

Tiger Academy

2023-2024

6079 Bagley Rd · Jacksonville, FL 32209
Phone: 904-309-6840 · Fax: 904-309-6867
Website: YMCATIGERACADEMY.ORG

Stephanie Jackson
Principal

Easter Brown
Principal in Residence

Dear Tiger Families,

The pages of the handbook are filled with important information regarding school policies and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to the success of our education program.

The Tiger Academy Student Planner is designed to assist your child in organizing his/her daily, weekly, and long-term assignments. It also serves as a means of communication between school and home. This program will improve your child's organizational skills and serve as a helpful reference for parents who seek to provide academic support at home. Tiger Academy parents are our partners in the important job of educating the children of this community.

We welcome your participation and support this school year and solicit your membership in the PTA. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

Educationally,

Stephanie Jackson
Principal

MISSION STATEMENT

To provide the children of the Northside a structured and nurturing learning environment that is focused on rigorous academic standards, character development, self-discipline, personal and social responsibility and family involvement.

VISION STATEMENT

Tigers Today...Leaders Tomorrow.

TIGER ACADEMY STUDENT HANDBOOK

SCHOOL HOURS

School hours are from 8:00 a.m. until 3:30 p.m. each day. Students should NOT arrive earlier than 7:30 a.m. or remain on the campus later than 3:45 p.m. unless they are participating in a supervised school activity. **SCHOOL DOORS WILL NOT OPEN UNTIL 7:30 a.m. EACH SCHOOL DAY.** Supervision **WILL NOT** be provided for students who arrive before 7:30 a.m. or remain later than 3:45 p.m. unless they are participating in a supervised school activity. These procedures are designed for the safety and well-being of the students.

HEALTH REQUIREMENTS

Immunizations: “No Shots, No School.” All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella.

MEDICATION

All medication, over-the-counter and prescribed, must be personally delivered by the parent and accompanied by a signed authorization form from a parent/guardian that includes the name of the medication and instructions for its administration (time and dosage).

SCHOOL BREAKFAST AND LUNCH

Tiger Academy participates in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) program. Schools that participate in the CEP program are able to provide healthy breakfast and lunch each day at **no charge** to ALL students. Because your child attends Tiger Academy, they will be included in this program and will receive free breakfast and lunch.

STUDENT PERFORMANCE & EVALUATION

Report Cards will be sent home at the end of each ten (10) weeks. This is a means of informing parents/guardians of the student’s progress, or lack of progress, in each subject. Progress reports will be sent the fifth week of each quarter.

GRADING SCALE:

A = 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 & Below

E= Excellent

S= Satisfactory

I= Incomplete

N= Needs to improve

U= Unsatisfactory

DISCIPLINE

Each staff member at Tiger Academy accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers.

The staff requests parental support in helping maintain appropriate conduct in the school. Students' behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

CHANGE IN STUDENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home, or office telephone number, or emergency information during the academic school year.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations.

PARENT EMERGENCY COMMUNICATION

All information will be sent using the electronic program that Tiger Academy is using at that time (currently the program is SchoolMint) if there is an emergency:

- a. Text Message
- b. Automated Phone Call
- c. Email

PERMANENT RECORDS

According to the Family Rights and Privacy Act of 1974, only the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student.

PTA

The PTA is a vital part of or school program. It's important for parents to support PTA by becoming ACTIVE MEMBERS. The PTA member fee is \$6.00. A successful school needs the services of the PTA.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips are an important part of instructional program. A signed permission form from a parent or guardian is required for all field trips.

WHAT CAN YOU DO TO HELP YOUR CHILD LEARN

- A. Start each day with a positive attitude; a calm beginning at home makes the school day much better.
- B. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least 9 hours each night.
- C. Praise your child each something he/she has done. Have a special place to put school work or things brought home.
- D. Laugh and talk with your child about school experiences and listen to what is said about your child's school day experiences.
- E. Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to be at school every school day.
- F. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to

- school, let the teacher know so that together you can find the reason.
- G. Take your child to the library and encourage reading for pleasure.
 - H. Stress organization of school notebooks, materials etc.
 - I. Provide pencils, glue, scissors, paper and all other required school supplies for your child to use.
 - J. Work at home with skills taught at school.

PHYSICAL EDUCATION

Physical Education is an integral part of the instructional program. All children will be required to participate unless doctor's ordered stating otherwise are presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required.

TEXTBOOKS

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks.

FIRE DRILLS/TORNADO DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

HOMEWORK

When your child is absent from school and needs his/her homework assignment, please telephone the school office in the morning. The teacher will be notified and will make a folder which includes all homework from your child's classes. Appropriate books will be sent home when necessary.

ANTI-BULLY ZONE

Florida Statute 1006.147, "The Jeffrey Johnston Stand Up for All Students Act," prohibits bullying and harassment of any student or employee of a public K-12 educational institution.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as **unwanted, purposeful, and repeated** written, verbal, nonverbal, electronic, or physical behavior, by a student or adult, that is **severe or pervasive** enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and is often characterized by an **imbalance of power**.

Harassment is any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment can be direct (face to face) or indirect (behind somebody's back). It usually occurs in areas with the least structure and adult supervision such as on the playground, school bus, in bathrooms, locker rooms, hallways, and at bus stops. **Cyberbullying** is bullying done through the use of digital technologies, including, but not limited to, e-mail, blogs, social websites, chat rooms, instant and text messaging, and cell phone technologies.

Revised 07/2023

It is important to be able to **identify** examples of bullying and harassment. Florida's statewide anti-bullying campaign has a website illustrating multiple examples of bullying and giving ideas as to what to do to **prevent** it. Visit the website at www.stopbullyingnow.hrsa.gov for more information.

In accordance with the state statute, Tiger Academy has developed an anti-bullying policy to address bullying. Bullying should be **reported to the principal or assistant principal, who will conduct an investigation**. Pending the outcome of the investigation, reports of bullying will be deemed substantiated or unsubstantiated. Students found to be in violation for a bullying offense against The Code of Student Conduct will be given consequences aligned with the Code of Student Conduct. Individuals involved maybe referred for appropriate services, if applicable.

Tiger Academy takes all reported acts of bullying seriously. To report an act of bullying please notify a school administrator by contacting the school office at 904-309-6840. An act of bullying or harassment may be reported to the **Bullying Hotline: 904-390-2255**. Each report of bullying or harassment will be **investigated by a school administrator at the school**.

For more information, contact:

Jennifer Tardif, School Counselor jtardif@firstcoastymca.org (904)309-6840

ATTENDANCE POLICY

GENERAL PROVISIONS

- A. School attendance shall be the direct responsibility of parents/guardians and students. All students are expected to attend school regularly, receive total instructional time, and to be on time for classes to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.
- B. Open communication between parents/guardians and schools is an integral component of the educational process. Schools and parents/guardians shall work together to encourage students to attend school regularly. Regular attendance in each fifty (50) day grading period is necessary for a student to be successful in school. Missed work shall be made up for all absences, including suspension. Make-up work shall be allowed for each day of absence. The make-up work must be made-up within a specific time period equaling one-day make-up per one-day absence, counting from the first day the student returns to school. Each student shall receive full credit for such work.
- C. Schools shall track excused and unexcused absences and contact the home in case of unexcused absences or absences for which the reason is unknown.
- D. If a student has at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar day period, the student's primary teacher shall report the student's attendance to the principal. The principal shall, unless there is clear evidence that the absences are not a pattern of non-attendance, refer the case to the school level Attendance Intervention Team (AIT). The AIT will schedule a meeting with the parents or legal guardian and a representative of the district attendance office. If appropriate, a contract will be developed and signed by the participating parties. If the contract is violated, the case may be referred to the State Attorney's office.

STUDENT ABSENCES AND EXCUSES

Students returning from an absence shall be required to present a written explanatory excuse from their parent(s) or legal guardian, stating the cause for the absence. The following causes are acceptable excuses for being absent:

- (a) Illness or injury of the student;
- (b) Serious illness or death in the student's family;
- (c) Inclement weather;
- (d) Official religious holiday of a religious sect or for religious instruction (See below);
- (e) Insurmountable conditions as determined by the school principal or other designated school personnel.

A student shall be excused from attendance on a particular day or days, or for part of a day, and shall be excused from any examination, study, or work assignment for observation of a religious holiday or because the tenets of his or her religion forbid secular activity at such time. Teachers shall give each student the opportunity to make up any examination, study, or work assignment which has been missed for religious purposes and the student shall receive full credit for such work. The make-up work must be made-up within a specific time period equaling one-day makeup per one-day absence, counting from the first day the student returns to school.

TARDY POLICY

- A. Tardiness is defined as the physical absence of a student in the classroom at the beginning of a regularly scheduled session at which he or she is scheduled to be present. A student's tardiness shall be excused when the reason given for tardiness is acceptable to the principal or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.
- B. Parents have the responsibility of making sure that students are to school on time. A student's excessive unexcused tardiness shall be considered when determining end of quarter awards. **STUDENTS WITH MORE THAN 3 UNEXCUSED TARDIES PER QUARTER SHALL NOT BE ELIGIBLE FOR PERFECT ATTENDANCE CONSIDERATION.**

CONSEQUENCES OR DISCIPLINARY ACTIONS FOR TARDINESS IN A GRADING PERIOD:

- For the first three (3) occurrences, the tardies are documented and the consequence shall be student notice and a verbal warning by the school.
- 1st consequence – teacher/student intervention – interventions may be verbal, electronic, written, etc. **(4th tardy)**
 - Teacher warning issued to student.
 - Parent notified of consequences for the next tardies.
 - Student shall not be eligible for a perfect attendance award for that quarter.
- 2nd consequence – teacher/parent/student intervention - interventions may be verbal, electronic, written, etc. **(5th tardy)**
 - Teacher notifies parent/guardian and student about tardy behavior.
 - Tardy contract with the parent.
- 3rd consequence – Administrative action taken. **(6th Tardy)**
 - The school's Attendance Intervention Team (AIT) will schedule a conference with the parent(s) in order to determine the next steps.

SCHOOL UNIFORM POLICY

DRESS CODE

The manner in which you dress can have a positive impact on you and your school. If you respect yourself and others and dress appropriately for school, you will help to make the school a safe and orderly place to learn.

SCHOOL UNIFORM

Students are required to wear a school uniform at all times while attending school or any school-sponsored activity during the school day.

Girls: The basic uniform for girls is a long or short-sleeved, collared white, navy, or orange polo shirt **with the Tiger Academy** name embroidered on the shirt. Bottoms consists of a khaki skirt, pants, jumpers, walking shorts, or skorts. Bottoms should be mid-thigh in length or longer.

Boys: The basic uniform for boys is a long or short-sleeved, collared white or navy polo shirt **with the Tiger Academy** name embroidered on the shirt. Bottoms will consist of khaki pants or khaki walking shorts. Bottoms should be mid-thigh in length or longer.

Shoes: Students must wear either all **brown** or **black** shoes. Shoes may be sneakers, casual shoes, or dress shoes. Socks must be worn with the shoes. Shoes worn by students must be safe and appropriate. Students may not wear bedroom slippers, Crocs, or shoes with wheels. You must wear shoes that are closed toe and closed heel and/or athletic shoes; you may not wear platforms, sandals, flip flops, crocs, or jellies.

Shirts/blouses/dresses must cover midriff, back, and sides at all times. Clothing must be of the appropriate size and not be oversized or undersized.

The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. Students may not wear baggy/saggy pants.

Shorts/skirts/jumpers/skorts/shorts/dresses shall be worn no shorter than “mid-thigh”. Mid-thigh is determined by extending the arms to the sides of the body and finding the tip of the longest finger (using normal posture).

In addition to the above basic uniform, the principal may designate:

1. Collared shirts with a school logo;
2. Hoodie with school logo;
3. School-sponsored T-shirts with a crew neck; and
4. More restrictive dress code requirements, if approved by the school’s School Advisory Council (SAC).

The school will provide students/parents with a copy of the school’s dress code.

Exceptions

If you enter Tiger Academy after the start of the school year, you will have a grace period of three (3) school days before being required to wear the school uniform.

You may wear special clothing necessary for a school-sponsored activity, as permitted by the principal.

The Principal, in consultation with the Executive Director, may allow minor exceptions to the school uniform policy on a case-by-case basis for reasons such as, but not limited to, medical necessity or sincerely held religious belief.

PE UNIFORM

On designated physical education days, students must wear black shorts or sweatpants with the Tiger Academy logo printed on it. Students must wear an orange Tiger Academy school t-shirt.

Shoes for PE: Students may wear any color sneakers for PE. Only sneakers or athletic shoes are acceptable on PE days.

OUTER GARMENTS

Students may wear coats, jackets, sweatshirts, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons. **Outer garments must be plain black or blue with no logo, unless it is the Tiger Academy logo.** The outer garments must be of the appropriate size for you and shall not be overly baggy or violate any other provisions of the dress code.

Students may not wear:

- A. Clothing that is not properly fastened;
- B. Clothing or hair styles that disrupt the orderly learning environment;
- C. Clothing that is torn, has holes, or pants that are frayed;
- D. Athletic shorts, cut-off pants, jeggings, short-shorts, or running shorts;
- E. Clothing that exposes body parts in an indecent and vulgar manner;
- F. Clothing that is unlined sheer or unlined lace;
- G. Clothing that is form fitting, leotard or spandex, unless proper outer garments are worn over top of it;
- H. Sleepwear or outer garments traditionally designed as undergarments such as boxer shorts, or bras;
- I. Outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:
 - promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or
 - denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender.
- J. Hats, bandannas, sweat bands, headgear, hoods, or other head coverings on the school campus, except when approved by the principal/designee;
- K. Body piercing jewelry, except for earrings on the ears. All other body piercing jewelry must be removed or concealed; **NOTE: Only females are allowed to wear earrings.**
- L. Jewelry or accessories that may be used as weapons, such as chains, spiked jewelry or arm bands;
- M. Combs, curlers, or hair picks; or
- N. Sunglasses inside the school building.

The principal or designee has the final authority to decide if your clothing complies with Board policy.

Violations of the Dress Code

If the principal determines that clothing does not comply with Board policy, parents/guardians may be asked to bring an appropriate change of clothes to school. Students may also receive a disciplinary consequence for violating the school's dress code policy.

Repeated violations may result in progressively more serious consequences.

For the first offense:

- Student will receive a verbal warning; and parent or guardian will be called.

For the second offense:

- A conference will be held with the principal and parent or guardian.

For the third or subsequent offense:

- Student will be sent to in-school suspension for up to three (3) days;
- The principal will call and send a letter to the parent or guardian about your in-school suspension. The school will have discussion with parents regarding the school dress code and discuss if assistance is necessary to ensure that students comply with the school's dress code.

In cases of a financial hardship, parents/guardians should contact the Principal if assistance is needed.

STANDARDS OF BEHAVIOR

Classification of Violations.

Violations of the Standards of Student Behavior are grouped into four classes:

Minor, Class

Intermediate, Class II

Major, Class III

Zero Tolerance, Class IV

Each classification is followed by a disciplinary procedure that is to be implemented by the principal/designee.

It is understood that when a violation of the Standards of Student Behavior occurs, the student's explanation shall be heard by the principal/designee before determining the classification of the violation. The principal or designee will review each case individually before assigning consequences. State Board of Education Administrative Rules 6A.3.0171 (2A) describes responsibilities of the school principal or other designated staff.

Classroom teachers will address general classroom disruptions by taking appropriate in-class disciplinary actions. These include, but are limited to, personal calls to parents, parent/teacher conferences, referral to a guidance counselor, etc. If such measures do not desist the disruption, a disciplinary referral is appropriate. (Failure to bring notebook, pencil, books, required materials and equipment to class, or failure to work in class, are not cause for disciplinary referrals.)

DOCUMENTS RELATED TO STUDENT BEHAVIOR

Standards of Student Behavior

<https://ymcatigeracademy.org/wp-content/uploads/Standards-of-Student-Behavior.pdf>

2023-2024 DCPS Code of Student Conduct

<https://dcps.duvalschools.org/cms/lib/FL01903657/Centricity/Domain/3105/2022-23%20Elementary%20COSC%20Final%20v1.pdf>

COMPLAINT RESOLUTION PROCESS

The process that Tiger Academy follows when a parent or student has an objection to a governing board policy or decision, administrative procedure, or practice at the school shall be:

1. Express the concern, in person or writing, to the teacher
2. If problem is not resolved, the concern is addressed with the principal.
3. If still unresolved, the issue is brought to the Executive Director of Tiger Academy

4. In the event the issue is not resolved at the Executive Director level, the problem is moved to the Vice President of Social Responsibility of the YMCA of Florida First Coast and then the CEO of the YMCA of Florida's First Coast.

Parent Representative: Belinda Jones