



2026-2027

Student/Parent Handbook

Welcome

We would like to welcome students, parents, and families to the Academy at the Farm. This is an exciting adventure that hopefully will be a meaningful experience for everyone. The faculty and staff are eager to work with you to provide a quality education in a warm and positive environment. As President Roosevelt once said, "We cannot always build the future for our youth, but we can build our youth for the future." Working together, each of us will play a significant role in accomplishing this goal.

Your energy, support, and enthusiasm are greatly appreciated.

Sincerely,

Joshua Borders, Director
Victoria Sutton, Preschool Principal
Erica McCarthy, Primary Principal
Kathy Hobby, Intermediate Principal
Eva Wasilewski, High School Principal

Academy at the Farm

School Slogan: We do what's best for kids!

School Mascot: Mustang

School Colors: Red, White, and Navy

Mission Statement:

The **Academy at the Farm Preschool** educators facilitate a safe, caring academic environment for young children to flourish as lifelong learners.

The **Academy at the Farm** is a unique charter school designed to meet the needs of all students by promoting academic excellence, developing productive citizens through character building, and incorporating the advancement of agriculture and technology in the curriculum.

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Academy at the Farm Dress Code Policy

In order to promote modesty and an orderly and safe environment that is conducive to learning, Academy at the Farm has established the following guidelines for student dress. These guidelines help create a respectful and focused academic atmosphere, ensuring all students can learn and participate comfortably and safely.

- **Shirts:**

- Academy at the Farm collared polo shirt- purchased through the school's store.
- High School - Academy at the Farm tshirt purchased through the school's store.
- PreSchool may also wear the PreSchool graphic shirts.
- Colors - Red or Navy
- Length- Long enough to raise arms above the head without exposing the torso.
- Undershirts need to be solid white, navy, red, or black.

- **Bottoms:**

- Shorts, skorts or pants.
- Colors - Navy, Khaki, Black, Gray or Blue Denim.
- No gym shorts or knit/spandex material.
- No sweatpants.
- Length - shorts and skorts must be no more than three (3) inches from the top of the knee while standing.
- Bottoms must be plain and free of decorations, jewels, holes, fringe, and rips. Clean hems only.
- Leggings and tights are only allowed if worn under a skirt/skort/shorts. Colors - Red, Navy, White, Gray, or Black

- **Indoor Outerwear**

- Only Academy at the Farm logo sweaters and jackets purchased through the school office are permitted indoors.
- Preschool to 5 - Crew neck sweatshirt purchased through the AATF office with the school logo
- Middle School Only- Heather Gray hoodies are allowed if purchased through the AATF office with the school logo.
- High School Only - Black hoodies are allowed if purchased through the AATF office with the school logo.
- Hoodies are not permitted for grades Preschool to 5th.

- **Outdoor Outerwear:**

- Any coat is acceptable as it will not be worn indoors.
- No Hoodies for grades Preschool - 5th grades.
- Hats may be worn outside only.

- **Socks:**

- Solid Colors only (no patterns).

- Colors - Red, Navy, White, Gray, or Black.
- Any length is acceptable.
- **Shoes:**
 - Sneakers are preferred for all students due to PE and recess.
 - All shoes must strap securely to the foot.
 - Flip flops, crocs, and other loose shoes are not permitted.
- **Friday Shirts:**
 - Any school-approved T-shirt with the Academy at the Farm logo.
- **Additional Items:**
 - **Hair color:** must be of **natural** brown, blonde, black, or red colors. Dyed hair should reflect those natural colors.
 - **Body piercings:** should be limited to ears only.
 - **Labeling Belongings:** Jackets, lunch boxes, etc. should be labeled with the student's first and last name.
 - **Lost and Found:** Any item turned into lost and found without a name is subject to being donated. Items on the Lost and Found board are held for a maximum of two weeks.
 - **Non-Uniform Days:** Students may choose not to wear their AATF uniform on these days, but must adhere to the following:
 - Shirt sleeves must have 2 inches of shoulder material
 - The stomach must not show.
 - Undergarments must not show.
 - No shirts, dresses, or blouses with a revealing neckline.
 - Leggings are allowed when the shirt or dress provides full coverage for the rear.
 - No offensive graphic t-shirts.
 - All bottoms, including athletic shorts, must be no more than three (3) inches from the top of the knee.

The Director may waive the school uniform policy on a case-by-case basis for either disability or medical reasons, as long as proper documentation is submitted. Parents who cannot afford school uniforms need to contact the Director. Dress code violations will be handled by teachers/administrators and parents will be notified.

The Director/Principal shall determine the appropriateness of dress and appearance in accordance with the above guidelines. The Director/Principal will decide if a student's appearance meets Academy at the Farm standards and parents will be notified. The Director/Principal's decision on the appropriateness of dress is final.

***Respect and Civility:** Any clothing, items, accessories, or apparel that may or does disrupt the school setting, is offensive to good taste, and is considered inappropriate for the school environment are not permitted. All students are expected to maintain the highest possible standards of personal hygiene. This includes wearing clean uniforms. Please make sure clothing is not too tight or too loose.

Academics

Academic Integrity:

Students at all levels are expected to pursue their studies with integrity and honesty in all school settings. All work that a student submits will be the original and authentic work of the individual student unless otherwise specified in the assignment.

Students have the responsibility to:

- Uphold the highest standards of academic integrity in the student's own work
- Refuse to participate in, or tolerate violations of academic integrity in the school community
- Foster a high sense of integrity and social responsibility in the school community

The following examples of academic dishonesty will result in disciplinary action

- Cheating
- Altering or interfering with grading
- Using or consulting any materials or personal electronic devices/wireless communication devices not authorized by the teacher during a test or assignment
- Submitting an assignment purchased or otherwise obtained from a third party
- Plagiarism
- Inappropriate use of AI to complete assignments or assessments.
- Distributing test questions, homework questions, assignments and other school testing or evaluation materials, or answers in a manner that enables or advances the examples of academic dishonesty.
- Willfully or knowingly taking an online course or examination on behalf of another person, or allowing someone to take an online course or examination for you
(These are examples for guidance purposes and do not constitute an exhaustive list.)

Consequences may include the following:

- Reduced/no credit on assignment
- Proctored assessments
- Repeated infractions will result in a referral

Academic Programs:

Preschool uses "*Teaching Strategies, The Creative Curriculum*" in combination with the Florida Early Learning and Developmental Standards: Four Years Old to Kindergarten. Teachers guide activities with ample time for free choice, socialization and play. We meet each child at his or her developmental level and strive to provide a stimulating, creative and discovery-oriented environment where learning is achieved through play. We emphasize the whole child and value each child's unique traits. On a daily basis, your child will experience language arts, literature, math concepts, creative art projects, dramatic play, as well as gross and fine motor activities.

K-8 Curriculum consists of math, science, language arts/reading, social studies, physical education, and depending on grade level, art, music or other electives. The Florida A++ Plan will be followed for all middle school students. This plan requires students to earn a passing grade in math, science, language arts and social studies for 6th, 7th, and 8th grades or have to recover any failed subjects before moving ahead to high school. Course recovery is done through Florida Virtual School or Pasco eSchool. 8th grade students who have not earned all required credits will not participate in the graduation ceremony or other graduation activities.

9-12 Curriculum consists of necessary credits for graduation based on the student 24 credit diploma path. In alignment with the students' chosen pathway, either Agriscience/Agribusiness or Entrepreneurship, other courses and electives are offered to gain credit towards a Career Technical Education (CTE) certification. Honors, Cambridge, USF Dual Enrollment (DE) are also offered to students who meet the specified requirements. Our learning framework is based on the National College, Career, Military and Life readiness indicators to prepare high school students to become future leaders of tomorrow. We utilize project-based and experiential learning techniques and strategies aligned to real-world applicable skills including the AATF character traits to cultivate and nurture leaders of character.

Attendance:

Regular attendance and punctuality are vital factors in every student's success. When a student is absent, the parent should submit an explanation of the reason for the absence on the Academy at the Farm website. Maintaining good attendance, defined as being present and on time at least 95% of the time, is indeed crucial for a child's academic success. Consistent attendance allows students to fully engage in learning, participate in classroom activities, and build important social skills. It also helps them stay on track with their peers and prevents gaps in learning. Parents play a significant role in ensuring their child's regular attendance by prioritizing punctuality and addressing any barriers that may hinder consistent attendance.

A history of excessive absences may result in administration requiring formal documentation to excuse an absence.

Preschool: Days missed may not be made up on non-scheduled days. Students participating in the Voluntary Pre-Kindergarten (VPK) program are scheduled for 540 program hours. The VPK hours are from 8:00 a.m. to 11:00 a.m. Absences of 5 consecutive days require documentation to explain the absence. Documentation for planned absences, signed and dated by the legal guardian, must be submitted in advance, explaining the reason for the extended absence. If a child is sick for 5 or more days, a doctor's note explaining the reason and duration for the absence is required.

Tardy: Students who arrive at 8:00 am or later will be escorted to their classroom by the Preschool Principal. The parents must wait in the lobby for the Principal to return with the sign-in book.

K-8: Parents, guardians or students may request make-up work following an absence. See the General Grading Policy below for additional details. Students must attend a minimum of a half-day of school to participate in an after school event on the same day (dances, sports, etc.). Students who need to check out during the school day, but plan to return to school will be coded in myStudent with an LR attendance code (Leaving and Returning). This is a present code and will not count towards a student's absences that are reported on the report card.

Students who are continually tardy miss a crucial portion of their education. **Students are considered tardy if they are not in their seats ready to work at 8:00 for K-5 and 7:30 for 6-12** Any student arriving late **must** be walked in by a parent and report to Student Services for a tardy pass before going to class. Parents may be contacted for a conference if tardiness and/or absences occur repeatedly and are interfering with a student's education. Students who are habitually absent may be referred to the school nurse, social worker and/or truancy officer for follow up.

Schedules:

Arrival and Dismissal:

Preschool

- **Arrival: Full Day Preschool/VPK with Wrap-around Program**

The school's hours of operation is from 7:30 a.m. – 3:30 p.m. There is a 30-minute arrival window from 7:30 a.m. - 8:00 a.m. Children will not be permitted to enter prior to 7:30 am. **Parents and/or caregivers must sign their children in and out each day with the time of arrival and departure.** This person must be of legal age 18 or over, no exceptions. Children may only be left in the care of a teacher/instructional assistant and never with volunteers or other parents. This is a licensing requirement. Please let your child's teacher know that your child has arrived, and never leave your child without saying goodbye. This is a big step in gaining confidence and independence as your child begins their day. Students attending for the day must arrive prior to 8:00 am.

- **Arrival: VPK Only Program**

The school's hours of operations are from 7:55–11:00 am morning VPK program. As this is a voluntary pre-k program and is subsidized by the state, students will not be permitted to enter prior to 7:55 am. **Parents and/or caregivers must sign their children in and out each day with the time of arrival and departure.** This person must be of legal age 18 or over, no exceptions. Children may only be left in the care of a teacher/instructional assistant and never with volunteers or other parents. This is a licensing requirement. Please let your child's teacher know that your child has arrived, and never leave your child without saying goodbye. This is a big step in gaining confidence and independence as your child begins their day.

- **Dismissal: Full Day Preschool/VPK with Wrap-around Program**

A parent may authorize another person to pick up their child by listing the person on the emergency card. This person must be of legal age 18 or over, no exceptions. It is important that your child be picked up on time, as it is distressing for the child to be left after the other children have been picked up. Students must be picked up prior to 3:30 p.m. A per minute fee (\$3 per minute) will be charged if your student has not been picked up by 3:30 p.m. If you know that you will be running late, please call the school at 352-588-9737 (Late charges still apply).

- **Dismissal: VPK Only Program**

A parent may authorize another person to pick up their child by listing the person on the emergency card. This person must be of legal age 18 or over, no exceptions. It is important that your child be picked up on time, as it is distressing for the child to be left after the other children have been picked up. Students must be picked up at 11:00 am. A per minute fee (\$3 per minute) will be charged if your student has not been picked up at 11:00 am. If you know that you will be running late, please call the school at 352-588-9737 (Late charges still apply).

Preschool to 12:

Authorized Persons:

Only persons of legal age on the emergency card will be allowed to pick up your child. Anyone picking up your child should be prepared to show proper identification including a photo ID before your child is released. If a court-ordered Custody Decree is in place, a copy will need to be provided for the student's

file. The Preschool Principal will need to be informed of the person who is not authorized to pick up the child.

Children left after school hours: If your child is left at school after school hours, they may not be in their assigned classroom. A predetermined late teacher and classroom will be responsible for any children still here after school hours. Our staff will attempt to contact the parent(s) first, then proceed to emergency contacts. If the child is left for an unreasonable length of time, then we are obligated to call the Florida Department of Children and Families.

Grades K-12

- School is in session from 8:00 a.m. - 2:30 p.m. for K-5, and 7:30 a.m. - 2:00 p.m. for 6-12. Students should arrive no earlier than 7:00 a.m.
- **Students are considered tardy if they are not in their seats ready to work at 8:00 for K-5, and 7:30 for 6-12. For safety purposes, parents must escort their child into school if they arrive after the car line has been closed.**
- Dismissal time is 2:30 p.m for K-5, and 2:00 p.m. for 6-12. Students must be picked up **within 30 minutes of their dismissal time**, or are subject to becoming **paying** participants in the Extended Day Program. For more information on the extended day program, please contact the front office.
- For the safety and smooth dismissal of all students, early check-outs will not be permitted within 30 minutes of the scheduled dismissal time. Any person picking up a student from school should be listed on the student's emergency card and be prepared to show a Driver's License as proof of his/her identity. **ALL attempts should be made to schedule appointments after school hours as missing school not only affects the student who leaves class but the other students when class is interrupted.**

Breakfast and Lunch

Preschool Snack and Lunch:

- AATF Preschool does not provide snacks or lunch. Students-will need a morning and afternoon snack and a water bottle in addition to their lunch. Snacks should be nutritious and child friendly. Ideal snacks include fruit, crackers, cheese, and vegetables such as carrot or celery sticks. Please see our suggested snack list.
- We are not licensed to prepare lunches for students. Send a cold pack in your child's lunchbox if the food needs to remain cold or a thermos if the food needs to remain hot. We are teaching healthy food habits therefore we ask that you pack well balanced and nutritious foods. All lunches should include a grain, protein, and a combination of fruits and vegetables. Examples of nutritious lunches include: Cold cuts, spaghetti, chicken, apple slices, baby carrots with dip, cheese and whole wheat crackers, cucumbers or broccoli with dip, and cut up strawberries, a thermos of pasta (with either cheese or meat), peaches or mandarin oranges (in their own juice), and green beans.
- **VPK Only:** Students need to eat breakfast before their arrival. AATF Preschool does not provide snacks or lunch. Each child needs to bring a healthy snack and a water bottle daily. Students enrolled in the VPK Only Program will not eat lunch at school.

K-12 Breakfast and Lunch:

- Breakfast and lunch are available every day for all students. Breakfast may be picked up from

7:20-7:50 a.m. for K-5 and 7:00-7:30 a.m. for 6-12. Breakfast consists of a variety of items that may be available.

- Lunch consists of an entrée, two sides and a choice of chocolate or low fat milk.
- Parents can enroll their student in **myschoolbucks.com**, an online payment service for student meal accounts to add funds for extra servings and/or snacks for their child. Parents can track their accounts and/or have money automatically placed in the account without worrying about money shortages.
- Students who choose to bring their lunch to school should bring healthy food items.
- Energy Drinks are prohibited.
- Students may not have meals delivered to school via DoorDash or any other delivery service.
- Parents may drop off food at the front office. Students are only permitted to pick up and eat it during their lunch period.
- Microwaves are **not** available for student use.

Fee Based Programs

Extended Day Program K- 8:

- Preschool does not provide an extended day program.
- The Extended Day Program is available Monday-Friday from 2:30 p.m. to 6:00 p.m. This program is a privilege and students may lose that privilege due to misbehavior or if the designated dismissal time in the afternoon is not adhered to. For further information, visit the www.academyatthefarm.com or call the school.

Preschool Tuition:

- Registration Fees are payable at time of registration and are nonrefundable. These fees insure your child's placement in the school and are determined according to classroom needs.
- **Tuition is due the first day of each month.** Tuition is considered late after the 5th of each month and an automatic late fee of \$20 will be applied. If payment is not received by that time, tuition must be paid by the end of the following week. Please visit our website for current tuition rates. Monthly tuition is consistent regardless of holidays, absences, withdrawals, or inclement weather conditions. The dates of school closure (for holidays, etc.) are the same as the dates for Pasco County public schools.
- AATF business office will send invoices via email the first day of every month. You may pay by leaving payment in the black tuition mailbox located in the main office and the preschool lobby. Tuition may also be paid online or through recurring payment, for an additional fee.
- **Withdraw:** Should it become necessary to withdraw your child from our program, we require a thirty-day advance written notice. This enables us to offer your child's space to parents who are interested.

Outstanding Balances Policy:

Families are expected to keep all school-related accounts current, including payments for aftercare, enrichment programs, field trips, and other optional services. If payment is not received by the due date, a reminder will be sent, and the administration will be notified.

Families with outstanding balances over 45 days may temporarily lose access to optional services and activities, such as:

- Participation in non-instructional field trips and school events
- Enrollment in extracurricular clubs or enrichment programs

Access to aftercare services or other fee-based offerings
Unpaid balances **must** be resolved before participating in end-of-year activities, including promotion ceremonies and celebratory events. Families are strongly encouraged to communicate with the front office to arrange a payment plan if needed.

While unpaid balances will not prevent access to the student's instructional program, timely payment is required to maintain access to all other school services and events.

Grading Policy K-8:

Purpose:

The Academy at the Farm faculty and administration support a general evaluation and grading policy. Our philosophy is to provide a variety of measurement instruments to evaluate a student's academic ability. These grading criteria will best reflect the student's growth and progress as an individual. Grades also measure a student in terms of his progress as a member of his/her comparable grade/age group.

Scope:

All teachers at the Academy will use the following guidelines. Any significant variation from these guidelines must be approved by the administration. Students/parents must also be informed in writing.

General Information for Parents:

Report cards and progress reports will be accessible on myStudent. Dates for report cards and progress reports are listed on the master calendar of the Student Handbook. Parents of students in grades 1-8 may also access a student's grades more frequently by going to Schoology, the learning management system that is utilized by Academy at the Farm.

General Grading Policy:

- Teachers must have a minimum of three grading categories for each of their classes. These categories should take into consideration several different evaluation tools/measurements.
- Teachers must have a minimum of three grades in each category when grades are finalized at the end of each grading period.
- Within each category, all grades should either be percentage based or points based.
- Due to accountability to state standards, between 25% and 70% of the quarter grade will be based on formal assessments.
- All assignments should be graded and entered into the gradebook within one week from their due date.
- 6th-12th Grade students will be given a syllabus by his/her teachers. This school policy, as well as a teacher's syllabus and grading standards, should be posted in their courses on Schoology in a folder labeled: "Grading Policies/Procedures".
- Homework should generally be for weekday assignments and limited on weekends in order to support/encourage family activities. Students who are in advanced coursework may need to use time beyond the weekday to ensure ample time on assignments and projects.
- Students who are absent will have two days for each day missed to turn in make-up work. If students have extended absences due to illness or other circumstances teachers and/or administration may work out a reasonable schedule of completing missing assignments with students.

The following Grading Scales will be used:

3rd - 12th

A - 90 - 100

B - 80 - 89

C - 70 - 79

D - 60 - 69

F - 59 and below

Primary

E - 90 - 100 - Excellent/Exceeding Expectations

S - 75 - 89 - Successful/Meeting Expectations

N - 60 - 74 - Needs Assistance

U - 59 and below - Well Below Expectations

Specials Considerations:

Due to the participatory nature of Specials classes, Specials teachers may have less than three categories of grades for their classes and must have a minimum of nine grades when grades are finalized at the end of each grading period.

Homework K-12:

The purpose of homework is to reinforce and practice skills introduced in class. Students are responsible for recording assignments in their student planners that need to go home to be reviewed by parents each night. Important classroom and school information can be found on the Schoology website.

Promotion and Retention K-8:

A student's progress is based on his/her achievement during the school year. If a child is to be retained, it will be in accordance with Florida law and at the discretion of the Director. 8th Grade Students must have earned 3 credits in ELA, 3 credits in Math, 3 credits in Social Studies and 3 credits in Science prior to being promoted to the 9th Grade.

Graduation Requirements 9-12:

High School students must meet all State of Florida graduation requirements. Every student must meet the credit requirements per HS Diploma pathway and the passing of required End of Course (EOC) assessments. Please refer to the AATF student progression plan for further specifications.

Report Cards/Progress Reports/Grades K-12:

Report card grades will be issued every nine weeks and progress reports will be issued halfway through each quarter on the Pasco County School District's myStudent platform. Dates for report card and progress report distribution are listed on the master calendar of this handbook. Parents must create a parent portal account in myStudent to access progress reports and report cards. Steps to create an account are located on the Pasco County Schools website and linked in the Parents information page. Parents may access a student's grades more frequently by going to the electronic grading program, Schoology. Contact your child's teacher for questions about Schoology.

Testing Preschool:

The Coordinated Screening and Progress Monitoring Program is the statewide, standardized program known as Florida Assessment of Student Thinking (FAST) Star Early Literacy implemented in all VPK programs as required by s. 1002.68, F.S., that is used to assess student achievement of the performance standards established in s. 1002.67(1)(a), F.S., in early literacy and mathematics.

The Star Early Literacy Assessment results will be issued within seven days of the student's completion date. A copy will be handed to the parent by the student's teacher.

The VPK students will be assessed three times during the school year. The first is conducted within the first 30 days of school. The second assessment will be conducted in January. The last assessment will take place within the last 30 days of school. Preschool students will be assessed in October and May.

Testing K-12:

Teachers will determine student progress throughout the school year by analyzing data from unit tests, chapter tests, projects, student reports and numerous other teacher, school, district and/or state designated assessments. Required state standardized tests will be administered according to FLDOE and Pasco County School District timetables.

Textbooks and Computers K-12:

Textbooks, classroom computers and library books are the property of the Academy at the Farm. Students/parents are **financially responsible** for items loaned to them during the school year and will be held responsible for any damage to or loss of this school property. Non-consumable textbooks that are assigned to students for the year must be kept in good condition and returned to the school at the end of the school year.

School Communication

Conferences:

Parents are encouraged to meet with teachers to discuss their child's educational progress. Parents may call or email the teacher(s) to schedule an appointment if a conference is requested. Parents should check in at the office upon arriving at school for a scheduled conference. **Teachers will not hold conferences that have not been pre-arranged, especially when the teacher has the responsibility of direct supervision of students.**

Student Planners K-12:

Students will be provided with a student planner to keep track of daily assignments, progress in school and as another means of communication between home and school. If a planner is lost, a new planner can be purchased from the school for \$15.00 while supplies last.

Communication, Platforms, and Tools K-12

- **myStudent** - County's learning management system, can be accessed by parents to review many student records including student grades and attendance.
- **Schoology** - On Schoology you will find a school calendar and news, access to your child's grades, teacher lesson plans, field trip news, a link to email teachers and other information available 24 hours a day.
- **LiveSchool 3-12** - Behavior character/reward tracking system
- The Academy at the Farm **website** (www.academyatthefarm.com) has school lunch menus and information about our clubs and programs and how to volunteer at our school.
- All teachers have been provided with voicemail. Even though teachers will not be answering the phone during class time, they will be able to retrieve messages at other times during the day or after school.

Health

Preschool:

Due to licensing requirements, children must be completely toilet trained to attend any of the Preschool/VPK programs. If your child is sick, please text or email your child's teacher and let them know he or she will be absent. If we do not receive this information, then you will receive a text or call from the school.

Preschool - 12th Grade:

Children must be kept home for these reasons, and **be symptom free for 24 hours before returning to school.**

- Fever of 100.0 F or higher during the last 24 hours without meds
- Diarrhea or loose, watery stool
- Vomiting
- Pink eye or discharge from the eye
- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Green uncontrolled nasal discharge (if child cannot manage on own)
- Any other communicable disease symptoms

If nasal discharge is from allergies, we may require a note from their doctor stating that they are not contagious. Children should be kept at home if they are unable to participate in any school activities. If your child becomes sick at school, you will be called to pick him/her up immediately. The child must be picked up within the hour. A communicable health form will be given at the time of pick up if your child is sent home.

Lice:

If a student is found with head lice, a parent/guardian will be notified and instructions for treatment will be given.

Emergency Information:

Supplying emergency information is part of the registration process and must be updated yearly. Any health problems such as free bleeding, excessive nose bleeding, febrile convulsions, highly allergic reactions, hearing and/or vision problems, etc. must be reported to the school. This information will make it possible for the school to handle emergency situations adequately as they arise. Please contact the main office if any information changes during the school year so it can be updated in our system.

Immunizations:

Preschool - By state law, each child must have a complete and properly executed Florida Certification of Immunization form, or the Religious Exemption from Immunization form, and a Student Health Examination form from the custodial parent or legal guardian. These may be obtained from the local county health department. The physical and immunization form must be current. As a courtesy, parents will receive an email with a reminder of the expiration date from the preschool principal. It is the

parent's responsibility to keep them up to date and provide current forms to the school. Expired health records **will** result in your child's temporary suspension from our program enrollment until the records are up to date.

The child may not remain in the program if records are not submitted within 30 days of enrollment. A child who has not received the age-appropriate immunizations prior to enrollment and who does not have documented medical or religious exemptions from routine childhood immunizations must provide documentation of a scheduled appointment or arrangement to receive immunizations.

K-12 - All children entering school for the first time (in any grade level), Kindergarten, seventh grade, and transfer students from out of state, must comply with the Florida Compulsory Immunization Law (Florida State FS 323.032). A certificate of immunization, which may be obtained from a physician or the County Health Department, must be presented before the child will be admitted to school.

Medication:

Preschool

The Department of Children and Families regulations prohibits Academy at the Farm Preschool employees from administering any medicine unless it is in the original container and labeled as follows:

- Student name
- Name of medication
- Directions concerning dosage and time of day to be taken
- Physician's name
- Date prescription was written
- If applicable, a medication oral syringe needs to be provided for proper administering of the medication

Over the counter medication can only be administered with a physician's written authorization. Medications need to be brought to the Preschool Principal by the parent or legal guardian for proper storage. We may not administer medication that needs to be refrigerated. Prescribed EpiPens will be stored in the student's classroom. All students with allergies will need an Emergency Care Plan. The child's parent or physician must include the following in the ECP:

1. Instructions regarding the allergen to which the child is allergic and steps to be taken to avoid that allergen.
 2. A detailed treatment plan to be implemented in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications.
 3. Specific symptoms that would indicate the need to administer one or more medications.
- Preschool personnel will contact 911 immediately whenever epinephrine has been administered. The parents will also be notified immediately.

K-12

District policy requires that medication be administered to students in the following manner.

1. The medication should be brought to the clinic by the parent.
2. The medication must be in the **original container** and labeled as follows:
 - Student name
 - Name of medication
 - Directions concerning dosage and time of day to be taken
 - Physician's name
 - Date prescription was written

- **Special Instructions**

3. No more than a month's supply of medication should be brought to school at one time.
4. An authorization form must be signed by a parent giving permission for any medication to be taken at school.
5. Non-prescription medication can only be administered with a physician's statement.
6. Students may be allowed to carry metered dose asthma inhalers with a completed permission form signed by their parent/guardian and physician.
7. Additional requested medications will be reviewed on a case by case basis.

School Safety:

A safe school environment can be maintained if everyone does his/her part. **Entrances, exits and hallways have cameras** to help monitor activity and ensure the safety of the students and staff. Emergency exits are mapped out and posted in each classroom. If the fire or severe weather alarm sounds or there are other emergencies, students must follow fire/severe weather/active threat plan procedures as directed. Policy dictates that drills for these emergencies are conducted on a regular basis. There will be a school safety guard monitoring the premises while school is in session.

Preschool Emergency Evacuation: In the case of an emergency evacuation all classroom teachers have emergency contact numbers, and parents will be contacted with the new location. Academy at the Farm follows the Pasco County School District. In the event of an emergency closure by the Pasco County School District, AATF Preschool will also be closed. You will receive notification from the school or your child's teacher.

Policies/Procedures

Access to School Records:

Parents have the right to inspect and review their children's educational records. All FERPA requests may be made at this site <https://aatf.wufoo.com/forms/w1q0i2s51l9d77j/>. Once submitted the director or the director's designee will be notified. The school must comply within a reasonable time frame (not in excess of 45 days)

Board of Directors Meetings:

Our Board of Directors determines and sets policies for the Academy at the Farm. The BOD meetings are traditionally conducted at the school on the 3rd Monday of every month at 5:30 p.m. Any alteration of these days or times will be posted on the Academy web site and the master calendar located in the front office. These are public meetings and parents/visitors are encouraged to attend. Parents wishing to contact individual board members may do so by contacting the Director's administrative assistant by email or phone at 352-588-9737.

Bullying:

Harassment or bullying of students or staff is an extremely serious violation of the Student Code of Conduct. It can also be a violation of criminal law. Academy at the Farm will not tolerate unlawful bullying and harassment in school, at school-related or school-sponsored events, or through the use of data or computer software that is accessed through a computer, computer system, or computer network

of the school. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is unwanted and repeated written, verbal, or

physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; is carried out repeatedly and is often characterized by an imbalance of power; or unreasonably interferes with the individual's school performance or participation; and may involve but is not limited to:

- Unwanted teasing or taunting
- Social exclusion
- Threat Intimidation
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial/ethnic harassment
- Public humiliation
- Destruction of property

Violations of this policy should be immediately reported to the principal or designee as soon as possible after the alleged incident. The principal or designee will promptly investigate reports of bullying. If the investigation finds an instance of bullying, it will result in prompt and appropriate remedial and/or disciplinary action. Additional information can be found in the Pasco County Student Code of Conduct.

Cell Phones/Electronic Devices: -

Students are NOT allowed to use cell phones, smart devices, or other non-approved electronic devices at school. Cell phones, smart devices, or other non-approved electronics will be confiscated if found in a student's possession at school. All confiscated cell phones, smart devices, or other non-approved electronics will be made available to parents/legal guardians for pick up from the office. When a student has a legitimate need to make a call during the school day, they may use a school telephone with permission from a staff member. Parents who need to contact their children during the school day should contact the school office who will deliver the message to the child.

This policy applies to the Extended Day Program and on campus after school activities as well. It is the parent's responsibility to monitor their child's texting, social media and other online activities. Additional information can be found in the Pasco County Student Code of Conduct.

Code of Student Conduct:

Preschool Incident/Accident: In the event of any significant incident/accident a written report will be sent home with your child. This report will contain specifics about the incident/accident and will be signed by your child's teacher as well as the Principal. You will be asked to sign stating that you received a copy, and a copy will be placed in your child's file.

Preschool Disciplinary and Expulsion Policy: Discipline Policy: Our goal is to have a classroom that is a thriving community where children are treated with respect and dignity. Character Traits are at the core of teaching positive appropriate behaviors. The teachers support the children's emotional development by assisting them with various strategies to deal with their feelings and solve social problems. Children must be given the tools they need to live and communicate with the people around them. They do better when they know what is expected of them. It is important for parents and teachers to communicate and work together.

If a child has a difficult time with their emotions, they may need to sit next to the teacher. The teacher will guide them from their emotional state of mind to their executive state. Teachers help by modeling and instructing children in appropriate verbal and non-verbal communication skills.

K-12: Each staff member at AATF accepts responsibility for maintaining discipline and promoting the overall development of the whole child. A student's behavior should conform to acceptable standards of conduct as established by the Director and staff members. This includes all students following the six character traits which are posted in every classroom and are continuously reinforced at all grade levels: Respect, Responsibility, Fairness, Honesty, Caring and Citizenship. The Pasco County Code of Student Conduct (PCCSC) provides the framework for any course of action relating to discipline. Through contractual agreement, the Academy at the Farm will adhere to this code. Student's rights and responsibilities are outlined and defined in the PCCSC which is available online by linking onto the Pasco County Schools website and selecting *Code of Conduct* from the menu.

Extended Learning Policy:

The Academy at the Farm is a charter school which is a school of choice in Pasco County. Students enrolled here are considered full time students. Students who want to enroll in off campus or virtual classes can do so for accelerated or remedial/recovery purposes with the approval of Administration.

Field Trips:

Students may be involved in educational field trips from time to time throughout the school year. Field trips are an integral part of the curriculum and students are expected to attend unless excused by the Director. Financial arrangements will be made for those students who might need assistance. Students who do not attend school related field trips may be given alternative assignments at the teacher's discretion.

Attendance on end of year trips must be earned through the behavior management system utilized at each grade level and are subject to final determination by Administration.

Approved Academy at the Farm uniforms must be worn by students on all field trips.

Parents or others who act as guests, if needed, on any field trip **must** be registered as approved volunteers through the Pasco County School District and follow the Field Trip Guest Guidelines that can be found on pg. 21 of this handbook.

Lost and Found:

Lost/found items will be collected on the board under the covered area. Unclaimed clothing will be donated after two weeks. **Please have all jackets, lunch boxes or other valuable items marked with the student's name.** Jewelry and eyeglasses will be kept in Student Services until claimed.

Registration:

Preschool Children must have the following forms on file before they may attend our program. Forms are to be updated each year.

1. Record of current physical examination (date valid for 2 years).
2. Certificate of immunization (current and updated)
3. Emergency Card (completely filled out front and back, signed).
4. Handbook Acknowledgment Form (signed)
5. Admission Agreement (signed)
6. Notarized copy of the shared parental responsibility of the Final Judgment of the Dissolution of Marriage (If Applicable)
7. Publication Release Form
8. Permission for food related activities and special occasion food consumption form
9. VPK Certificate (VPK students only)
10. VPK Attendance Agreement

K - 12: By Florida law, the following information is required before entering a Florida school:

- Current physical examination
- Florida Certificate of Immunization
- The **original** certified birth certificate (to be photocopied and returned to you)
- Proof of residency

While providing a student's Social Security number is not mandated by law, it is recommended by Data Entry.

School Fees:

Preschool: Registration Fees are payable at time of registration and are nonrefundable. These fees ensure your child's placement in the school and are determined according to classroom needs.

K - 12: School fees are requested at the time of registration and are a part of the registration packet. Fees are used for workbooks, planners, classroom supplies and incentives, periodicals, Science Lab supplies, supplemental software, special reading materials, Art and Music supplies, etc.

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School Supplies:

Preschool: Your child will need:

- **One inch** thick vinyl, washable resting mat.
- Labeled backpack, water bottle, and lunchbox
- Extra set of clothing in a labeled gallon sized storage bag (uniform shirt, pants/shorts/skort, underwear, socks)

Licensing requires that all children staying more than four hours have a rest time. There will be a rest time each afternoon for all children. Children are expected to rest quietly on their mat or engage in quiet activities. This allows those who need to sleep, the opportunity to do so. It is recommended to buy two mats in the event their mat becomes torn or ripped. A torn or ripped mat is not allowed in school per licensing requirements. The student may bring a small blanket that fits in their backpack.

K - 12 Students are expected to bring necessary materials needed for daily work at all grade levels. A supply list will be available at the beginning of the year to purchase items that are necessary for a student's classes and/or a supply fee will be charged for the school to get needed supplies.

Socials:

Class or school socials are kept to a minimum. In the case of a child's birthday, parents should notify the teacher to inquire about their procedure for handling birthdays. **In order to minimize class disruptions, all gifts delivered to the school for students will be held in the front office until the end of the school day.**

Student Drop Off and Pick Up K- 12:

Please follow the guidelines below when transporting students to and from school. The following rules apply to everyone who transports a student:

Car Line Drop Off

- **Drive Thru Lanes** are for "driving thru", **NOT** for parking, leaving the car running or getting out of the vehicle for **ANY** amount of time. In consideration of others in the car line, **never** get out of your car or leave it if you are in the drive through lanes to deliver your child. Please park in the parking lot if you need to get out of your car.

- **PLEASE** continue to pull forward in the **Drive Thru Lanes** as far toward the front of the line as possible before stopping and letting out a child.

Car Line Pick Up

- Academy at the Farm will utilize a digital platform called SchoolPass for dismissal. It is imperative that parents register all possible vehicles that may be used to pick their child up on this platform. More information about the procedures will be sent out at the beginning of the school year.
- Students will be dismissed from their last period class when a parent/guardian arrives on campus.
- Utilize **all** car lanes for student pick up.
- Do not stop your forward progress because you see your child. Keep pulling forward until there is no space between you and the car in front of you and your child will come to you.
- **Never** get out of your car or leave it if you are in the drive through lanes to pick up your child.
- **Parents** are required to remain in their vehicles during pickup and must not park or walk up to retrieve their child.
- Handicapped parking spaces should not be used for pick up and drop off.
- Please refrain from having teacher/parent conferences in the car line.
- The crosswalk **must** be used by students and adults who wish to cross the street.
- Please share these instructions with relatives and/or friends that may drop off or pick up your child.

The safety of our students is our number one priority; therefore, it is imperative that everyone follows the above guidelines.

Suspected Child Abuse or Neglect:

By law, Academy at the Farm administration and staff must and will advise all appropriate local and state agencies of any suspected child abuse or neglect of any child attending our school. (F.S. 39.201, F.S. 39.202, F.S. 39.203)

Telephone Messages:

Telephone messages for students will be taken by office personnel and delivered to the student. Parents can call the office with any such messages, as teachers do not answer their phone during class time. With a teacher's permission, students may use the phone in the office to contact parents.

Visitors/Security/Safety:

Parents are welcome to visit the school. Visits for conferences or to observe in a classroom must be prearranged. For the safety of our students, all parents and visitors must come to the office with a photo ID to receive a visitor's badge to wear while on campus. Volunteers in the classroom must be pre-approved by the system set up by the Pasco County School Board and AATF. We encourage parent-teacher conferences; however, **teachers will not disrupt classroom instruction time to hold conferences. It is not necessary for parents to walk their students into the classroom in the morning as there is ample supervision if students need assistance.**

Volunteers:

Preschool: A Volunteer Acknowledgement For Child Care Program form is required by The Department of Children and Families. All preschool volunteers must have this completed and signed before spending time in a classroom.

Volunteers who arrive on campus any time during the school day with the intention of working with students **must be an approved volunteer** and must sign-in and sign-out at the office and list the area or teacher where they will be volunteering. They must bring a picture ID to receive a name tag through our tracking system.

K-12: Academy at the Farm encourages family involvement and we welcome the opportunity to partner with each family and the community to strengthen learning experiences through our volunteer program.

- Those interested in volunteering at the school should reach out to the principal for coordination. Timing and length of stay will be determined by the principal.
- The volunteer coordinator and/or classroom teacher will contact approved volunteers to help with special events/projects, field trips, classroom tasks, tutoring, etc.
- Volunteers who arrive on campus any time during the school day with the intention of working with students **must be an approved volunteer** and must sign-in and sign-out at the office and list the area or teacher where they will be volunteering. They must bring a picture ID to receive a name tag through our tracking system.

Withdrawal of Students:

Parents /Guardians need to contact the school several days prior to a student's withdrawal date to complete appropriate paperwork. All school materials must be turned in before the student leaves and all debts paid.

FIELD TRIP GUEST GUIDELINES

Purpose:

This policy intends to provide guidelines for guests that may accompany students on a school sponsored field trip. Grades 3 to 12 use school staff to chaperone students and therefore do not require parent volunteers. FFA/4H are exceptions to this guideline.

Scope:

Academy at the Farm is asking for guests to adhere to the following guidelines to provide a safe experience to all students participating in the field trip.

Policy Statement:

Thank you for your interest in joining our upcoming field trip. We wanted you to be aware of the guidelines that all field trip guests must adhere to in order to provide a safe experience off campus.

- Academy at the Farm staff are responsible for supervising all students during the field trip. You will be joining your student's group as a guest to assist teachers' needs.
- All guests must be Pasco County School Board District approved volunteers prior to joining the trip.
- Field Trip Guests will provide their own transportation to and from the field trip site. Guests are not able to ride on the bus.
- All students must ride the bus with their class and AATF staff to the field trip. You may check

your child out after the trip and drive them home separately, i.e. prior arrangements must be made with the teacher.

- Field Trip Guests are limited to adults only. Siblings are not permitted to attend.
- Purchasing food items for children other than your own is not permitted. This is a safety issue in regards to food allergies.
- Field Trip Guests are only able to attend day trips when needed. Overnight trips are limited to staff and students only.
- Failure to adhere to these guidelines could affect your ability to participate in future field trips.

Academy at the Farm Communication Policy

Academy at the Farm uses a communication procedure to help facilitate parental involvement. This procedure is to provide guidance for parents and others with questions about their children or the school.

The Communication Procedure is as follows:

First Resource- Teacher

- Contact the student's teacher to discuss any concerns you may have regarding your child. If the teacher is involved, you are encouraged to contact the next resource.

Second Resource- Learning Community Principal

- If your concern remains unresolved after meeting with the teacher or the teacher is involved, then contact the Principal. If the Principal is involved, then you are encouraged to contact the next resource.

Third Resource- Director

- If your concern remains unresolved after meeting with the Principal or the Principal is involved, then contact the Director. If the Director is involved, you are encouraged to contact the next resource.

Fourth Resource- Board of Directors Chairperson

- If your concern remains unresolved after meeting with the Director or the Director is involved, you are encouraged to contact the parent liaison representative on the Board of Directors. Contact information for the Board Chair may be obtained by contacting the Assistant to the Director at 352-588-9737.
- In order that the Chairperson knows your concern, you must contact the Assistant to the Director at the school which will provide you with a form that must be completed prior to scheduling the meeting. You may receive a call from the Chairperson to clarify information prior to the meeting.

The purpose of this procedure is to bring suggestions, observations, or concerns regarding Academy at the Farm to the person that can best resolve these issues.

This procedure will foster an environment that welcomes early identification of suggestions or concerns with mutual resolution. Open communication is important to meeting the needs of everyone at the Academy at the Farm and ensuring the school continues to **"We Do What's Best for Kids!"**

Request for Counselor:

All communication with the school counselor must be arranged through the Principals.

Academy at the Farm Respect and Civility Policy Statement**Purpose:**

Academy at the Farm believes that a safe, secure, nurturing and **civil environment** is essential to accomplishing its mission to **create a community** which works together so that all Academy at the Farm students will reach their highest potential.

Scope:

This policy promotes mutual respect, civility and orderly conduct among all school employees, students, parents and the general public. The policy is not intended to deprive any person of his or her right to freedom of expression. Rather, it is intended to maintain, and to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families, and staff, that is free of disruptive, demeaning, intimidating, threatening or aggressive behaviors.

Policy:

1. AATF staff will treat students, parents, fellow staff members and members of the public with respect and will expect the same in return.
2. AATF staff will not conduct business with those who use obscenities or otherwise communicate in a demanding, insulting or threatening manner.
3. From time to time, AATF may identify topics not amenable to student discussion outside of a particular classroom or class subject matter, because of reasonably held, evidence based concerns that the safe, secure, nurturing and civil learning environment will be disrupted. Examples of topics may include, but are not limited to, sexual relations, incidents of war, brutality or violence occurring outside of school, and heated political contests. Sex and reproduction may be an appropriate topic for discussion within a class on biology, whereas other topics may be appropriate for discussion in classes on history or government. AATF will give all school employees, students and parents notice of any topical limitations when the need for the same arises.

Academy at the Farm students' rights and responsibilities are further defined within the Code of Student Conduct.

Academy at the Farm
National Junior Honor Society
Selection Process

The National Junior Honor Society chapter of Academy at the Farm is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter's needs. Students are selected for membership by a team of Middle School teachers.

Eligibility Criteria: Students in grades seven and eight are eligible for membership. Students will be invited to apply during the fourth quarter if they meet the following requirements:

- A cumulative GPA of 3.5 or higher.
- No excessive loss of LiveSchool points that results in a District referral
- Enrolled at Academy at the Farm for at least one semester (can include fourth quarter).

The Application Process: The application allows candidates to describe their achievements in the areas of scholarship, leadership, and service. Additionally, candidates must submit:

- Two letters of recommendation from previous teachers.
- A personal statement of at least 100 words.

The application is due before the end of the school year; no late applications will be accepted.

Selection and Induction: Applications are initially reviewed by the Advisor. At the beginning of the following school year, they are presented to the Middle School teachers to determine selection to membership. A majority vote is required for selection. Candidates will be notified in writing of their selection status.

Following notification, a formal induction ceremony is held to recognize all newly selected members.

Membership Obligations: Once inducted, new members are required to maintain the level of performance in the five criteria that led to their selection. Additionally, members must:

- Document 10 hours of service learning.
- Pay chapter dues.
- Attend scheduled after-school meetings.
- Submit GPA forms in a timely manner.

Students or parents who have questions regarding the selection process or membership obligations may contact the chapter advisor.

Requirements for participation in the Academy at the Farm FFA or 4H and

Using the School Agriculture Facilities

Grades: All students who keep an animal at school must maintain grades of 'C' or better in all classes. This rule is in place to ensure that students are spending the appropriate amount of time on studying and maintaining passing grades in their classes. Grade Guidelines:

1. Students who do not maintain 'C' grades in all classes will not be eligible to keep an animal at school. **When a student's grade falls below a 'C' they must contact Mrs. Carter immediately.** They will be given an academic warning and must have a 'C' by the next progress report or report card to continue to keep their animal at the AATF facility.
2. Any student who has a 'U/F' in a class will not be able to use the AATF agriculture facility until that grade is increased to a 'D' and the grade **MUST** be a 'C' by the next progress report or report card in order to be able to continue to use the facility. If the grade is a 'U/F' for longer than 2 weeks, the student is no longer eligible to use the AATF barn facility. In the case of the student being unable to keep the animal at the facility, students will have 5 days to remove their animal. Any animal owned or leased by Academy at the Farm will become the sole responsibility of Academy at the Farm and can be reassigned to another participant. Students will not be refunded any money paid for animal feed or facility use.
3. Students are permitted to hold a meeting with Mrs. Carter, their parents, an administrator, and their teachers to confer about grades in the event that the above standards are not met. It is our goal to work with students and use their project as a way to motivate and encourage the best grades possible.
4. All members of Academy at the Farm FFA must maintain a 2.0 GPA at all times regardless of where their animals are located. Students who do not have a 2.0 GPA are not eligible for FFA.

Attendance: In order to properly raise an agriculture animal at school, a student must have good attendance in school. Students who are not present at school or are checked out early from school are not permitted to be at the barn after school unless prior arrangements have been made with Mrs. Carter.

Behavior: Students who participate in our agriculture programs are required to maintain appropriate behavior at all times (during school and after school). **Any child who does not demonstrate an understanding of the AATF character traits will be unable to participate in FFA or 4H.** Anyone who fails to follow the rules of the Academy at the Farm agriculture facility will receive a warning and then be unable to use the facility if the behavior continues. In the case of a student being unable to keep their animal at the facility, the student will have 5 days to remove their animal. Any animal owned or leased by Academy at the Farm will become the sole responsibility of Academy at the Farm and can be reassigned to another participant.

Barn Hours: Barn hours are from 2:00-4:30 each day.

Authorized Participants: Only people with a signed release form should be in the barn area. Anyone who does not have a signed release form should not be in the agriculture area. It is the responsibility of each member who uses the barn to make sure that the guests that are brought to the barn have a signed release form! Any adult who is at the barn should have a volunteer application on file with the

Pasco County School District. The necessary form can be found at:

(<http://www.pasco.k12.fl.us/comm/page/volunteer>). All FFA or 4H members who have an animal on campus should also have a completed animal agreement form. These will be handed out at the beginning of the year barn meeting for each species.

Only students with animals on campus are permitted to be at the barn after school unless arrangements have been made with the Carters 24 hours in advance.

Releases and Waivers

(The following will be communicated to parents, as needed.)

Academy at the Farm

Classroom Pet Interaction Waiver and Acknowledgment Form

Dear Parents/Guardians,

At Academy at the Farm, we believe that incorporating animals into the classroom environment provides valuable educational and social-emotional benefits for students. Classroom pets contribute to hands-on learning about animal care and biology, help reduce stress, and create meaningful opportunities for students to build connections with one another and with staff. This practice has long been an integral part of the Academy at the Farm experience.

Classroom pets may include, but are not limited to: rabbits, guinea pigs, hamsters, and occasional dogs, among others. All animals brought onto campus are required to have a current, clean bill of health from a licensed veterinarian.

While we take reasonable precautions to maintain a safe and healthy environment, interactions with animals may carry inherent risks, including but not limited to allergic reactions, scratches, bites, or other unforeseen incidents.

By signing this form, you acknowledge and agree to the following:

Acknowledgment and Release of Liability

I understand that my child may be present in classrooms where animals are housed or may have the opportunity to interact with animals. I acknowledge the potential risks associated with such interactions.

I hereby release, waive, and hold harmless Academy at the Farm, its board members, employees, and volunteers from any and all liability, claims, or causes of action arising out of or related to my child's exposure to or interaction with animals on campus, including but not limited to injury, allergic reaction, or illness, except in cases of gross negligence.

Parent/Guardian Preferences

Please complete the section below to indicate your preferences regarding your child's interaction with classroom pets:

Student Name: _____

Grade: _____

1. ☐ I give permission for my child to interact with classroom pets as part of regular classroom activities.
2. ☐ I prefer that my child does NOT interact with specific animals (please list below) and the reason(s) (e.g., allergies, fear, medical concerns, etc.):
3. Please list any known allergies or medical concerns related to specific animals:

Parent/Guardian Signature

I have read and understand the information provided above and have indicated my preferences regarding my child's participation.

Parent/Guardian Name (Printed): _____

Signature: _____

Date: _____

Thank you for your time and for helping us ensure a safe and supportive learning environment for all students.

2026-2027 Agriculture Release Form

Academy at the Farm Agriculture Programs

Facility Use Agreement and Release Form for Staff, Students, and Visitors

This agreement is intended for the purposes of outlining the rules, regulations, and parameters for participating at and using the Academy at the Farm Agriculture facilities. The undersigned acknowledges that they read and understand the contents of this agreement.

1. Proper Use of Facilities: When visiting and using the facility at Academy at the Farm, Inc. you are required to maintain ethical behavior at all times. Ethical behavior includes responsibility, respect (to others and animals), caring, citizenship, trustworthiness, and fairness. The following rules must be followed while using the agriculture facilities:
 - A. Do not feed or put anything into an animal's pen without permission.
 - B. Hitting or striking an animal in a manner that is not consistent with accepted training guidelines is not permitted.
 - C. Gates are not to be climbed over or stood on.
 - D. Close-toed shoes must be worn by all participants and visitors at all times.
 - E. No running, horseplay, or rough housing is allowed.
 - F. No one should be at the barn without the permission of the Academy at the Farm agriculture science teachers/barn manager.
 - G. Additional barn guidelines will be provided for students participating in Academy at the Farm 4H and FFA.

By signing this agreement. You acknowledge that you understand the rules and regulations for using Academy at the Farm, Inc. agriculture facilities and agree to follow all of the above stated rules and regulations. Please note that these rules and regulations are subject to change at the sole discretion of the Academy at the Farm, Inc. By signing the Agreement you also understand that there may be additional rules that are added to ensure the safety of our animals and our youth who are participating in agricultural activities at Academy at the Farm, Inc. If a change is made, all youths and parents who use the facility will be notified by email of the change and a notice will be posted on the inside of the feed room door.

The Director at Academy at the Farm, Inc., has the right to prohibit any person or animal from using the Academy at the Farm, Inc. agricultural facility at any time.

Both participants/guests, parents and invitees must execute this form below for participation in this program.

2. Release. ANY STUDENT, FAMILY MEMBER, INVITEE, PARENT OR GUARDIAN ENTERING THE ACADEMY AT THE FARM, INC. AGRICULTURAL FACILITIES, SHALL HOLD THE ACADEMY AT THE FARM, INC. AND IT'S EMPLOYEES, HARMLESS FROM ANY INJURIES, LOSS OR DAMAGES RESULTING IN HIS OR HER USE OF THE FACILITIES AND/OR PARTICIPATION IN THE PROGRAM. EACH PARTICIPANT AND PARENT SHALL FULLY RELEASE THE ACADEMY AT THE FARM, INC. FROM ANY LIABILITY OR RESPONSIBILITY FOR ANY INJURIES TO THEIR CHILD PARTICIPATING IN SAID PROGRAM OR USE OF AGRICULTURAL FACILITIES.

AATF Student Chromebook User Agreement and Digital Citizenship Expectations 2026-2027

Student Name: _____ Grade: _____

Purpose of Chromebook Use

The Chromebook is provided to support learning and academic achievement. It is a tool for accessing educational resources, completing assignments, and developing digital literacy.

Expectations for Use

Students are expected to:

- Use the Chromebook only for school-related activities.
 - Keep the device clean and in good condition.
 - Use only school-approved apps, websites, and extensions.
 - Protect login credentials and never share passwords.
 - Report any damage, loss, or malfunction immediately to school staff.
-

Digital Citizenship Expectations

Students must:

- Communicate respectfully online and offline.
 - Avoid cyberbullying, harassment, or inappropriate language.
 - Respect others' privacy and intellectual property.
 - Use technology ethically, including citing sources and avoiding plagiarism.
 - Avoid accessing or sharing inappropriate content.
-

Prohibited Activities

- Accessing non-educational games, social media, or streaming services during school hours.
 - Attempting to bypass school internet filters or security settings.
 - Downloading unauthorized software or extensions.
 - Damaging, defacing, or altering the Chromebook or its settings.
 - Using the device for illegal or unethical purposes.
-

Penalties for Misuse

Violations of this agreement may result in:

- Verbal or written warnings.
- Loss of Chromebook privileges (temporary or permanent).
- Financial responsibility for repair or replacement due to intentional damage or loss.
- Parent/guardian meetings to discuss repeated or serious infractions.

Parent/Guardian Responsibilities

- Support the school's efforts to teach digital citizenship.
- Report any concerns about misuse or safety to school staff.

Acknowledgment and Agreement

By signing below, we acknowledge that we have read, understood, and agree to follow the expectations outlined in this Chromebook User Agreement.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Google Workspace for Education Agreement

To Parents and Guardians,

At Academy At The Farm, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Academy At The Farm, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

What personal information does Google collect?

How does Google use this information?

Will Google disclose my child's personal information?

Does Google use student personal information for users in K-12 schools to target advertising?
Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child.

I give permission for Academy At The Farm to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.

Thank you,
Academy at the Farm

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://workspace.google.com/terms/user_features.html):

- Assignments
- Calendar
- Classroom
- Cloud Search
- Drive and Docs
- Gmail
- Google Chat
- Google Chrome Sync
- Google Meet
- Google Vault
- Google Workspace LTI
- Groups for Business
- Jamboard
- Keep
- Migrate
- Sites
- Tasks

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following "Additional Services":

- Applied Digital Skills
- Google Bookmarks
- Google Earth
- Google Groups
- Google Maps
- YouTube

Also 3rd Party Apps that are in use:

- TypingClub
- Typing.com
- eM Client
- Quizlet
- Google Chrome Sync
- Quill.org
- Quizalize
- Quizizz
- Canva
- SchoolPass Web App
- Schoology
- ClassLink OneClick
- Flocabulary

What personal information does Google collect?

When creating a student account, Academy At The Farm may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account.

Setting, Apps, Browsers & Devices: Google also collects information based on the use of those services. This includes account information, such as things like name and email address; activity while using the Core Services, including things like viewing and interacting with content, people with whom your student communicates or shares content, and other details about their usage of the services, settings, apps, browsers & devices. Google collects information about your student's settings and the apps, browsers, and devices they use to access Google services. This information includes browser and device type, settings configuration, unique identifiers, operating system, mobile network information, and application version number. Google also collects information about the interaction of your student's apps, browsers, and devices with Google services, including IP address, crash reports, system activity, and the date and time of a request.

Location Information: Google collects information about your student's location as determined by various technologies such as IP address and GPS.

Direct Communications: Google keeps records of communications when your student provides feedback, asks questions, or seeks technical support

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information primarily to provide the core services that schools and students use, but it's also used to maintain and improve the services; make recommendations to optimize the use of the services; provide and improve other services your student requests; provide support; protect Google's users, customers, the public, and Google; and comply with legal obligations. See the Google Cloud Privacy Notice for more information. In Google Additional Services, Google may use the information collected from all Additional Services to deliver, maintain, and improve our services; develop new services; provide personalized services; measure performance; communicate with schools or users; and protect Google, Google's users, and the public. See the Google Privacy Policy for more details.

Does Google use student personal information for users in K-12 schools to target advertising?

No. There are no ads shown in Google Workspace for Education core services. Also, none of the personal information collected in the core services is used for advertising purposes.

Some additional services show ads; however, for users in primary and secondary (K12) schools, the ads will not be personalized ads, which means Google does not use information from your student's account or past activity to target ads. However, Google may show ads based on general factors like the student's search queries, the time of day, or the content of a page they're reading.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. For example, if your student shares a photo with a friend who then makes a copy of it, or shares it again, then that photo may continue to appear in the friend's Google Account, even if your student removes it from their Google Account. When users share information publicly, it may become accessible through search engines, including Google Search.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google except in the following cases:

With our school: Our school administrator (and resellers who manage your or your organization's Workspace account) will have access to your student's information. For example, they may be able to:

- View account information, activity and statistics;
- Change your student's account password;
- Suspend or terminate your student's account access;
- Access your student's account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request;
- Restrict your student's ability to delete or edit their information or privacy settings.

With your consent: Google will share personal information outside of Google with parental consent.

For external processing: Google will share personal information with Google's affiliates and other trusted third party providers to process it for us as Google instructs them and in compliance with our Google Privacy Policy, the Google Cloud Privacy Notice, and any other appropriate confidentiality and security measures.

For legal reasons: Google will share personal information outside of Google if they have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary for legal reasons, including complying with enforceable governmental requests and protecting you and Google.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting your child's principal. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to access personal information, limit your child's access to features or services, or delete personal information in the services or your child's account entirely. You and your

child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact your child's principal. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at <https://www.google.com/edu/trust/>), the Google Workspace for Education Privacy Notice (at https://workspace.google.com/terms/education_privacy.html), and the Google Privacy Policy at <https://www.google.com/intl/en/policies/privacy/>), and the Google Cloud Privacy Notice at (<https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at https://www.google.com/apps/intl/en/terms/education_terms.html) and the Cloud Data Processing Addendum (as <https://cloud.google.com/terms/data-processing-addendum>).



2026- 2027 Academy at the Farm Student Calendar - Updated November 2025

July				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

6-10 FTE Survey Week

August				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

5-12 Teacher Planning Days

11 Meet the Teacher K-10th

13 Students' First Day

September				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7 No School - Labor Day

18 Progress Reports

October				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5-9 FTE Survey Week

9 End of 1st Quarter

12 No School for students-Teacher

16 Report Cards

November				
Mo	Tu	We	Th	Fr
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

20 Progress Reports

23-27 No School-Thanksgiving Break

December				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

18 End of 2nd Quarter & Semester

21-31 No School-Winter Break

January				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 No School - Winter Break

4 No School - Teacher Planning

11 Report Cards

18 No School - M.L.King Jr. Day

February				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

1-5 FTE Survey Week

11 Progress Reports

12 Possible Hurricane Make-Up Day

15 No School - Presidents' Day

March				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

19 End of 3rd Quarter

22-26 No School - Spring Break

29 Teacher Planning - No School for Students

April				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5 Report Cards

16 Possible Hurricane Make-Up Day

23 Progress Reports

May				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

28 Students' Last Day

31 Memorial Holiday

June				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

1-2 Teacher Post-Planning Day

14-18 FTE Survey Week

TBD Report Cards



Non-School Day for Students & Teachers

Non-School Day for Students/Teacher Planning Days

Progress Reports

Report Cards

Students First and Last Day

1st qtr	41	
2nd qtr	44	85
3rd qtr	52	
4th qtr	44	96

181

Board Approved 11-17-2025