

Phoenix Academy

STUDENT-FAMILY HANDBOOK

2026-2027



Phoenix Academy

2500 10th St Sarasota FL 34237

941.504.7547

phoenixacademysrq.org

Dear Phoenix Academy Families,

As the Director of Phoenix Academy, it is with great pleasure that I extend a warm welcome to you and your family for the upcoming 2026-2027 school year! We are thrilled to have you join our community.

At Phoenix Academy, 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 Phoenix Academy 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

MISSION

At Phoenix Academy, 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.

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 Phoenix Academy property.

CONTACT INFORMATION

School Hours	High School: 8:20am - 2:15pm Middle School: 8:20am – 3:00pm
School Office Hours	8:00 a.m. - 3:00 p.m.
Address	2500 10 th St Sarasota FL 34237
Main Phone	941.504.7547
Phoenix Academy Website	https://www.phoenixacademysrq.org
Old Website	https://www.theachievementcenter.org
Phoenix Academy Family Website	https://achievementcenterfamilypage.com/
Phoenix Academy Family Facebook Page	https://www.facebook.com/groups/622303748254708/

CONTACT INFORMATION CONTINUED

Noel Camacho	Director – ESE Reading Support	noelcamacho@tacschool.org
Marcelo Antunes	Computers	marceloantunes@tacschool.org
Julia Browne	English	juliabrowne@tacschool.org
Sumiko Chipman	Student Services and Support (MS/HS)	sumikochipman@tacschool.org
Jameson Donoian	Art	jamesondonoian@tacschool.org
Greg Howe	Music	greghowe@tacschool.org
Shawn Holley	Math	shawnholley@tacschool.org
Lizbeth Viera	History – Spanish (HS)	lizviera@tacschool.org
Kristine Wall	ESE Math Support	kristinawall@tacschool.org
Audrey Zluticky	ASL – Visual Arts– French (MS/HS)	audreyzluticky@tacschool.org
Kharma Rainey	Science – Humanities	kharmarainey@tacschool.org

UPDATING PERSONAL INFORMATION

Name Request: Students who attend Phoenix Academy 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 CONTRACT 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 Phoenix Academy Family Facebook page for more information on dates. Parents may request additional conferences at any point during the year by contacting their child's teacher(s).

ARRIVAL

We understand that families may need to leave for work early in the morning, therefore we open our doors at 7:30am for students for early arrival.

- ❖ Supervision before school is not provided prior to 7:30am.

Homeroom begins promptly at 8:20am.

- ❖ Students are expected to be in their homeroom class by 8:20am and should plan to arrive on campus at an appropriate time.
- ❖ Homeroom is an essential part of the school day at Phoenix Academy where students learn, and review skills involved in social-emotional learning and support their future development to become productive citizens and successful, employable adults.

Procedures for drop-off are as follows:

- ❖ Car line - Please pull forward all the way to the "Stop Here" sign and have your child exit the car in the designated locations.
- ❖ Walkers - If students are walking, they should use the designated crosswalk to enter from the parking lot to get onto campus.
- ❖ Bikers and Ebikers - All bikes will be kept at the bike rack on the side of the building. Students will need to bring a lock to secure their bikes as Phoenix Academy is not responsible for lost or stolen property.

DISMISSAL

High school students are dismissed at 2:15pm. Middle school students are dismissed at 3:00pm.

- ❖ Phoenix Academy staff will supervise students as they enter their cars through the car line and crosswalk.
- ❖ The procedures for drop-off are the same for dismissal. (noted just above)
- ❖ Phoenix Academy does not offer afterschool supervision outside of afterschool clubs. Clubs end at 4:00pm for all students.

We understand that families may not be able to make it exactly at dismissal time, therefore we keep our doors open after school for students to attend after care.

- ❖ Aftercare ends at 3pm. After 3pm, your child will have to go to a club. If there are no clubs, there will be no guaranteed supervision for your child.

EARLY DISMISSAL PROCEDURE

All early dismissal notes should be sent via email *at least 24 hours* before the day of the dismissal.

- ❖ Please be sure to include: the student's name, reason and time for dismissal, and if the student will be returning to school or not
- ❖ Students must be picked up *prior to 1:45pm* for any early dismissals.
- ❖ 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.

REPORTING STUDENT ABSENCES

If your child will be absent, please report all absences via email to Mrs. Camacho at absences@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 Phoenix Academy. Success comes from being at school and participating. Please plan to attend every day 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.

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
- g. One family vacation absence per semester

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 Phoenix Academy.

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 that 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 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.

TARDY PROCEDURE

Homeroom begins promptly at 8:20am. If a student is late to school, they will need to sign in when they arrive.

All tardy notes should be submitted to the front office or absences@tacschool.org

- ❖ Please be sure to include: the student's name, approximate time of arrival, date of tardy, reason for tardy.
- ❖ 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 2:30-3:00pm for HS students and 3:00-3:30pm for MS students.
- ❖ For students that have after school commitments, we encourage you to be on time to school regularly to avoid having to stay afterwards.

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 attendance probation, the student may be asked to leave Phoenix Academy.

MAKE UP WORK

A student who has been absent shall be permitted to make up the work missed under the following criteria:

- ❖ The student is responsible for making arrangements to submit their make-up work within the deadline(s) set by the teacher(s). Teachers will have their make-up work ready for them upon their return to school.
- ❖ Students will have 5 days to make up any missing assignments, quizzes, or tests.
- ❖ 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, any 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 any missing assignments.

SCHOOL CLOSURES

In the event of extreme weather: Phoenix Academy will generally follow the same closures as the local school districts. Families will be contacted by Mrs. Camacho via email, post on the school family website, and the family Facebook page.

In the event of school closures: Mrs. Camacho will contact families via email, post on the school family website, and the family Facebook page.

Please refrain from reaching out to the school to ask about closures due to weather as a formal announcement will be communicated once those decisions are made.

CLINIC POLICY

Students may be sent to the clinic for various reasons during the school day.

- ❖ Please be aware that Phoenix Academy 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, Phoenix Academy will contact parents/guardians based on their contact information provided in the enrollment forms.

LUNCH

- ❖ Lunch times will be dependent on student schedules.
- ❖ Students may purchase lunch on campus or bring lunch from home.
- ❖ Students may eat lunch in the designated areas, such as the enclosed courtyard
- ❖ Students may not leave campus or eat lunch in any other area on campus besides the designated areas.
- ❖ Students may not use class time to place their lunch delivery orders. If students do have food delivered, it has to be within the first half of their lunch period so they have time to eat.

LUNCH ACCOUNTS

Student lunch accounts allow you to add money into your student's account so they can purchase lunch items.

- ❖ You may add money to a student's lunch account by **cash, check (addressed to Phoenix Academy), Cash App (account "\$TACLunch"), or you may visit the office to add money to the account via credit card with a 3% processing fee.**

Students can 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 for re-enrollment to occur.

AFTER SCHOOL CLUBS

Clubs are an excellent way for students to socialize and explore their interests outside of school hours.

- ❖ Clubs rotate each semester and are offered Monday through Friday from 2:30pm until 4:00pm.
- ❖ From 2:15pm until 2:30pm students may purchase snacks before clubs begin.
- ❖ Please check the monthly newsletter and Family Facebook page to keep updated on club offerings.
- ❖ To ensure a safe and enriching environment for all participants, we kindly remind students that school rules and policies apply during club time as well. 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 we kindly ask that if such an emergency occurs, please contact the school asap via text message to 941-504-7547 to communicate a late-pick up time.

- ❖ If a student is consistently not picked up at 4:00pm they may no longer be allowed to stay for after-school club, as there is no staff available to supervise students after 4:00pm.

ACADEMICS

It is the goal of all faculty and staff at Phoenix Academy 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
- 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. For example, 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 during school or via email for additional support when they need
- Collect and complete make-up assignments within the expected time frame when absent (excused)

It is the responsibility of the FAMILIES to:

- Check grades on Jupiter weekly
- Communicate directly with teachers if there are any questions related to assignments

- c. Please be proactive about reaching out, do not wait until the last week of the quarter to inquire about your students' grades if you have questions or concerns.

GRADING

The grading system is as follows:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 0-59%

Grades are divided into the following categories:

- Tests/Quizzes/Projects: 50%
- Bellwork/Classwork: 30%
- Participation: 15%
- Homework: 5%

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

At Phoenix Academy our goal is student learning and growth. Therefore, students are able and encouraged to complete test/quiz corrections and revise classwork.

- ❖ Tests and quizzes 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.
- ❖ Students are responsible for asking their teacher to redo their assignment(s) and turn them in upon the teacher's due date.
- ❖ 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.
- ❖ **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.**
- ❖ Extra credit opportunities are offered at the discretion of the teacher. 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.

ACADEMIC INTEGRITY

Phoenix Academy 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.

JUPITER (grades)

Jupiter is the online portal we use at Phoenix Academy.

- ❖ Jupiter will give you access to progress reports, report cards, student grades, missing assignments, and attendance. You may also contact teachers via Jupiter.
- ❖ **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 Phoenix Academy 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, Phoenix Academy does not have access to provide passwords. Parents/guardians will have to select the "Help Me Login" option and follow the provided prompts to access their information.

PROGRESS REPORTS and REPORT CARDS

Progress Reports and Report Cards can be accessed through the Jupiter portal at any time.

- ❖ 1st, 2nd, and 3rd quarter paper Report cards will be distributed to students.
- ❖ 4th quarter report card will be sent 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:
 - Students are given a printed list of their missing assignments well before the deadlines.
 - We publish 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.**

SCHEDULE CHANGES

It is very important that students select their courses carefully.

The **ONLY** schedule changes that will be allowed during the first 2 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.***

LIBRARY AND TEXTBOOK CHECK OUT

Every student enrolled at Phoenix Academy has the privilege of checking out media materials and textbooks.

- ❖ Two (2) items (not including textbooks) may be checked out for three weeks at a time.
- ❖ You can renew checked out items, 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.
- ❖ Students may sign out textbooks from their teachers using the Textbook Sign-out Form.

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 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.
- ❖ Time spent in the clinic is limited. The school clinic is not a place to avoid doing work.

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.
3. **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 16.**

VOLUNTEER HOURS

Parents and guardians are required to complete a minimum of six (6) volunteer hours per academic year at Phoenix Academy or Phoenix Academy events.

Alternatively, parents/guardians may choose to fulfill this requirement by:

1. Paying a \$50 opt-out fee
2. Donating \$50 worth of school supplies from Phoenix Academy's Amazon Wishlist.

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 minimum in value.

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

- a. Cash
- b. Checks made payable to Phoenix Academy
- c. Credit card, with a 3.5% processing fee I added .5 incase you wanted to increase this

If volunteer hours are not completed and neither payment nor donation has been made by the end of the school year, Phoenix Academy will charge the \$50 opt-out fee to the credit card on file, plus the 3.5% processing fee.

FIELD TRIPS

At Phoenix Academy, we are thrilled to offer hands-on learning and real-world experiences through numerous field trips during the school year. Because participating in these trips is a privilege, we expect students to demonstrate excellent behavior and integrity while proudly representing our school outside the classroom.

Field Trip Requirements:

These expectations are outlined on every field trip permission slip but will typically include:

1. A minimum 2.0 GPA
 2. No more than 5 unexcused absences/tardies that quarter
 3. No more than 3 detentions during that quarter
 4. No behavior referrals during that quarter
- ❖ These criteria are subject to change, so it is important to review each field trip permission form carefully to review the criteria for each field 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, Phoenix Academy 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. Payment can be made via:

- a. Cash
- b. Checks made payable to Phoenix Academy
- c. Credit card, with a 3.5% processing fee.

Chaperones:

Certain field trips allow 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 Phoenix Academy 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 Phoenix Academy.
- ❖ 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.

CODE OF CONDUCT

It is the goal of Phoenix Academy 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 Phoenix Academy, 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 are turned in at the beginning of each class period and returned at the end
- ❖ Point cards are collected at the end of the day on Thursday by 7th period teachers
- ❖ Students who lose point cards may get only 1 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. They also help cancel out any 1's.
- ❖ Students who do not turn in a point card on Thursday 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 Monday of the following week.

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 for 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 2:15pm until 3:00pm. 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 and will turn them into the front office each morning.

Social Media:

Students may not post photos or videos of teachers or fellow students, or reference them in any online content, regardless of 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 Phoenix Academy (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.

- ❖ First, students will receive a 1 on their point card.
- ❖ If a student continues to use profanity, they will serve a one-hour detention after school on the day following.

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 Phoenix Academy 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 Phoenix Academy 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 Phoenix Academy.

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 may only wear pajamas and slippers on designated pajamas. Students will be sent home otherwise.
- ❖ 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.

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:

- a. tobacco products/E-Cigarettes/Vapor devices,
- b. alcohol,
- c. controlled substances/drugs,
- d. lighters/matches,
- e. 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 Phoenix Academy. Blankets, toys, and learning distractions are also prohibited.

Valuables:

Phoenix Academy 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.)

Laptops and School Technology:

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

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.

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 Phoenix Academy 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 Phoenix Academy.

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 Phoenix Academy 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 Phoenix Academy.

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 Phoenix Academy 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 Phoenix Academy.

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:

- a. Alcohol/Drugs,
- b. Tobacco Products,
- c. Bullying and Harassment,
- d. Possession of Firearms and Weapons,
- e. Dating Violence and Abuse,
- f. Threats Against School,
- g. Making False Accusations,
- h. Major Vandalism.

Bullying:

Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group.

- ❖ Phoenix Academy'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.
- Phoenix Academy 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 Phoenix academy.

**Parent and Student Agreement for the
2026-2027 Student and Family Handbook for Phoenix Academy**

Please sign and date below, then return this page to the front office.

Please keep the handbook to refer to this school year.

Student Name (print) _____

(signature) _____

Parent/Guardian Name (print) _____

(signature) _____

Date _____

PHOTO/VIDEO RELEASE FORM

I, _____,

A. I consent and authorize Phoenix Academy, located at 2500 10th St., SARASOTA, FL 34237 ("Releasee"), to use:

(Check all that apply)

- ☐ my likeness, image, and appearance
☐ the likeness, image and appearance of my child, _____

in any photograph ("Photos") or video ("Videos")

B. I grant the Releasee the irrevocable right to use the Photos/Videos for lawful commercial purposes, including but not limited to advertising, promotion, marketing, or trade, in any format or publication, whether print or web-based. This consent applies globally, is not limited by time, and includes the right to copy, edit, enhance, crop, or otherwise modify the Photos/Videos as needed. I also waive any right to inspect or approve the final product featuring the Photos/Videos.

C. I understand and agree that all Photos/Videos, including any derivative works, are the exclusive property of the Releasee, and I do not retain any ownership or intellectual property rights to the Photos.

D. (Check to acknowledge)

- ☐ I acknowledge that I am not entitled to any compensation, royalties, residuals, or any other form of payment in connection with the Photos/Videos

E. I agree to release and forever discharge the Releasee, its affiliates, successors, assigns, officers, employees, representatives, partners, agents, and anyone claiming through them, in their individual and/or corporate capacities, from any and all claims, liabilities, obligations, promises, agreements, disputes, demands, damages, causes of action of any nature or kind, known or unknown, which I, or anyone claiming on behalf of me, may have or claim to have against the Releasee in connection with the use of the Photos/Videos.

F. (Check one)

- ☐ I represent that I am at least 18 years of age and have the full legal capacity to execute this Photo Release Form.
- ☐ I represent that I am the parent or legal guardian of _____ and have the full legal capacity to execute this Photo Release Form on their behalf.

G. I have carefully read and fully understood all the provisions of this Photo Release Form and am freely, knowingly, and voluntarily signing.

H. This agreement shall be governed by the laws of the State of Florida, and any disputes arising from this agreement shall be resolved in the courts of the State of Florida.

I. If any provision of this Photo/Video Release Form is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

Signature

Date

Print Name



1. **Eat breakfast!** BEFORE 1st period! Please do not disrupt others in your class by eating after school starts.
2. Breaks between classes: **5 minutes** to use the restroom, grab a drink, or have a snack. Utilize that time wisely. Please **do not go outside during these 5-minute breaks.**
3. Lunch: Students are **NOT permitted to leave campus during their lunch.** Please stay in the designated lunch areas during your lunch break. These areas include the outside picnic area and the cafeteria. Students are not permitted to spend the lunch period in cars or in the parking lot. Always clean up after yourselves. There are wastebaskets in each area. After school detentions will be given to students leaving the campus without permission.
4. Cell phone: No **cell phones or air pods during class.** Your phone may be confiscated for the day if you cannot put it in your backpack during class.
5. **NO SMOKING, NO VAPING, NO DRUGS, NO ALCOHOL. NO knives, weapons, pocketknives, etc. include items that resemble weapons such as toys. No lighters or matches.**
6. **NO Vandalism of any kind on walls, textbooks, furniture, etc.**
7. Please be sure to **bring lunch** or plan to purchase lunch from us. Please **do NOT attempt to go all day without eating.** You will not be productive without energy. Please pack "energy" daily.
8. Attendance policy: Only **5 unexcused absences per quarter are allowed.** If you **go beyond the allowable 5 days, you will be placed on "attendance probation".** This same rule applies to tardiness. **Scholarship recipient students are mandated to have 900 hours of net instruction for grades 6-12.** If the behavior continues after being placed on probation the student may lose the opportunity of attending Phoenix Academy. Success comes from being at school and participating. Please plan to attend every day and be on time! Excused absences are always acceptable for appointments with doctors, illness, family trips, etc. Please keep these under 5 per quarter.
9. Students with **excessive morning tardies,** will have their cell phone collected until they leave the campus for the day. Quite simply, just be on time!
10. Make-up Work: **Following an absence, it is the student's responsibility to make up any missing assignments.** Students will have **the same number of days they are absent** to make up any missing assignments, quizzes, or tests. **After the 5-day period, any make up work that is turned in will not earn higher than 70%. 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 Report or Report Card deadlines will NOT be accepted and will receive a zero.**
11. **Respect your teachers as well as each other.** No bullying or taunting each other. If you do not have something nice to say about another person you should not be saying it. That goes for gossip behind others' backs as well. Please avoid the drama. It is unnecessary and makes for a stressful environment for everyone around. The best way to **avoid this is to NOT judge others** based on their looks, what they like or do not like, who they like or do not like, what material items they may or may not have, etc. Worry about yourself and everyone will have a much more pleasant school day.
12. **No posting of negativity on social media about your peers, teachers or staff at school.**
13. **No video taping or taking photos of peers, teachers, or incidents at school.**
14. **Verbal yelling, screaming, and threats of physical harm to another student** will result in a **one-hour detention** after school on the following day after the incident. This **will apply to all parties taking part** in the dispute. If **more than 3 occur in a quarter, students will then be given a one day In-school suspension or 1 day out-of-school suspension.**
15. **Physical arguments 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 you will be asked to leave Phoenix Academy permanently after the third offense.**
16. **Excessive profanity** is not allowed. Students will serve one-hour detention the following day of the offense.
17. **Laptops during class** are to be in use only if requested by the instructor. No gaming allowed during class. Save this for your breaks or lunch period.
18. **Dress code: No mid-drift tops, no spaghetti straps, no short shorts, no profanity, or drug paraphernalia referenced on clothing. Only 1 face piercing is worn at a time.**
19. **Students MUST always wear shoes.**
20. **GUM is NOT allowed at school.** Too many have abused this privilege, and gum is being found in places where it does not belong.
21. **Student drivers may only park in designated areas and must adhere to the student parking rules. You must have a student driving contract on file.**
22. **No blankets.**
23. **Students must adhere to the student handbook for the 26-27 school year.**
24. **Students should NOT exit the campus gates during school hours or doors unless there is an emergency event or a scheduled class event for which to exit out of the gates, or front door.**

Student Name _____ Signature _____ Date _____

Early Care: 7:30am

High School Hours 8:20am -

2:15 pm

Middle School Hours

8:20am-3:00 pm

After Care: Ends at 3:00pm

Middle school parents

**should not be in the pickup
line until 2:30pm**



**STUDENT
PARKING**

Staff and Student
parking only
NO Entry

Parent Car Line

Exit Here

Enter Here

10th St

10th St