

Reading Edge Academy
Volusia County's Premier Charter School
Serving the Children of Volusia County
Founded 1998

Dear Parents/Guardian and Students:

It is the goal of the Academy to build a community which joins parents, the school staff, and the children together in a partnership of education. The purpose of the handbook of policies and regulations is to make clear what is expected of each party. To achieve our common goals, it is essential that all of us understand our commitment. Joining the Academy means that we work together to put these policies into practice.

Mission Statement

The Reading Edge Academy is dedicated to launching children's academic careers with success, confidence, and a love for reading.

Philosophy

The vision and purpose of the Reading Edge Academy is to ensure that all enrolled students will begin their school careers with success, confidence, and a firm foundation in all core subjects, with particular emphasis on reading and math concepts. The Governing Board and administrators of the Reading Edge Academy base the curriculum and other activities of the school on the finding that, although success in the early grades does not guarantee success throughout school life, lack of success in the early grades does, most certainly, guarantee lack of success in later schooling. The program is based on the following key developmental hurdles young children must face:

- a. The development of cognitive, linguistic, social and psychological basis which success depends;
- b. A firm foundation in pre-reading and early language skills in preschool (including kindergarten); and
- c. The need for children to make enough progress so they enter fourth grade able to read for content knowledge.

The purpose of instruction in this charter school is to educate the total person in an environment in which each individual is recognized and respected; and in which moral values and academic excellence are central. To create this environment, the faculty and staff promote and proclaim moral values they teach and uphold. The school strives to develop each child's potential through programs that aim to meet the individual needs of students.

Our Mascot is the dolphin – As D.O.L.P.H.I.N.S. we:

- **D Do our best work**
- **O Own our mistakes**
- **L Listen and Share**
- **P Play fair with all**
- **H Help those in need**
- **I Independently work HARD**
- **N Never Stop trying**
- **S always SHOW RESPECT TO ALL**

Family Involvement

1. The family/guardian will participate in at least three conferences annually scheduled by the school or teacher
2. The family/guardian will participate in a minimum of thirty (30) hours of volunteer service to the Academy annually, three (3) hours per month for ten (10) months. Keeping track and recording the family/guardian's hours is your responsibility. You can notify the office and they will assist with achieving these hours – knowing specific needs of the school.
3. Completion of the volunteer thirty (30) hours fulfills your contract and helps establish your child's continued attendance at the Academy.
4. The family/guardian will support all the regulations specified in the Parent/Student Handbook and work closely with the school staff to assist your student in achieving their very best during this academic journey called school.

Admission Policy

The Academy does not discriminate on the basis of race, sex, national or ethnic origin, or handicapping condition in the admission of students, employment of personnel, administration of educational policies, athletics, or other school programs.

1. As mandated by Florida State Law, a current health certificate (yellow card, Form 3040), an immunization record (Blue Form 680), and a birth certificate must be on file prior to the first day of school. These may be obtained from your child's doctor.
2. To enter Kindergarten, a child must be five (5) years old by September 1st.
3. To enter Grade One (1), a child must have successfully completed Kindergarten and be Six (6) years old by September 1st.

4. A birth certificate must be presented at the time of registration.
5. *Transfer students must present a transcript of test scores and the most recent report card from the previous school.
6. All incoming students must have proof of compliance with Florida immunization laws and have up-to-date medical records.

Curriculum

The Academy curriculum is designed to increase children's knowledge and skills in all developmental areas: Physical, Social, Emotional and Intellectual, and to help children learn how to learn in order to establish a foundation for lifelong learning. It is presented in such a way as to develop children's self-esteem, sense of competence and positive feelings toward education. Selection of new curriculum and/or programs will always be based on results of validated research. The Academy will use the scope and sequence benchmarks set forth by the **Florida Department of Educations' B.E.S.T. (Benchmarks for Excellent Student Thinking)** and the Volusia County School District Pupil Competencies as guidelines for its curriculum. The State of Florida recently passed House Bill 529: Moments of Silence in Public Schools. This bill requires a moment of silence to be set aside for students during each school day. This will occur after reciting the Pledge of Allegiance first thing in the morning.

Physical Education

1. Physical Education classes and/or movement classes are conducted by a fully-certified instructor by the State of Florida.
2. To excuse a child from participation in a physical education class, a child must have a written note from the parent each time.
3. For more than three (3) consecutive classes of non-participation, a doctor's excuse is required.
4. Athletic shoes must be worn for P.E. classes.

Art & Music

Art and Music are considered Core Subject areas and are conducted by a fully-certified instructor by the State of Florida. Students are evaluated, and a Progress Indicator is placed on the report card. Participation and good conduct are expected from all students.

Attendance Requirements

1. Florida law requires 180 student days annually, exclusive of holidays. The Academy is required to follow the Volusia County Public School calendar.

2. All students are expected to come to school on time every day. **Students who are not in their classrooms by 7:50 a.m. are tardy and MUST BE SIGNED IN LATE BY AN ADULT in the office.** *Excessive tardiness must be brought to the attention of the proper authorities.*
3. Absences from school, tardiness, and early pick up are detrimental to the student's progress no matter what the reason. For very serious reasons, such as personal illness or death of a close family member, students may be excused from classes at the written request of their parents or guardians.
4. Anyone taking a child from school for appointments or illness must report to the office to sign a checkout sheet for the child's dismissal. Phone calls to excuse an absence can be received from 7:15 a.m. till 2:00 p.m. at 386-668-8911. ***Afternoon checkouts are permitted till 1:50 p.m. – should you need to get your child for an appointment, respectfully, we ask that you do so prior to the 1:50 p.m. deadline.***
5. School law requires that students present a written excuse on the first day they return to class after an absence. **This excuse should include the date(s) of the absence and the reason for the absence.** Tardiness and/or absences are not explained in this written form will be marked "unexcused" in the attendance record.
6. **Family vacations which do not coincide with the school calendar are strongly discouraged.** Teachers WILL NOT provide make-up work in advance to a student leaving on a vacation. This work may be obtained from the teacher(s) when the student returns to school and must be completed within seven (7) days. Please refer to VCSB current school year School Calendar for student holidays.

Homework

Beginning in kindergarten, children are expected to do some homework each weekday night. If a specific classroom task is not assigned, the child should study prior content and READ. The type and length of assignments will vary as the child advances academically. In general, the maximum time devoted to written work, study, reading, research, assigned academic practice websites or projects should be: Primary – 15-30 minutes daily and Intermediate – 40-60 minutes daily. Please understand that the purpose of homework is for the student to practice what is being taught in the classroom during the week.

Witten homework will not be given on weekends or over holidays and vacations. A succession of missed homework assignments will lead to slower academic achievement and may result in a "Gift of Time" (formerly called retention). While parental interest in, and

assistance with, homework is desirable, children must learn to assume responsibility for their own work as early as possible. If a parent feels that the child cannot cope with the work assigned, please discuss this matter with the child's teacher so that adjustments can be made.

Reports to Parents

Report Cards are issued every twelve (12) weeks and Interim (Progress) Reports are every six (6) weeks. Formal parent-teacher conferences are encouraged whenever the need arises. Please contact your teacher by note or e-mail to make an appointment for a conference. The teacher may send home some sort of weekly information about your child's class work. Please contact your child's teacher to know if this is part of their routine, you may request this when necessary.

Many problems grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly. Only when this contact has not been effective are parents advised to confer with administration by phone or by setting an appointment for a conference.

Parents are asked to be reasonable in their demands on teachers, both as to the time and frequency of reports about their student. During class hours, all business is conducted through the office. Teachers cannot be pulled from class to confer with a parent and may not be interrupted during class time or morning routines for any reason. Teachers do have a designated 'planning time' that they might be available for contact. We ask that parents and teachers do not use the car 'pick-up line' for quick conferences.

Please check your child's backpack and our website daily for information and upcoming events.

Field Study Trips

The Academy usually plans field study trips throughout the school year for every grade level. Educational field study trips are used to enhance classroom instruction and we encourage your student's participation. Students are held accountable for information learned during the field study trip. Parents are expected to defray the costs of the excursion. To participate, a child must have the written permission of the parent/guardian, using only the form provided by the school. Telephone **calls will NOT be accepted** in lieu of proper forms. All field study trips are announced ahead of time. Field study trips are privileges afforded to students and **participation MAY be denied** at the discretion of the Administration. Students must ride the school bus to and from the field study

trips. Chaperones may be limited to two (2) chaperones per classroom. Chaperones must have a Volusia County Public School Application with the Volunteer (VIPS) form on file before going on the field study trip and be an 'approved' volunteer. All students are required to ride the designated 'bus' to and from the field study trip.

Lunch

Our Academy participates in the National School Lunch Program (NSLP). Menus are posted on-line each month **PRE-PAYING FOR LUNCH IS REQUIRED**. *According to the Constitution of the State of Florida, Article VII, Section 10, it is a violation for public schools to operate on a "credit basis". All payments must be made in advance prior to the start of each week. Please pay a minimum of one week in advance.* Lunch money is in a family account. **Any money sent to your student's classroom must be in a sealed envelope, clearly marked with your student's name, amount, and lunch number.** Change will not be given unless otherwise requested. Once an account exceeds five dollars (\$5) per child overdue, the student should eat breakfast at home and pack a lunch until the account is made current. Otherwise, ***the student will be denied breakfast and will be given a sandwich (cheese) lunch until the account is brought current.*** If you prefer, funds can be added to your student lunch account by credit card payment to the on-line system on the school website. Please see the front office for additional information about creating an on-line payment account. Additional money sent to the school for various activities/items throughout the year should also be sent in a sealed envelope, clearly marked with the student's name, amount and details about the funds are intended for.

For students who do not use the provided lunch program, parents/guardians are asked to provide a nutritious lunch daily for their student. Milk, water, or juice may be ordered each morning for an additional cost. **PLEASE NO CANDY OR SODA.** Please label lunch boxes with your student's name. We do not refrigerate or heat up student lunches. Messy food and containers that are hard for your student to open present a problem for your student at lunch time. A good rule of thumb to use is: if the child cannot open the container, please do not send it with them. Be sure to pack **PLASTIC forks or spoons** and napkins for your student's use. **Never pack a knife.**

Any family that is eligible for the **National School Lunch Program (NSLP)** and completes the paperwork will be advised about the program the first week of school or anytime during the year when the application is received. In accordance with Federal Law and the U.S. Department of Agriculture policy, this Academy is prohibited from discriminating on the basis of race, color, national origin,

sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independent Avenue, SW, Washington, D.C. 20250-9410 or call (800)795-3273 or (202)720-6382 (TTY). USDA and Reading Edge Academy, Inc. are equal opportunity providers and employers.

Illness

1. Children who show signs of illness in the morning should be kept home, as should those having bad colds, coughs or fever.
2. The school should be notified by 9:00 a.m. each day a student is absent.
3. Parents/guardians or the person listed on the emergency form, will be called if a child becomes ill at school or is injured. **It is imperative that the school has up-to-date emergency forms from every family. Parents/Guardians are asked to notify the school immediately about address changes and especially home or work phone number changes that occur during the school year.**
4. Whoever comes to take a sick or injured child home must first report to the office with proper identification. Students who are sent home due to having a fever are required to stay out of school for 48 hours.
5. Please call the office if your child contracts a contagious disease, and consult with a doctor as to when the child may return to school.
6. For short term illnesses, please do not call the school to request work for your student. A reasonable time period will be given to make up missing work after the student returns to school. Special arrangements will be made in the case of a prolonged absence.
7. Head Lice – please inform the front office ASAP so we may help prevent the spread in the classroom. We are required to adhere to the County Health Department’s nit/lice policy, which is that students cannot be sent home but the home is expected to treat the student and the family for infestation of nits/lice.

Evaluation of Student Progress

Methods of assessment for student progress include the following:

1. Progress Indicators are used to show student progress at six (6) and twelve (12) week intervals. Indicators include **Highly Proficient (HP)** – refers to above expectations for the grade level and skill at this time: **Proficient (P)** – refers to student working on level and has a solid understanding of the skills required: **Working (W)** – refers to student is working on the skill,

trying to master it: **Lacking (L)** – refers the student has not produced evidence that progress has been made with this skill at this time.

2. Teacher made tests or alternate forms of assessment correlated to the Florida B.E.S.T. and Volusia Pupil Competencies.
3. Student portfolio assessments
4. The NNAT3 in second grade
5. FLKRS in Kindergarten
6. Individualized testing by county psychologist as needed and requested by Student Success Teams (PST process)
7. FSA, ELA, Math and Science for third through fifth grades

Placement Tests

All students, upon entrance to the Academy, **MAY** be given placement tests **which may** include any of the following:

1. Skills Assessment
2. Developmental maturity test: Reading Comprehension and Mathematics
3. IPT1 Test for ELL students or English Language Learners

Conduct on Campus

The school's philosophy of student behavior aims to motivate students to develop positive attitudes towards self-discipline and responsible behavior as that they may attain their fullest potential. To help create a conscientious school environment, attention must be given to:

- ❖ Showing respect for teachers, other students, and for all persons on campus
- ❖ Playing and working cooperatively with others
- ❖ Showing initiative and being dependable
- ❖ Taking pride in the school by caring for books and school property

Cooperating with school policies and regulations is imperative. Parents are expected to help their student understand and follow school rules and to cooperate with the school when a student's behavior needs to be changed. **The school administration reserves the right to search the person or the belongings of a student when reasonable cause exists that poses a threat to the general welfare of the school.**

The following types of behaviors are totally unacceptable:

- **Serious lack of respect for an adult or fellow student in words or gestures**
- **Repeated use of abusive, profane or indecent language, gestures or materials**
- **Fighting, bullying or mistreating other students**
- **Persistent lack of cooperation in class**
- **Disregard of rules at school and/or school-sponsored activities**
- **Stealing or damaging of another's property**
- **Defacing or destruction of school property**
- **Use or possession in school of tobacco or other drugs, alcohol or weapon-like materials**
- **Sexual harassment of any student by another student through words, gestures or overt actions**

When these unacceptable behaviors occur, one or several of the following procedures will be followed:

- **Personal interview with an administrator**
- **Notification of parents/guardian**
- **Loss of privileges**
- **Detention session or other appropriate action**
- **In-school or out-of-school suspension**
- **An expulsion recommendation**

Bus Rules

School bus transportation, by the sponsor school system (Volusia County Public School), is available for some areas served by the school. Please contact the office for specific information. Parents must send a written note in the morning should they need to change their child's bus arrangement for the day. Students who wish to ride the bus must observe these rules:

- ❖ **Be on time for your bus, it will not wait**
- ❖ **Refrain from rough playing or damage to nearby property while waiting for the bus or boarding it**
- ❖ **Speak to the driver in a friendly, courteous way and obey the rules**
- ❖ **Remain seated on the bus, with seat belt secured until your stop**

- ❖ Keep hands, arms and head inside the bus at all times
- ❖ Refrain from eating or chewing gum on the bus
- ❖ Never throw anything on the bus or from the bus windows
- ❖ Take good care of the bus and leave nothing behind when you leave
- ❖ Refrain from mistreating fellow passengers by offensive words or actions.
- ❖ Take nothing onto the bus which is excessively large or which jeopardizes safety

The school administration, in conjunction with the bus driver's report, may suspend a student from the bus for a period of time or permanently as circumstances demand.

Playground Expectations during School and ESD

To make the playground enjoyable and safe for everyone, and to protect school property, all students are to:

1. Obey adult supervisors promptly
2. Speak respectfully to all adults and to fellow students
3. Treat each other kindly and share playground equipment
4. Avoid all play that involves tackling, fighting, jumping on one another, damage to clothing or any other unbecoming behavior
5. Refrain from throwing or kicking sand, stones, or other potentially harmful objects
6. Refrain from using profane or obscene language or gestures
7. Play in the areas specified
8. Take proper care of equipment and of the play area itself

For Violations of these rules, one or more of the following actions will result:

1. The student will receive a verbal reminder
2. The student will receive a 'time out'
3. The student will lose playground privileges for a specified time
4. The student will need to have conversation with administration and the parents will be notified for a possible conference
5. The student with the parent/guardian will be held financially responsible for deliberate damage caused or for that which results from behavior contrary to the school's code of conduct.

Supervision and Safety Procedures

To assure the safety of each student, all parents are expected to cooperate fully with arrival and dismissal procedures sent home at the beginning of each school year. **YOU CANNOT park and walk** your student to class, except in a case of an emergency, as we do not have a large number of parking places. Please use the established traffic pattern following the paved driveways to the front of the school from Pond Court for drop-off and pick-up.

1. Students arriving between 7:00 a.m. and 7:30 a.m. will enter the school through the café and await dismissal to the classrooms from there. Student arriving after 7:30 a.m. will enter through the front of the school where supervision will be in place for safety. Students will be tardy if they arrive at 7:50 a.m. or later. The expectation is that all students will be in their seat, ready for school to begin by 7:45 a.m.
2. Cell phone should not be in use while in the car drop-off or pick-up lines. This is a safety concern for your student.
3. During the school day, students may not leave the campus without the written permission of their parent/guardian that is shared with the front office
4. The school is not responsible for the supervision and/or safety of younger siblings who accompany their family to school. We ask that the parent/guardian keep their children by their side at all times.
5. Students who are not picked up promptly after their dismissal time will be sent to the Extended Day program and the family will be charged a daily rate of fifteen (\$15) dollars for the time in the program.
6. We ask all parents/guardians to leave the school property after the student leaves the vehicle unless:
 - ✓ Volunteering
 - ✓ Conducting business in the office
 - ✓ Have appointment with Administration or Staff member

Extended School Day Program

Adopted Policy regarding the Extended School Day program (ESD) which is now available to a limited number of students with the following requirements: **PREPAYMENT is REQUIRED and IS DUE BEFORE EACH WEEK BEGINS**

- A. Registration is limited and students are accepted by a lottery. Students will remain on the wait list

- B. A non-fundable registration fee of fifty-five (\$55.00) dollars per family is due upon registration acceptance. You are signing for your student to attend ESD for the school year. **There is no Daily Rate.** (*According to the constitution of the State of Florida, Article VII, Section 10, it is a violation for public schools to operate on a 'credit' basis*).
- C. All payments must be made in advance prior to the start of the attendance period. Payment may be in the form of cash or a check made out to Reading Edge Academy.
- D. You will not receive a bill as this service is PRE-PAID. Statements are provided upon request.
- E. **Emergency use of the ESD program is limited and a fee of fifteen (\$15) is due when the student is picked up from ESD.**
- F. **Late payment** – fee is charged when tuition is not paid on or before Friday or the last day of school each week. According to the Constitution of the State of Florida, Article VII, Section 10, it is a violation for public schools to operate on a 'credit' basis. All payments must be made in advance prior to the start of the attendance period. Tuition is due in full and must be paid in advance of the service provided. All tuition and fees must be paid in full or late tuition fees per student will continue to be accessed. State auditors annually examine ESD accounts at our school. According to state regulations, it is a violation for after-school programs to provide services without payment in advance. When this occurs, the school is operating on a 'credit' basis. This is unacceptable according to the State of Florida.
- G. **Therefore, if payment is not submitted on time, a written notification will be given to the parents that:**
- The weekly payment is overdue
 - A late fee of five (\$5.00) dollars per child will be charged
 - Service may be discontinued for student(s) if payment is not received in full
 - Student(s) with an outstanding account will not be permitted to attend ESD. Parents will need to make other arrangements. Their student will go to the bottom of the waitlist for another opening
 - **Please note, once a parent is notified their student cannot attend ESD due to non-payment, the parent is not able to leave the student after school hours. Technically, once the student is removed from the program and that student is left at school, it is abandonment. Thirty (30) minutes after the end of the day, and attempts to reach the parent have been unsuccessful and the student has not been picked up, law enforcement will be called.**

Expectations/Rules for Extended School Day (ESD)

- Your student is expected to follow established rules and procedures and act properly as they would during the school day.
- Be prompt picking up your student after work. Late charges of one (\$1.00) per minute start at 6:01 p.m.
- You must sign your student 'out' of ESD in the attendance book each day
- Your student will not be released to anyone that is not stated on your 'pick-up' list
- Appropriate safe behavior is expected from your student. Disciplinary strategies such as warning, time-out of various lengths, or loss of privileges (such as watching videos, crafts or playground time) will be used. **If your student does not comply with the expectation/rules, your student could be suspended from attending ESD for up to five (5) days. If the student's behavior continues to be an issue, we reserve the right to revoke your student's privilege of attending the ESD program.** We need your support to help your student understand that they must follow the rules for safety and security of all involved.

There is a phone in ESD: You may call 386-668-8911. This is the school number and it will ring in the office until the office is closed. Once the office is closed, the phone reverts to the ESD line and will ring in the café. Please be patient when calling after hours, sometimes ESD is outside playing. (VCS202) Evacuation protocol follows the same as regular school day procedures.

Early Release Day (ERD)

The Volusia County Public School calendar has mandated most Wednesdays as Early Release Days (ERD). This could change, so please read carefully. Students must be picked up at the correct dismissal time unless prior arrangements have been made with the school. There is no child-care offered without prior arrangements with the office. Please see our website www.readingedgeacademy.org or the county site www.myvolusiaschools.org for the most up to date calendar and/or changes. The Reading Edge Academy follows the county calendar for student holidays and emergency school closings.

Dress Code

The Academy students wear a uniform to help the students realize they belong to a special group and to stress equality to all. We expect your cooperation in supporting all requirements of the dress code which is in effect from the first day of school. Students who are not in the proper attire will be given a written warning and two days to remedy the situation. A second infraction will result

in a call home. The parent/guardian will be expected to bring proper attire to school following the call. A third infraction will result in the parent/guardian and administration conference to ensure the numerous uniform infractions will not continue.

Uniforms for Reading Edge Academy

1. Burgundy knit shirt with the Reading Edge Academy logo
2. Uniform style – navy blue slacks, jumpers, skirts, skorts, shorts, Capris (Please, nothing more than 3 inches above the knees)
3. Brown or black belt to be worn if the pants do not stay at the waist
4. NO cargo pants, carpenter pants, or other trendy clothing
5. Solid navy or white socks which cover the ankles is preferred
6. Plain solid hunter green, maroon or navy sweaters or sweatshirts may be worn inside the school for warmth
7. In cold weather girls may wear leggings (solid color) and a color jacket may be worn outdoors only
8. Hoodies are never worn inside the building
9. Both boys and girls MUST wear athletic shoes of any color that fasten securely. Sneakers should be below the child's ankles. Sneakers must be tied in the traditional manner.
10. The following are never permitted: boots, Mary Janes, characters, light up, sparkles, charms, platforms, wedges, wheelies, backless, slip-on, or similar trendy styles.
 - Additional Information
 - Uniforms should always be clean, neat and in good repair
 - Shirts are to be tucked in at all times in all grades
 - Jewelry – with physical activity every day it is necessary to remember these items are easily broken or lost. A watch, a single chain, post earrings (hoops are easily pulled and rip ear lobes). Medallions, charms, bracelets and rings are also easily lost.
 - Neat haircuts in good taste are expected. Please no extreme or fad hairstyles. Bangs should not hinder their vision.
 - Hairspray, perfume, cosmetics, nail polish, etc. are not to be worn or brought to school. (We have many who are extremely sensitive to odors and smells. It does inhibit their ability to breathe).
 - Fingernails should be kept clean and neatly trimmed so that the length does not prevent full and safe participation in all school activities.

Please be reminded that by selecting this school for your student's education, you are AGREEING to ADHERE to all the Rules and Regulations. The Academy also adheres to all rules and policies of the Volusia County Public School's Student Handbook.

Book Bags and School owned Books

To help keep our books and other school materials in good condition, students in grades Kindergarten through fifth are required to have and to use a backpack that is as plain as possible. Absolutely no skulls or other violent graphics. PLEASE, NO ROLLING BACKPACKS. Students and parents are financially responsible for the loss or damage of any school owned books, equipment or furniture in proportion to the expense involved. This same rule applies to damage caused to another student's property or clothing.

Birthday Celebration

On the occasion of a student's birthday, parent/guardian may notify the teacher ahead of time of their desire to send a **SMALL TREAT** for distribution at lunch. The treat should be individually portioned and should not include gum, candy or perishable foods such as ice cream. **No balloons, decorations, flowers, or drinks. School is not intended to be a birthday party atmosphere.**

Birthday parties are important to everyone, but especially to children. We respectfully ask that if you are planning a birthday party outside of school, please do not distribute invitations during school, unless all the children in the class are being invited. We would never inadvertently want to hurt another student's feelings by excluding them.

Use of Telephone

Ordinarily, students should not make telephone calls on the school premises. When calls are necessary, they are to obtain permission to use the telephone from both their classroom teacher and the administration in the front office.

Parents are asked not to call the school office with messages for students which could be taken care of with better planning or at another time. Only emergency messages will be delivered to students during the day. Students should not bring cell phones to school unless a teacher and the office are notified. Students should not be using cell phones during the day; should your student have a personal cell phone it must be turned off during school hours and left in the book bag. The school is not responsible for lost or stolen personal equipment. It is always best if a student knows before they come to school how they are getting home, if they are staying for an activity, etc. A student may only call home if the school has changed the scheduled activity. Kindly send a note to or e-mail the teacher for young students or students who may have difficulty remembering. **It is imperative that the office have a working phone number for all parents/guardians.**

Notices

Detailed information about activities are posted on the school website or sent home. Viewing the website and reading the flyer or newsletter sent home is the best way to keep informed about the school activities and opportunities for completing volunteer service hours. Please visit the school website at www.readingegeacademy.org Please remember that the dates and activities on this calendar may change.

Emergency Closing

When dangerous weather and other conditions affect the entire area, the school will follow the directions of the Volusia County Emergency agencies responsible for public safety. Stay tuned to local radio and TV stations for information regarding school closings. **When the public schools of Volusia County are closed for emergencies, we are also closed.** Please help us by tuning into the local news for updated reports. Kindly refrain from calling the school for this information, because it ties up the phone lines which may be needed by the staff during the emergency. Please check the website as well.

Medications

1. Any type of medication (prescription or non-prescription) brought to school MUST be accompanied by a note signed by a parent or guardian. This includes lozenges, cough drops, etc. The note should contain all pertinent information about the administration of the medication and should be brought with the medication to the school office by **an Adult**.
2. **No Form of Medication is to be kept on the Student's Person or Among the Student's belongings.**
3. All prescribed medication should be brought to school, by an adult, in the original container with pharmacy labels and signed in by the adult in the school office.
4. Non-prescription medication, such as aspirin, may NOT be administered by the school. Students who are on prescribed medication, must be clearly instructed by the parent as to when they are to go to the office to take their prescribed medicine under the supervision of a trained adult.
5. Parents are required to complete a form available from the office if a child must take prescribed medication on a daily basis.

Lost/Forgotten Items (Lost and Found)

- a. All articles, including lunch boxes, should be clearly marked with the owner's name.

- b. Lost and Found items are kept in the cafeteria and may be claimed there by the owner.
- c. Lunches and other forgotten items needed for the school day should always be brought to the office. **NEVER delivered to the student's classroom.**

Parent – Teacher Academy (PTA)

All parents are encouraged to actively support the Parent/Teacher Academy which serves as a link for communication between home and school. You are invited to be a member of the PTA and help us improve our school and encourage our students to be the best they can be. The PTA sponsors programs which benefit the school community as well as, helping to raise funds for the school to supplement the five percent (5%) the Volusia County Public Schools take for being our 'sponsor'. The assistance and support of all families is needed for the school to continue being the best it can be! This is how you will be notified of volunteer opportunities. All are welcome and encouraged to participate.

Reading Edge Academy Governing Board

In accordance with the charter law, the Reading Edge Academy Governing Board has been established to assist the principle in school decision-making. Interested parents of students attending the Reading Edge Academy are eligible to become appointed members of the board. The Governing Board meets the third Tuesday of each month at 6:00 p.m. and is open to the public. The site of the meeting alternates between Reading Edge Academy and our sister school Samsula Academy in New Smyrna. All minutes of the meetings are available on our website, www.readingedgeacademy.org, as are the school's monthly financial reports.

Citizenship and Virtues

The Academy believes instruction in key citizenship skills such as trustworthiness, respect, responsibility, and caring are important to the students. These topics are presented to the students and emphasized in the classroom. Other virtues such as honesty, loyalty, perseverance, compassion, friendship, humility, self-discipline, generosity and so forth are included.

A Last Word

It is impossible, and inappropriate, to make a rule on everything that may come up during the year. If you have any questions, please contact the school and ask. It is important that both the home and school work together in educating your student. We feel

that the education of children goes far beyond the three R's and includes social skills, learning to obey rules, learning to deal with disappointments, following directions and listening. Reading Edge Academy students and families will also abide by all Volusia Public School District Policies and Procedures contained in the District Code of Student Conduct Handbook.

Parents/Guardians and teachers are our student's first role models. Let's all pledge to make our student the best citizens by watching what we do every day, everywhere. Following the rules to keep our campus safe for everyone is important.

Kindly remember the following safety rules for parents:

1. **All visitors** report to the office, sign in and obtain a badge to be on campus
2. **Speed Limit on campus is 5 MPH.** Penalty is 1 more volunteer hour added to your required 30 hours.
3. **Cellphone use while driving on campus or picking up your student is not allowed.** Penalty is 1 more hour added to volunteer requirement.
4. Be courteous and polite to all other drivers and parents
5. For the safety of all concerned – **DO NOT PASS** another vehicle or bus while in the drop-off or pick-up line
6. Give the right of way to the bus
7. Give the right of way to the neighboring businesses
8. Do not block entry ways to other businesses

Miscellaneous

School E-Mail: www.readingedgeacademy.org

School Address: 2975 Enterprise Road, Debary, FL 32713

School Telephone: (386)668-8911 or (386)668-8012

School Fax: (386)668-8443

Principal: Mrs. Peggy Comardo

Assistant Principal: Ms. Deborah Smoak

School Hours: 7:50 a.m. School begins
2:30 p.m. Staggered Dismissal

Please Keep This Important Information Readily Available Throughout the School Year