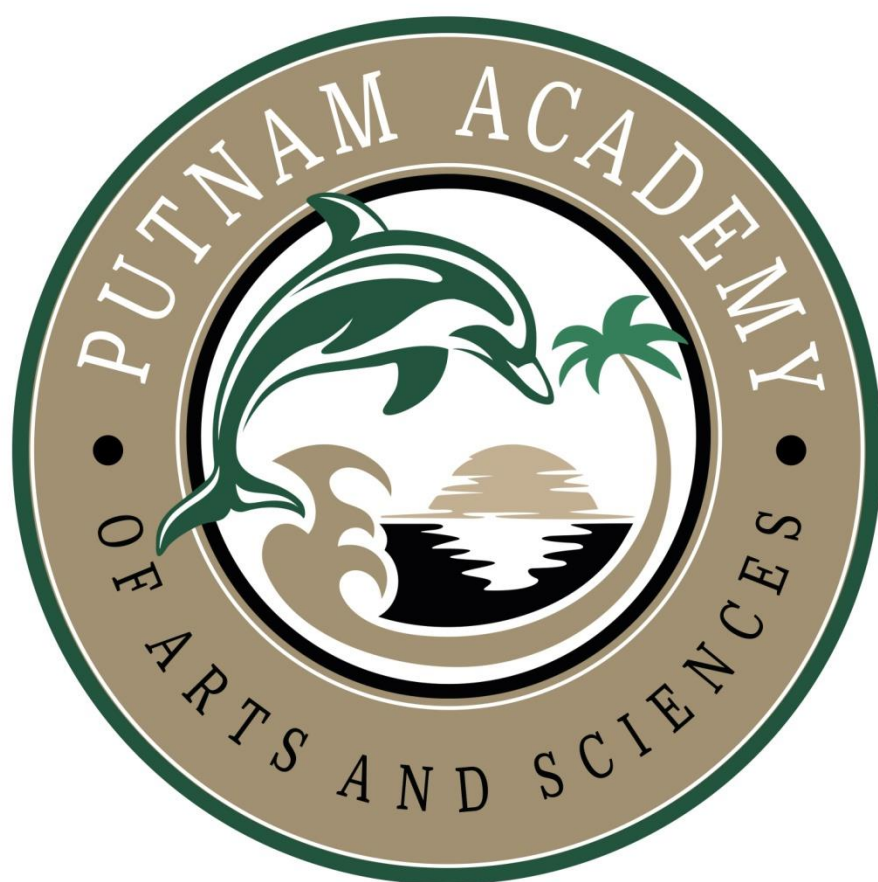


STUDENT HANDBOOK

PUTNAM ACADEMY OF ARTS AND SCIENCES



2023-2024

OUR VISION

Motivated students will be given the opportunity to grow and develop into 21st Century learners.

OUR MISSION

Putnam Academy of Arts and Sciences, in partnership with parents and community, provides challenging, well-rounded educational opportunities in a safe and supportive environment. Our school fosters creative minds, critical thinkers, and ethical character. We are dedicated to the individual development of the attitudes, skills, knowledge, and responsibility essential to successful achievement in school and society.

OUR BELIEFS

- Our school will create a climate of honor, respect, and integrity by establishing an Honor Code to advance authentic learning.
- Our school will establish a comprehensive and rigorous curriculum which meets and exceeds the standards of Florida's Next Generation and the core curriculum.
- Our school's curriculum will enable students to become self-directed learners and decision-makers, capable of both collaborative and independent learning.
- Our school will commit to reading and math success with school-wide improvement in standardized test scores as well as in other measurements.
- Our school will keep students and staff safe by developing clear lines of communication and procedures for all situations.
- Our school will create a partnership with parents to enhance our students' success.
- We will define, teach, and support appropriate student behaviors, reinforcing and rewarding positive behaviors.

OUR "90%" PHILOSOPHY

Students will show their commitment to learning and to success with:

- 90% attendance—come to school AT LEAST 90% of the time.
- 90% on time—arrive and remain at school and in class AT LEAST 90% of the time.
- 90% good behavior—show appropriate, positive behavior AT LEAST 90% of the time
- 90% assignments complete—assignments and homework completed and turned in AT LEAST 90% of the time.

Failure to abide by the 90% rule will result in probation and possible disenrollment.

We use the Putnam County School District grading scale:

90 — 100 = A

80 — 89 = B

70 — 79 = C

60 — 69 = D

ACADEMIC CURRICULUM

EACH STUDENT MUST COMPLETE THE FOLLOWING FOR PROMOTION FROM MIDDLE SCHOOL TO HIGH SCHOOL:

1. Three middle school or higher courses in English. These courses shall emphasize literature, composition, and technical text.
2. Three middle school or higher courses in mathematics. Each middle school must offer at least one high school level mathematics course for which students may earn high school credit. To earn high school credit for an Algebra I course or geometry course, a middle school student must pass the end-of-course assessment for the respective course.
3. Three middle school or higher courses in social studies, one semester of which must include the study of state and federal government and civics education.
4. Three middle school or higher courses in science. To earn high school credit for a Biology I course, a middle school student must pass the Biology I end-of-course assessment.
5. One course in career and education planning to be completed in 7th or 8th grade.

NOTE: Students in 8th grade MUST pass all core classes (math, language arts, science, and history) to be promoted to high school.

Students in 6th and 7th grades MUST pass English/Language Arts and mathematics to be promoted to the next grade level.

Grade level retention will result in automatic disenrollment from PAAS. Student will be required to return to his/her home school.

Failure of any course will result in an Academic Tribunal to determine future enrollment at PAAS.

ACADEMIC CURRICULUM ONLINE

Putnam Academy uses various online software programs (IXL, USA TestPrep, ALEKS, etc.) to enhance instruction and to provide students with needed practice for skills mastery. Each of these programs may be accessed through the Canvas instructional platform. Students are assigned passwords and are taught how to access the platform upon enrollment.

ACADEMIC ELIGIBILITY FOR ATHLETICS

Failure in more than one (1) subject during a given 9-week grading period shall cause a student to be ineligible for practice and competition during the following 9-week grading period. The student also needs a specified GPA of 2.5, as well as appropriate conduct in accordance with school rules as determined by the principal, for the previous 9-week period.

ACADEMIC PROBATION

If a student is failing at midpoint of a 9-week grading period, he/she will be placed on academic probation for the remainder of that grading period. If, at the end of the probationary period, the student has not demonstrated efforts to improve, an academic tribunal will be held to determine continued enrollment at PAAS.

ATTENDANCE

The following policies for attendance are in effect:

Parents are responsible for student attendance for 180 days, except in cases of illness or as otherwise provided by law. When a student is absent from school, he/she must bring a note from home explaining the absence. Absences will be determined “excused” or “unexcused” by the administration.

Excused absences may include:

- Student illness
- Student illness as determined by a note from a physician
- Family illness requiring the student’s presence at home
- Death in the family
- Court appearances or other legal matters
- Extraordinary circumstances approved by the Principal in advance
- Absence for a religious holiday or religious instruction as provided by 232.0225, Florida Statutes

Other attendance policies:

- The principal shall require independent verification of the circumstance or condition resulting in extended, excused absences beyond five (5) days in a forty-five (45) day grading period (nine weeks).
- The parent/guardian may secure a waiver of this policy by making the condition known to and by obtaining approval from the principal in advance.
- Unexcused absences or tardies -- shopping trips, pleasure trips, vacations, appointments, or other avoidable absences -- shall be deemed to be unexcused absences or tardies.
- Any suspension from school shall be an unexcused absence unless the suspension was made in error or the principal directs that such absence be excused.
- Habitual truancy for any student under compulsory attendance requirements shall be defined as fifteen (15) or more unexcused absences in a period of ninety (90) calendar days (228.041, F.S.). The student will be classified as a drop-out.

- “Regular Attendance” is defined as attendance in each class or subject at least forty (40) days in a forty-five (45) day grading period. Attendance shall be the actual presence of a student in the class or subject or on a school-sponsored educational activity or trip.
- **If, at midpoint of a 9-week grading period, a student fails to uphold the 90% attendance rule, the student will be placed on attendance probation for the remainder of that grading period. If the student’s attendance has not improved by the end of the probationary period, an attendance tribunal will be scheduled to determine continued enrollment at PAAS.**
- The Parent Portal will indicate the number of days missed by the student. It is the responsibility of the student and parent to ensure accurate records of absences are kept.
- Exceptions to the attendance policy may be made due to extenuating circumstances. Parents must contact the principal, who will make a decision.
- Students must arrive to school and to class on time. Three tardies (arriving late or leaving early) in a grading period shall count as an unexcused absence.
- Students are expected to ask teachers for and complete all make-up assignments.

BULLYING AND HARASSMENT

The Governing Board is committed to providing an educational setting that is safe, secure, and free from harassment and bullying of any type for all of its students and school employees. The School will not tolerate unlawful bullying and harassment based on, but not limited to, sex, disability, age, color, race, ethnicity, sexual orientation, including gender identity expression, or national origin. Conduct that constitutes bullying and harassment, as defined herein, is prohibited:

- A. during any education program or activity conducted by the school;
- B. during any school-related or school-sponsored program or activity or on a school bus of the school; or
- C. through the use of data or computer software that is accessed through a computer, computer system, or computer network of the school.

The Governing Board and Principal have developed a comprehensive plan intended to prevent bullying and harassment and to cultivate the school climate so as to appropriately identify, report, investigate, and respond to situations of bullying and harassment as they may occur on school grounds, at school-sponsored events, and through school computer networks. Implementation of the plan will be ongoing throughout the school year and will be integrated with the school curriculum, school disciplinary policies, and violence prevention efforts.

To view our Comprehensive Bullying and Harassment Plan in its entirety, visit the student section of our website, www.putnamacademy.org.

CALENDAR

Putnam Academy follows the Putnam County School District school calendar.

August 3, 2023	Staff In-service Day
August 4, 7, 8, and 9, 2023	Teacher Pre-planning Days
August 10, 2023	First Day of School
September 4, 2023	Labor Day Holiday
September 26, 2023	Early Release Day
October 13, 2023	End 1 st Nine Weeks
October 16, 2023	Staff In-service Day – Student Holiday
October 17, 2023	Teacher Planning Day – Student Holiday
October 24, 2023	Early Release Day
November 10, 2023	Veterans Day Holiday
November 20, 21, 22, 23, and 24, 2023	Thanksgiving Holidays
November 28, 2023	Early Release Day
December 21, 2023	Early Release Day
December 22, 2023 – January 7, 2024	Winter Holidays
January 8, 2024	Teacher Planning Day – Student Holiday
January 9, 2024	Staff In-service Day – Student Holiday
January 10, 2024	Students Return
January 12, 2024	End 2 nd Nine Weeks; End 1 st Semester
January 15, 2024	Martin Luther King, Jr. Holiday
January 23, 2024	Early Release Day
February 19, 2024	President's Day Holiday
February 27, 2024	Early Release Day
March 18, 19, 20, 21, and 22, 2024	Spring Break
March 26, 2024	Early Release Day
March 27, 2024	End 3 rd Nine Weeks
March 28, 2024	Teacher Planning Day – Student Holiday
March 29, 2024	Good Friday Holiday
April 23, 2024	Early Release Day
May 27, 2024	Memorial Day Holiday
May 30, 2024	Early Release Day
May 31, 2024	Early Release Day – Last Day of School

CIVILITY

In order to provide a safe, caring, and orderly environment, Putnam Academy expects civility from all who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, discrimination, harassment, bullying, and aggressive actions.

Parents and supporters are requested to provide positive support and encouragement during all school activities and athletic events by:

- Placing emotional/physical well-being of students ahead of desire to win above all costs.
- Being a role model of good sportsmanship, and encourage participants to be role models as well.
- Supporting coaches, sponsors, and officials, who are typically volunteers, to provide positive and enjoyable extracurricular experiences.
- Supporting extracurricular activities as an extension of the educational experience.

Putnam Academy reserves the right to deny access to after-school events or school property to anyone displaying inappropriate behavior.

COMMUNICATION

Putnam Academy is committed to providing parents with regular news and information. Parents can contact teachers and keep abreast of assignments and activities in the following ways:

- Parent/Teacher Conferences (Teachers regularly inform parents about academics, behavior, and school activities through telephone conferences, emails, text messages, and face-to-face conferences.)
- Skyward (Parents are able to access student grades, attendance records, and discipline records through the parent portal on Skyward. If you do not have a Skyward account, please stop by or call the school office for assistance with setting up an account.)
- School Website (Parents are encouraged to check our school website, www.putnamacademy.org, on a regular basis for updates and announcements.)
- Facebook (Parents are encouraged to “like” our school Facebook page, *Putnam Academy of Arts and Sciences*, in order to receive the latest school news.)
- School Newsletter (Newsletter is shared with parents each Wednesday via Remind.)
- **Remind.com** (Receive important messages from teachers by downloading this app, which **is the main way Putnam Academy communicates with parents.**)

DIGITAL CITIZENSHIP

Appropriate and responsible technology use must be followed by students at all times. A good foundation for proper technology etiquette is listed below but is by no means exhaustive.

Cyberbullying:

- Students must not engage in cyberbullying activities:
 - Mean text messages or emails
 - Rumors sent by email or posted on social networking sites
 - Sending or posting embarrassing pictures or videos through text messages, email, or websites
 - Creating fake profiles
- Students must report suspicion of cyberbullying.

Digital Footprint:

- A digital footprint or digital shadow is permanent information that a student places on the web (normally through social media) and is both searchable and can be copied or used by others elsewhere. Examples of digital footprints are blogs, pictures, comments, graphics, etc. that are limited to you and your web activities. To limit your digital footprint, do not enter personal information on websites or accept cookies or tokens from third party unsecure websites.
- These activities, along with the digital identity, create a web reputation or web profile.
- Be thoughtful of what you post online, as it will be with you forever and may have devastatingly negative consequences.
- Students should not engage in active or passive Internet browsing which result in a digital footprint:
 - Passive – accepting cookies or tokens from unknown or unsecure websites
 - Active – entering personal data on unknown person's or unsecure websites

Self-Image and Identity:

- A digital identity is the characteristics that a student uses to represent himself/herself using social media. Examples of these characteristics are: email address, telephone number, birthday, social security number, age, gender, ethnicity, height, hair, eye color, etc. These characteristics, along with the digital footprint, create a web reputation or web profile.
- Be thoughtful of what you post online, as it will be with you forever and may have devastatingly negative consequences.
- Students should properly represent themselves while online and should adhere to activities that will protect their reputation.
- Students should not provide personal information or monetary information to unknown or unsecure websites.

Relationships and Communications:

- Students should adhere to Digital Ethics for online interactions:
 - Use appropriate language in text messages, email, online discussions and blogs.
 - Do not send email that would be considered SPAM.

- Always fill in the subject line of an email.
- Do not forward chain email.
- Do not provide personal or contact information to strangers or persons that you do not know well.

Credit and Copyright:

- Students should always credit sources appropriately; do not plagiarize or self-plagiarize.
- Students should always follow existing laws governing Copyright and Fair Use.

Information Literacy:

- Students should evaluate the quality, credibility, and validity of websites and should provide proper credit and citing techniques.

Internet Safety:

- Students should only use appropriate websites and should notify school personnel of inappropriate sites. **Per House Bill 379, students are not permitted to access social media, including TikTok, while at school, unless assigned by a teacher.**

Privacy and Security:

- Students should create and use strong passwords and adhere to privacy policies. A strong password is a word or phrase of at least eight characters (consisting of numbers, letters, and special characters) that is easy to remember but reasonably hard to guess.
- Students **MUST NOT** share personal passwords.
- Students **MUST NOT** use the passwords of others.

DISCIPLINE

A major objective of Putnam Academy is to promote and reward good behavior. Classroom and school-wide incentive programs will be implemented to recognize individual students and class teams for meeting behavioral expectations. By celebrating milestones of exemplary behavior, we aim to curtail outbreaks of inappropriate behavior.

Putnam Academy uses the Putnam County School District Student Code of Conduct. The purpose of the Code of Conduct is to provide students at Putnam Academy an effective and safe learning environment. Included is a list of disciplinary infractions and the consequences relating to various violations. Students are expected to behave in a manner that promotes learning and encourages maturity during the school day as well as during all school-related activities. Copies of the Code of Conduct are available in the school office, on the school website, and on the District website. Students will annually review the Code of Conduct on the first day of school.

In all cases, the rights of students will be ensured and protected. Putnam Academy personnel will make every reasonable effort to administer the discipline code fairly and consistently. Additionally, personnel will work diligently to preserve PAAS's rigorous academic culture by firmly enforcing the code.

NOTICE: Fighting is not tolerated at PAAS. If a student is involved in a fight, he/she may lose field trip, field day, and other privileges. If a student is involved in more than one fight, he/she will be disenrolled from Putnam Academy.

Detention Search and Seizure:

A student may be temporarily detained and questioned about possible violations of Putnam Academy's rules and policies. The principal or designee may conduct a search when there is reasonable suspicion that prohibited or illegally possessed substances or objects may be contained in such areas as the student's desk or backpack. (F.S. 1006.09(9)).

Standards for Use of Reasonable Force:

Administrators, teachers, and support staff may use and apply reasonable force and restraint for self-protection and for the protection of students from physically disruptive students. "...a teacher or other member of the instructional staff, a principal or the principal's designated representative, or a school bus driver shall not be civilly or criminally liable for any action carried out in conformity with the State Board of Education and district school board rules regarding the control, discipline, suspension, and expulsion of students, including, but not limited to, any exercise of authority under s. [1003.32](#) or s. [1006.09](#) (1006.11 F.S.)".

Grievance Procedure for Students and Parents:

1. The student or parent/guardian should discuss the grievance with the person responsible for the alleged unfair treatment. The discussion should occur within 5 school days of the time of the alleged unfair treatment. No grievance will be processed until after such formal discussion has occurred.
2. If the grievance has not been resolved, then the student or parent/guardian will discuss the alleged unfair treatment with the principal. The principal may call a conference with the parties involved.
3. If not resolved at this level, the parent will contact the Parent Liaison to try to reach a satisfactory resolution for all parties.
4. As a final step, and only with documentation from the Parent Liaison, the parent may request to be heard at the next Governing Board meeting.

DRESS CODE

Students are expected to dress for school and school activities in a manner that contributes to their health and safety, that promotes a positive school learning environment, and that does not disrupt the events and activities of the school.

The Governing Board finds that school uniforms are necessary for the safety and welfare of students and school personnel. Uniforms promote an environment that enhances learning and safety; that encourages the expression of individuality through personality and achievements, not outward appearances; and that creates a sense of school pride and belonging.

Unless approved by office personnel, all students are required to wear a school uniform at all times while attending school or any school-sponsored activity. Examples of times when students may be given temporary approval to be out of uniform include, but are not limited to, days before a major holiday (i.e. – Thanksgiving week, last week before Christmas, and last week of school), family emergencies, and student transfer to PAAS in middle of the school year. An announcement will be made to all students and parents via social media and school intercom system if the uniform requirement is temporarily waived school wide. Individual students who have received approval to be out of uniform will be issued a written pass from the office.

Basic Uniforms:

Bottoms:

- Khaki or black pants, knee-length shorts, skirts, jumpers, or skorts (may be denim material)
- Pants, shorts, skirts, etc. must be worn at the waist, must be solid color, and must be free of holes/worn spots above the knee, unless leggings are worn underneath.

Tops:

- Dark (forest) green, tan, black, or white polo-type shirt (short or long sleeves) with buttons and collar
- Uniform shirt and collar must be visible; no shirts may be worn over uniform shirt.
- Official school t-shirts may be worn on Fridays and field trip days.

Jackets and Sweaters:

- Dark green, tan, or black sweaters or hoodies, preferred

Shoes:

- Athletic or leather shoes with closed toes and flat, closed heels
- Crocks with attached back strap
- Bedroom shoes, platforms, sandals, flip flops, and jellies are not permitted!

Headwear:

- Hats, caps, and toboggans are allowed but must be free of inappropriate language, symbols, pictures, etc.

NOTES:

- Students must wear uniforms at all times (including lunch), except during P.E.
- P.E. clothing will be short-sleeved t-shirt, knee-length shorts, and athletic shoes. (1st and 5th block students may wear P.E. clothes to school and change into uniforms after P.E.; 4th and 8th block students do not have to change after P.E.)
- Leggings are not allowed, unless worn underneath appropriate bottoms.

- Sweat pants and wind pants may be worn during P.E. on cold weather days.
- Students not in uniform will call home for required clothing. If parent cannot bring appropriate clothing, student will be placed in detention.
- Habitual violations may result in a more severe consequence or disenrollment.
- Blue jeans may be worn on Fridays (Fee = \$1.00).
- Uniform shirts (\$12) and Friday shirts (\$10) may be purchased in the office.

Uniform Exceptions:

Medical: A student's parent requests a reasonable accommodation to address the student's disability or medical condition. Such requests shall be made in writing and shall be submitted to the school principal for approval.

Religious: The wearing of clothing in compliance with the uniform policy violates a sincerely held religious belief. Such students and the student's parents shall submit a signed affidavit, setting forth the religious issues and the requested exemption to the policy.

EXCEPTIONAL STUDENT EDUCATION (ESE)

Putnam Academy follows federal and state regulations and timelines regarding the identification, request for consent to evaluate, evaluation, and placement of students with disabilities, as well as those who are identified as gifted. All decisions regarding ESE students are made by the Individualized Education Plan (IEP) Team. All decisions regarding gifted students are made by the Education Plan (EP) Team.

Putnam Academy is not equipped to provide services to all ESE students. Enrollment of students with disabilities whose needs cannot be met in a regular classroom environment will be determined by the IEP Team.

Gifted students will be enrolled in honors classes at Putnam Academy. Additionally, gifted students will be required to participate in a self-directed, enrichment project annually.

ELECTRONIC DEVICES AND TOYS

Please do not bring MP3 players/iPods, iPads, Game Boys, or other games and toys to school.

Students may bring a cell phone to school with parent permission. Cell phones are collected at the beginning of each class period, including P.E., and are not returned to students until class has adjourned. Phones may only be used during non-instructional times (before school, after school, between classes, etc.). If a student is using an electronic device without teacher permission, the device may be confiscated for the remainder of the day. In cases of habitual violations, a parent or guardian will be required to pick up the phone from the school.

NOTE: Putnam Academy is not liable for lost, damaged, or stolen phones, electronic devices, or toys.

Improper computer use or accessing inappropriate sites will result in immediate disciplinary action.

ENROLLMENT

Open enrollment for Putnam Academy is held annually from February 1 until March 15. This enrollment period is announced in *Palatka Daily News*, on social media, and via postcards mailed to all rising sixth graders in the school district. **Students are selected for enrollment using a lottery process.** Applications may be completed at www.putnamacademy.org.

Putnam Academy is open to any middle school student in Putnam County, regardless of race, creed, color, gender, income, or disability as long as space is available. The enrollment cap for Putnam Academy is 66 students per grade, but students who are not selected in the initial lottery or who apply for enrollment after classes are full are placed on a waiting list. **When vacancies occur, enrollment slots are filled from the waiting list using a lottery process.**

EXTRACURRICULAR ACTIVITIES

Student extracurricular activities are an integral part of the educational experience at Putnam Academy. These activities, which include various athletics and clubs, provide our students with opportunities to develop and maintain the mental, physical, and social stamina required to realize their potential as citizens. Structured activities provide students the means to develop habits, attitudes, and ideals that can afford them success and happiness through ethical competition and effective cooperation in a free society.

Fall Athletics	Winter/Spring Athletics	Clubs		
Volleyball	Basketball	FFA Club	Ceramics Club	Art Honor Society
Band	Cheerleading	Anti-bullying Club	Builders Club	Top Dolphin (Honors)
E-sports	E-sports	Robotics Club	Achievers with Dreams	SWAT Club

Student athletes must provide Putnam Academy with a completed physical examination (within last 12 months) prior to participating in athletic tryouts.

Student athletes must have a specified GPA of 2.5, as well as appropriate conduct in accordance with school rules as determined by the principal, before being allowed to tryout for any athletic team. For more information, refer to PAAS Athletic Handbook.

Putnam Academy 7th and 8th graders are allowed to participate in sports at PHS (or other zoned high school) if Putnam Academy does not offer the sport in which the students wish to participate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FIELD TRIPS

We will try to provide students with as many educational and cultural field trips as possible. Parents are encouraged to join us whenever possible.

Field trip policies are as follows:

- Teachers will review the goals and learning expectations for the field trip.
- Students must wear their “Friday shirts” on field trips.
- We will be transported on District school buses or on privately-contracted buses. If a student is to ride in the parent’s car, the student must be checked out by the parent, unless prior arrangements have been made.
- Chaperones must be approved volunteers. Chaperones should dress appropriately.
- Chaperones may not bring other children, who do not attend Putnam Academy, on field trips.
- Chaperones are considered to be on duty and will be expected to supervise students for the entire field trip.
- Field trip forms and guidelines for chaperones are available in the main office and will be distributed in a timely manner before each field trip.
- Major behavior violations will result in loss of field trip privilege and loss of field trip payment refund.

FLORIDA STANDARDS ASSESSMENT

Florida’s K-12 assessment system measures students’ achievement of Florida’s education standards, which were developed and implemented to ensure that all students graduate from high school ready for success in college, career, and life. Assessment supports instruction and student learning, and test results help Florida’s educational leadership and stakeholders determine whether the goals of the education system are being met.

Putnam Academy students participate in the following state assessments:

- FAST Writing (6-8)
- FAST Reading (6-8)
- FAST Math (6-8)
- FSA Science (8)
- EOC Algebra I (8)
- EOC Biology I (8)
- EOC Civics (7)

For more information about Florida’s K-12 Assessment Program, visit <https://www.fldoe.org/accountability/assessments/>.

FUNDRAISERS

Putnam Academy periodically schedules fundraisers to enhance the educational and extracurricular experience of students. Although most school fundraisers are sponsored by the Parent/Teacher/Student Organization, some fundraisers are sponsored by other school clubs and/or by the school directly. Parents are encouraged to support all school fundraisers, regardless of sponsorship.

HOMEWORK

Homework is a vital part of a student's educational career. At Putnam Academy, homework serves as an important link between home and school and keeps parents/guardians informed by reinforcing and extending school learning, experiences, and interests. Homework, which is defined as at-home assignments, studying, and/or projects performed by the student, will be assigned, monitored, and measured using the following procedures:

1. Morning Study Hall (1st 30 minutes of each day) will be used for homework completion.
2. Students with IEP's/504's will only be required to complete half (i.e. – all odds or all evens) of homework assignments.
3. Algebra students will be required to take an Algebra support class, during which students will receive help with Algebra homework.
4. All homework will be meaningful and for practice purposes only. Assignments should take 15 minutes or less to complete, with special consideration being given to IEP/504 students.
5. Teachers will review/grade homework to identify problem areas for remediation.
6. Lunch will be extended to allow time for homework assistance for students who are tardy to school, need additional help, and/or cannot stay for after school tutoring.
7. All teachers will develop a syllabus, with consistent school-wide homework rules and procedures, to be signed by teacher, parent, and students.
8. Teachers will award homework passes as incentives, but no more than two passes should be awarded each 9-week grading period.
9. Homework assignments must be completed during the 9-week grading period in which assignment was issued. Homework deadline will be last day of the grading period.
10. Consistent student noncompliance with homework assignments will result in a mandatory parent-teacher conference.
11. Teachers will develop a homework calendar sheet for students to keep in front of their binders at all times.
12. Homework will count no more than 10% of a student's grade.
13. Teachers will have no more than 10 homework grades per 9-week grading period.
14. The minimum grade issued for homework assignments cannot be less than 59.

HONOR CODE

Every student will commit to our school's honor code: "I promise I will not lie, cheat, steal, or tolerate anyone who does."

HONORS AND AWARDS

Putnam Academy is committed to excellence and regularly recognizes outstanding student performance and efforts. School honors and awards include, but are not limited to, the following:

- Student of the Week
- Student of the Month
- A/B Honor Roll
- All “A” Honor Roll
- Honors Day Awards (includes academics, athletics, and the arts)
- Academic Achievement Award
 - Bronze Medal (improvement of 1-9 points in Math and Reading)
 - Silver Medal (improvement of 10-19 points in Math and Reading)
 - Gold Medal (improvement of 20 or more points in Math and Reading)

LIBRARY AND MEDIA SERVICES

Putnam Academy does not have a media center but does have classroom libraries with books available for student use and checkout.

LOCKERS

We do not have lockers at Putnam Academy. Students should have backpacks or other bags for books and personal belongings. Students should not bring valuables to school, including personal toys and electronic devices such as tablets or laptops. **If a student brings an electronic device (including cell phone) or toy to school, with or without a request from the teacher, it is with the understanding by the students and parents that the school is not responsible for the loss, theft, or damage of the device or toy.**

LOST AND FOUND

Lost items are to be returned to the office. These items will be placed on the Lost and Found table located in the office breezeway. Please mark student possessions with the student's name whenever possible. Items left at school for over 30 days will be donated to charity.

MEALS

Breakfast and lunch are served by the Putnam County School District in our school commons area. Lunch count is taken each day, and students are given a choice of the daily menu item, a peanut butter sandwich, or a tossed salad. All students at Putnam Academy eat free, because of Putnam County's participation in the National School Lunch Program's Direct Certification initiative.

Breakfast is served every morning at 8:45 in the school courtyard. Lunch is served in three shifts: 8th Grade Lunch (11:10-11:30), 7th Grade Lunch (11:35-11:55), and 6th Grade Lunch (12:00-12:20). Students eat lunch in the school courtyard or classrooms (on bad weather days).

Students may bring lunches from home, or parents can bring lunch for their children. **Food deliveries to students by fast food restaurants are not allowed. Students are not allowed to use DoorDash for food deliveries.**

Checking students out of school to eat lunch off-campus is HIGHLY discouraged, but parents are welcome to join their child for lunch at school. **Students are not allowed to join other students/parents for lunch without parental permission.**

Putnam Academy provides microwaves for heating student lunches, but a student refrigerator is not provided. Please send lunches which do not require refrigeration.

All information regarding breakfast and lunch may be obtained from the school office or from the District School Food Service office (386-329-0524).

Because many students have food allergies, lunches should not be shared with other students.

MEDICATION

Medication may be administered at school if required. Medicines may be administered by trained school personnel only. The following policies must be followed:

- The parent/guardian has provided to the school a completed "Authorization to Administer Prescription Medication" (Form E-33) or "Authorization to Administer Non-Prescription Medication" (Form E-34) for each medication.
- School personnel are informed of any side effects or complications that may result from the medication. (Medication information sheets can be obtained from your local pharmacist.)
- Medications ordered "two times per day" or "three times per day" will not be administered at school unless the written authorization specifies administration times during school hours.
- The first dose of a medication must be given at home or in the doctor's office and documented on the "Authorization to Assist Student in Administration of Medication" form.
- If medication requires equipment for administration (measuring cup, spoon, dropper, nebulae), the parent is responsible for supplying the articles. These items will be sent to school in a plastic bag labeled with the student's name and date of birth.
- Students who are being administered a medication both at home and at school must keep an adequate supply of the medication at school, because the medication cannot be transported between home and school on a daily or weekly basis.

- If the licensed healthcare provider has given the parent sample bottles of medication, the bottle(s) must be labeled with: student's full name, name of medication, directions concerning dosage, time of day to be given, healthcare provider's name, and date.

Delivery, Storage and Handling:

Medication must be delivered to school and picked up by a parent/guardian or responsible adult. The person delivering medication must sign the drop-off log before leaving the school. Please note the following school procedures:

- Upon receipt of all medication at school, a designated school employee will count the pills, tablets or capsules received. If the medication is in liquid form, the bottle will be marked at top level of liquid with a marker or piece of tape.
- All medication being dropped off and received shall be recorded after being counted on the Form E-35, entitled "Health Services Department Medication Drop-off Log".
- The parent, guardian or responsible adult must provide a supply of medication in its original container. Medications will NOT be transported between home and school on a daily or weekly basis. Parents will arrange for a separate supply of medication for school. Students on long-term medications require maximum supply of medication guidelines. The maximum amount of pills school staff shall receive has been established as follows:
 - Twenty (20) pills, tablets or capsules for students needing a once a day medication.
 - Forty (40) pills, tablets or capsules for students needing twice per day medications.
- All empty medication bottles will be discarded. Empty medication bottles will not be sent home. Parent/guardian or responsible adult must deliver refills in an appropriately labeled container from the pharmacy.
- All medications to be administered by school personnel will be kept in a securely locked cabinet. Those medications requiring refrigeration should be kept in a safe place in the refrigerator. (Placing them in a box in the refrigerator minimizes the likelihood of their being contaminated from bacteria in food.)
- When medication is discontinued or at the end of the school year, medication not taken home by the parent will be discarded in a manner that prevents anyone from gaining further access to the medication.

NON-DISCRIMINATION NOTICE:

Putnam Academy of Arts and Sciences, Inc. does not discriminate based on race, age, gender, color, national origin, disability, religion, or otherwise as many be prohibited by state and federal law.

PARENT LIAISON

By law, each charter school's governing board must appoint a representative to facilitate parental involvement, provide access to information, assist parents and others with questions and concerns, and to resolve disputes. Please consult your child's teacher and the principal before consulting the parent liaison. The name and contact information of the parent liaison is posted on the school website upon appointment each summer.

PARENT INVOLVEMENT

To conform to ESEA Section 1118(b), Putnam Academy will involve parents in every way possible. This statement shall serve as the policy statement for parent involvement, and the policy shall be available in a format and language accessible to every parent.

An annual meeting, to which all parents of all enrolled children are invited, will be held during the first few weeks of each school year. At this meeting we will explain our participation in Title I and will explain the requirements of participation in this program.

Parent/Teacher/Student Organization meetings are held to inform parents about our programs, our curriculum, our assessment plans, and our policies.

Parents may, and are encouraged to, request meetings with teachers and staff to discuss their child's progress. Parents are also encouraged to keep abreast of their child's progress through frequent use of the Parent Portal in Skyward.

Parents are represented on the Governing Board of Putnam Academy of Arts and Sciences as well as on various school committees and advisory panels.

Parents with limited English proficiency, parents with disabilities, and parents of migratory children shall be provided with information and school reports in a format and, if possible, in a language such parents understand.

We believe that parents, students, and the entire school staff have a shared responsibility for student achievement. We are a partnership dedicated to achieving the State's high academic standards.

Parents are encouraged to:

- speak to teachers about any academic concerns with their children's educational progress,
- check school work assignments every day and review daily lessons with their children,
- ask for any school notices that may have been handed out that day,
- provide a daily homework time,
- monitor school attendance and follow student attendance policies,

- attend school meetings, and
- refer to the school's website, www.putnamacademy.org, often.

We encourage all parents to become school volunteers. Please speak to office personnel about the procedure for becoming a volunteer.

PLEDGE OF ALLEGIANCE

F.S. 1003.44 requires that the pledge of allegiance to the flag be recited at the beginning of the day in each public elementary, middle, and high school in the state. Students are invited to stand and recite the Pledge of Allegiance to the flag of our country, but they are not required to do so. The pledge shall be rendered by students standing and placing their right hand over their heart. When the pledge is given or the national anthem is played, all civilians (including students) are invited to show respect to the flag by standing at attention and men removing headdress, except when the headdress is worn for religious purposes. A school cannot discipline a student for failing to stand and/or recite the pledge; however, a school may issue disciplinary action if a student disrupts the Pledge of Allegiance.

PROGRESS REPORTS AND REPORT CARDS

Report cards are issued at the end of each 9-week grading period of the school term, whereas Progress Reports are issued midway of each 9-week grading period.

DATE	REPORT
September 12, 2023	Progress Reports – OPEN HOUSE
October 20, 2023	Report Cards
November 17, 2023	Progress Reports
January 19, 2024	Report Cards
February 15, 2024	Progress Reports – OPEN HOUSE
April 5, 2024	Report Cards
April 30, 2024	Progress Reports
May 31, 2024	Report Cards

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

1. Political affiliations;
2. Mental/psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent*; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

The No Child Left Behind Act of 2001 contains a major amendment to PPRA that gives parents more rights with regard to the surveying of minor students, the collection of information from students for marketing purposes, and certain non-emergency medical examinations. In addition, an eight category of information (*) was added to the law.

SCHEDULE

Putnam Academy uses block scheduling for instruction. Students attend classes for a longer period of time but only attend each class every other day. On Green Day, students are scheduled for Blocks 1-4, whereas on Black Day, students are scheduled for Blocks 5-8. Green Day and Black Day will alternate throughout the year.

GREEN DAY		BLACK DAY	
Morning Bell	9:00	Morning Bell	9:00
1 st Block	9:00 – 10:30	5 th Block	9:00 – 10:30
2 nd Block	10:32 – 12:22	6 th Block	10:32 – 12:22
8 th Grade Lunch	11:10 – 11:30	6 th Grade Lunch	11:10 – 11:30
7 th Grade Lunch	11:35 – 11:55	7 th Grade Lunch	11:35 – 11:55
6 th Grade Lunch	12:00 – 12:20	8 th Grade Lunch	12:00 – 12:20
3 rd Block	12:25 – 1:55	7 th Block	12:25 – 1:55
4 th Block	1:57 – 3:30	8 th Block	1:57 – 3:30
Dismissal (Bus Riders)	3:20	Dismissal (Bus Riders)	3:20
Dismissal (All Others)	3:30	Dismissal (All Others)	3:30

NOTE: Students will go to lunch during 2nd Block and 6th Block; extra time has been allotted to prevent loss of instructional time.

SECTION 504:

If your child is in general education classes and has a physical or mental impairment that may be substantially impacting a major life activity, please contact the school. Your child may be entitled to accommodations under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (as amended effective January 1, 2009) (ADA).

Major life activities are broadly defined to include, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of major bodily functions, including but not limited to: functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. Please note that an impairment that is episodic or in remission is also a disability if it would substantially limit a major life activity when active.

If your child has been determined eligible under Section 504 or is a transferring student with an active Section 504 Plan, promptly inform the school. A meeting to review the 504 Plan and to update accommodations will be scheduled upon entrance.

STUDENT DISENROLLMENT

Upon enrollment, students/parents sign a compact agreeing to our 90% Commitment Rule of:

- Being in attendance 90% of the time,
- Arriving on time and remaining at school 90% of the time,
- Completing assignments 90% of the time, and
- Exhibiting good behavior 90% of the time.

Failure to abide by the 90% Commitment Rule will result in your child being placed on academic, attendance, and/or disciplinary probation and, if not corrected, will result in permanent disenrollment from Putnam Academy.

STUDENT GIFTS

Students are not allowed to receive gifts at school. On special occasions (i.e. – birthdays), parents may bring such gifts to show their child in the office, but the gift may not be left at school. We do not have space in our classrooms for such items, and the Transportation Department does not allow these items on buses.

STUDENT HEALTH

Student immunizations are required to be current. Parents are reminded that 7th grade students will need a new dose of the Tdap prior to entering 7th grade. Also, all student athletes must provide Putnam Academy with a completed physical examination prior to participating in athletic tryouts.

STUDENT SAFETY

When a student has to leave campus for an appointment, a parent or guardian must come to the office to sign out the student. Please try to schedule appointments outside of school hours.

For the safety of all students, we must know:

- Who has permission to sign out a student? These names should be listed with addresses and phone numbers on the pupil information sheet.
- Whom to contact if you cannot be reached or in case of an emergency.
- Any change of address or phone number during the school year for parents and all persons who may pick up your student.

Please do not drop off students more than thirty (30) minutes before 7:30 AM. Upon arriving at school, all students must enter the school commons or courtyard. Students are not allowed to loiter in the parking lot. Please pick up students no later than fifteen (15) minutes after dismissal (3:30 PM).

As required by the Marjory Stoneman Douglas Act, all **Florida middle and high school students MUST be issued I.D. badges, which students are encouraged to wear daily**. Putnam Academy issues a free badge at the beginning of each school year, but students may purchase a replacement badge (\$3.00).

SUMMER JUMP START PROGRAM

Putnam Academy offers a week-long, summer enrichment program, *Jump Start*, to struggling students who need extended learning time interventions, academic recovery, and academic acceleration. The program is scheduled for late July.

TECHNOLOGY

Among the goals of Putnam Academy is for students to grow and develop into 21st Century learners. To accomplish this goal, each academic class has been fully equipped with the technological equipment that the International Society for Technology in Education (ISTE) deems necessary for student success in the 21st Century.

Note: Putnam Academy provides each student with a Google Chromebook, which may be taken home daily to complete assignments. Students should bring fully charged Chromebooks to school daily. Chromebooks should be kept inside their protective cases at all times. Parents will be billed for Chromebook damage resulting from neglect and/or failure to keep Chromebook inside the protective case.

TRANSPORTATION

Putnam Academy contracts with Putnam County School District to provide bus transportation for students. Routes and times are determined by the District Transportation Department and are available in the school office prior to the beginning of school. For more information, call the Transportation Department at 386-329-0553 or 0554.

TUTORING

Putnam Academy provides free, before-school tutoring for all students on Tuesdays, Wednesdays, and Thursdays from 7:45-8:45 a.m. Additionally, Putnam Academy provides Saturday School twice monthly for students who need to makeup assignments or bring up grades. Students may bring a snack for tutoring/Saturday School or may purchase a snack from Putnam Academy. Transportation is not provided for tutoring or Saturday School.

VIDEO SURVEILLANCE

Video surveillance equipment is used to monitor security and student behavior at Putnam Academy. Video cameras are located in all classrooms, on school buses, and throughout the school property. Video recordings may be used by school personnel for disciplinary purposes and may be viewed by law enforcement for incidents pertaining to criminal investigations. Due to confidentiality issues, parents are not permitted to view video recordings.

VISITORS AND VOLUNTEERS

We welcome you to our school and value your time and talent. Parents and grandparents are strongly encouraged to become involved in our school as chaperones, tutors, lunch monitors, athletic coaches, and club sponsors. Please consider how you can help your child and our school by volunteering.

Volunteers must undergo a yearly background check before being allowed to volunteer. Please contact the school for information about volunteer policies.

Volunteers and visitors must sign in and out in the front office. Visitors should sign in and receive a visitor's pass before going to the classroom or any other area of the school.

All volunteers will receive an information packet from the school office and will be required to read and abide by the information in the packet.

CONTACT INFORMATION

For any questions you may have concerning the handbook or Putnam Academy, please contact:

- Principal Curtis Ellis, 386-866-9203,
c2ellis@putnamacademy.org
- Executive Secretary Melissa Pahota, 386-866-9201,
mpahota@putnamacademy.org
- Data Clerk/Receptionist Sindy Hunt, 386-866-9202,
shunt@putnamacademy.org