



Shining Starr

Learning Academy

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## STUDENT and PARENT AGREEMENT

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# Shining Starr Learning Academy

## Student and Parent Agreement

Shining Starr Learning Academy (SSLA) 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 SSLA to be happy and thrive in our environment. We welcome all family members to become a part of our Shining Starr family and participate in the school whenever your time allows you to do so.

### ABSENCES/ILLNESS/ATTENDANCE

To report your student's absence, please email [shiningstarrlearningacademy@gmail.com](mailto:shiningstarrlearningacademy@gmail.com). Please do NOT text the principal's cell phone. **ALL** absences **MUST** be emailed for scholarship attendance verification. If we do not hear from you, we will contact 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 your student has **lice**, please notify us and bring in a doctor's note to say they are cleared for school. No more than four (4) unexcused absences are permitted in one nine-week period. Absences **NOT** counted in the attendance policy are

- Court dates with court documentation
- Religious holidays with a handwritten note
- Illness with a doctor's note
- A chronic extended illness with a doctor's note
- County testing with testing documentation

If you are going on a **trip**, please notify us in advance so we can provide you with your student's class work in advance. I encourage trips to be on non-school days if at all possible. Absences due to a trip are **not** excused absences.

Please try to make appointments before or after school. Students must be in attendance four (4) or more hours to receive credit for the whole day (pickup 1:00 p.m. or later). We will record four (4) or fewer hours as actual number of hours in attendance.

**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 that they can come to school. We will be calling you to pick them up if they are not feeling well.

## ACTIVITIES

We will be having activities throughout the year. If you have an idea that you would like to lead, please email [shiningstarlearningacademy@gmail.com](mailto:shiningstarlearningacademy@gmail.com). Please review the school calendar as there are many activities listed on there already. If you would like to volunteer in school or chaperone on field trips, you **MUST** be fingerprinted through Shining Starr Learning Academy. The fingerprint cost is \$55 payable to Shining Starr Learning Academy. Please email me for the information if you are interested. Fingerprints are good for five years.

## BACKPACKS

Students should not bring backpacks to school. All supplies needed for school will be brought in at the start of school and kept in the classroom in areas designated for them.

## BEFORE/AFTER CARE

If you need before or after care, Bear Hugs daycare is in our complex. Call 321-633-8111 and ask for Amy to get details and pricing.

## BEHAVIOR/DISCIPLINARY ACTIONS

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 that is not positive verbally or physically to a staff member or classmate. If any poor behavior takes place, we have student conversations. If after several conversations there is no positive improvement in behavior, a parent conference will be held and a behavior plan will be created. If the student does not improve with the behavior plan, the student and family will be required to attend therapy in or out of school. If therapy does not work and the behavior has not improved, the student will be asked to leave. Serious behavior issues will be addressed immediately with the student and parent(s).

## BIRTHDAY CELEBRATIONS

SSLA would like to celebrate each student's birthday by having their classmates sign a *Birthday Book* for them. If you would like to send in a cookie, brownie, or **MINI** cupcake for each student, we will serve it at the end of the day. Items must be peanut-free and only have **white icing** and no colored dye. 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

We want all students to feel comfortable in the school and respect it as if it were their own. Please use all supplies carefully and return them to their original place when finished, walk at all times within the building, keep hands, feet, and body parts off the walls and glass, eat in the cafeteria and kitchen only. If a student breaks supplies or causes damage in the school, the student's parents will be responsible for repairing or replacing the damaged object(s). If it is necessary to contract a company to make necessary repairs, Mrs. Starr must approve the contractor and the work. If your child damages something in our school, please ask them to take ownership and admit to it. Please turn lights off when you are the last person to leave a room. All doors must be kept shut at all times.

### CALENDAR

We try to follow the Brevard County School Calendar; however, we will always take off the entire week for Thanksgiving. We do NOT have early release days.

### CELL PHONES

If your student brings his/her cell phone to school, it will be checked in at the front office.

### CHECKIN/CHECKOUT

The FLDOE requires a minimum number of hours per year students have to be in attendance. Your student needs to be in attendance for 4 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 ring the door bell and sign your student in. If your student is going to leave early, please 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 1:00 p.m.

### DIRECTORY

If you would like to be included in the parent business directory, please include your name(s), phone number(s), email address(es) and occupation(s) below.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

## **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. We have school t-shirts \$5.

**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 8:15 a.m. and pick him/her up at 3:00 p.m. If you would like to walk your student in, please park in front of the building and be mindful of the 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 in the building.

## **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 overnights or 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 have a Box Tops account, which is a very simple way to earn money for the school. At some point, we will be having some fundraisers. If you are interested in heading up a fundraiser, please contact shiningstarrlearningacademy@gmail.com.

## **IEP/SERVICES**

As a private school, we do not have to uphold or support an IEP (Individual Education Plan) or provide services listed on an IEP. We do not have any in-house speech, language, occupational therapy, ABA or otherwise specialty services. However, we do our very best to accommodate our students by supplying them with tools and support to help them facilitate their learning. We take all recommendations from family, therapists, psychologists and any additional resources you can provide to help our students. Depending on the circumstances, it may at times be necessary to sign a release with their treatment providers to allow the principal and/or teacher(s) to speak with them to collaborate for our students. Our goal at Shining Starr Learning Academy is to work as a team with everyone for the success of each student.

## **LUNCH/SNACK**

Please pack your students lunch containing a reusable plastic water bottle filled with water, a protein, healthy snacks, and **NO SUGARS**. Please feel free to join your students for lunch. We will have a split schedule unless there is a special event or project. First lunch is 11:30 a.m. to 12:00 p.m. and second lunch is from 12:00 p.m. to 12:30 p.m. If you would like to join us, please arrive 10 minutes prior to your child's lunch time.

## **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 ITEMS**

Please do not bring outside items into school (ex: fidget spinners, toys, games, makeup).

## **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 the school year or make monthly payments. Payments are due on the 1<sup>st</sup> of each month and late on the 6<sup>th</sup> of the month which will incur a \$25 late fee. If a check bounces, there is a \$25 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.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
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. 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.

**REPORT CARDS**

Report cards will be distributed four times a year. 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 in K-8 will receive the grades below. Students in 9-12 will be receiving letter grades.

- M** Mastered Concepts
- S** Satisfactory
- N** Not Demonstrated Consistently
- H** Needs Additional Help

**SECURITY**

All doors are locked during the day except during drop off and pick up. If you come to the front door, please ring the doorbell or call 321-400-9044 for assistance. Cameras are located throughout the building. There are no cameras in the bathrooms. We will be doing fire and safety drills.

**SERVICE HOURS**

Students in grades 9-12 are required to complete 50 service hours annually. Service hours forms can be handed in each quarter two weeks before report cards are issued. Forms are located in the front office.

**TARDIES**

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 with you about a remedy.

**TECHNOLOGY USAGE**

School computers are used for students to learn typing and computer skills, do research, and 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. Inappropriate computer usage will result in the student’s computer privileges being suspended for a period of time determined by Mrs. Starr.

**VOLUNTEERS**

Volunteering is not mandatory, but we welcome our volunteers. If you choose to volunteer or attend field trips, please email Mrs. Starr at [shiningstarrlearningacademy@gmail.com](mailto:shiningstarrlearningacademy@gmail.com). She will send you the code for Field Print to get fingerprinted. This is a requirement of the Florida Department of Education. We do hope you can volunteer with us. We can send work home for you to complete if that is more convenient for your schedule. Please let us know.

**WEAPONS**

Per the Florida 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.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed Student

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Initials