

Pensacola Learning Academy

Student Handbook

2024-2025

Arrival and Dismissal

Students may not be dropped off at school before 8:30 a.m. and must be picked up by 2:00p.m. Students that are not picked up by 2:00pm will be charged a late fee of \$25 per 15 minutes late. Extraordinary circumstances may be considered with a phone call made to the school office.

Attendance

Presence and Absence

All students should be present if possible for every school day. A student will be considered present at school if he is under supervision of our staff. Whenever a student is not under such supervision, they are considered absent from PLA. Students who are absent for all or part of a school day miss opportunities to learn with the assistance of their teachers.

Planned Absences

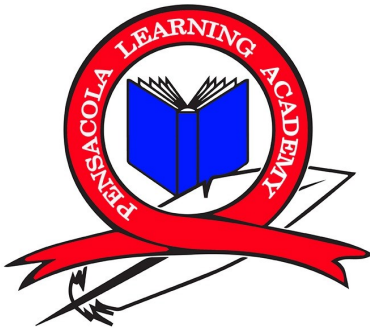
If a student's absence for all or part of a school day is anticipated, a parent or guardian should communicate with the office as far as possible in advance. This will allow proper communication between staff and students and parents. The absence excuse form must be submitted to the office within three days of returning.

Unplanned Absences

Whenever a student is absent without advanced notice, a parent or guardian should notify the school by phone between 8:15-9:00 a.m. This will verify that they know of the absence. The absence excuse form must be submitted to the office within three days of returning.

Excuse Notes

After every absence for part or all of a school day, the student must return with a written, emailed, or texted absence form. The note must be signed by a parent or guardian, and presented to the teacher or secretary. This parental excuse note is necessary to confirm the reasons for any absence, whether planned or unplanned, whether excused or unexcused, regardless of any previous arrangements.



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Contacting Students in the Classroom

If a parent would like to see a student at school, they must go to the office and ask a staff person to go and get the student. In no situation should parents enter the classroom and talk to their son or daughter. Parental interruptions with their child should be kept to a minimum.

Visitors

All visitors will be required to report to the office to check in. No visitor is allowed to wander around the building without a staff person with them or staff permission for his/her (the visitor) intended purpose.

Deliveries

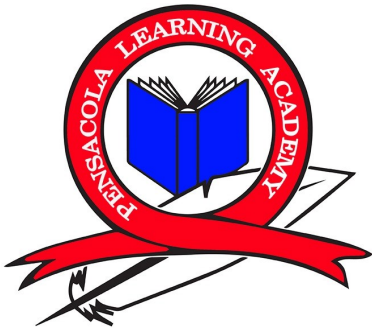
If a parent or guardian needs to deliver something to a student they should bring the items to the office and a staff person will deliver them to the student.

Cell Phones

Cell phones are forbidden to be used during lecture/class time. If a student brings a cell phone to school it must be left in his/her backpack during instruction time. If this is violated the phone will be confiscated by the staff person and given to administrator for the parent to pick up at the end of the day.

Inclement Weather

If school needs to be closed for inclement weather, communication will be via the PLA text line.



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Prohibited Materials

Students must not bring to school or possess on school grounds any alcoholic drink, tobacco product, illegal drug, pornography, match, lighter, knife, or weapon. Students must not bring to school any radio, audio, video or electronic material without advance permission.

Personal Searches

Whenever there is a suspicion of illegal or unauthorized materials, the school reserves the right to search any student's person, vehicles, bags, purses, lockers, desks, etc. without the student's permission. Enrollment of a child as a student at PLA constitutes parental consent to such searches.

Lunch

Students are allowed to bring their own food and drinks at lunch. Lunch is the only time that students are permitted to have drinks other than water. Students will need to bring a sack lunch. There are microwaves provided for students to heat up items brought to school for lunch. Students are expected to form orderly lines and patiently wait their turn to use the microwave.

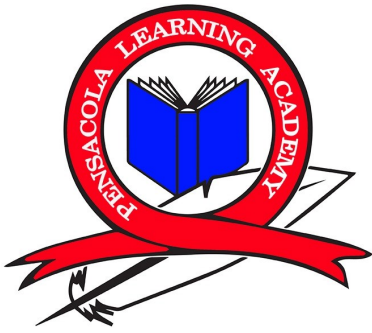
Fire and Tornado Drills

PLA will have quarterly fire drills and tornado procedures will be made clear to the students.

Philosophy and Objectives

Pensacola Learning Academy is an extension of the home in training young people. Our goals are:

- to promote self-discipline by training children to be relevant, consistent, appreciative, responsible and thorough in attitude, character, and action
- to compensate for inadequate educational backgrounds and to minimize failure and repetition
- to help each child learn to meet daily responsibilities



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Standards of Conduct

Honesty

Honesty is required at all times. Lying and cheating are forbidden.

Respect and Courtesy

Speak to others using “sir” and “ma’am”. Obey all instructions from staff, without backtalk, sarcasm, griping, gossip, cursing, vulgar or offensive language or gestures. Take care to avoid pushing, pulling, hitting, kicking, and intimate or improper touching.

Safety

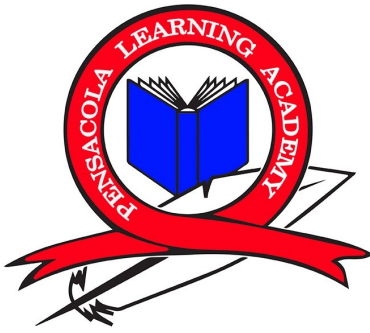
Avoid running and throwing anything indoors. Outdoors, refrain from twisting, standing in, and picking up and throwing stones, or anything else that could be dangerous to another person or possibly damage equipment.

Respect for Property

Respect property by keeping borrowed items in good condition. Avoid stealing or taking anything without permission. Avoid damaging or defacing desks and chairs and other school furniture and equipment. Use supplies responsibly and without waste. Take care of all books and sports and recreation equipment, returning it in the same condition you took it.

Class Rules

Be in your seat when class begins. Avoid turning or tipping your chair. Avoid any behavior which may disturb, distract, or discourage others from fulfilling their responsibilities. The classroom teacher will make expectations clear.



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Off Limits Areas

Get special permission before going to any of the following: teacher's desk; other students' desks; secretary's office; administrator's office; staff room; upstairs; kitchen and science cabinets; parked vehicles; or other verbally specified areas.

Cleanliness

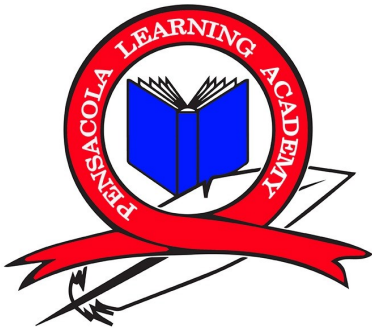
All students are expected to come to school with clean and properly mended clothes and excellent personal hygiene.

Physical Contact

There should be absolutely no hand holding, kissing, or other intimate touching between students. All students should maintain at least a six inch distance between each other.

Social Media

(i.e. Facebook, Instagram, Snapchat, Twitter, etc.) Students are responsible for the content, both text and pictures, on their social media sites. Inappropriate content could be a cause for disciplinary action and even dismissal from PLA. Each violation will be treated on a case by case basis.



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Dress Code

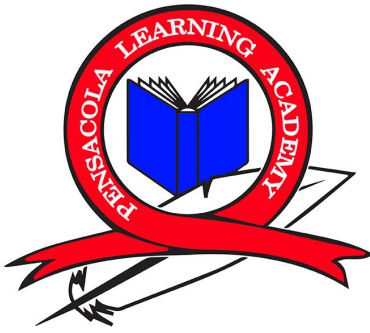
- No clothing with vulgar or inappropriate words.
- No crop tops or mid drifts
- Shorts must have a 4" inseam
- Hoodies are allowed, but the hood is not to be worn in the building.

Disciplinary Policies

- First Offense-private conversation with the teacher
- Second Offense-private conversation with the principal
- Third Offense-parent/teacher conference
- Fourth Offense-ISS (In School Suspension)
- Fifth Offense– At home suspension
- Sixth Offense-Expelled from PLA

Summer School

- Summer school is required for students who do not pass a course with an A, B, or C overall average in that specific course.
- Summer school is required for students who have fallen behind in a specific course and have not maintained the status of competition required by the State of Florida.
- Summer school courses are charged a fee of \$250 per course and will not be covered by the students scholarship.



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Student Handbook Agreement Form

I have read and reviewed the contents of the Pensacola Learning Academy Handbook with my child/children. We understand the policies and philosophy of the school and will abide by them. Your acknowledgement and signature will be kept on file for this school year.

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Print Student Name: _____

Student Name Signature: _____

Student Grade: _____

Date: _____