Shining Starr

Learning Academy

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Rockledge, FL 32955

321-400-9044

shiningstarrlearningacademy@gmail.com

**STUDENT / PARENT AGREEMENT**

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**Student/Parent Agreement**

Shining Starr Learning Academy is a private school you have chosen to have your child attend. We are very thankful you have chosen our school. It is our wish for the children who attend Shining Starr Learning Academy to be happy and thrive in our environment. It is also our wish that all the parents whose children attend our school become part of our Shining Starr Learning Academy family and participate in the school whenever your time allows you to do so.

**ABSENCES/ILLNESS**

If your student is going to be absent, please call us between 8:30 a.m. and 8:50 a.m. If you could, please also email us shiningstarrlearningacademy@gmail.com. If we do not hear from you, we will be calling you to make sure everything is okay.

A handwritten note is acceptable for a one-day absence (a doctor’s note is an excused absence); however, an absence of two or more days requires a doctor’s note and clearance that your student is well enough to return to school. If you are going on a trip, please notify us in advance so we schedule them classwork in advance.

If your student has lice, please bring in a doctor’s note to say they are cleared for school.

**VERY IMPORTANT:** If your student has a fever or is throwing up, please make sure he/she is fever-free and sickness-free 24 hours before returning him/her to school. Please do not give students Motrin or Tylenol to bring down their fever so they can come to school. We will be calling you to pick them up if they are not feeling well.

**ACCREDITATION**

Accreditation is a two to three year process and is quite a bit of work. A school cannot be accredited when it first opens. We will be applying for a Montessori accreditation instead of a public education accreditation. If we were to apply for a public education accreditation, we would have to follow the public school ways and would be restricted to do some of the great things we will be doing.

**ACTIVITIES**

We will be having dances, holiday events, holiday shop, puzzle rooms, school pictures, a parent breakfast and many other activities.

**BACKPACKS**

We request your students do not bring backpacks. All supplies needed for school will be kept in the classroom in areas designated for them.

**BEFORE/AFTER CARE**

If you need before or after care, Bear Hugs is in our complex, call 321-633-8111.

**BEHAVIOR**

If a student is having some behavior situations, it is our goal to work toward positive behavior. Shining Starr Learning Academy has a no-bullying and no touching another person policy. By bullying we mean behavior which is not positive verbally or physically. If any poor behavior takes place, we have student conversations and if the need arises, we will talk with the parents as well.

**BIRTHDAY CELEBRATIONS**

Shining Starr Learning Academy would like to celebrate each student’s birthday in his/her own special way. We will have their classmates make a *Birthday Book* for them. If you would like to send in a cookie, brownie or a mini cupcake for each student in the class, we will serve it at the end of the day. If you have another idea in mind, please email Mrs. Starr for approval. Students with birthdays on days or months that school is not in session will be celebrated as close to their birthdays as possible.

**BUILDING/SUPPLIES USAGE**

Our school has been created to be more like a home environment. We want all students to feel comfortable in the school and respect it as if it were their own. Please walk at all times within the building; please keep hands, feet, and body parts off the walls and glass; please eat in the cafeteria and kitchen only unless Mrs. Starr specifies otherwise. If any damage occurs, parents will be responsible to repair, replace, or contract a company to make necessary repairs. Mrs. Starr must approve all contractors prior to work being done.

Please handle all supplies with careful handling. When you take supplies out to work with, please return them back to the place where they were taken from. If a student damages or breaks any supplies in the building, an invoice will be created for replacement. Montessori materials are very expensive.

**CALENDAR**

For the most part, we will be following the Brevard County School Calendar with the exception of Thanksgiving week. We will always take off the entire week for Thanksgiving. We will NOT be having early release; every day will be a full day.

**CELL PHONES**

If you feel your student needs his/her cell phone at school, it will be silenced and checked in at the front door and checked back out upon dismissal. Phones will be kept in Mrs. Starr’s office, which will be locked at all times.

**CHECK IN/CHECK OUT**

The FLDOE requires a minimum number of hours per year students have to be in attendance. Your student needs to be in attendance for 3 hours to be counted as a full day. If you have a doctor’s note the absence is considered excused. If your student is going to be tardy, please call us between 8:30 a.m. and 8:50 a.m. so we are aware. When you arrive, please sign your student in. If your student is going leave early, please email us at shiningstarrlearningacademy@gmail.com and let us know so we can have your student ready. Please come in and sign your student out. Please try and sign them out after 12:30 p.m. Please try to schedule appointments in the afternoon not the morning.

**DIRECTORY**

We are creating a parent directory and would like to know if you would allow us to share your contact information with the other Shining Starr Learning Academy families and staff members. The directory will include your name(s), phone number(s) and email address(es) and your occupation if you would like.

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Parent Signature Date signed

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Occupation Business Phone Number

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Parent Signature Date signed

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Occupation Business Phone Number

Email Addresses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DISCIPLINARY ACTIONS**

1. Teacher will have a conversation with the student.

2. Student will write a reflection sheet and discuss it with the teacher.

3. Meeting with administrator, teacher, student, and parents.

4. All above is voided if situation warrants immediate conversation with parents.

5. Termination.

**DRESS CODE**

**Appearance** must be neat and clean cut. No facial hair and no colorful hair dyes. Blonde or brown toned highlights are acceptable. No facial piercings are allowed.

**All writing and graphics on clothing must be appropriate.** No skulls and crossbones: foul language; or tobacco, alcohol, or drug-related symbols are permitted.

**Shirts** must be loose-fitting and have sleeves below the shoulder. They must be below the waist and can be a dress shirt, polo shirt, t-shirt, or school t-shirt. At some point we will be having a school t-shirt.

**Pants** must be in good condition and fit properly in the waist. The following are not permitted: baggies, skin tight, holes, rips, suspenders, or overalls.

**Leggings** can be worn with a dress or shirt that must go 5” below the buttocks.

**Skirts and shorts** must be no less than 3” above the knee.

**Belts** may be worn if the clothing has belt loops.

**Sneakers and closed-toed shoes** are to be worn. No flip flops, sandals, slippers, straps, high heels, light up shoes, or shoes with wheels are permitted.

**Hoodies and sweatshirts** can be worn, but the hoods are not allowed to be worn. Hats are not permitted to be worn in the building.

**Jewelry** may be worn in good taste. No long earrings, inappropriate language, markings, skulls, crossbones, derogatory statements, or otherwise are permitted.

All dress code questions will be at the discretion of Mrs. Starr.

**DROPOFF/PICKUP**

Please drop your student off by 8:45 a.m. and pick him/her up at 3:00 p.m. If you would like to walk your student in, please park on the side of the building as we will be doing a car loop. The same goes for pickup. Each student must take his/her name clip on our check-in wall and move it to **IN** upon arrival and **OUT** upon departure. This will give students a sense of accomplishment and help us with attendance.

**FIELD TRIPS**

It is our wish to take field trips that are educational, cultural, and fun so the students can learn, be exposed to different cultural activities and environments, and use their socialization skills. All students’ permission to go on field trips will be based on their ability to be outside the school in a group and to be able to follow directions. There may be in-state overnight field trips at some point. There will be out-of-state field trips at some point, and we hope all students will be able to attend.

**FUNDRAISING**

Shining Starr Learning Academy has filed as a 501C3 and non-profit corporation. We will be collecting and submitting Box Tops, which is a very simple way to earn money for the school. At some point, we will be hosting spaghetti dinners, maybe selling chocolate bars, and holding a fall festival and holiday shop as we grow. In doing these events, it is very important for the students to be a part of the fundraising. If we are going on a field trip, they will have their own budget and keep track of their fundraising (the office will as well). If we want to purchase an item for the school, we will keep a school budget visible for them to see and be a part of.

**LUNCH/SNACK**

Please pack your students lunch containing a reusable water bottle filled with water, protein, cheese, healthy snacks, and **no sugars**. Lunch will not be needed on days they will be cooking. A schedule will be prepared for their cooking day and sent home. Fridays will be discussed at our parent meeting. Lunch bags will be kept in the classroom until lunchtime. If you feel your student needs a snack, please pack it and let us know.

Please feel free to join your students for lunch. Lunch time will be from 12:00 p.m. to 12:30 p.m. If you would like to join us, please tell the front office at drop off and arrive at school by 11:50 a.m. as the office will close so we can all take lunch at the same time. When we grow too large for all of us to fit in the cafeteria at one time, we will then split the lunch up into two shifts and send a notice home as to the new schedules.

**MEDICAL RELEASE**

If your child needs a dose of medication while at school, please request a medical release form from Mrs. Starr and speak to her about the medication. Please put their medication bottle in a baggie with their name on it with a Sharpie marker.

**MISCELLANEOUS**

Please do not bring outside items into school (examples: fidget spinners, toys, games, chapstick, lipstick, hand sanitizer, stuffed animals etc.).

**MISSION STATEMENT**

The mission of Shining Starr Learning Academy is to create a family environment where your student is allowed to grow on their own terms, in their own time, in their own way by building on their strengths and interests.

**OFFICE HOURS**

The office will be open from 8:30 a.m. to 3:30 p.m. If you need to speak with Mrs. Starr after hours, please set up an appointment with her. If we need to have a conference with a family, we will contact you to set up an appointment.

**PARENT COMMUNICATION**

Our primary method of communication is via email. Please do not text teachers directly. If you have an emergency, please call the school phone number 321-400-9044 or Mrs. Starr’s cell 954-309-2801. If you need to speak with a teacher, please send them a message via email or call the school and leave a message with the office assistant.

**PAYMENT**

Tuition is set each year. You can pay in full at the beginning of school or make monthly payments. Payments are due on the 1st of each month and late on the 6th of the month with a $25 late fee. There is a $25 insufficient funds fee plus any fees Shining Starr Learning Academy may incur from the bank.

**PHOTO/VIDEO RELEASE**

Photograph/video release: By signing below, I/we agree to allow my/our student to be photographed and videotaped and used in school advertising, Facebook posts, newsletters, and any other advertising Shining Starr Learning Academy has.

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Parent Signature Date signed

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Parent Signature Date signed

**RECORDS**

Please make sure you keep a copy of all school records before you give them to us. If we are having difficulty attaining records from your student’s previous school, we will ask you to retrieve them for us as it is important to have a complete history.

If all fees are not paid prior to the end of the year or departure, we will hold your student’s records until payment is received in full. We hope you stay until graduation but if you are going to leave, please let us know so we can prepare the records for you.

**REPORT CARDS**

Report cards will be distributed four times a year. Teachers are to spend their time working with students so in lieu of progress reports, our report cards are going to be more detailed. If at any time you have a question about your student’s progress, please feel free to email the teacher directly. Please give the teachers 48 hours to respond back to you. If after 48 hours they have not responded to you, please contact Mrs. Starr.

Students from K-8 will not receive grades but will receive the categories below. Students from 9-12 will be receiving grades and credits for their classes.

 **M**  Mastered Concepts

 **S**  Satisfactory

 **N**  Not Demonstrated Consistently

 **H**  Needs Additional Help

**SECURITY**

The front door will be open during drop off and pick up of students. It will be locked for the remainder of the day. If you come and no one is at the front office, please ring the doorbell or call 321-400-9044 and someone will come to assist you.

Doors are locked but can push out for safety purposes.

There will be cameras in the library and gym.

We will be doing fire drills, hurricane drills, and safety drills.

**SERVICE HOURS**

Students will be required to complete service hours each quarter. The service hour’s form will be due two weeks before report cards are due and signed by the person requiring the hours. The number of service hours will be based on the student’s grade level. First grade will need 1 hour per quarter, second grade two hours per quarter, and so on. If your student earns more than the required number of hours per quarter that is wonderful, but they cannot be used for future quarters. Service hours are required to be completed outside the home. We will be recording their hours on their report cards and on their portfolio, which we will help them create.

**SOCIALIZATION**

The Montessori style of learning includes working with the students on socialization skills with classmates during all school activities. We will cultivate an environment in which students will learn modeled behavior from staff and each other. It is imperative that these skills be worked on both in school and at home. As we grow, your children will be teaching new students by modeling their wonderful socialization skills. They will feel accomplished for not only learning the skills but for being a teacher of the skills.

**TARDIES**

We are very understanding that things happen, but we kindly appreciate your student being on time. If you are running late for any reason, please call the office so we are aware. If tardiness becomes a habit, we will need to speak about a remedy.

**TECHNOLOGY USAGE**

The computers in each classroom are used for students to learn typing, computer skills, research, and to complete teacher-directed assignments. At no time are the computers to be used for personal use, surfing the web, playing games (unless directed by the teacher), or to visit unapproved websites. If violated usage will be suspended for a period of time determined by Mrs. Starr.

**VOLUNTEERS**

We are not mandating you volunteer as we know some families have to work. We do however, LOVE our volunteers. If you choose to volunteer or attend field trips please email Mrs. Starr at shiningstarrlearningacademy@gmail.com. She will send you the code for Field Print to get finger printed. This is a requirement of the Florida Department of Education. We do hope you volunteer with us, your children will be so happy if and when you can. We can send work home for you to complete if that is more convenient for your schedule. Please let us know.

**WEAPONS**

Per the Department of Education, weapons are not permitted on or in the premises.

**By signing below, I attest that I have read this entire student/parent agreement and agree to Shining Starr Learning Academy’s policies and procedures.**

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Parent Signature Date signed

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Parent Signature Date signed

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Student Signature Date Signed