

# VISIONS PREPARATORY ACADEMY

## Student/Parent Handbook

(Effective August 2025 – Subject to Annual Review)

### **1. Mission, Vision & Values**

Policy:

- Mission: To streamline education through ICE: Innovation, Certification & Empowerment.
- Vision: A learning environment with personalized pathways that create limitless opportunities.
- Values:
  - Innovation – continuously evolving programs and schedules.
  - Collaboration – fostering community and teamwork.
  - Empowerment – equipping students with skills and certifications to unlock potential.

Summary:

Visions Preparatory Academy is dedicated to shaping futures by rethinking education. Our mission emphasizes innovation in scheduling and instruction, certification for college and career readiness, and empowerment so students can achieve success on their terms. We strive for a future-focused, collaborative, and supportive environment where every learner has the tools to lead.

### **2. Governance & Authority**

Policy:

- VPA is governed by a Board of Directors.
- The Executive Administration implements policies, manages staff, and ensures compliance.
- Executive Administration has authority to:
  - Interpret this handbook.
  - Investigate serious academic, behavioral, or safety matters.
  - Render final binding decisions on discipline, enrollment, and safety.

Summary:

Visions Preparatory Academy operates under a clear governance model. The Board of Directors sets policies, while the Executive Administration enforces them. Families agree, upon enrollment, to abide by this structure, which ensures that all final decisions regarding student safety and discipline are carried out fairly and transparently.

### **3. Admissions & Enrollment**

Policy:

- VPA admits students of all races, colors, national origins, religions, sexes, or disabilities.
- Required documentation: birth certificate, immunization/health records, transcripts, emergency contacts.
- Enrollment requires:
  - Completion of forms & agreement to follow handbook policies.
  - Adherence to tuition schedules.



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- Annual re-enrollment required to confirm compliance.

### Summary:

Enrollment at VPA is open to all students who meet state and school requirements. Families must provide documentation and agree to academic, financial, and behavioral expectations. Enrollment is renewed yearly to ensure continued alignment with the school's mission.

## **4. Student Rights & Responsibilities**

### Policy:

#### Rights:

- Safe, respectful, and inclusive learning environment.
- Protection from bullying, harassment, and discrimination.
- Fair treatment and due process in discipline.
- Access to records and appeals.

#### Responsibilities:

- Attend regularly and prepared.
- Respect staff, peers, and property.
- Follow Code of Conduct on campus and online.
- Take responsibility for actions and learning.

### Summary:

Students are entitled to safety, fairness, and respect at VPA. In return, they are expected to contribute to a positive community by attending consistently, respecting others, and upholding academic integrity. Rights and responsibilities go hand-in-hand to create a thriving learning environment.

## **5. Parent/Guardian Partnership Agreement**

### Policy:

#### Parents/guardians are expected to:

- Support academic and behavioral expectations.
- Ensure attendance and homework completion.
- Communicate respectfully, following chain of command.
- Fulfill financial obligations.
- Partner with teachers to resolve challenges.

\*\*\*a parentally placed private school student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act

### Summary:

VPA sees parents as essential partners in student success. Parents commit to supporting academic rigor, encouraging good attendance, and resolving concerns respectfully. Failure to uphold this partnership may result in review of enrollment status.



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### **6. Attendance & Truancy Policy**

Policy:

- Daily attendance required for all students.
- Hybrid/online: logged via in-person presence and verified online activity.
- Excused: illness (doctor's note), appointments, religious observances, family emergencies.
- Unexcused: oversleeping, transportation issues (without documentation), non-medical travel.
- Truancy: 5+ unexcused absences per grading period triggers review.

Summary:

Attendance is critical to student success. While absences for valid reasons are excused, repeated unexcused absences may jeopardize academic progress, certification eligibility, and enrollment at VPA.

### **7. Academic Standards & Grading**

Policy:

- Curriculum aligned with Florida benchmarks and college/career readiness.
- Grading Scale: A 90–100, B 80–89, C 70–79, D 60–69, F <60.
- Academic Integrity: Cheating, plagiarism, AI misuse = discipline + possible course failure.
- Students not meeting standards may be placed on Academic Improvement Plans (AIP).

Summary:

VPA upholds high academic standards and enforces honesty in all coursework. Students are supported through improvement plans if they fall behind, but integrity and effort are essential for success.

### **8. Technology Use & Digital Safety**

Policy:

- School devices remain VPA property.
- Students must use technology responsibly with proper citations.
- Prohibited: cyberbullying, inappropriate content, password sharing, disruptions.
- Violations may result in restricted access, discipline, and parent meetings.

Summary:

Technology is a valuable educational tool at VPA, but misuse will not be tolerated. Students are expected to act responsibly online and understand that digital actions have real consequences.



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### **9. Code of Conduct & Disciplinary Procedures**

Policy:

- Progressive discipline model: warning → parent contact → suspension → expulsion.
- Zero tolerance for weapons, drugs, threats, harassment, severe disruption.
- Administration investigates and makes final decisions.

Summary:

Discipline at VPA balances fairness with accountability. Minor issues are addressed with restorative measures, while serious violations result in strong consequences to maintain a safe learning environment.

### **10. Bullying, Harassment & Discrimination Policy**

Policy:

- Bullying (verbal, physical, cyber) prohibited.
- Discrimination on protected grounds not tolerated.
- Reporting may be confidential.
- Administration investigates and enforces consequences.
- Retaliation against reporters is prohibited.

Summary:

VPA provides zero tolerance for bullying or discrimination. Students and families are encouraged to report incidents, knowing that the school will take immediate and confidential action.

### **11. Health, Safety & Emergency Procedures**

Policy:

- Medical records updated annually.
- Prescription meds submitted in original container with parent instructions.
- Students must participate in fire, lockdown, severe weather drills.
- Emergency closures announced via text, email, website.
- Background checks and visitor protocols enforced.

Summary:

Student health and safety are top priorities at VPA. From emergency drills to medical record requirements, every precaution is taken to ensure a secure school environment.



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### **12. Student Records & FERPA Compliance**

Policy:

- Records kept in compliance with FERPA.
- Parents may request access in writing.
- Records released only with consent or legal order.
- Confidentiality maintained while meeting state reporting requirements.

Summary:

Student information is kept private and secure. Families have the right to review records, but VPA ensures that confidentiality is always respected.

### **13. Extracurricular Activities & Athletics**

Policy:

- Participation requires passing grades and good conduct.
- Students must complete waivers and health screenings.
- Parents must provide proof of health insurance.
- Violations of team rules may result in removal.

Summary:

Extracurricular activities enrich student life, but participation is a privilege. Students must maintain academic and behavioral standards to stay involved in athletics or clubs.

### **14. Communication Protocols**

Policy:

- Communication via email, text, newsletters, website.
- Teacher response time: within 48 business hours.
- Chain of command: Teacher → Dean → Executive Administration → Board (appeals).

Summary:

Clear communication keeps our community strong. Parents are expected to follow respectful channels to resolve concerns, beginning with the teacher most directly involved.

### **15. Complaint Resolution & Appeals**

Policy:

- Complaints submitted in writing.
- Administration investigates and responds promptly.
- Unresolved matters may be appealed to Board.
- Board decisions are final.



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### Summary:

Concerns are addressed seriously at VPA. Families are encouraged to submit written complaints so they can be reviewed fairly, with a structured appeals process available when needed.

### **16. Amendments & Annual Review**

#### Policy:

- Handbook reviewed annually by Board and Administration.
- Families notified of changes via email/website.
- Continued enrollment = acceptance of policies.

### Summary:

This handbook evolves with the school's needs. Parents and students will be informed of updates, and ongoing enrollment confirms their agreement to follow revised policies.



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### **Acknowledgment Form**

I, \_\_\_\_\_, have received, read, and understand the Visions Preparatory Academy Student/Parent Handbook. I agree to abide by these standards as a condition of my enrollment.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I, \_\_\_\_\_, as the parent/guardian of \_\_\_\_\_ (student name), acknowledge that I have received, read, and understand the Visions Preparatory Academy Student/Parent Handbook. I agree to support my child in following the standards, policies, and expectations outlined within this handbook as a condition of their enrollment at Visions Preparatory Academy.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Signed,



**Dumaka Atkins**  
Educator

