

# Trout Creek Academy

## Student/Family Handbook

### 2024-2025



We are **Focused** on goals, **Leveraging** our strengths, **Overcoming** obstacles, and **Working** together.

Principal: Katie O’Connell  
Assistant Principal: David Barnes  
Assistant Principal: Sam Sawruk

855 Timberwolf Trail, St. Augustine, FL 32092  
Main Office: 904-547-4450  
Fax: 904-547-4455

## GENERAL SCHOOL INFORMATION

### ST. JOHNS COUNTY DISTRICT MISSION

The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.

### ST. JOHNS COUNTY DISTRICT VISION

All students will choose a learning path that leads to a well-rounded graduate who demonstrates good character and leadership.

### TROUT CREEK ACADEMY MISSION

At Trout Creek Academy, we believe in nurturing curious minds and empowering students to discover their unique strengths. Our community is built on a foundation of integrity, where collaboration and mutual respect guide us. We support our students in overcoming obstacles, helping them to forge a purposeful path in their educational journey and beyond. Together, we inspire each individual to reach their full potential and create a brighter future.

### TROUT CREEK ACADEMY VISION

At Trout Creek Academy, we empower all students to persevere, discover their strengths, and excel in their educational journey and beyond.

### TROUT CREEK ACADEMY FACTS

School Information: Established 2024  
School Hours: Mon./Tues./Thurs./Fri. 8:00 am – 2:20 pm  
Wed. 8:00 am – 1:20 pm  
School Mascot: Terrapins  
Colors: Green, Blue, and Yellow

### 2024 – 2025 PTO OFFICERS

President	Melissa Homan	Elementary VP	Vanja Trivuncic
		Middle VP	Chris Farlow
Secretary	Anna Montauderes	Treasurer	Heather Loffredo
Fundraiser	Becky Spielmaker	Membership	Michael Rabon
Volunteer Coordinator	Renee Vitulli	Hospitality	Rebecca Piatko
Communications	Krista Sabin	Community Partners	Saundra Schwinghammer
Communications	Anastacia Parasiris		

### TROUT CREEK ACADEMY BEHAVIOR PHILOSOPHY

At Trout Creek Academy, learning and using life skills are critical to the success of all students. As they work to reach their full potential, students should develop life skills that represent the TCA FLOW and the Character Counts Pillars:

**TCA FLOW:**

- Focused on goals
- Leveraging our strengths
- Overcoming obstacles
- Working together

**TRUSTWORTHINESS** Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

**RESPECT** Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

**RESPONSIBILITY** Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

**CITIZENSHIP** Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

**FAIRNESS** Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

**CARING** Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Be charitable and altruistic

We encourage parents to join us in our commitment to teach, model and practice these essential life skills. It is the responsibility of the staff and parents to provide a safe and appropriate learning environment.

**NOTE TO PARENTS – WE ARE HERE TO HELP!**

We want you to know that you can reach us to discuss your child or get information in many different ways. We have progress reports, parent-teacher conferences, newsletters, voicemail, email, Home Access Center (HAC), and Schoology. We will work to keep you updated and should you need to discuss something in detail, contact your child's homeroom teacher or an administrator. In the Trout Creek community, we need to remember that only **One Rule** is necessary for all of us: *Treat others the way they want to be treated.*

*This rule applies to the way adults treat children as well as the way children treat adults.*

Our staff and parent communications will adhere to the St Johns County School Board Rule of Civility:

*Employees shall treat all members of the public with professionalism and courtesy. Further, employees have a reasonable expectation that they will also be treated civilly by members of the public. Procedures will be developed that will provide employees with appropriate responses to individuals who are abusive, threatening and discourteous and strategies for dealing with such individuals.*

ADDRESS, TELEPHONE NUMBER AND EMAIL CHANGES

Please notify our office immediately if there is a change in your address, telephone number, email, or your emergency contacts. This information is very important in case your child becomes ill or injured. ***Students will not be released to anyone who is not listed on the emergency contact list.*** If you would like neighbors or friends to be eligible to pick up your child from school, please list them on your emergency contact list. Please make sure this information is updated whenever necessary. Proof of residency must be provided to change an address.

SIGNING STUDENTS IN AND OUT

Students reporting late to school must have a parent/guardian sign them in at the office before going to class. Students leaving during the scheduled school day must have a parent/guardian sign them out at the office before leaving. For student safety, picture identification is required when signing a student in or out. Parents, please send a note to the teacher in advance of a student signing out early. *Trout Creek will only initiate early checkouts if a child visits the clinic.*

BIRTHDAYS AND CELEBRATIONS

Celebration/Birthday snacks and treats must be store bought and labelled to ensure safety for all students.

VISITORS/VOLUNTEERS

All visitors are required to report directly to the office and sign in through school access, show id and receive a school access badge. The school access badge must be worn while on the school campus. Students from other locations are not allowed to visit during the school day or during school functions after school.

- Parents or guardians interested in visiting DURING SCHOOL HOURS need to complete an online volunteer/school access application. The application is available on the school website under Parent Information/School Access. Once you have been approved, your application is good for three years. Please understand the approval process may take several weeks.
- While volunteering in our school, chaperoning a field trip, assisting a teacher, or coordinating classroom activities and celebrations, it is important that you not be accompanied by younger children. This is for the safety of the young child and to ensure the volunteer can focus on the important task of assisting in the educational setting.
- To maintain the learning environment, we ask that volunteers stay no longer than 2 hours per classroom.

MIDDLE SCHOOL BELL SCHEDULES

Monday, Tuesday, Thursday, and Friday

HR and 1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>
8:00-8:50	8:53-9:38	9:41-10:26	10:29-11:14	11:17-12:02	A Lunch	1:26-2:20
					Lunch - 12:05-12:35	
					Class - 12:38-1:23	
					B Lunch	
Class - 12:05-12:50						
Lunch - 12:53-1:23						

Wednesday (Early Release)

CREEK Time and 1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>
8:00-9:11	9:14-9:45	9:48-10:19	10:22L-10:53	10:56-11:27	11:30-12:01	A Lunch
						Lunch - 12:04-12:34
						Class - 12:37-1:16
						B Lunch
Class - 12:04-12:43						
Lunch - 12:46-1:16						

EMERGENCY DRILLS

A variety of emergency drills are practiced at Trout Creek. Teachers will give complete instructions about these drills and the method of notification used by the office. Detailed instructions about each type of drill are the posted in each classroom. Students are expected to be quiet, listen and follow adult directions to ensure the safety of all.

MASTER CALENDAR

Sometimes due to unforeseen conditions, dates or times for activities can be changed. Parents would be notified if changes are made, however please check with students, check the TCA calendar website, or call the school office at 904-547-4450 should you have questions at any time about calendar dates. [Link to the SJCS D Master Calendar](#)

## ATTENDANCE

Attendance is essential! Communication between parents/guardians and school officials must be made when students are absent from or tardy to school. **Any student who has been absent from school for an entire day or any part of a day is to submit the TCA Absentee Form the day the student returns to school. MIDDLE SCHOOL STUDENTS SHOULD SUBMIT AN ANSENTEE FORM WHEN THEY MISS ANY PERIOD.**

Absentee forms should be submitted digitally by using the PikMyKid application. Automated phone calls and emails will still be sent out on the day of the students absent to alert parents.

Excused absences include: Personal illness, death in the family, religious holidays of the student's established religious faith, required court or law agency appearances, public functions, school related state competitions, scheduled doctor, or dentist appointments.

Unexcused absences include: shopping trips, pleasure trips, suspension from school, appointments without prior approval except in case of emergency. For a complete list of excused and unexcused absences, students and parents should refer to the [Student Code of Conduct](#).

It is extremely difficult to be highly successful in management of class work if attendance is irregular. Students having 5 unexcused absences within a calendar month or 10 unexcused absences within a 90 calendar-day period shall be reported to the principal/designee to secure and determine rationale for such absences. If a student is absent more than fifteen days, it is the responsibility of the parent or guardian to provide a doctor's note.

Excused Make-up Work: If your child is ill and absent for two days, contact the classroom teacher or front office to arrange for the schoolwork your child has missed. Middle School students will check Schoology first. It is the responsibility of the middle school student to make his/her own arrangements with the teacher to make up the missed work.

Students with an extended illness may qualify for the Hospital Homebound program. For other extended absences, please notify the principal, in writing, prior to the absence.

*We encourage medical appointments to be made after school hours or during early release hours whenever possible to reduce the amount of instructional time lost.*

## TARDINESS

Tardies to school negatively affect a student's overall attendance percentage and academic progress. The parent/guardian needs to provide an appropriate excuse for their child's tardy to school. *ALL* tardies to school are unexcused, unless a note is issued by a Professional Care Provider (notes must be received on the day of the tardy prior to the student's lunch period).

**School starts at 8:00 AM.** If a student arrives at school after the school day begins, he/she must report to the office and receive a pass before going to class. A parent/guardian contact is necessary to verify the reason for the late arrival. Personally, accompanying the student to the receptionist is required.

**The following consequences will apply quarterly for any tardy.**

- 3rd unexcused tardy – warning/parent contact
- 4th – 9th unexcused tardy – alternative lunch location

- 10th tardy- 1-Day In-School Suspension and parent conference

### Procedures

- Elementary Parents must escort their child to the main office when tardy for school.
- Students are considered tardy any time they are not in their classroom ready to learn at 8:00 a.m.
- Parents will receive a notification via the School Messenger system when a student is tardy to school.
- Students will receive a tardy notice upon late entry.

### TARDY TO CLASS (MIDDLE SCHOOL ONLY)

During the school day, middle school students are permitted 3 minutes to move from one class to another. Tardies to class will be handled by the class teachers. The following procedures and consequences will apply quarterly.

- 3rd tardy to class-parent notification
- Additional tardies to class – alternative lunch location

### TRUANCY

Truancy is defined as an absence from school without the parent’s or guardian's knowledge or consent. In some instances, a student may be considered truant because of a parent’s or guardian's negligence. Habitual truancy is defined as 15 or more days of unexcused absences in a 90-calendar-day period. Truancy steps that may take place:

- Administration shall report such absence to the Director of Student Services.
- Student Services personnel shall give written notice, either in person or by registered mail, to the parent when no valid reason is found for child's absence from school, requiring enrollment or attendance within three (3) days from the date of notice.
- If such required notice is ignored, the Student Services Office shall report the case to the Superintendent and take steps necessary to bring criminal prosecution against the parent, guardian, or other responsible persons.

### SCHOOL CLIMATE

#### STUDENT CONDUCT

Trout Creek Academy believes in a pro- active approach to student safety and well-being involving parents and all associated with the activities of the school day and school events. Students are responsible for following all school rules and regulations anytime students are involved in activities associated with the school. This includes from the time students leave their homes, throughout the school day, until they arrive at home after the school day or school activities. Student responsibility applies to any school district property, school field trips, school sponsored activities, walking to and from the school or when participating in school transportation. School transportation includes between home and the bus stop, while at the bus stop and when riding on the school bus.

We are constantly seeking ways to reward positive behavior and help students develop positive self-esteem. We want Trout Creek to be a safe and secure place for every individual. If a student is referred to the office for a serious problem, a parent will be contacted by phone.

#### BEHAVIOR OF EXCELLENCE

Students that are going “above and beyond” showing behaviors or excellence behaviors will be recognized.

#### SJCSD STUDENT CODE OF CONDUCT

Students are responsible for the choices they make. All Trout Creek students and parents are required to read the online Code of Conduct, which supports our goal of excellence in behavior. All parents and students are required to read, sign, and return the acknowledgement page that is part of the online registration and returning student verification process. A copy is also available on the St. Johns County Website: <https://www.stjohns.k12.fl.us/schoolservices/conduct/>

## BEHAVIOR EXPECTATIONS

The TCA FLOW is showing behavior excellence within the Trout Creek learning community. The TCA FLOW expectations hold all stakeholders responsible for their own behaviors. We are EXPECTED to Go With The FLOW at TCA!

	F	L	O	W
	Focused on goals	Leveraging our strengths	Overcoming obstacles	Working together
Hallway	<ul style="list-style-type: none"> <li>Get to where you need to go</li> <li>Watch where you are going</li> </ul>	<ul style="list-style-type: none"> <li>Offer a helping hand</li> <li>Be an example</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help if needed</li> <li>See something, say something</li> </ul>	<ul style="list-style-type: none"> <li>Walk in the correct direction</li> <li>Be aware of your surroundings</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>Use the restroom appropriately</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Be in control of your actions</li> <li>Be an example</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help if needed</li> <li>See something, say something</li> </ul>	<ul style="list-style-type: none"> <li>Maintain privacy</li> <li>Keep area clean</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Always do your best</li> <li>Be actively engaged in learning</li> </ul>	<ul style="list-style-type: none"> <li>Offer a helping hand</li> <li>Participate and work hard</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help if needed</li> <li>Use the tools around you</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate volume for activity</li> <li>Follow adult directions</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Have fun</li> <li>Be social</li> </ul>	<ul style="list-style-type: none"> <li>Be a team player</li> <li>Be in control of your actions</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help if needed</li> <li>Understand everyone can't win</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Make safe choices</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Use your time wisely</li> <li>Eat a healthy meal</li> </ul>	<ul style="list-style-type: none"> <li>Help those around you</li> <li>Be an example</li> </ul>	<ul style="list-style-type: none"> <li>See something, say something</li> <li>Work to be independent</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use appropriate manners</li> </ul>
Gym	<ul style="list-style-type: none"> <li>Be actively engaged</li> <li>Have fun</li> </ul>	<ul style="list-style-type: none"> <li>Help those around you</li> <li>Be an example</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help if needed</li> <li>See something, say something</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Make safe choices</li> </ul>
Bus	<ul style="list-style-type: none"> <li>Get to where you need to go</li> <li>Use your time wisely</li> </ul>	<ul style="list-style-type: none"> <li>Help those around you</li> <li>Be an example</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help if needed</li> <li>See something, say something</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Sit in assigned seat, face forward</li> </ul>

### TCA FLOW

F- Focused on goals

L- Leveraging our strengths

O- Overcoming obstacles

W- Working together

Throughout the school year, each teacher will teach, model, expect, and reinforce what TCA FLOW behaviors look and sound like in the classroom. These expectations are also specific in the hallway, cafeteria, media center, and other common areas.

For students who do not meet FLOW excellence, the following corrective measures may be taken:

#### The TCA FLOW Progression Plan

1. Redirection of Behavior
2. In-class Consequence
3. Reflection
4. Referral

#### Redirection of Behavior

- 1st step for level 1 offenses- A VERBAL WARNING will be given to the student. Example: "John, please sit in your seat and work on your assignment. This is your warning."

#### In Class Consequence

- Possible disciplinary consequences for level 1 offenses may include, but not limited to:
  - Conference after class
  - Reflection Sheet
  - New seating opportunity

- 1st check will result in warning- teacher will contact parent/guardian via email and reflection form brought home by student. Reflection should be returned the following day with parent/student signature. Check will be documented with a paper referral form.
- Checks will be documented by the Dean and a referral will be entered electronically after 3rd check.
- 3rd check and beyond – Administration will contact parents regarding consequence. SJCS Student Code of Conduct will be a guideline when determining consequences.

#### **Referral – Violation of Student Code of Conduct**

- A referral may be issued immediately for any level 2 offense or higher.
- Consequences are aligned to the St. John’s County Code of Conduct.

#### BULLYING / INTIMIDATION / HARASSMENT

"Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, oral, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

Should a student experience any of these behaviors they **MUST** tell a teacher, a counselor, or an administrator **immediately**. Always tell your parent/guardian. Everyone at Trout Creek has the right to feel safe physically and emotionally.

The School Counselor will provide bullying education throughout the year to guide conversations and provide support throughout the school year.

Additional information regarding Bullying is provided by the district at: <https://www.stjohns.k12.fl.us/sdfs/reporting/>

#### DRESS CODE

It is our expectation that the learning environment at Trout Creek Academy remains focused on academic excellence. Dressing appropriately for school will help students remain focused on high achievement. Students should be proud of the way they dress. The administration has the discretion to determine what is appropriate and inappropriate any time during the school year. *Please review the dress code before planning a shopping trip for school clothes.* Dress code applies to all school sponsored activities.

Please see the link for the updated district dress code policy <https://www.stjohns.k12.fl.us/schoolservices/conduct/>

#### Dress Code Violation Procedures:

1. The parent will be asked to bring a change of clothing to school if the student does not have an appropriate change of clothes.
2. The student will wait in the Responsibility Room until the appropriate change of clothing arrives.
3. If a parent is unavailable, student will be given school attire to wear for the remainder of the day.

**When in doubt, don't wear it to school.**

#### BACKPACK/BOOK BAGS

Students may use backpacks to transfer materials from class to class and from school to home. Each middle school student will be given the opportunity to request a locker at the beginning of the year. However, students are not required to use a locker. Locks are built into lockers and cannot be removed.

#### ELECTRONIC DEVICES/CELL PHONES



Technology is prevalent within our society. However, at TCA we will work to develop responsible boundaries with technology.

We recognize that parents may want their student to have a cell phone for safety reasons and at Trout Creek, we recognize that cell phones can be used as a learning device. However, should a student choose to bring their device to school, honoring the technology agreement will be strictly enforced.

The cell phone will be the student's and parent/guardian's responsibility at all times. The school is not responsible for investigating lost, damaged, or stolen cell phones.

#### **APPROPRIATE DEVICE USAGE:**

- Before warning bell (7:55 AM)
- When invited by teachers to use device for learning or other educational purposes

#### **INAPPROPRIATE DEVICE USAGE**

- Pictures and videos are STRICTLY PROHIBITED during the school hours.
- During class time UNLESS given permission by the classroom teacher
- Between passing periods
- Texting parents during class time (all contact should be completed through the Front Office).
- Phone calls during campus hours.

Students' possessions **subject to search** include, but are not limited to, book bags, back packs, athletic bags, notebooks, purses, coats, jackets, **telecommunication devices, computers, devices capable of storing or communicating information**, lockers, and vehicles.

We believe our students will work to honor the technology agreement. However, should a student need to be reminded of appropriate usage, a verbal reminder will be given to the student. Thereafter, if a student must be reminded of appropriate usage, a parent will be notified and MUST come to the school and receive the phone.

*EXCEPTION-* If a student is found recording or taking pictures, the device will be taken immediately, and parents will be contacted.

Due to teaching and practicing responsible boundaries, we BELIEVE that all students will be respectful and work to encourage one another to ensure the success of the technology agreement.

#### PROFANITY/ABUSIVE LANGUAGE/MATERIALS

Profanity, including racial slurs, is not permitted at Trout Creek Academy. Also prohibited is the use of words, gestures, pictures, or objects that are otherwise not acceptable at school and/or upset the normal day or any school activity. The use of profanity will result in disciplinary action.

#### PUBLIC DISPLAY OF AFFECTION (PDA)

PDA is not allowed while students are on school campus or during any school sponsored events. PDA includes, but is not limited to, hugging, kissing, handholding, etc. Engaging in acts of PDA will result in disciplinary action.

#### PUPIL DETENTION, SEARCH, AND SEIZURE

The principal, teacher, or any other member of the staff is authorized to detain temporarily and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of law or a regulation of the school board.

- If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, including but not limited to an alcoholic beverage, illegal drugs, cell phones, or any weapon as

prohibited in school board regulations, a member of the instructional staff may search for the presence of the items without a parent/guardian being present.

- If a search of a student or his/her locker or other property reveals stolen or illegal items as prohibited by law or school board regulations, such item(s) may be seized, and such action taken as provided for by law or school board regulations.
- Students' possessions subject to search include, but are not limited to, book bags, back packs, athletic bags, notebooks, purses, coats, jackets, telecommunication devices, computers, devices capable of storing or communicating information, lockers, and vehicles.

#### SUSPENSION (OUT OF SCHOOL)

The principal or their designated representative may suspend a student from school for misconduct in accordance with the SJCS D Student Conduct Code. The suspension shall be reported immediately to the parent/guardian of the student. Suspended students are not allowed on any SJCS D campus during this time unless approved by administration. Additionally, students may not attend or participate in school activities on or off campus while suspended.

#### RESPONSIBILITY ROOM/IN SCHOOL SUSPENSION

The principal or his designee may place a student in the Responsibility Room for misconduct in accordance with the SJCS D Student Conduct Code. The placement in the Responsibility Room shall be reported immediately to a parent/guardian. Each student will receive his/her class work/homework assignments for the time spent in the Responsibility Room and he/she is expected to work on given assignments while there.

#### STUDENT SERVICES & INFORMATION

##### CAFETERIA

All students who make purchases in the cafeteria need to memorize their six-digit student ID number. Parents may check their child's account as to the remaining balance or food purchased by calling the Food Service Manager or using PayPams.

The basic rules, which govern Trout Creek lunch periods, are:

- **We will have a visitor free lunch to allow students time to build relationships.**
- Students may bring lunch and/or **unopened** drink containers from home.
- Students line up in the service line upon reporting to the cafeteria with their teacher.
- Students are not allowed to use the accounts of other students. Borrowing money from other students is prohibited.
- After eating, students will throw away all trash at designated times.
- Students remain seated at their table throughout lunch. Students are not allowed to move to other tables or go to other parts of the building during their lunch period without special permission.
- **Neither food nor drinks can leave the Café or be consumed in the hall or stored in the lockers.**
- Students may possess a water bottle only. The bottles must only contain water.
- No glass containers should be included in packed lunches.

Breakfast and lunch are served each day. Lunch times depend on the schedule of the student. Students who are eligible for free lunches are also eligible for free breakfast.

Free/reduced meal applications need to be turned into the cafeteria as soon as possible when school begins. Registration packets may be obtained from the Front Office or found on the St Johns County School District website here: <https://www.stjohns.k12.fl.us/food/free/>. Students are responsible for paying for all meals until their free/reduced application has been approved.

##### LIBRARY/MEDIA CENTER

Materials are checked out of the Media Center in accordance with Media Center policy. Failure to return items will result in loss of Media Center privileges, including checking out additional books, and may result in suspension from participation in extra-curricular activities until received. In addition, students who have purchased a yearbook will not receive this item until Media Center obligations are met. Instead, the money may be used to offset the cost of the missing book. The Media Center is open from 7:45AM until 2:30 P.M. You must have a pass from your teacher to come to the Media Center.

### GUIDANCE & COUNSELING

The purpose of the counseling and guidance program is to help students develop interpersonal relationships, make informed decisions, and develop the ability to explore and plan for careers. Terms to describe school counseling are preventive, situational, supportive, and temporary crisis. In general, school counselors are not involved in long-term therapeutic counseling of the type one would seek in private counseling.

The counselors are available for individual sessions with students who wish to make an appointment. Teachers, parents, the nurse, and administrators may also make student referrals.

Counselors also help coordinate class scheduling, teacher conferences, the exceptional student referral process, and testing procedures.

### PHYSICAL EDUCATION

All middle school students enrolled in physical education classes will dress appropriately and participate in activities unless they have medical excuses. Excuses for a day's absence will be honored with a note from the parent, but if more than 5 days are missed, a doctor's note/excuse will be required. Students are expected to dress out. The required PE uniform consists of the official TCA PE t-shirt, appropriate shorts/pants, and laced, closed-toed shoes. Failure to dress out in middle school will result in a lower grade in the class as PE requires participation.

Students will be given the opportunity to rent a PE locker at the beginning of the year. Rental fee is \$5.00. The PE Teacher will assign lockers and locks the first few weeks of school.

### LOCKERS (MIDDLE SCHOOL ONLY)

By request only with a rental cost of \$5. Middle School students can decide whether they choose to request a locker in the hallway. Lockers are the property of Trout Creek Academy and are subject to inspections by authorized school personnel. The school is not responsible for lost, damaged or stolen items. Let an adult know if you need help opening your locker. Students MAY NOT decorate the interior/exterior of lockers.

- Always close your locker door and turn the dial to make sure it is locked.
- Keep your locker area neat and clean.
- Keep your locker combination secret.
- Students are not to place any adhesive products on or in their lockers.
- Students are not allowed to move lockers without consent from an administrator. Consequences will be assigned for students housing themselves in a non- assigned locker and for allowing a student to use an unassigned locker.
- Students are to use only his/her assigned locker.

If a student chooses to abuse his/her locker by slamming the door, kicking it, or pulling it open without using the combination, appropriate disciplinary action will be taken.

### LOST AND FOUND

Students who find items that have been left unattended should turn them into a staff member or the office. All items brought to school should display the student's name, clearly written in permanent ink. Do not bring valuable clothing,

watches, purses, electronic devices etc., to school. Clearly mark all personal items with your name so the item can be returned, if lost.

Lost and Found is in the Cafe. Students who lose personal belongings should check the Lost and Found. After 30 days, unclaimed items will be donated to charity.

### TEXTBOOKS

Students will be required to replace textbooks that are lost or damaged at the replacement cost.

### TRANSPORTATION

Transportation is provided free for students living more than two miles from their school. Riding the bus is a privilege that is earned by obeying safety and behavioral rules. Bus routes comply with state guidelines. Our first concern is safety. We provide supervision during loading and unloading of buses. The bus driver provides supervision while students are on the bus. Drivers must watch traffic and road conditions while driving. Therefore, drivers must rely on the cooperation of students to maintain a safe and orderly situation on the bus. Students must practice responsible self-discipline while riding the bus. A student, who chooses not to do so, cannot be allowed to jeopardize the safety of others, and will be required to arrange other transportation with their parent/guardian to and from school.

Students riding the bus to and from school will ride an assigned bus each day. **Students will not be issued bus passes to ride another bus or change bus stops unless approved by transportation.** We regret any inconvenience but recognize safety as our top priority. Bus drivers are authorized to issue referrals for rule infractions that could result in disciplinary action, including bus suspension. Parent requests or complaints regarding bus service should be directed to the director of transportation at 547-7810.

### PROVISIONAL TRANSPORTATION WAIVER

The St. Johns County School District Provisional Transportation Waiver Program (PTWP) extends transportation services to students assigned to district schools based on operational capacity, space availability, and established criteria. The program is secondary to the Transportation Department's primary mission of providing transportation services for school arrival and dismissal operations. For more information, please visit:

<https://www.stjohns.k12.fl.us/transportation/ptwaiver/>

### TRANSPORTATION CHANGES

Must be entered in **Pikmykid** app.

### PARENT PICK UP (Dismissal ONLY)

Families will be given a Parent Pick Up (PPU) identification card to place in the driver's side front window. Each family will be given ONE sign and should be given to the person picking the student up in the afternoon. ONLY families that have indicated PPU will receive a school sign. This helps us to ensure SAFETY during car rider dismissal. Should someone else need to pick up the student during the school year, the sign MUST accompany the person picking up the student. Parent Pick up requires the use of the **Pikmykid** app. Dismissal and release of students to parent pick up is run by the Dismissal Coordinator using **Pikmykid**.

### FIELD TRIPS

- No children, including siblings, relatives, or friends, may attend a field study unless they are part of the group for whom the trip was arranged.
- **Only parents and guardians of children for whom the trip was arranged may serve as chaperones and must be approved and cleared through School Access.**
- Chaperones are chosen using a lottery system to provide equity for all parents that want to be included throughout the year.

- **Parents/Families will not be permitted to meet the school group at the designated field study location to ensure student safety.**
- All participating students must ride the school bus to and from those field study trips that begin and end during the regular school day.

#### EXTRA CURRICULAR FIELD STUDY TRIPS

Reward field trip eligibility is determined based upon *academics, behavior, and attendance*. Administration reserves the right to revoke privileges. If a student loses this privilege after paying, a refund will not be provided past the deadline date.

#### SCHOOL NURSE & CLINIC GUIDELINES

We make a special effort to help students establish good health habits and stay healthy. The success of our efforts, however, depends on parental follow-through at home.

**Students should not come to school when they are ill and have an elevated temperature of 100 degrees or higher or a suspected contagious condition.** Students should stay at home until symptom free, including fever and or vomiting, for 24 hours. This is for your own protection as well as for others in the classroom. A registered nurse is on duty each day in the clinic.

#### **Medication Guidelines:**

- SJCSD requires parents to bring in and pick up medications, prescriptions, over-the-counter inhalers, and topical ointments with current expiration dates on them. All medications, over the counter and prescribed, must be kept in the nurse's office.
- All non-prescription over-the-counter medication must be kept in the nurse's office and sent in the original container marked with the student's name and accompanied by a parent's authorization to administer. Only the instructions on the container will be followed unless the physician provides alternative instructions. If a question should arise, the school nurse will have the right to refuse administration of the medication until further clarification is received and documented from the physician.
- Any change in the time or dosage of medication must be accompanied by a written request from the physician.
- In middle school, it is the student's responsibility to come to the health room for assistance in taking medication.

#### STUDENT ACADEMIC ACCOUNTABILITY

##### ACADEMIC INTEGRITY (HONOR CODE)

Trout Creek Academy is an institution in which intentional, purposeful learning takes place on a daily basis. Useful and lasting learning does not occur unless the process students go through to learn is an honest process, which reflects their true abilities as measured by their own efforts. Progress, which is based on unsound learning, as in the case with cheating or copying another's work, is not a genuine process. Cheating prepares a student for failure, not success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school.

By establishing the honor code, the faculty and administration of TCA indicate their commitment to work to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner.

#### **Cheating**

Cheating involves one or more of the following:

- Using the work of another person as your own.
- Copying from (or providing your answers for) another student's assignments, homework, test answers, reports projects, or writing assignments.

- Preparing for cheating in advance. Such action involves:
  - Having in your possession a copy of a test to be given or that has been given by a teacher before you take it.
  - Having in your possession and using previously prepared answers to a test or quiz (this includes information written directly upon your person).
  - Unauthorized use of text or notes during a test or examination.
  - Asking another student for test information or providing such information to another student during the test, quiz, or examination.

### **Plagiarism**

Plagiarism is a form of cheating and is defined as using another person's ideas, expressions, or work without giving the original author credit.

### **Forging**

Forging is a form of cheating and is defined as writing a note with the intent of misleading a staff member. Signing or allowing others to sign your parent's name to a school paper is also forging.

**Cheating/Plagiarism/Forgery are Level II offenses according to the SJCS D Student Code of Conduct and consequences will be issued by Administration.**

### 3RD – 8TH GRADE GRADING

Student grades are calculated taking into consideration both academic grades such as tests, quizzes, and class projects and homework. The value of academic grades is 70% summative, 30% formative. Mastery of objectives is our priority, and this is why we have structured grading in this manner.

### SCHOOLOGY

Schoology will be used as the main communication tool for students and parents/guardians (5<sup>th</sup> grade and above). Students will receive access information at the beginning of the school year and will be required to use the tool as a learning tool throughout the school year.

### EXTRA CURRICULAR ELIGIBILITY (MIDDLE SCHOOL ONLY)

Trout Creek Academy's eligibility expectations have been established to help students be successful and responsible for their academic expectations. It is to be used in a positive educational manner. Students earning an F in any subject have a one-week grace period to raise their grade to a D- or higher. Any student with multiple F's on the most recent reports are not eligible to try out for the current seasonal sport. Eligibility reports will be run the morning of every activity or event to determine if students have regained their eligibility.

Students, while on the non-eligible list, will not be eligible to participate in or attend any school functions outside of the school day including reward or incentive fieldtrips during the school day. If a student is assigned to ISS/Responsibility Room or OSS, the student would be considered ineligible to attend. This would include all district athletic, and PTO sponsored events.

### MAKE-UP ASSIGNMENTS

When a student is absent from school, all assignments are to be made up. Generally, one day is given to complete the work for each day of absence. If the child has been ill or will be absent for a period of two or more days, a request for assignments can be made by calling the school office or emailing a teacher on the team. For absences of fewer than two days, the student is responsible for getting the make-up assignments from the teachers upon returning to school or from a friend. Middle school students can also utilize Schoology to review/work on missed assignments. Parents should call before 9:00 A.M. to request homework.

## STUDENT AWARDS, RECOGNITION & ACHIEVEMENT PROGRAMS (MIDDLE SCHOOL ONLY)

To promote a positive student climate, it is a priority at TCA that students be recognized for being contributing citizens in the decision-making process. As a contributing member of the student body, students remain engaged and excited about learning, both academically and socially. Currently, TCA recognizes student leadership in the following way:

### NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is an organization of student who excel in the areas of scholarships, service, leadership, character, and citizenship. Students with a 3.75 GPA and rank at or above the 85% on the teacher evaluation scale. Character and citizenship are the main criteria in the teacher evaluation scale. Students are invited to be part of the NJHS in 7th grade.

## PARENT AND COMMUNITY INVOLVEMENT

### PARENT/TEACHER CONFERENCES

A conference can be arranged with an administrator, counselor, individual teacher, or a team of teachers. To protect instructional time and the learning environment, we ask that parents prearrange to meet with staff members. Parents can call and leave a message, send a teacher email, or send a note to the teacher to request a conference. Teachers will have conferences with all parents in the fall after PM1 and in the spring after PM2.

### PARENT/ TEACHER ORGANIZATION (PTO)

PTO is an integral part of our school. PTO supports students, staff, and administration financially and through many hours of volunteer work. PTO sponsors family nights and dances and other fun opportunities for students to come together. In addition, they sell spirit wear and help fund community service projects. We encourage all families to join PTO.

## COMMUNICATION

### **E-Mail**

All staff at Trout Creek Academy can be reached by e-mail, with a reply within 48 hours. For most staff (example: John.Doe@stjohns.k12.fl.us). Check with your student's teacher for any exceptions or visit our website and select the appropriate link.

### **Home Access Center**

This is a web-based application that allows parents to view their child's educational information (i.e., grades, attendance, report cards). Parents will need to register for their username and password using the HAC link on the school website. Instructions and further information can be retrieved from the district website [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us) under the heading For Families. Additional information can be found on our school's website under Home Access Center (HAC) or call Ms. Dickey (Elementary) at (904) 547-4306 or Ms. Forsythe (Middle School) at (904) 547-4315.

### **Schoology**

Schoology will be used as the main communication tool for students and parents/guardians in grades 5-7. Parents will receive communication from the school at the beginning of the year with access directions. At Curriculum Chat night in the Fall, parents will be given further instructions on how to use the system throughout the school year.

### **School Closings**

Local radio and television stations will carry all school closing announcements due to inclement weather or other emergencies by 6:30 a.m. whenever possible. In addition, you can log on to the St. Johns County website ([www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us)) to view announcements.

**Newsletters/Websites**

Teachers are responsible for communicating the learning goals for students via newsletter or website. Teacher newsletters are sent weekly or bi-weekly and websites are updated weekly.

**Visiting Classrooms**

Parents may only visit a classroom with an appointment. *Parents may visit classrooms only with the prearranged permission of the Administration and must be prescheduled 24 hours in advance.* “Drop-ins” are not allowed. All visitors are required to sign in at the front office. For the safety of all students, parents and visitors are not allowed to go directly to any area in the building without permission. Siblings are not permitted to accompany parents while visiting a classroom. Because our staff has required duties and meetings, we are unable to accommodate parents who do not have a scheduled appointment. We are unable to allow unannounced classroom visitations prior to the beginning of the school day. Parents may not walk students to their classrooms.

**Website**

Communication is the key to a successful school/home partnership. Our school website provides information about upcoming events: <https://www-tca.stjohns.k12.fl.us/>