

THE ACHIEVEMENT CENTER

1050 S. Tuttle Ave. Building 3 Sarasota FL 34237 941-504-7547 theachievementcenter.org

THE ACHIEVEMENT CENTER STUDENT FAMILY HANDBOOK 2025-2026



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Dear The Achievement Center Families,

As the Director of The Achievement Center, it is with great pleasure that I extend a warm welcome to you and your family for the upcoming 2025-2026 school year! We are thrilled to have you join our community.

At The Achievement Center, we believe in fostering a supportive and nurturing environment where each student can thrive academically, socially, and emotionally. Our dedicated staff and faculty are committed to providing the highest quality education, and we are eager to embark on this journey with you.

Throughout the school year, you will find that our team is here to support you every step of the way. Whether it's through personalized academic guidance, extracurricular opportunities, or simply being a listening ear, we are dedicated to ensuring that your experience at The Achievement Center is enriching and fulfilling. Please feel free to reach out to me at any point during our school year.

Warm Regards,

Noel Camacho

noelcamacho@tacschool.org

(941)504 -7547

NOTICE REGARDING STUDENT HANDBOOK AND CODE OF CONDUCT

This Student Handbook has been developed so our students and families have a clear understanding of behavioral expectations and to inform all parties of important procedures related to our educational mission. It is helpful if parents are aware of school rules so they can help support them at home. Parents and students are encouraged to review the Student Handbook to gain a better understanding of their rights and responsibilities. Training on the Student Handbook and Code of Conduct will be provided to all students, teachers, and administration during the first month of school.

Failure to review the Student Handbook and Code of Conduct will not relieve a student or the parent/guardian of the responsibility for compliance with the code or accountability for loss or damage to The Achievement Center property.

MISSION

At The Achievement Center, we are committed to fostering a holistic approach to education that not only prioritizes academic excellence but also addresses the social and emotional well-being of every student. Through a collaborative partnership with parents and guardians, along with concentrated attention, high-quality instruction, and positive reinforcement, we ensure that each child receives the support they need to flourish academically, socially, and emotionally. Our mission is to empower every student to reach their full potential in all aspects of their development, equipping them with the skills and confidence to thrive in a diverse and ever-changing world.

CONTACT INFORMATION

School Hours: 8:20 a.m. - 2:15 p.m.

School Office Hours: 8:00 a.m. - 3:00 p.m.

Address: 1050 S. Tuttle Ave. Building 3 Sarasota FL 34237

Main Phone: (941)504-7547

The Achievement Center Website: <https://www.theachievementcenter.org/>

The Achievement Center Facebook Page: <https://www.facebook.com/theachievementcentersrq>

The Achievement Center Family Website: <https://www.achievementcenterfamilypage.com>

The Achievement Center Family Facebook Page: Private Group- Request to Join

| | |
|--|-------------------------------|
| Noel Camacho - Director | noelcamacho@tacschool.org |
| -Computer Lab | |
| -English | |
| Jameson Donoian - Visual Arts | jamesondonoian@tacschool.org |
| Lizbeth Viera - History Spanish | lizviera@tacschool.org |
| Demi Somerville - Science Culinary | demisomerville@tacschool.org |
| Sumiko Chipman - Mathematics | sumikochipman@tacschool.org |
| Tobitha Nahrwold - Mathematics History | tobithanahrwold@tacschool.org |
| Roy Bond- English Science | roybond@tacschool.org |
| Audrey Zluticky - ASL Electives | audreyzluticky@tacschool.org |
| Greg Howe - Guitar | greghowe@tacschool.org |

UPDATING PERSONAL INFORMATION

Name Request: Students who attend The Achievement Center will be addressed by their legal name. In the event that a student requests to be called by a name other than their given legal name, parents/guardians must fill out a Name Permission Form. Please email Mrs. Camacho for a copy of the form. Students will not be addressed by their requested name until the Name Permission Form is turned into the school at which point all faculty and staff will be informed of the change.

Address, Email, and Phone Changes: It is the responsibility of parents/guardians to communicate any changes to address, email, and phone number. Please email Mrs. Camacho with any updates to contact information.

Teacher Contact Expectations:

Teachers are expected to reply to parent messages and emails within 48 business hours. Please contact teachers through the email addresses listed above. Please keep in mind, if you email on the weekends, teachers will reply upon returning to campus during business hours of 8-3pm, Monday through Friday.

Parent-Teacher Conferences:

Parent-Teacher Conference Nights will be held midway through the year. Please check the school newsletter and The Achievement Center Family Facebook page for more information on dates.

Parents may request to have additional conferences at any point during the year by contacting their child's teacher(s).

REPORTING STUDENT ABSENCES

If your child will be absent, please report all absences via email to Mrs. Camacho at noelcamacho@tacschool.org. Please include your child's name, the reason for the absence, and any

appropriate documentation if available.

ATTENDANCE POLICY

Only 5 unexcused absences and/or tardies per quarter are allowed. If students exceed the allowable 5 days they will be placed on “attendance probation”. Scholarship recipient students are mandated to have 900 hours of net instruction for grades 6-12. If attendance violations continue after being placed on probation, the student may be asked to leave The Achievement Center. Success comes from being at school and participating. Please plan to attend everyday and be on time.

On the day of a student's absence, a parent or guardian should contact the school to report the absence. The absence will be excused if it meets the criteria outlined below. Please report all absences to:

Excused Absences:

Absences should be reported to the school within 24 hours of the absence or appropriate documentation (e.g. a note from a licensed, practicing physician) is required within 5 days. If this contact is not made, the absence will be recorded as unexcused.

An absence can be excused for the following reasons:

- a. You are ill or injured
- b. Death or major illness in your immediate family (parents, brothers, sisters, grandparents, or others living in the home or who are close relatives)
- c. Religious instruction in your faith- requires note from parent/guardian before the absence
- d. Subpoena or forced absence by law enforcement agency- requires a copy of the subpoena or summons.
- e. A major disaster as decided by the administration
- f. A documented appointment with a doctor, dentist, or other medical or legal professional

Please be aware that if a student is continually sick and repeatedly absent from school, you must be under the supervision of a physician in order to be excused from attendance. Excessive absences will result in attendance probation and possibly being asked to leave The Achievement Center.

Excused absences do NOT excuse your child from their make-up work for those days. Students have the same number of days to make up their work that they were absent for full credit. After those amount of days, make-up work will be accepted at 70% credit up to the midway point of the grading period or the end of the grading period.

Unexcused Absences:

Absences that do not follow the criteria above are considered unexcused absences.

Sometimes parents/guardians request that a child be allowed to miss school for trips of various sorts. While in many cases there may be some value to be derived from the trip, such absences are recorded as unexcused.

Please be aware that students who have unexcused absences will not be allowed to make up work from the period in which they were absent and will receive a 0 for missing assignments. 4

Tardy Procedure:

Homeroom begins promptly at 8:20 a.m. If a student is late to school they will need to sign into the office. All tardy notes should be submitted to: Please be sure to include: (student's name, approximate time of arrival, date of tardy, etc.)

Acceptable reasons to excuse a tardy fall under the same rules as excused absences.

Students who have more than 3 tardies per quarter will result in an after-school detention. Please be aware that detentions will be served the following school-day regardless of prior commitments inside or outside of school. Detentions will take place Monday-Thursday from 2:30 pm until 3 pm. For students that have after school commitments, we encourage you to be on time to school regularly to avoid staying after school.

As previously stated, only 5 unexcused absences and/or tardies per quarter are allowed. If students exceed the allowable 5 days they will be placed on "attendance probation". Scholarship recipient students are mandated to have 900 hours of net instruction for grades 6-12. If attendance violations continue after being placed on probation, the student may be asked to leave The Achievement Center.

Early Dismissal Procedure:

All early dismissal notes should be sent through an email at least 24 hours before the day of the dismissal. The message should include the reason for leaving, dismissal time, date, student's full name, and if the student will be returning to school or leaving for the day.

If students are being picked up by parents/guardians, the parent/guardian must sign the student out in the front office. Students will not be permitted to exit the building unless they are a student driver and an email has been sent from the parent/guardian to Mrs. Camacho at noelcamacho@tacschool.org.

Acceptable reasons to excuse an early dismissal fall under the same rules as excused absences.

School Closures

In the event of extreme weather, The Achievement Center will generally follow the same closures as the local school districts. In the event of school closures, The Achievement Center will contact families via email, the school family website, and the family Facebook page. Please refrain from reaching out to the school to ask about closures due to weather. A formal announcement will be communicated once those decisions are made.

Make-Up Work:

A student who has been absent shall be permitted to make up the work missed, provided that the student makes arrangements to submit the make-up work within the deadline(s) set by the teacher(s). Students will have 5 days to make up any missing assignments, quizzes, or tests. Students are not able to make up missing homework. If the homework was assigned during an absence the assignment will be marked as excused. After 5 days, the maximum score a student can receive is a 70%.

While some make-up work such as classwork may be removed from school grounds for completion, in order to ensure academic integrity, missing tests and quizzes will need to be completed on school property.

All make-up work must be submitted at least a week before Progress Reports and Report Cards are due. Any make-up work turned in within a week of Progress Reports or Report Card deadlines will NOT be accepted and will receive a zero.

Parents/guardians are prohibited from directly seeking make-up work on behalf of their child by visiting the school and should refrain from contacting the Director or administrators for such requests. Instead, we encourage students to take ownership of their academic responsibilities and communicate directly with their teachers upon their return to campus to obtain any missed assignments or materials. We encourage parents who have any questions regarding specific assignments to reach out directly to their child's teacher using the contact information provided in the handbook.

Please be aware that students who have unexcused absences will not be allowed to make up work from the period in which they were absent and will receive a 0 for missing assignments.

CLINIC POLICY

Students may be sent to the clinic for various reasons during the school day. Please be aware that The Achievement Center does NOT distribute ANY medication that does not have written documentation from the parent/guardian during the enrollment process. If you would like your student to receive medication on campus, please contact Mrs. Camacho for the appropriate form.

In the event of sending a student home due to illness, The Achievement Center will contact parents/guardians based on their contact information provided in the enrollment forms.

ARRIVAL

We understand that families may need to leave for work early in the morning, therefore we open our doors at 7:30 a.m. for students to wait in the Game Room for early arrival. Supervision before school is not provided prior to 7:30 a.m. The doors to enter the school open at 8:10 a.m.

Homeroom begins promptly at 8:20 a.m. Students are expected to be in their homeroom class by 8:20 a.m. and should plan to arrive on campus earlier to ensure their timely arrival. Homeroom is an essential part of the school day at The Achievement Center where students learn and review skills involved in social-emotional learning and support their future development into productive citizens and successful, employable adults.

Procedures for drop-off include following the signs for the car drop off line. Please pull forward completely to the "Stop Here" sign and have your child exit the car in the designated locations. If students are walking, they should use the designated crosswalk to enter from the parking lot and onto campus.

All bicycles will be kept at the bike rack on the side of the building. Students will need to bring a lock to secure their bikes.

DISMISSAL

Dismissal begins at 2:15 p.m. The Achievement Center staff supervises students as they enter their cars through the carline. Please pull forward completely to the "Stop Here" sign when driving through the carline.

Students who park in the parking lot, walk, or ride a bike will need to cross at the designated crosswalk when indicated.

The Achievement Center does not offer afterschool supervision outside of afterschool clubs.

LUNCH

Lunch times are dependent on student schedules. Students may purchase lunch on campus or bring lunch from home. Students may eat lunch in the designated areas including the cafeteria or the enclosed courtyard. Students may not leave campus during lunch or eat lunch in any other area on campus besides the cafeteria and enclosed courtyard.

Lunch Accounts

Students may add money to their lunch account at The Achievement Center by cash, checks addressed to The Achievement Center, using Cash App for the account "\$TACLunch", or you may visit the office to add money to the account via credit card with a 3% processing fee.

Students are able to accrue up to a negative \$5.00 balance. Negative balances must be paid within 5 business days in order for students to continue purchasing lunch. Negative balances must be paid by the end of the academic school year in order for transcripts to be finalized or re-enrollment to occur.

AFTER SCHOOL CLUBS

Clubs rotate each semester and are offered Monday through Thursday from 2:30 p.m. until 4:00 p.m. From 2:15 p.m. until 2:30 p.m. the cafeteria will open to sell snacks before clubs begin. Please check the monthly newsletter and The Achievement Center Family Facebook page to keep updated on club offerings.

Clubs are an excellent way for students to socialize and explore their interests outside of school hours. To ensure a safe and enriching environment for all participants, we kindly remind students that adherence to behavioral expectations is crucial. Students who do not meet the behavioral expectations during after school clubs may no longer be allowed to stay for after school clubs.

Due to staffing, prompt pick-up time from clubs is required. We understand that emergencies and traffic can be unavoidable and ask that if such an emergency occurs, please contact the school via text message to communicate a late-pick up time. If a student is consistently not picked up at 4:00 p.m. they may no longer be allowed to stay for after school clubs. There will be no staff available to supervise students after 4:00 p.m.

ACADEMICS

It is the goal of all faculty and staff at The Achievement Center to ensure that all students have the opportunities and tools that they need to reach their full potential. We follow the Florida State Standards while providing reasonable accommodations to support student success.

It is the responsibility of the TEACHERS to: update grades on Jupiter weekly, implement policies for obtaining and completing make-up assignments, and respond to parent/guardian communications via email within 48 business hours.

Please be aware that while grades should be updated weekly on Jupiter, some assignments may take longer than a week to grade. Likewise, assignments turned in late will not be immediately updated.

It is the responsibility of the STUDENTS to: complete assignments to the best of their ability within the expected time frame, reach out to teachers for additional support, and collect and complete make-up assignments within the expected time frame.

It is the responsibility of the FAMILIES to: check grades on Jupiter weekly and communicate directly with teachers if there are any questions related to assignments.

Grading Policy:

The grading system is as follows:

A=90-100

B=80-89

C=70-79

D=60-69

F=0-59

Grades are broken up into the following categories:

Tests/Quizzes/Projects: 50%

Bellwork/Classwork: 30%

Participation: 15%

Homework: 5%

*Please refer to the section on Make-up Work on pages 5-6 for information on the make-up work policy.

At The Achievement Center our goal is student learning and growth. Therefore, students are able and encouraged to complete test/quiz corrections and revise classwork. Tests, quizzes, and classwork assignments that earn below 70% may be corrected in order to earn up to 70% credit. Homework and participation grades may not have corrections or revisions.

In order to ensure academic integrity, tests/quizzes that need to be made-up or revised must be completed on-campus in the classroom of the teacher who assigned the assessment or in the front office. Tests/quizzes that have been revised or made-up outside of these guidelines will NOT be accepted for a new grade.

Extra credit opportunities are offered at the discretion of the teacher. Extra credit allows for 3 points to be added to the student's lowest test/quiz/project grade. If available, only one extra credit opportunity is offered per class per quarter for a maximum of 4 extra credit opportunities per year per class.

All make-up work, test corrections, and revisions must be submitted at least a week before Progress Reports and Report Cards are due (e.g. If progress reports are finalized on October 20th, all work must be submitted by October 13th.) **All assignments prior to the Progress Report or Report Card deadline will no longer be accepted after the deadline.**

Academic Integrity:

The Achievement Center believes that academic honesty must be practiced by all students.

Definition of Cheating: The inappropriate and deliberate distribution or use of information, notes, materials, work of another person (e.g. plagiarism, other students, or other family members), or the unauthorized use of technology devices in the completion of an academic assessment or assignment (e.g. AI or ChatGPT).

Each student is expected to do his or her own work, except where collaboration is permitted by the teacher. All work submitted by the student should be a true reflection of that student's own effort and ability.

There is no distinction between giving and receiving unauthorized help. Students who do not demonstrate academic integrity will receive a zero on the assignment with no opportunity to correct or revise the grade.

Homework:

Subject areas assign homework on the following days:

- Mondays and Wednesdays: Math and Science
- Tuesdays and Thursdays: English and History

Jupiter Grades:

Jupiter is the online portal used to post grades for classes at The Achievement Center. Progress reports, report cards, student grades, missing assignments, and attendance are all available on the Jupiter portal. **Parents/guardians and students are strongly encouraged to regularly check progress on Jupiter.**

Jupiter offers the option to set automatic alerts regarding attendance, missing assignments, and grades. We strongly encourage parents/guardians to utilize this feature to stay updated on student performance.

Families new to The Achievement Center will receive information on logging into Jupiter at the beginning of the year. If families have already created an account, they may access their account using the username and password information they have previously set up. Once parents/guardians have created an account on Jupiter The Achievement Center does not have access to provide passwords. Parents/guardians must select the "Help Me Login" option and follow the provided prompts to access their information.

Schedule Changes:

It is very important that students select their courses carefully. The **ONLY** schedule changes that will be allowed during the **FIRST TWO** weeks of each semester are the following:

1. Students who have not taken a course prerequisite
2. Students who have missing classes
3. Students who did not get required teacher approval of a course
4. Course level placement, academic acceleration

*Course changes will NOT be granted based on peer relationships.

Progress Reports and Report Cards:

Progress Reports and Report Cards can be accessed through the Jupiter portal at any time. Paper copies of Report Cards are distributed quarterly with the fourth quarter report card distributed via email from Jupiter Grades.

Administration and teachers work diligently to ensure that students are aware of their missing assignments as well as upcoming Progress Report and Report Card deadlines including printing lists of missing assignments, publishing deadlines in the school newsletter, and advertising deadlines on the school news. **All make-up work, test corrections, and revisions must be submitted at least a week before Progress Reports and Report Cards are due** (e.g. If report cards are finalized on September 20th, all work must be submitted by September 13th.) **All assignments dated prior to the Progress Report or Report Card deadline will no longer be accepted after the deadline.**

Library and Book Check-Out:

Every student enrolled at The Achievement Center has the privilege of checking out media materials. Two (2) items (not including textbooks) may be checked out for three weeks and are able to be renewed unless there is a request for the item. Fines are charged for overdue items and balances must be paid by the end of the academic school year. Food and drinks are not allowed in the Library.

Students may sign out textbooks from their teachers using the Textbook Sign-out Form. Students must return the textbooks the following day, however they may sign out textbooks for consecutive days as needed.

FIELD TRIPS

The Achievement Center is pleased to provide students with opportunities for hands-on learning and life experiences through our numerous field trips.

Field Trip Requirements:

Attending field trips are a privilege and students are expected to meet criteria such as attendance expectations, GPA, and behavior expectations. These expectations are outlined on every field trip permission slip but will typically include:

- A minimum 2.0 GPA
- No more than 5 unexcused absences/tardies that quarter
- No more than 3 detentions that quarter

These criteria are subject to change so it is important to review field trip permission forms carefully to review the criteria for each trip.

It is the responsibility of each student and their parent/guardian to ensure that their child meets the criteria for the field trip. In the event that a student does NOT meet the criteria by the time of the field trip, no refund will be provided.

Due to behavioral or social considerations, some students may be required to have a chaperone in order to attend a field trip. Please be mindful of this when registering for field trips. In the event that a student who needs support does not register with a chaperone, The Achievement Center will contact the family to either request a family member chaperone. In the event that a chaperone cannot attend, the student will be unable to attend the field trip.

Payment:

Field trip permission forms should be turned in along with payment in full. Cash, checks addressed to The Achievement Center, and credit/debit cards (with a 3% processing fee) are all acceptable forms of payment.

Chaperones:

Certain field trips allow for chaperones to accompany students. Chaperone requirements may differ depending on the specific field trip but in general chaperones should be direct relatives of the enrolled student, aged 21 years or older, and ready to be active participants in the supervision of students along with The Achievement Center staff.

Due to the nature of the role of chaperones, use of tobacco products, alcohol, or any other illicit substance is prohibited when acting as a chaperone for The Achievement Center.

Please be aware that if a couple signs up to chaperone an event they may be split up in order to ensure wider supervision of groups of students.

Depending on the field trip, chaperones may need to provide their own transportation. Specific information regarding chaperone payment and transportation will be provided on field trip forms.

Field Trip Dress Codes:

Field trip dress codes will be communicated via field trip forms. In general, all school field trips will follow the same dress code expectations as outlined in the Code of Conduct section.

ILLNESS OR INJURY DURING SCHOOL

The school clinic is available for students who become ill or injured during the school day. If the illness or injury is of such a nature that the student needs to go home, the parent/guardian will be notified and expected to make arrangements for the child to be picked up in a timely manner from school.

For students to receive medication during school hours, the following guidelines must be followed:

1. Only students with a completed Child Care Medication Authorization form will be given.
2. Prescription medication shall be supplied by the parent or guardian in person in a childproof container, bearing the prescription, child's name, attending physician, name of the medication, the amount to be given, the frequency of administration, and any special instructions.

All medications must be turned into the front office regardless of age of the student or over-the-counter (i.e. Tylenol, Advil, cough drops, etc.) or prescription status. Students found with medications on their person will be treated as if it is a prohibited item. For information on prohibited item policies see page 14.

VOLUNTEER HOURS

Parents and guardians are required to complete six (6) volunteer hours per academic year at The Achievement Center or at The Achievement Center-sponsored events. Alternatively, parents/guardians may choose to fulfill this requirement by:

1. Paying a \$50 opt-out fee, or
2. Donating \$50 worth of school supplies from The Achievement Center's Amazon Wishlist.

Payments can be made at any time throughout the year via:

- Cash

- Checks made payable to The Achievement Center
- Credit card, with a 3% processing fee

Donations of supplies must be made through the Amazon Wishlist, which will be available during the second semester of the school year, and must total \$50 in value.

If volunteer hours are not completed and neither payment nor donation has been made by the end of the school year, The Achievement Center will charge the \$50 opt-out fee to the credit card on file.

CODE OF CONDUCT

Discipline Overview:

It is the goal of The Achievement Center for students to leave our campus demonstrating the social-emotional skills and behavioral awareness to be successful, productive members of society. In order to accomplish this goal we implement social-emotional learning through the Homeroom curriculum and enact restorative practices to support positive behaviors. We also have clear expectations and consequences for not meeting expectations as outlined below.

Treatment of Staff and Students:

At The Achievement Center, we prioritize creating a respectful and inclusive learning environment where everyone feels valued and supported. Students are expected to interact with teachers and classmates in a manner that reflects mutual respect and consideration. That includes not engaging in gossip or drama as well as avoiding judgment based on appearances or personal preferences. We encourage all members of our school community to foster positive relationships built on empathy, understanding, and kindness.

Point Cards:

Students are expected to keep point cards on their persons when on campus. Point cards should be turned into each class period's teacher and submitted to the last period teacher on Thursdays. Students who lose point cards may get a replacement point card from the front office.

Earning 2's and 3's on point cards allows students to receive rewards on Fridays including visiting the reward closet, eating lunch outside, and other rewards.

Students who lose their point card may receive a new one from the front office. After losing the second card, no replacements will be given.

Students who do not turn in a point card will receive an after school detention on the Monday of the following week.

Students who earn 1's on their point cards will have a lunch detention on the day that they earn a 1.

Arriving Late to Class:

Students are expected to arrive to classes on time. Students have 5 minute breaks between classes which can be used to transition to class, grab a drink, or socialize. Students should be in their class at the designated start time.

Arriving late to class will result in a 1 on point cards.

Students who consistently arrive late to classes or skip a class will receive an automatic lunch detention. Multiple tardies in the same day will result in an additional detention afterschool from 2:15 p.m. until 3:00 p.m. Detention will involve going to the front office for the entire duration of the allotted detention time without access to phones or other electronic devices.

Cell Phones, Airpods, and Personal Electronic Devices:

Cell phones, airpods, and all other personal electronic devices including but not limited to headphones, ipods, etc. should be in a student's backpack or class pocket organizer at all times. Students are allowed to use electronic devices during breaks or at lunch, however they should be in their backpacks or the class pocket organizer by the time class begins.

If a student has their phones, airpods, or other personal electronic devices out when it is not a break or at lunch, the device(s) will be collected and parents/guardians will need to go to the front office to collect them.

If a student consistently abuses the phone, airpods, and personal electronic devices policy they will no longer be allowed to carry their electronic devices on campus.

Social Media:

Students may not post photos or videos of teachers or fellow students, or reference them in any online content, regardless if it is positive or negative on any social media platform including but not limited to Instagram, Snapchat, Facebook, TikTok, or any other social media platform. Students may not harass other students, whether through their personal social media account or through another contact (i.e. a friend's account), in any form of online content including but not limited to comments, messages, or other forms of communication that may be interpreted as negative, offensive, or threatening.

In cases where an individual associated with a student at The Achievement Center (i.e. a student's boyfriend/girlfriend, a student's friend who attends another school, etc.) sends harassing content, the student linked to this individual may be subject to disciplinary action as if they were the sender themselves. This policy ensures accountability and upholds our commitment to maintaining a respectful and safe educational environment.

Verbal Conflict:

Verbal yelling, screaming, or threats of physical harm to another student will result in a one-hour detention after school on the day following the incident. This will apply to all parties involved in the dispute. If more than 3 incidents occur in a quarter, the student(s) will then be given a one day in school suspension.

Profanity:

Excessive profanity is not allowed. Students will serve a one-hour detention after school on the day following the incident.

Physical Conflict:

Physical conflict or physical contact with another student will result in a one-day suspension for the first offense, a two-day suspension for the second offense, and being asked to leave The Achievement Center after the third offense. Physical conflict offenses stack and do not restart each

school year (e.g. If a student had an offense in 9th grade and has another offense in 10th grade it counts as a second offense).

Vandalism:

There should be no vandalism of any kind on any of The Achievement Center property including but not limited to walls, bulletin boards, textbooks etc. Depending on the severity of the offense, vandalism may result in a lunch detention, needing to pay for damages, suspension, or being asked to leave The Achievement Center.

Prohibited Items:

Any item, which may cause an interruption to the academic atmosphere or prove to be a safety hazard, will not be allowed on campus. Students are not allowed to bring any of the following items on campus including; tobacco products/E-Cigarettes/Vapor devices, alcohol, controlled substances, drugs, lighters/matches, knives, pocket knives, weapons, or any items that resemble weapons. Any student found with prohibited items will result in disciplinary action up to and including expulsion from The Achievement Center. Blankets, toys, and learning distractions are also prohibited.

1. Valuables

The Achievement Center is not responsible for any valuables that are lost, damaged, or stolen while on campus. We recommend that students do not bring valuables to campus (i.e. large amounts of money, family heirlooms, expensive jewelry, etc.)

Dress Code:

Students should wear clothing that supports their learning environment and reflects professionalism. Students should not wear mid-drift tops, spaghetti straps, shorts shorter than 3" inseam, clothing that references profanity, drug paraphernalia, or suggestive themes. Students must wear shoes at all times. Only ONE facial piercing (does not include ear piercings) can be worn at a time. Students should not bring blankets to school with the exception of if they are permitted for field trips (i.e. camping). Students who do not follow the dress code will need to change into appropriate clothing either via the available clothes provided by the front office or by calling home for a change of clothes.

Laptops and School Technology:

School technology are to be used only for purposes identified by the instructor. No school technology should leave campus.

Gum:

Gum is not allowed at school.

Parking:

Student drivers must complete the Student Driver Permission Form in order to drive on-campus. Student drivers may only park in the designated areas and must adhere to the student parking rules. Violation of the Student Driver Permission Form may result in revoking student parking privileges.

Pledge of Allegiance

The Achievement Center participates in saying the Pledge of Allegiance daily. If you would like your child to opt out of participating, please email Mrs. Camacho for a written permission form.

PROBATION

Attendance Probation:

Students who have an excess of 5 tardies/absences per quarter may be placed on Attendance Probation. Attendance Probation is a formal plan developed by the administration at The Achievement Center in collaboration with the student and his/her family in order to promote more frequent attendance. Once on Attendance Probation, students will meet with an assigned mentor who will meet weekly to discuss progress towards his/her attendance goals. If the probation requirements are not met by the established deadline, the student will be asked to leave The Achievement Center.

Behavioral Probation:

Students who have an excess of 5 detentions per quarter or exhibit multiple behaviors that violate the Code of Conduct may be placed on Behavioral Probation. Behavioral Probation is a formal plan developed by the administration at The Achievement Center in collaboration with the student and his/her family in order to promote positive behavior expectations and outline a clear plan for improvement. Once on Behavioral Probation, students will meet with an assigned mentor who will meet weekly to discuss progress towards his/her behavioral goals. If the probation requirements are not met by the established deadline, the student will be asked to leave The Achievement Center.

Academic Probation:

Students who have below a 2.0 GPA may be placed on Academic Probation. Academic Probation is a formal plan developed by the administration at The Achievement Center in collaboration with the student and his/her family in order to promote academic growth and outline a clear plan for improvement. Once on Academic Probation, students will meet with an assigned mentor who will meet weekly to discuss progress towards his/her academic goals. If the probation requirements are not met by the established deadline, the student will be asked to leave The Achievement Center.

EXTREME MISCONDUCT

Violations of the Code of Conduct occur in varying degrees of severity and take into account the specific needs and past experiences of our students. Certain behaviors or actions will warrant more severe consequences ranging from suspension to expulsion. These are behaviors or actions that involve the following but are not limited to; Alcohol/Drugs, Tobacco Products, Bullying and Harassment, Possession of Firearms and Weapons, Dating Violence and Abuse, Threats Against School, Making False Accusations, and Major Vandalism.

Bullying:

Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group. The Achievement Center's goal is to reinforce positive character traits and help students navigate disagreements and challenging situations with their peers. Please be aware that not every negative interaction falls under the definition of bullying and consequences will be handled as deemed appropriate based on the incident.

Suspected Substance Usage:

In the event that a student is suspected of being under the influence while on campus, they will receive a one day out of school suspension effective immediately. In the event that a student and/or parent would like to appeal the suspension, they must submit a urine test completed at a laboratory testing facility within 48 hours of the suspected incident. At-home tests or tests outside of the 48 hour period will not be considered. The Achievement Center bears no financial responsibility for the costs or financial outcomes associated with testing, regardless of test results. In the event of a negative test, the student's first suspected violation will be removed from his/her record. If a second suspected incident occurs, the student will be exited from The Achievement Center.

Parent and Student agreement of the 2025-2026 Student and Family Handbook

Please sign and date below, then remit to the front office.

Please keep the handbook to refer to this school year.

I have read The Achievement Center's Student and Family Handbook for the 2025-2026 school year, and agree to the terms within the handbook.

I have allowed my child to read the handbook and have explained all the terms with my child/children.

Print

Signature

Student Name

Parent Name

Date
