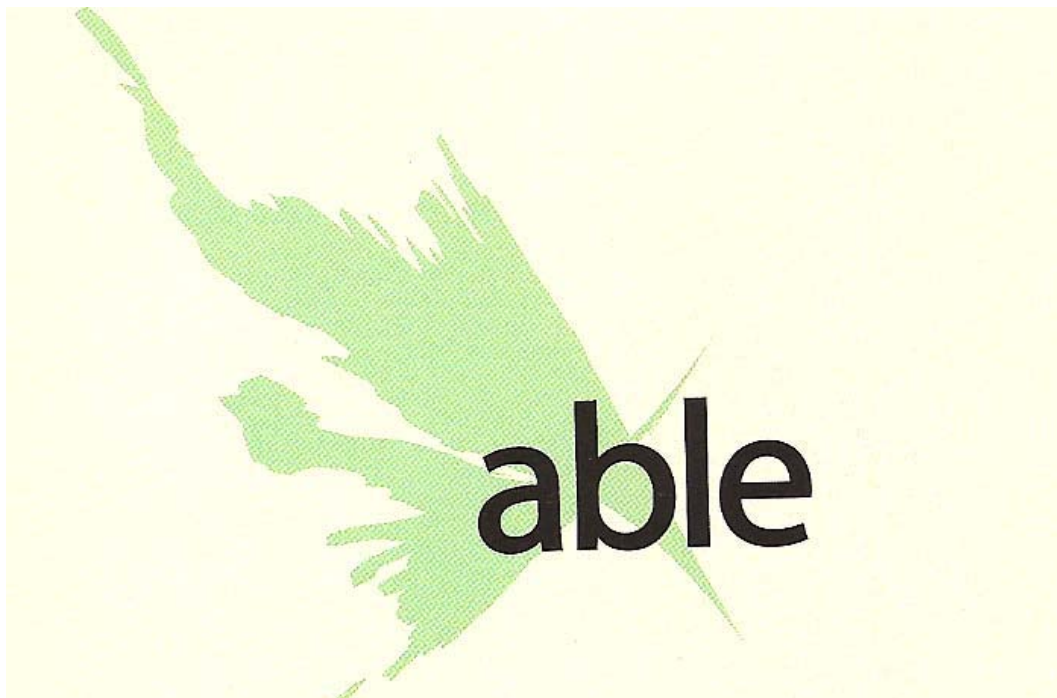


THE ACADEMY OF BUSINESS AND LEADERSHIP EDUCATION GUIDE 2010-2011



7 Williams Street
St. Augustine, FL 32084
(904) 826 – 1606
www.ableschool.org

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* Please sign and return to the school.

INTRODUCTION

At ABLE School we strive to provide a nurturing and supportive learning environment without the restrictive rules that many schools have. However, to provide the best education for our students, it is necessary to have some rules and guidelines. Please review these rules and guidelines in the following guide. Also provided is additional information about the school that may be helpful. When you have finished studying the guide please sign and return the last page. Keep the rest of the guide as a reference to help you and your child through the year.

ATTENDANCE, TARDINESS AND PICK - UP

- **All students are expected to be prepared to learn when they arrive at school.** This requires students to bring necessary school supplies, be well rested and well nourished, and arrive at school on time and stay for the completion of the day.
- **Students need to arrive at school on time.** If a student arrives after 8:05am, a parent/guardian must bring him/her to the front office in order to have the student signed in and marked as present for the day. Students may only be tardy (after 8:05am) 3 times without excused reasons during each 6 week unit. After the third unexcused tardy (after 8:05) a behavior referral and lunch detention will be issued.
- **Attendance is crucial to each student's learning.** If a student is absent he/she should bring a note from a parent/guardian/doctor explaining his/her absence. This note must be received within 48 hours from the day of absence.
- If a student's absence(s) are determined to be unexcused because the school did not receive a note or the explanation for the absence was not acceptable according to district guidelines, the student may not be allowed to make up missed assignments unless the student remains after school with the teacher.
- Students who receive more than five (5) unexcused absences per year are at risk academically and will be required to provide notification *from a doctor* for each additional absence. If additional unexcused absences occur, a parent conference and/or an intervention plan may be enacted. Students who receive more than fifteen (15) unexcused absences per school year will be referred to the **St. Johns County Truancy Court** for additional consequences/interventions. (Students referred to the St. Johns County Truancy Court will receive a summons and must report to the Judge listed on the summons at the County courthouse on the date and time specified.)
- **Students are responsible for making up any work missed during an absence.** Upon returning to school the student must speak with his/her teacher and request missing work and arrange to make up exams, quizzes, projects or labs. Be advised it might be necessary for the student to remain after school with a teacher in order to make up work. Depending on the length of absence, students will have up to 1 week to make up work.
- **Students should be picked up from school on time.** Students left at school after **2:15 pm** without prior arrangement will not be supervised. If a student makes arrangements with a teacher to remain after school for help then that student must be picked up at the time arranged with that teacher.

CURRICULUM AND CLASSES

- **Curriculum Programs:**

- ◊ BILT - Business Innovations, Leadership, Technology
- ◊ CLEAR - Communications, Language, Education, Arts, Reading
- ◊ CHANGE - Culture, History, Anthropology, Nations, Geography, Economics
- ◊ TEMPS - Technology Education, Mathematics, Physical Science
- ◊ STREEM - Science, Technology, Recreation, Environmental Education Mastery
- ◊ SHAPE - Science, Health, Physical Education

- **The school year is broken down into 2 semester terms. Each term will consist of 3 thematic units that will last approximately 6 weeks.**

Semester 1:

8/ 23 – 10/1 BILT
10/4 – 11/12 CLEAR
11/15 – 1/14 SHAPE

Semester 2:

1/18 – 2/25 CHANGE
2/28 – 4/21 TEMPS
4/25 – 6/9 STREEM

- **Unit projects will be assigned in each academic class.** These unit projects will often hold considerable weight towards the unit grade.
- **Classes will occur according to a block schedule.** Seven classes will be divided between two days known as green and yellow days. Students will attend each class every other day (homeroom class will meet every day). It is important that students bring required materials needed for each day's assigned classes.
- **Classes offered include:** Language Arts, Math, Science, Social Studies, Foreign Language or Reading, Business/Computer Education, and Physical Education.
- **At the beginning of each thematic unit an outline from each teacher will be sent home.** Students are required to show these outlines to their parents/guardians for review. These outlines serve as a form of communication between parents and teachers on what students are learning and what is required for that unit. Outlines may also be accessed on-line on our school website: www.ableschool.org
- **Teachers will be assigning homework. Parents/Guardians should expect students to have homework each night.** Homework at ABLE is a priority and our expectation is that our students' families will cooperate and support this view. Due to block scheduling, students will usually have 2 nights to complete their homework for a particular class. However, they will be receiving more homework each day from other classes.
- Planners will be given to students by the school during the first week. **Students will be required to write homework and other important details given by teachers into their planners.**
- **Every student is expected to keep a folder for each class.** Students will keep and organize all their work in these folders. When a new unit begins, students should remove work in the folders for the past unit.
- **Students are placed into classes based on grade level.** Since ABLE does not place a cap on the number of students accepted for each grade level, some classes may contain combined grade levels (such as a 7/8th grade class).

ELECTRONIC DEVICES

- Students are allowed to have electronic devices and cell phones at ABLE, but these items may only be used during break and lunch. **Cell phones and electronic devices should be turned off and stowed away during class time.**
- If a parent needs to call his/her child during the school day he/she should call the school at (904) 826 – 1606 and a message will be delivered to the child.
- **Use of electronic devices and cell phones during class time will result in the confiscation of the item by the teacher and a behavior referral.** A parent/guardian will then need to pick up the device from the teacher. Repeated misuse of these devices will result in further consequences.
- **The school is not responsible for any loss or theft of these items.**

FOOD AND DRINKS

- **Due to the unhealthy nature of energy drinks, soda and candy (including gum), especially for growing adolescents, ABLE asks that these food items NOT be brought to school.** Use of any of these products during class time will result in their confiscation and the possibility of further behavioral consequences.
- **Students are encouraged to bring water bottles that they may drink in class.** The bottles must contain water only.
- **ABLE will be offering a healthy lunch daily from our Table Café.** The cost for a lunch is \$3.00 and drinks (juice and water) will be priced at 50¢.
- **There are microwaves on campus that students may use to heat their lunches.**
- **Most buildings also have a small refrigerator that students may use if necessary.**

DRESS CODE

- ABLE does not have a specific dress code but we expect our students to dress respectfully. **Student's attire should be appropriate and unrevealing.** Common issues at the middle grade level include loose pants below the student's waist (males) and revealing or tight shirts, shorts, and skirts (females).
- **Students who use the district's school buses must follow the district dress code when they are on district school grounds** or risk receiving a referral from the district school.
- **ABLE administration may call parents/guardians to bring different clothing for a student.**
- **Repeated occurrences of inappropriate attire may result in a behavior referral.**
- **Students also need to dress appropriately for PE.** Sneakers are necessary as the appropriate footwear in order to reduce the chances of injury. Students may bring a change of clothes and footwear if they wish.
- **Students must dress appropriately on field trips.** Students who are not dressed in a professional manner for field trips will not attend the trip, or will be given alternative apparel to wear. When on field trips, students and parents should remember that they are representing the school to the community.

COMMUNICATION WITH TEACHERS

- In an effort to provide continuous communication on students' learning progress, ABLE has adapted an on-line program that allows parents/guardians and students to check their grades. **It is the responsibility of the parents/guardians to check this on-line website regularly.** A letter with a password and instructions for using this program will be sent home with each child before the end of the first unit – BILT. If this letter is not received please call the school at (904) 826 – 1606.
- In addition to this website as a method of communication, **students will be bringing home a weekly performance sheet at the end of each week (Fridays).** This report will be completed by teachers throughout the week and will include information about a student's daily behavior, classroom performance and grades. **It is the student's responsibility to bring these reports home each week and the parent's/guardian's responsibility to request and review them each week.** With the exception of the first notice, teachers will **not** be verifying whether parents/guardians are receiving these documents. We expect our parents/guardians to help us in this communication process.
 - ◇ Every Friday, during homeroom, students will be given their performance notices (for the previous Friday until Thursday of the present week). This document should be brought home to present to a parent/guardian. Also on Friday, rewards will be given to students based on their week's report. Students who did not receive any behavior strikes during the week will receive an admittance ticket into the ABLE Gold Club during lunch. Special snacks, drinks, prizes and activities will be available. Treasure chest prizes will also be given to students who show good character, citizenship and excellent classroom performance. Please donate snacks, drinks and prizes to the school to help motivate our students to excel.
- **Please refer to the Contacts page if you would like to contact someone at the school.** Please use e-mail to contact a teacher unless it is an urgent matter. Teachers will often be unable to speak with parents during the day due to their daily schedule. If you would like to speak with a teacher without using e-mail, please call the school and the teacher will return your call at a time when they do not teach classes. Another option may be to schedule a conference with the teacher or staff member. ABLE School strives to keep open communication with parents and students in our school.
- **A weekly newsletter will be sent home every Friday.** This newsletter will contain announcements, upcoming events and volunteering opportunities. Please encourage your child to show it to you each week. The newsletter will also be available on the school's website.

VOLUNTEERING AND DONATIONS

Parents/Guardians of ABLE students are have committed to donate at least 20 volunteer hours per family. Many opportunities are available throughout the year during and after school hours. Donations to the school can also be used toward your volunteer hours.

Volunteering Opportunities:

- Chaperoning on School Fieldtrips/Events
- School Maintenance and Repairs*
- Yard work and Gardening*
- School Cleaning*
- Computer upgrades and troubleshooting*

* Can be done on weekends

Donations Needed:

- Snacks and drinks for the ABLE Gold Club
- Prizes for the ABLE Treasure Chest and Gold Club
- Books/Novels for our library
- Cash donations for equipment, books and materials
- Food for school events such as dances
- Needed classroom materials

Please check our weekly newsletter (sent home Fridays and available on our website) for specific volunteering and donation needs.

How to volunteer:

- Please contact the school or Mr. Beebe at (904) 826-1606.
- In order to protect our students, parents/guardians who volunteer will need to complete a background check. We will need your social security number and date of birth to clear you for volunteering with our students.

If you know you will be unable to volunteer your time during the school year we ask that you plan on making donations such as the ones listed above. Another option is to make a cash donation to the school for \$400 that will fulfill your volunteering responsibilities.

SCHOOL CONTACTS

Phone Numbers:

Main School Number: (904) 826-1606

School Principal: Mr. Beebe (904) 392-9093

Fax Number: (904) 825-0507

Emails:

Mr. Beebe (Principal):	beebe@ableschool.org
Mr. Holt (Dean/ Physical Education Teacher):	holt@ableschool.org
Mrs. Ceglady (Science Teacher):	ceglady@ableschool.org
Mrs. White (5 th Grade Teacher):	white@ableschool.org
Miss Jill White (5 th Grade):	jill@ableschool.org
Ms. Hardy (Math Teacher):	hardy@ableschool.org
Ms. Bagby (Social Studies Teacher):	bagby@ableschool.org
Mrs. Lewis (Language Arts Teacher):	lewis@ableschool.org
Mr. Gabaldon(Technology Teacher):	gabaldon@ableschool.org
Mrs. Miller (Spanish Teacher):	miller@ableschool.org
Mrs. Heacox (Reading/ESE Teacher):	heacox@ableschool.org
Mrs. Ford (Reading/ESE Teacher):	ford@ableschool.org

School Web Page: www.ableschool.org

Schoology Web Page: www.schoology.com

EXPECTATIONS, BEHAVIOR GUIDELINES AND DISCIPLINARY SYSTEM

ABLE SCHOOL is committed to maintaining an environment in which students can maximize their learning potential, teachers can maximize teaching potential, and where students' safety is ensured. The Expectations, Behavior Guidelines and Disciplinary System are designed and in place so that we may achieve this environment each and every school day.

ABLE SCHOOL EXPECTATIONS:

We Expect **Students** To: **R.E.A.C.H**

- Be – **R**espectful - of Teachers, Fellow Students and School Property
- Be – **E**ager to **L**earn
- Be – **A**ccountable - for **A**cademic performance, Behavior and **A**ttitude
- Be – **C**aring for Themselves and Others
- Be – **H**elpful to Teachers and Fellow Students

We Expect **Teachers** To:

- Teach and Model Positive Behaviors
- Maintain a Positive, Productive and Safe classroom environment
- Communicate with students' families
- Provide opportunities for student Leadership, Growth, and Achievement

We Expect **Administrators** To:

- Provide Strong Leadership
- Provide a positive and safe working/learning environment
- Teach and Model Positive Behaviors
- Communicate with Teachers and Students
- Uphold the Mission of the School

We Expect **Parents** To:

- Be an ACTIVE participant in your child's education
- Send your child to school prepared and ready to learn
- Teach and Model Positive Behaviors
- Communicate openly with School Personnel
- Support School with Volunteer Work or Resources

ABLE SCHOOL BEHAVIOR GUIDELINES:

Students who attend the ABLE SCHOOL have the privilege of enjoying a unique educational experience that fosters Individual Responsibility, Tolerance, Respect for others, Academic Achievement, Leadership Opportunities and proficiency in using Technological Resources. With these privileges and freedoms comes the opportunity for students to prove they can exhibit behavior that meets ABLE SCHOOL EXPECTATIONS, fosters their LEARNING, and the LEARNING of FELLOW STUDENTS.

Students who exhibit positive behavior and meet expectations will be rewarded in a number of ways including:

- 1) Appointments to Leadership Positions in School**
- 2) Admission to Weekly Gold Club Events**
- 3) Points for ABLE Treasure Chest**
- 4) Inclusion in school Activities and Field Trips**

Students whose behavior does **NOT** meet **ABLE EXPECTATIONS** or follow Teacher's Classroom Guidelines will be encouraged to develop a better sense of *Self Awareness, exercise Self Control and Improve their Focus toward their education* through the school wide use of the Discipline Level System. The Level System (1-4) defines Student Misconduct and the corresponding Consequences.

Examples of Level One Misconduct: Tardy to Class (Unexcused) - Disrupting Class (Talking loudly or at inappropriate times, Getting Out of Seat without permission, minor Horseplay) - Use of Foul or Offensive Language - Defiance (Verbal or Physical) in observing Teacher Classroom Guidelines - Minor Defacing of School Property - Minor Harassment or Teasing - Gum, candy, food/drink in class - Use of Electronics without permission

Level One Infractions will be documented and managed by teachers in the classroom using a Weekly Performance Sheet. If a student commits a Level One infraction, they will be given a verbal warning by the teacher and an opportunity to correct their behavior. If the student repeats the same behavior or commits ANY other Level One infractions following a warning, that student will be given a Strike for each subsequent misconduct. Students will be allowed **One** warning per day, Not One warning per teacher before Strikes are given. Strikes accumulate throughout the school day and refresh the following day. Accumulating three, Level One Strikes over the course of one school day will result in a Discipline Referral. Students who receive multiple Level One strikes (5-10) over the course of a week without receiving a referral will also be subject to behavior intervention.

Level 1 Referral Consequences:

1st and 2nd - Parent Contacted by Dean and Dean's choice of one or more of the following: Conflict Resolution with Dean - Silent, Bag-Lunch Detention – Scheduled, After-School Detention (S.A.D.) - Revocation of Privileges (including Enrichment), Student Court, Supervised Work Detail

3rd - Referral in one 6 week Period will result in automatic 1-2 days of ISS (In-School Suspension) Dean / Parent Conference, Scheduled, Before or After School Detention and Dean's choice of one or more of the afore mentioned level one consequences, (including additional Scheduled After-School Detention)

4-6 - Referrals in 6 week unit will result in automatic 2-3 days of ISS for each referral - Implementation of Behavior Plan - Scheduled, After or Before school Detention, and campus work detail

6 + - Referrals in 6 week unit will result in automatic Out of School Suspension (OSS) for each referral.

Examples of Level Two Misconduct: Extremely Defiant or Disrespectful Behavior toward teacher - Profane or Abusive Language directed at another student (Including Verbal Altercation) - Bullying witnessed by teacher or

staff - Skipping school, class or detention - Non-correctable defacing of school property - Leaving Class without permission - Cheating or Plagiarism. **Level Two Infractions** will result in an automatic referral and are managed by the Dean.

1st Referral: Parent contacted by Dean, Silent, Bag-lunch Detention, **and** Dean's choice of one or more of the following: Loss of privileges, suspension from Enrichment and/or extra curricular activities, Dean's after school or before school detention, supervised work detail, conflict resolution session, ISS for a particular class/teacher.

2nd Referral: Dean's choice of increased days from 1st referral choices and/or recommendation for Guidance Counseling Intervention

3rd Referral: Parent contacted by Dean, ISS and/or multiple consequences from 1st Referral choices

SCHEDULED, AFTER (OR BEFORE) SCHOOL DETENTION: (S.A.D.) Will be served within 24-48 hours after dean has made contact with parent. **Transportation by parents is required for both Before and After school detention. No bus service is provided outside of regular bus schedule and no staff supervision is provided outside of regular school hours (7am-3pm). If a student fails to report for a scheduled detention, the Dean will contact parent and further consequences will be applied, including additional days of Scheduled Detention or Saturday School.**

STUDENT COURT – Students may be brought before a Student Court of elected or appointed peers following a Level One Referral or after receiving *multiple level one strikes* (5-10) without receiving a referral. Under circumstances deemed appropriate by the Dean, students also may appeal a Level One Referral in an appeals process that involves a hearing before the Student Court. The Student Court will seek a Just and Fair decision for each case it hears.

Office Managed Level Three and Four Infractions

Examples of Level Three Misconduct: Threatening or Extremely Abusive Language toward another student, teacher or parent volunteer Physical Altercation (Fighting) - Vandalism, Misdemeanor Theft (under \$300.00) – Bullying (including Cyber Bullying) – Possession or Use of Tobacco – Sexual Harassment – Possession of Combustibles – Failure to Report to Dean when sent by staff member – Failure to Cooperate while in Dean's Office

1st Referral – Parent contacted and 1-3 Days Out of School Suspension (OSS)

2nd Referral – Parent contacted, 3-5 Days (OSS) and Recommendation for Guidance counseling

3rd Referral – Parent contacted, 5-10 Days (OSS) and Parent Conference Recommended

Examples of Level Four Misconduct: Assault/Battery – Threatening any Adult – Possession, use or transfer of weapons – Sex violation, sexual misconduct, sexual battery – arson – Felony Theft (over \$300.00) – possession or sale of Pornographic material – coercion – extortion - robbery – serious acts of vandalism – lewd or lascivious act – bomb threat – participation in boycotts, walkouts or sit-ins – discharging of firecrackers or fireworks on school grounds - possession or use of drugs or alcohol (automatic 2nd referral consequence) – selling or distribution of drugs or alcohol (automatic 3rd referral consequence)

When a School based investigation determines that a Level Four Infraction has taken place, Law Enforcement Will be Notified

1st Referral – Parent contacted and 1-10 days (OSS)

2nd Referral – Parent Contacted, 5-10 days (OSS) and recommendation for Guidance Counseling

3rd Referral – Parent Contacted and 10 days (OSS)

By signing this, each student and parent acknowledges that they have read and will comply with the ABLE EXPECTATIONS, BEHAVIOR GUIDELINES AND DISCIPLINARY SYSTEM.

Student Name _____ Student Signature _____ Date _____

Parent Name _____ Parent Signature _____ Date _____

SIGNATURE PAGE

Cut here -----

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Please Sign below and Return this page to your homeroom teacher.

My child and I have read all of the ABLE School Guide. We understand what is expected of us and will be complying with the school's guidelines.

Student (Print): _____ Signature: _____

Parent/Guardian (Print): _____ Signature: _____