – Dismiss at 1:30	Wednesday, February 2, 2022
Interim Reports	February 7 – 11, 2022
No School Teacher Work Day	Friday, February 18, 2022
No School (Presidents’ Day)	Monday, February 21, 2022
End of 3 rd 9-Weeks	Thursday, March 10, 2022
Early Release Day	Wednesday, March 16, 2022
Report Cards	Friday, March 18, 2022
No School - Spring Break	March 21 - 25, 2022
No School (Holiday)	Friday April 15, 2022
Interim Reports	April 18 – 22, 2022
Early Release Day	Wednesday, April 20, 2022
End of 2 nd Semester / Last Day for Students	Friday, May 27, 2022
Report Cards	Friday, May 27, 2022
Holiday (Memorial Day)	Monday, May 30, 2022
Teacher Workday	Tuesday, May 31, 2022

General Information

Lake Alfred Polytech Academy's Main Office is open from 8:30 A.M. – 4:30 P.M. Monday through Friday except for non-school days and holidays.

Student supervision hours for students are from 8:45 A.M. – 4:30 P.M. Monday through Friday except for non-school days and holidays. Students may not be dropped off at the school prior to 8:45 A.M. **Students who arrive on campus prior to 8:45 A.M. must remain in their vehicles until 8:45 A.M.**

Requirements for Campus Visitors (TENTATIVE AND SUBJECT TO CHANGE)

All visitors to the campus must adhere to social distancing guidelines and check-in at the Main Office. Volunteers who are determined to provide essential services to students and staff will be allowed on campus this year. School principals will determine which services are deemed essential. Masks will not be required for volunteers and visitors but are strongly recommended. All volunteers must continue to use the Raptor system.

Arrival and Dismissal Procedures

Arrival – Bus Riders

Students arriving on the buses who will be eating breakfast will go to the cafeteria. Bus riders not eating breakfast will report directly to the gym. Students will be dismissed to their 1st period class by the 9:10 A.M. bell.

Arrival – Car Riders and Walkers

Students who are car riders or walkers will enter campus through the Main Office. Car riders and walkers who will be eating breakfast will go to the cafeteria. Car riders and walkers who are not eating breakfast will report directly to the gym. Students will be dismissed to their 1st period class by the 9:10 A.M. bell.

Dismissal – Car Riders and Walkers

Car riders, walkers, and Boys & Girls Club will be released to the carline area first. Students will be socially distanced, as best possible, the length of the front walkway from Building 4 to Building 2. As students are picked up, the line will condense toward the middle of the walkway in front of Building 1.

Dismissal – Bus Riders

After car riders, walkers, and Boys & Girls Club students are in the carline area, students riding the first five (5) buses in line will be dismissed to the bus ramp and immediately loaded on the bus. This process will continue until all buses on campus have been loaded. In the event that not all busses have arrived by the end of the duty day for teachers, all remaining students will be escorted by their teacher to the gym and seated in line by bus number.

Student Temperature Screening Procedures

Temperature screenings will be conducted when there are concerns that an individual, staff members, students, or stakeholders, on campus may be symptomatic.

Students whose temperature registers 100.0 degrees or higher will be sent to the school's isolation room and will be re-screened by the LPN after 10 minutes. Parents/guardians of students who still have a temperature over 100.0 degrees after the second temperature check and/or students experiencing Covid-19 like symptoms will be contacted to pick-up their student and advised that the student cannot return to school until he/she has been fever free without the assistance of a fever reducing aid such as Tylenol and/or Motrin and/or symptom free for 24 hours. **Students with temperatures of 100.0 degrees or higher and/or students experiencing Covid-19 like symptoms must be picked up by a parent/guardian or someone who is listed on the student's Emergency Card with approval to pick up the student no later than 4:30 P.M. Students with temperatures and/or students experiencing Covid-19 like symptoms will not be allowed to ride the bus home from school.**

Academics

Parents and Guardians are their child's first teacher in life. The partnership between home and school is crucial to student success. Lake Alfred Polytech Academy values the partnership with each child's family and will strive to continue to make meaningful connections in the school setting. Parent Portal, parent virtual accounts, and communication with your child's teachers will also be an important tool in monitoring your student. If you do not already have a parent portal account, please reach out to our Guidance Department to set up an account.

Accessing Online Texts and Materials

Schoology is an integrated learning management solution that provides course management, mobile learning, and support for system-wide communication. Schoology enables our students, parents and teachers to engage with learning materials and their school community from the classroom and beyond. We look forward to using Schoology in our classrooms during the 2021 – 2022 school year to enhance connectivity and communication. With Schoology, students can digitally submit homework assignments, review grades, participate in interactive discussions, receive announcements and feedback, take tests, write academic blogs, and more. As a parent, you will be able to view your child's activity within the platform. Your child's teacher will update you with information needed regarding Schoology and your child's unique log-in. You may also view this brief video to learn more about Schoology: <https://vimeo.com/46433066>. Tech Support for students and families is available 24/7 via the following link <https://polkschoolsfl.com/technology>. On school days, students and families *may also call 863-614-1600 for technology and curriculum support.*

Grading Practices

Pursuant Florida Statute 1003.33 "Each district school board shall establish and publish policies requiring the content and regular issuance of student report cards for all elementary school, middle school, and high school students. The student's academic performance in each class or course in grades 1 through 12 must be based upon examinations as well as written papers, class participation, and other academic criteria, and must include the student's performance and nonperformance at his or her grade level." Students and guardians are encouraged to monitor grades and attendance through the portal. The portal provides real-time grade and attendance data. Secondary students are to receive at least two standards-based grades per course, per week reflecting the proficiency of Florida Standards for that course; each 9 weeks grade must include at least 18 standards-based grades. Gradebooks are to be updated weekly ensuring timely grade and attendance data is available to students and parents.

Transfer of Grades In-Progress

Transfer grades for each student are evaluated on a case by case basis. Students should not be penalized due to a transfer between schools, nor should a student benefit from a transfer between schools. Transfer grades are sent from the school counselors to the receiving teachers. Transfer grades are to be entered into the grade book by the receiving teacher. Transfer grades are transferred by course, content, and/or category, as appropriate. Teachers have the ability to override final grades ensuring accurate reporting of student progress and proficiency for each course of enrollment.

Secondary Semester Averaging (Grades 6-12)

A student enrolled in a full-year course shall receive full course completion/full credit if the student successfully completes either the first half or the second half of a full-year course but fails to successfully complete the other half of the course and the numeric average of the grades obtained in each half results in a passing grade of 60% or higher, provided that such additional requirements specified in district school board policies, such as class attendance, homework, participation, and other indicators of performance, shall be successfully completed by the student.

Required Program of Study

Academic subjects required for promotion in grades K – 8 are defined as language arts, mathematics, science, and social studies. As per s. 1003.4156 F.S., in order for a student to be promoted to high school from a school that includes middle grades 6, 7, and 8, the student must successfully complete 12 core academic courses to include 3 courses in each of the following academic areas: language arts, mathematics, science, and social studies.

If at any time, a student is not successful in completing a course, the student must be immediately provided with a grade or course recovery option. At the end of each nine-week grading period, if a student is not meeting the state or District requirements for promotion in the courses of ELA, mathematics, science, and/or social studies a Progress Monitoring Plan must be put into place immediately to support remediation, monitored throughout the school year, and placed in the student's cumulative folder. s.1008.25 F.S. The teacher of record must notify a student's parent/guardian when, during a reporting period, it is apparent that the student is failing or in danger of failing.

The opportunity for a conference with the teacher must be provided to the parent of any student who may be retained. The School's Promotion and Retention Committee will review all student's data who do not meet the requirements for promotion. All student retentions must be submitted to the Regional Superintendent who will review the student's data with the District's Promotion and Retention team. The Superintendent or his or her designee shall make the final determination regarding promotion.

Progress Reports and Report Cards

Progress Reports will be emailed to the student's PCPS email account every two weeks. Interim Reports will be emailed to the student's PCPS email account midway through each nine-week grading period. Report cards will be emailed to the student's PCPS email account at the end of each nine-week grading period.

Academic and Behavior Agreement

All students will receive a copy of Lake Alfred Polytech Academy's Academic and Behavior Agreement the first week of school. This agreement ensures commitment to rigorous academic and behavioral procedures. Parents/Guardians should carefully review the agreement with their student, sign the agreement, and return the agreement to the student's 1st period teacher.

Communication

Frequent communication with parents is expected and calls from parents need to be returned within a reasonable timeframe. If a student is not performing well academically or behaviorally, the student's parent/guardian must be informed immediately. Teachers must document all communication with parents/guardians on the school communication log. Parents/guardians may schedule conferences with grade-level teams, individual teachers, and/or administration as needed through the Guidance Office.

Parent Portal

All teachers use the District's web-based gradebook, FOCUS. This allows students and parents/guardians access to the student's real-time grade, attendance, and discipline information through the Polk County Public Schools' Parent and Student Portals. Parent Portal, parent virtual accounts, and communication with your child's teachers are important tools in monitoring your student's success. Parents/guardians who do not currently have access to the Parent Portal may obtain a PIN number for their student by contacting the school's Guidance Secretary. Parents/guardians create a Parent Portal account by visiting <http://parent.mypolkschools.net> and following the on-screen directions to link their Parent Portal account to their student's records.

[ClassDojo](#)

This year we will be encouraging positive skills, like perseverance and teamwork, with ClassDojo. We will also rely on it to communicate with one another instantly sharing Class Story posts, messages, updates, events, and photos from class – and can be used in your preferred language. It is simple, secure, and gives you a window into your student’s school day. Teachers will be sending further information on how to sign up for a parent account on ClassDojo. You can use it on any device: it is a simple, free mobile app for iOS and Android, and can also be accessed from your computer at classdojo.com.

Attendance and Tardy Policies

All absences and tardies are classified as either excused or unexcused. Teachers must enter attendance data by the end of each period in FOCUS. Absences must be reported to the school by the parent/guardian as soon as practicable. Failure to report and explain the absence(s) shall result in unexcused absence(s). All notes excusing a student’s absence must be turned in to the Guidance Secretary on the first day the student returns to school. The final authority for determining acceptability of the reason for the absence(s) shall rest with the Principal.

[Excused Absences](#)

The following situations are considered excused absences:

- Personal illness
- Illness or death in the immediate family
- Religious holidays
- Educational trips
- Trips with parents
- School sponsored activities
- Judicial actions
- Military dependent school age students

[Unexcused Absences](#)

Any absence that does not meet the criteria of an excused absence is considered an unexcused absence. Unexcused tardiness, lateness, absence, or truancy shall not be grounds for suspension from school but may result in the assignment of a detention or work detail. A student's grade in any course is based on his/her performance in the instructional setting and will not be reduced for reasons of conduct and/or attendance. If a student violates the attendance rules of the school, he/she will be disciplined appropriately for the misconduct, but his/her grades will be based upon what the student can demonstrate he/she has learned.

[Make-Up Work for Absences](#)

Students are expected to make up all work missed as a result of absences. Students and parents have the responsibility to request makeup work from the students’ teachers on the first day he/she returns to school. Work missed during the student’s first three (3) days of unexcused absences during a semester is expected to be made up, including out-of-school suspension absences. The student will have no fewer than the number of days absent plus two (2) to complete and hand in work for credit. The teacher may permit additional time for makeup work to be completed and turned in for credit.

Tardy Policy

Tardies will not be carried over into the next semester. Students who are habitually tardy to class are subject to the following disciplinary actions:

- Parental Intervention
- Office Intervention
- Detention or Work Detail Programs

Check-In/Check-Out Procedures

Parents/Guardians must come to the Main Office to check students out of school. Parents/Guardians must be listed on the Student Emergency Card and show a photo ID to check a student out of school.

Leaving Campus

Students are not allowed to leave campus, unless properly checked-out by a parent/guardian. Students who leave campus and are not properly checked-out of school will be subject to disciplinary action.

Student Dress Code Policy

Students are expected to adhere to the school uniform policy every day. If a student is not in dress code, a parent will be called to bring proper clothing. **No fraying, holes, or tears should appear on any uniform garments or clothing worn on Student Dress Down days.**

Trapper Keepers

Students may carry a Trapper Keeper instead of a backpack. **Backpacks of any size are not permitted on campus.**

ID Badges

Upon initial enrollment in the school students will be provided with an ID Badge free of charge. Students must wear their school-issued ID Badge at all times while on the school campus or at a school function. If a student's ID Badge is lost or damaged, the student must purchase a replacement ID Badge from the school for \$5.00.

Outer Garments

The school's dress code does not prohibit students from wearing a coat, jacket, sweater, or other appropriate outer garment if it meets regular dress code rules, including:

- Outer garments must be either burgundy, hunter green, or navy-blue in color
- Outer garments must have a full zipper or button-down front
- Trench coats are not allowed
- Hooded sweatshirts are allowed, but hoods may not be worn during school hours
- Outerwear may not be disruptive, distracting, display offensive language/symbols, etc.
- School staff may ask students to remove jackets
- All outer wear must be worn over the collared uniform shirt.

Uniform Shirts

For the 2021 – 2022 school year uniform shirts may be purchased from any vendor as long as the shirt is a polo in one of the school colors. *For the 2022 – 2023 school year uniform shirts must be purchased from the school’s uniform store with the school logo.

Students have a choice to wear either burgundy, hunter green, or navy-blue shirts.

- Shirts must be tucked in at all times and the belt visible
- Non-uniform shirts are not to be worn as jackets
- A long-sleeved shirt matching the color of the student’s uniform shirt may be worn under the student’s uniform shirt on cold days
- Undershirts may be worn, but must be white and the sleeves of the crew necked undershirt may not be longer than the sleeves of the uniform shirt

Uniform Bottoms

- Khaki uniform bottoms may be purchased from any vendor, including but not limited to JC Penny, Target, Wal-Mart, Bealls, Land’s End Uniforms, etc.
- Bottoms must be khaki uniform bottoms only; **No jeans, pants with brads, or joggers are allowed**
- Students may wear either pants, shorts, or skirts/skorts
- **Shorts, skorts, and skirts must be no more than two (2) inches above the knee**
- A belt must be worn with all uniform bottoms that have belt loops
- Pants are to be worn at the waist at all times
- Uniforms should have no fraying, holes, or tears
- **If the weather is 50 degrees or below, students are permitted to wear jeans. Jeans must not have fraying, holes, or tears. A belt must be worn with jeans that have belt loops.**

Shoes

Both boys and girls must wear tennis shoes, loafers, deck shoes, or tie shoes. Shoes must be tied/fastened tight at all times. **For student safety, Crocs, flip-flops, and other open toe or open heel shoes and shoes with heels greater than 1 inch are not permitted to be worn on campus at any time, including Student Dress Down Days.**

Behavior Expectations and Interventions

Good discipline begins in the classroom and students are expected to follow the classroom expectations. Please be aware that a student can be removed from a classroom or receive a referral at any time if the student violates the District’s Code of Conduct. It is expected that teachers and staff will exhaust all avenues before writing a referral. In most cases, teachers will follow the sequence of behavior interventions outlined below prior to writing a referral. The sequence is a guideline for teachers and circumstances may force teachers to skip one or more steps.

1. Verbal reminder/warning
The teacher will remind the student about what he/she should be doing. The teacher may verbally remind the entire class about what they should be doing.
2. One-on-one conference
The teacher will speak to the student individually about his/her behavior. A one-on-one conference will be followed by a call and/or e-mail home by the teacher.
3. Removal from class to “buddy teacher” or removal to the office with a written referral depending of the severity of the behavior infraction.

School and District Policies

Nondiscrimination Statement

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, ethnicity, religion, national origin, sex, age, gender, marital status, disability, genetic information, or other basis prohibited by law in any of its programs, services, activities or employment practices.

Outside Food and Drink

Students should have no open outside food or drink on campus during or between classes, including but not limited to candy, chips, etc. Students can bring their lunch; however, the food and drink for a student's lunch must be in a lunch box and only eaten in the cafeteria.

Cell Phones and Electronic Devices

Cell phones are not to be used during school hours for personal use and must be turned off upon arriving on campus. Bluetooth speakers are not allowed on campus under any circumstances. Students may bring their own headphones or ear buds when needed for instructional purposes; however, headphones and ear buds are not to be worn around the neck or used in the hallways between classes. Failure to comply with the school's cell phone and electronic device policies may result in disciplinary action and loss of technology privileges. ***The school is not responsible for lost or stolen cell phones, electronic devices, and/or personal items.***

Student Fees and Obligations

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine/student obligation will be assessed, this also includes the replacement of lost or damaged Student ID Badges. The fine/student obligation will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay fines/obligations may result in a student's denial for participation in extra-curricular activities, sports, dances, dress down days, etcetera.



STUDENT HANDBOOK, BEHAVIOR, AND ACADEMIC AGREEMENT

Lake Alfred Polytech Academy is committed to academic excellence. The administration, faculty, staff, parents, and students are also committed to our mission to prepare each student for success in college, a career, and life through a challenging curriculum in a student-centered environment. Therefore, we ask that as the new school year begins you read and sign this student handbook, behavior, and academic agreement. Failure to comply with the terms on this contract may result in disciplinary action and potential dismissal from Lake Alfred Polytech Academy.

ACADEMIC STANDARDS

- I understand that Lake Alfred Polytech Academy will offer me a rigorous and challenging curriculum to prepare me for success in high school and beyond
- I recognize that the faculty at Lake Alfred Polytech Academy will challenge me academically
- I agree to fulfill all academic requirements at Lake Alfred Polytech Academy
- I understand the homework I will be given will be of high-quality and I am expected to return high-quality work
- I agree to engage and participate fully in all my courses

ATTENDANCE AND BEHAVIOR EXPECTATIONS

- I will conduct myself in an appropriate manner and follow the expectations outlined in the Polk County Public Schools' Student Code of Conduct
- I will adhere to the Lake Alfred Polytech Academy Dress Code Policy
- I will adhere to the Lake Alfred Polytech Academy Cell Phone and Electronic Device Policy
- I will wear my ID Badge at all times while I am on the school campus or at a school function
- I will attend school daily (Monday-Friday)
- I will be on time for each of my classes
- My parent/guardian will call the school office prior to 9:00 A.M. if I am going to be tardy or absent that day
- I will treat staff and students in a respectful manner and follow staff directives in a cooperative manner
- I will not interfere with other students' right to learn
- I will demonstrate appropriate behavior and use only appropriate language while I am on the school campus or at a school function

Student Name _____ Student ID _____ 3rd Pd Teacher _____

Student Signature _____

Date _____

Parent/Guardian Signature _____

Date _____