

July 2025

Dear Pine Island Friends and Families,

Welcome to Pine Island Academy – Home of the Dolphins, where students thrive and the Pine Island Staffulty (faculty and staff) show up every day ALL IN committed to learning for ALL. Our belief that all students MUST and WILL learn creates an environment that promotes EVERY STUDENT, EVERY NEED, EVERY DAY!

Pine Island is a student-centered organization building traditions of excellence. We are proud of the opportunities and experiences our students are given to grow and develop as they progress through their elementary and middle school years.

As we embark on our journey together, relationships are most important in the success of Pine Island. We believe that you must capture a kid's heart before you can capture their minds. Each year we will focus on providing a consistent way to teach, model, practice and celebrate excellence in behavior and learning – The PIA **WAVE** (We are respectful, Always responsible and safe, Value each other and ourselves, **EVERYONE** ACHIEVES!) Using a common language will provide consistency in our learning structures and behavior expectations. The details are included in the Parent/Student Handbook. We are excited to continue our work on building relationships and school-wide learning goals that builds a healthy culture where students thrive at Pine Island Academy. Please join our Pine Island Academy Staffulty as we commit to “Discovering Strengths & Pursuing Dreams.”

With our commitment to student learning, a strong partnership between family and school is the essential element that binds success in school to success in life. We look forward to your commitment to be involved in the school and create a seamless avenue of learning – from school to home.

We are pleased to provide this Parent/Student Handbook. The handbook provides information directly related to Pine Island programs, PBIS, building practices, policies, general information and beyond. I encourage you to review the entire handbook and use it as a reference guide throughout the school year.

Looking forward to another great year continuing the traditions of excellence.

Sincerely,

Amanda L. Riedl, Learning Leader

*Discovering Strengths & Pursuing Dreams*

Pine Island **WAVE**  
Catch the **WAVE** of SUCCESS –  
**We** are respectful, **A**lways responsible and safe, **V**alue  
others and ourselves, where **EVERYONE** achieves!

Principal: Amanda Riedl  
Vice Principal: Dr. Haley Vogel  
Assistant Principal: Dr. Michelle Jackson (K-2nd)  
Assistant Principal: Kimberly Lippo (3rd-5th)  
Assistant Principal: Ruth Cortes (Middle School)

805 Pine Island Rd, St Augustine, FL 32095  
Main Office: 904-547-4300  
Fax: 904-547-4305

# 2025-2026 Pine Island Academy Student/Parent Handbook

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## 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.

### **PINE ISLAND ACADEMY MISSION**

Discovering Strengths & Pursuing Dreams

### **PINE ISLAND ACADEMY VISION**

One pod, making waves, **Fins Up!**

- Focused on building an
- Inspiring
- Nurturing
- Safe Environment
- Unlocking, Unlimited
- Potential in every student

### **PINE ISLAND ACADEMY FACTS**

School Information:	Established 2021
School Hours:	Mon./Tues./Thurs./Fri. 8:00 am – 2:20 pm Wed. 8:00 am – 1:20 pm
School Mascot:	Dolphins
Colors:	Purple and Gray

### **2025-2026 PTO BOARD MEMBERS**

Brittany Barron, President  
Adrienne Budz, Vice President, Fundraising  
Janette Scharf, Vice President, Fundraising  
Lindsay Corrao, Vice President, Upper School  
Lisa Velez, Vice President, Upper School  
Cynthia Phillips, Treasurer  
Taylor Fritz, Recording Secretary  
Heather Hagin, Recording Secretary  
Alison Hieb, Corresponding Secretary  
Tyler Turnbull, Corresponding Secretary

### **PINE ISLAND BEHAVIOR PHILOSOPHY**

At Pine Island Academy, learning and using life skills are critical to the success of all students. As lifelong learners, students should develop life skills that represent the Character Counts Pillars and **the PIA WAVE**

### **PIA WAVE:**

1. **We are Respectful**
2. **Always Responsible and safe**
3. **Value ourselves and each other**
4. **Everyone achieves**

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.

### **PINE ISLAND ACADEMY: THE “ONE” RULE**

**IN THE PINE ISLAND COMMUNITY, STUDENTS 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. This rule is also applicable and worth remembering when we talk about adult-to-adult interactions. We encourage all adults to teach and model this to students as they learn to interact with their peers.

### **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.

### **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 need to send a note to the teacher in advance of a student signing out early. **Pine Island 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 MUST 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 is able to focus on the important task of assisting in the educational setting.
- In order to maintain the learning environment, we ask that volunteers stay no longer than 3 hours per classroom.

### MIDDLE SCHOOL BELL SCHEDULES

Monday, Tuesday, Thursday, and Friday

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

\*A lunch 12:05-12:35, B lunch 12:53-1:23

Wednesday (Early Release)

HR & 1 <sup>st</sup>	2nd	3rd	4th	5th	6th	7th
8:00-8:44	8:47-9:23	9:26-10:03	10:06-10:42	10:45-11:21	11:24-12:01	12:04-1:16*

\*A lunch 12:04-12:34, B lunch 12:43-1:16

### EMERGENCY DRILLS

A variety of emergency drills are practiced at Pine Island. 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 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 PIA calendar website, or call the school office at 904-547-4300 should you have questions at any time about calendar dates.

**\*ALL Schools will be dismissed 1 hour early on Dec 19, 2025 and May 29, 2026**

MASTER CALENDAR  
2025-2026 School Year  
Board Approved 3-13-2023

Monday	August 4, 2025	Optional Teacher Planning Day
Tuesday-Friday	August 5, 6, 7, 8, 2025	Teacher Pre-Planning
Monday	August 11, 2025	Students Report to Class
Monday	September 1, 2025	Labor Day- Student/Teacher Holiday ✓
Friday	September 19, 2025	Teacher Inservice Day - Student Holiday ✓
Friday	October 10, 2025	First Quarter Ends
Monday	October 13, 2025	Teacher Planning Day-Student Holiday ✓
Tuesday	November 11, 2025	Veterans Day - Student/Teacher Holiday ✓
Monday - Friday	November 24-28, 2025	Thanksgiving Break - Student/Teacher Holiday ✓
Friday	December 19, 2025	Second Quarter/First Semester Ends *
Monday - Thursday	Dec. 22, 2025-Jan. 1, 2026	Winter Break - Student/Teacher Holiday
Friday	January 2, 2026	Teacher Planning Day-Student Holiday ✓
Monday	January 5, 2026	Classes Resume for Students/Second Semester Begins
Monday	January 19, 2026	Martin Luther King Jr Day - Student/Teacher Holiday ✓
Friday	February 13, 2026	Teacher Inservice Day - Student Holiday ✓
Monday	February 16, 2026	Presidents' Day - Student/Teacher Holiday ✓
Thursday	March 12, 2026	Third Quarter Ends
Friday	March 13, 2026	Teacher Planning Day-Student Holiday
Monday-Friday	March 16-20, 2026	Spring Break - Student/Teacher Holiday
Monday	March 23, 2026	Classes Resume for Students
Monday - Friday	March 30 - April 10, 2026	B.E.S.T. Writing Assessments - Grades 4-10 (Tentative)
Friday	April 3, 2026	Student / Teacher Holiday
Friday-Thursday	May 1-May 28, 2026	FAST Testing (Reading, Math & Science) Grades 3-10
Friday - Friday	May 1-29, 2026	EOCs, AP, IB, District Exams
Monday	May 25, 2026	Memorial Day - Student/Teacher Holiday
Friday	May 29, 2026	Last Day for Students*Fourth Quarter Ends
Monday	June 1, 2026	Last Day for Teachers - Teacher Planning Day
Monday	May - TBA	Graduations (Schools/Locations TBD)

\*ALL Schools will be dismissed 1 hour early on Dec 19, 2025 and May 29, 2026

All Schools participate in a weekly early release on Wednesday: Elementary @1:45, Middle @12:50, High @2:50

Interims Issued: September 10, 2025	Report Cards: October 22, 2025
Interims Issued: November 13, 2025	Report Cards: January 15, 2026
Interims Issued: February 10, 2026	Report Cards: March 26, 2026
Interims Issued: April 28, 2026	Report Cards: May 29, 2026 - * Elementary only

✓ Denotes hurricane make-up days

Optional planning day may "Flex" for any Planning Day or Post Planning day as pre-approved by Principal

CHARACTER COUNTS! In St. Johns County

Pillars of the Month

August - All Pillars    October - Responsibility    December - All Pillars    February - Caring    April - All Pillars  
September - Fairness    November - Citizenship    January - Respect    March - Trustworthiness    May - Citizenship  
(Emphasis on Patriotism)

## ATTENDANCE

### ATTENDANCE MATTERS

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 PIA Absentee Form the day the student returns to school. MIDDLE SCHOOL STUDENTS SHOULD SUBMIT AN ANSENTEE FORM WHEN THEY MISS ANY PERIOD.**

The PIA Absentee form is available in two different formats. Absentee forms can be submitted digitally by using the link [PIA ABSENTEE FORM](#) found on our website under Parent Information. You can attach a doctor's note using the upload feature. You will receive email confirmation of your submission.

Absentee forms are also available in printable form on the Attendance tab under Parent Information. The form can be completed and sent in with your student. If you have a note from a doctor, please send it in with the Absentee form. Reminder, if your student has been out 3 (three) or more days, you will need to provide a note from a physician.

The absentee form will be required upon returning to school. 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.**

- 3<sup>rd</sup> unexcused tardy – warning/parent contact
- 4<sup>th</sup> – 9<sup>th</sup> unexcused tardy – alternative lunch location
- 10<sup>th</sup> tardy - 1-Day In-School Suspension and parent conference

#### **Procedures**

- 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.

- 3<sup>rd</sup> 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**

Pine Island Academy is guided by the **PIA Positive Behavior Systems Handbook** and 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 through our incentives and Positive Behavioral Supports. We want Pine Island 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 of excellence will be recognized.

#### **SJCSD STUDENT CODE OF CONDUCT**

Students are responsible for the choices they make. All Pine Island 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 PIA WAVE is showing **behavior excellence** within the Pine Island learning community. The PIA WAVE expectations hold all stakeholders responsible for their own behaviors. We are EXPECTED to Catch the PIA WAVE of Success!

#### **PIA WAVE**

**W – We are Respectful**

**A – Always Responsible and safe**

**V – Value each other and ourselves**

**E – Everyone achieves**

Throughout the school year, each teacher will teach, model, expect, and reinforce what PIA WAVE 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 WAVE excellence, the following corrective measures may be taken:

### The PIA WAVE Progression Plan

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

#### Redirection of Behavior

- 1<sup>st</sup> step - 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 may include, but not limited to:
  - Conference after class
  - Reflection Sheet
  - New seating opportunity

#### Behavior Check


- 1<sup>st</sup> 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 in the PBIS system.
- **Behavior Checks** will be documented by the Dean and a referral will be issued after 3<sup>rd</sup> behavior check.
- 3<sup>rd</sup> behavior 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.
- **Refer to PBIS Section for detailed information on "Meeting the PIA WAVE Expectations"**

## PIA WAVE Behavior Expectations

### Matrix 2025-2026

	<b>W</b> e are Respectful	<b>A</b> lways responsible and safe	<b>V</b> alue each other and ourselves	<b>E</b> verybody achieves
Hallway	<ul style="list-style-type: none"> <li>Elementary: Use level 0 voice</li> <li>Middle School: Use level 2 voice</li> </ul>	<ul style="list-style-type: none"> <li>Always use appropriate traffic patterns while moving in hallways</li> <li>Middle School: Be on time</li> <li>Keep moving</li> <li>Calm body</li> </ul>	<ul style="list-style-type: none"> <li>Greet people in the hall appropriately</li> <li>Use kind words when talking with friends</li> </ul>	<ul style="list-style-type: none"> <li>Keep moving in right direction</li> <li>Use appropriate speed</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Use appropriate voice level</li> <li>Listen to adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help if needed, by raising hand</li> <li>Take care of PIA property and classmates</li> <li>Take ownership of your words, actions and learning</li> </ul>	<ul style="list-style-type: none"> <li>Treat others the way they would like to be treated</li> <li>Be honest</li> </ul>	<ul style="list-style-type: none"> <li>Always do your best!</li> </ul>
Café	<ul style="list-style-type: none"> <li>Use your manners</li> <li>Use Level 2 voice</li> <li>Listen to your CAFÉ Leaders</li> </ul>	<ul style="list-style-type: none"> <li>Ask for help if needed, by raising hand</li> <li>Remain seated</li> <li>Be in control of your actions</li> </ul>	<ul style="list-style-type: none"> <li>Make room for others</li> <li>Use your CAFÉ manners</li> <li>Use kind words when talking with friends</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Pack up all your belongings before leaving the CAFÉ</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>Voice Level 0</li> <li>Maintain privacy</li> </ul>	<ul style="list-style-type: none"> <li>Take care of the school space</li> <li>Be in control of your actions</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands and throw away your trash</li> <li>Remember others may be waiting to use this space</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quickly and quietly</li> </ul>
Recess	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use appropriate voice level</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Freeze when you hear a whistle</li> <li>Be in control your action</li> </ul>	<ul style="list-style-type: none"> <li>Show kindness in words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Tell an adult if you need help</li> </ul>
Universal	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use appropriate voice level</li> </ul>	<ul style="list-style-type: none"> <li>Take care of school spaces</li> <li>Be in control of your actions</li> </ul>	<ul style="list-style-type: none"> <li>Show kindness</li> </ul>	<ul style="list-style-type: none"> <li>Find an adult if you need help</li> </ul>

#### Universal Signals:

Universals signals will be used throughout the learning environment (all classrooms and all common areas) to provide consistency in gaining a groups attention.

**Time Out hand signal** – A hand signal utilize to gain group attention and to quiet the group for directions.

#### Volume Levels:

**Level 0 (Silent):** independent work in class, hallways (elementary), media center, assemblies

**Level 1 (Whisper):** partners/small group work

**Level 2 (Small Group):** class discussion, lunch, bus, hallways/class change (middle school)

**Level 3 (Presentation):** presenting to class

**Level 4 (Recess/Celebration):** recess, athletics, dances, applause for assemblies/performances



### ***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 Pine Island has the right to feel safe physically and emotionally.

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

### ***CHARACTER COUNTS!***

The St. Johns County School District, along with area businesses, youth organizations and civic groups, selected the national character educational program of CHARACTER COUNTS! as a countywide initiative to instill positive character traits in our young people. As adults, we are responsible for modeling appropriate behaviors, which has been proven as the best way to teach character in others.

PIA provides character education based on core ethical values the Six Pillars of Character. These pillars are TRUSTWORTHINESS, CARING, RESPECT, RESPONSIBILITY, CITIZENSHIP, and FAIRNESS. Teachers identify students who exemplify monthly pillars and students are recognized monthly as Character Counts Students!

### ***DRESS CODE***

It is our expectation that the learning environment at Pine Island 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. Cleanliness, good grooming, neatness, and modesty are

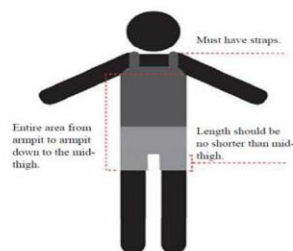
important standards of appearance. The administration will follow the district dress code policy regarding inappropriate dress any time during the school year. **Please review the dress code before planning a shopping trip for school clothes. Dress code applies to ALL SCHOOL SPONSORED ACTIVITIES.**

**Please see the link for the updated district dress code policy.**

<https://www.stjohns.k12.fl.us/schoolservices/conduct/>

#### **All Students**

- Personal attire may be in the style of the day. Clothing, piercings and accessories displaying profanity, violence, discriminatory messages, sexually suggestive phrases, phrases or symbols of alcohol, tobacco or drugs is unacceptable.
- Gang graffiti will not be drawn or worn on backpacks, notebooks, folders, papers, clothing or any other object or on the body of any student or person on school property.
- Pajamas shall not be worn as exterior clothing on campus.
- Head gear, including but not limited to, caps, hats, bandanas and/or sunglasses shall not be worn indoors on campus unless permitted by school administration for religious or medical reasons. Students may wear sunglasses, hats, or other sun-protective wear while outdoors during school hours.
- Clothing must cover areas from one armpit to the other armpit, down to the mid-thigh. Tops must have shoulder straps and be long enough to adequately cover the waistline and not expose the midriff.



- Students must wear shoes that are safe and appropriate for the learning environment. Bedroom slippers are prohibited.
- See-through or mesh garments must be worn with opaque clothing over it or underneath that meets the standard for clothing coverage.
- Rips or tears in clothing above the mid-thigh must not expose skin.
- Any student who attends First Coast Technical College must follow dress code regulations established by each occupational department of FCTC (i.e., safety clothing, protective garments, and business attire).

### **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***

**In accordance with House Bill 1105**, the use of wireless communication devices(phones, smart watches, ear buds, etc) by elementary and middle school students is **strictly prohibited during the school day** (no use on campus).

Students are **permitted to possess** cellular phones and other wireless communication(smart watches) devices on school grounds, school buses, and at school-sponsored events. **However, all devices must remain powered off and securely stored** in a student's backpack, purse, locker, or vehicle during the school day.

Failure to comply with these guidelines may result in the confiscation of the device. Repeated violations will be treated as defiance of school rules and may lead to disciplinary consequences.

#### **Violation of this law is a Level II Offense in the SJCS D Student Code of Conduct.**

1. **First Offense:** Phone is taken and given to Dean of Students for student to pick up at end of day.
2. **Second Offense:** Phone is taken and given to Dean of Students for student to pick up at end of day and a consequence will be provided
3. **Any future offense:** Phone is taken to front office and parent contacted to pick up phone at end of day and more serious consequences will be provided.

We believe our students will follow the new wireless device policy set forth by the state. However, we will remain consistent in communication with students and families should students need to be reminded.

#### ***PROFANITY/ABUSIVE LANGUAGE/MATERIALS***

Profanity, including racial slurs, is not permitted at Pine Island 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.

#### ***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 Pine Island 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.

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. 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. 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)

Students will have the opportunity to request a locker at the beginning of the school year. Students can decide whether they choose to request a locker. Lockers are the property of Pine Island 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 in order 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 (904) 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:

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

#### **TRANSPORTATION CHANGES**

Transportation **changes for ELEMENTARY students ONLY** (Bus, Parent Pick-Up, Extended Day, etc.) must be received, in writing. No courtesy bus rides will be allowed. Please send a note to your student's teacher **before 8 AM on the day the transportation change is needed.** If there is a situation during the day and a change in normal dismissal is needed, a guardian will need to email

PIAtransportation@stjohns.k12.fl.us **BEFORE 1:30 PM** (12:30 PM on Wednesdays). Include your elementary child's name, grade, teacher and how they need to get home. We do not accept phone calls for transportation changes.

#### **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. IN ADDITION, a change in transportation should be placed using the transportation link identifying the person picking the student up.

#### **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. This policy also applies to the eighth-grade trip to Washington, D.C. as well as Gradventure.

#### **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)**

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

**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 on 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.

### **3<sup>RD</sup> – 8<sup>TH</sup> GRADE GRADING**

Student grades are calculated taking into consideration both academic grades such as tests, quizzes, and class projects and investment grades such as 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.

### **SCHOOLLOGY**

Schoology will be used as the main communication tool for middle school students and parents/guardians. 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)**

Pine Island 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. In the event that 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.

### **FORGOTTEN PROJECTS/HOMEWORK**

In helping students gain responsibility, we will monitor the frequency of items brought to the front office once the school day has started. At any time, should administration observe this practice becoming disruptive to the environment or student, other actions will be taken to prevent disrupting the learning environment.

### **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)**

In order to promote a positive student climate, it is a priority at PIA 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, PIA 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 3.50 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 at the end of their 6<sup>th</sup> grade year.

## 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 an email to the teacher, or send a note to the teacher to request a conference. Teachers will have conferences with all parents in the month of October.

### **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. Membership packets are available at Meet and Greet and in the front office.

### **COMMUNICATION**

**E-Mail-** All staff at Pine Island 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 Mrs. Holly Nieves (Elementary) at

(904) 547-4316 or Mrs. Sandy Hood (Middle School) at (904) 547-4315.

**Schoology-** Schoology will be used as the main communication tool for middle school students and parents/guardians. 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-pia.stjohns.k12.fl.us>



## **Pine Island WAVE – Catch the WAVE of SUCCESS**

Positive Behavior Intervention Support (PBIS) is a systematic approach to preventing or reducing challenging behaviors, and, eventually, to enhancing quality of life for individuals and support providers. The staff of Pine Island Academy believe that a positive school atmosphere will result in a more effective and meaningful learning environment. We are committed to providing opportunities for students to learn concepts, practice skills, display good citizenship and experience academic success. Academic success and good self-discipline are keys to being successful throughout life.

We believe that it is important for students to make responsible choices; choices which are the result of teacher input, guidance, and identifying boundaries; and choices which are based on the knowledge of crossing boundaries. We also believe that students demonstrate marked improvement when they are recognized using positive reinforcement for behavior and classroom successes.

As a result, we implemented a framework for our discipline and school-wide expectations based on PBIS (Positive Behavioral Intervention Supports). PBIS emphasizes school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a POSITIVE school environment and establish consistency throughout classrooms and in common areas at PIA.

In the past, school-wide discipline focused mainly on reacting to student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspension, and expulsion. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and acknowledging students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which a common-language infiltrates our classrooms, provides predictability for students, and celebrates appropriate behavior as the norm.

Another important component of PBIS is celebrating successes! We make a concerted effort to acknowledge students as they make good choices and showing behavior of excellence:

What does PIA PBIS look like and sound like? Pine Island will utilize a school wide points system (Dolphin Dollars for Kindergarten – 5 & and electronic tracking system PBIS for middle school). This is a positive reward system for when students are making good choices, doing the right thing, finishing work, catching the WAVE, discipline, and best effort. As teachers and staff members see students making good choices, they earn Points/Dolphin Dollars

### **KINDERGARTEN – 5<sup>TH</sup> GRADE - REWARDING SUCCESS!**

**Individual Success** - Students may exchange their Dolphin Dollars for a variety of rewards, including lunch bunch, special classroom privileges, such as sitting in the teacher's chair all day or volunteering in a classroom of their choice!

### **6<sup>TH</sup> – 8<sup>TH</sup> GRADE – REWARDING SUCCESS**

**PBIS Rewards** – Through PBIS Rewards students will be able to receive points each day for demonstrating Character Counts traits: Fairness, Responsibility, Citizenship, Respect, Caring, Trustworthy

**Students will have the opportunity to earn Points in each class for:**

- **Coming to class prepared!** – Have all supplies needed for class, homework completed, and any other materials needed to be successful in class.
- **Stay on task and complete daily class assignments requested by teacher.**

Teachers will continually teach, model, and practice the appropriate behaviors with students to ensure all students have the opportunity for success!

## CONDUCT INFRACTIONS

Each student at Pine Island Academy has the right to feel safe at school and to have the opportunity to learn to his/her potential. The following is a partial list of behaviors that are considered unacceptable for our students: fighting, stealing, the use of profanity and obscenities, disrespect for authority, bringing weapons to school, harassment, and disrespect of other students. As we strive to communicate to our students the lifelong skill of conflict resolution, we continually stress the following three acceptable means to resolving conflict: ignore and/or walk away, discuss the situation in a calm manner with the other person, or request adult intervention. Furthermore, we explain that by becoming physically aggressive with another individual, the situation is only more complicated and dangerous, not resolved.

If your student is struggling with making good choices at school, you can expect communication from his/her teacher and Administration.

### KINDERGARTEN – 5<sup>TH</sup> GRADE - CONDUCT INFRACTIONS

Occasionally a student might be asked to go to a safe seat in order to give him/her space and time to get back on track. The safe seat is simply a place in the classroom that is away from distractions. Students may also request to go to the safe seat if they would like a moment to pull themselves back together in order to feel more productive with their class responsibilities.

Students may also be asked to go to a Buddy Room to complete assignments or for a quick change of scenery to get back on track. A Buddy Room is usually a classroom right next door, and the student should be there no longer than 15 minutes.

If these classroom interventions do not work at assisting a student to get back on track, they may then need to visit with administration for further guidance.

Our goal is to equip our students with the necessary tools to be successful individuals throughout their life. Modeling, teaching, and giving students the adequate training and practice to manage their actions will ensure that they understand how they can manage the outcomes of their decisions.

### 6<sup>TH</sup> – 8<sup>TH</sup> GRADE – CONDUCT INFRACTIONS

See pages 4 and 5 in Student/Parent Handbook for further information.

### LEVELED BEHAVIOR SYSTEM

*(SJCS Student Code of Conduct will serve as the guide with documented behaviors listed below and for any behaviors not listed below)*

#### LEVELS OF BEHAVIOR - LEVEL 1

*These offenses are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, or extracurricular activity.*

#### **Types of Negative Behavior:** (Incident code in ESP)

- **Classroom/Lunchroom Disruption** (Class Disruption)
  - Disrupting or attempting to disrupt the normal operations of a classroom or distracting the learning of classmates.
  - Disrupting the lunchroom.

- Examples: talking, getting out of seat without permission, whistling, passing notes, calling out, audible noises that interfere with learning, etc.
- **Disruptive Classroom Transition** (Class Disruption)
  - Delaying progression from one activity to another by not following directions quickly or completely.
  - Examples: talking out, delaying next activity, walking around without permission, not prepared for next activity, needing more than one prompt to complete task and prepare for next activity, etc.
- **Disruptive Transition between settings** (Violation of school rules)
  - Loud or inappropriate movement while moving from one location to another.
  - Examples: getting out of line, talking while in line, playing in the bathroom, stomping feet, squeaking shoes, disturbing others, touching items on the walls, leaving area unclean or in disarray (i.e., bathroom/cafe), etc.
- **Inappropriate Items at school** (Violation of school rules)
  - Student having possession of items that have been designated as inappropriate at school.
  - Examples: toys, trading cards, electronics, video games, etc.
- **Inappropriate talk about/or to others** (Defiance/Disrespect)
  - Making negative comments or encouraging others to speak negatively about another person.
  - Examples: put downs, gossiping, name calling (i.e., stupid/dummy), talking about relatives, clothes/appearance, academic competence, teasing, etc.
- **Inappropriate Playful Behavior** (Inappropriate Conduct)
  - Engaging in rowdy/playful behavior without the intent of causing harm.
  - Examples: pushing, tripping, throwing objects, chasing, hitting, etc.
- **Non-directed Inappropriate Language** (Profanity)
  - Using a curse word or inappropriate language that is not directed at another person.
  - Examples: cursing after dropping something or stubbing toe, etc., mumbling after being given directions (e.g., "this sucks", "freakin", "crap", etc.)
- **Inappropriate Physical Contact** (Inappropriate Conduct)
  - Intentional inappropriate physical contact.
  - Examples: pulling, shoving, pulling clothes, hand holding, hugging, invading personal space, etc.
- **Eating or Drinking without permission** (Violation of school rules)
  - Eating or drinking without permission of the teacher.
  - Examples: chewing gum, eating candy, sneaking snacks during instruction or work sessions, drinking, etc.
- **Uncooperative Behavior / Not Following Directions** (Defiance/Disrespect)
  - Passive non-compliance with the request of the teacher.
  - Examples: not following directions, not doing work as asked (includes homework), not answering when spoken to, not responding to directions or prompts, etc.

#### **Level 1 Consequences**

- *Behavior will be documented by school personnel.*
- *In-class consequences designated by classroom management plan.*
- *Parent contact after two (3) documented incidents.*

## **LEVELS OF BEHAVIOR - LEVEL 2**

*These offenses are acts of misconduct that are more serious or disruptive than offenses in Level 1. They include repeated acts of Level 1 misconduct and acts directed against people or property that do not seriously endanger the health or safety of others.*

**Types of Negative Behavior:** (Incident code in ESP)

- **Altercation** (Inappropriate Conduct)
  - Intentional inappropriate physical contact between two students, which is harmful or disruptive.
  - Examples: pulling, shoving, pushing, tripping.
- **Teasing** (Defiance/Disrespect)
  - Intending to mock or make fun of another person, either name calling or physical gestures.
  - Examples: using derogatory language, or playfully teasing on matters of appearance, weight, behavior, abilities, etc.
- **Rude/Confrontation/Disrespectful Language** (Defiance/Disrespect)
  - Use of inappropriate language that is directed at another person.
  - Examples: Argumentative, yelling shut up, etc.
- **Rude/Confrontation/Disrespectful Actions** (Inappropriate Conduct)
  - This is different from Altercation in that it involves only one student
  - Using disrespectful actions that are directed at another student or teacher.
  - Examples: openly defiant, slamming doors/chairs, pulling, shoving, pushing, tripping, spitting on someone, pulling hair, scratching/pinching, etc.
- **Cheating** (Cheating)
  - The act of lying, deception, fraud to create an unfair advantage in sports or academics.
  - Examples: copying off someone's paper, cheating using notes, sharing answers, plagiarism, forging signatures, etc.
- **Cell Phones** (Cell Phone)
  - **Elementary Students & Middle School Students:** Using a cell phone or wireless device without permission
- *Behavior will be documented by school personnel as a referral.*
- *Administration will contact parents regarding consequences assigned as deemed appropriate by administration.*

## **LEVELS OF BEHAVIOR - LEVEL 3/LEVEL 4**

*These infractions are major acts of misconduct which the School Board has determined constitute a serious breach of conduct. They include repeated misconduct acts from Level 2, serious disruptions of school order and threats to the health, safety, and property of others.*

**Types of Negative Behavior:** (Incident code in ESP)

- **Chronic Level 2** (Use Level 1 or 2 incident codes)
  - Student receives consequence for previous referral, Level 2 behavior occurs afterwards and documentation as a classroom incident and a parent conference is held, then the second incident becomes another referral.
  - Examples: Any Level 2 behavior (including chronic Level 1).

- **Discrimination (Disrespect)**
  - Actions or statements intended to be offensive of one's race, gender, religion, heritage, color, perceived sexual orientation, and/or disability.
  - Examples: slurs that are written or spoken.
- **Stealing (Violation of school rules)**
  - The removing of someone else's property from their personal area or being in possession of something found that does not belong to you.
  - Examples: Taking another student's snack or personal possession from their desk/bookbag/etc., taking school property without permission.
- **Targeted Bullying/Harassment (Inappropriate Conduct)**
  - Repeated intentional tormenting of a student through verbal, written, or physical harassment or other more subtle methods or coercion like using inappropriate/demeaning language, causing the victim to feel threatened or unsafe.
  - Examples: calling someone hurtful names on a regular basis (2 or more times), convincing a student to give money or valuables away, cyber-bullying, convincing classmates to isolate or pick on another student.
- **Possession of Weapons/Illegal Substances (Violation of school rules)**
  - Having possession or being under the influence of tobacco, drugs, or alcohol, or having an instrument of any kind or a look alike weapon, with or without the intent to use.
  - Examples: having knives, fireworks, poppers, lighters, box cutter or any realistic look-a-like weapon.
- **Assault of Another Student/Fighting (Physical Altercation)**
  - A student making intentional physically aggressive contact upon another with or without injury.
  - Examples: fistfights, shoving match, continuous kicking, spitting on another person.
- **Pulling a False Fire Alarm (Inappropriate Conduct)**
  - Intentionally pulling the fire alarm.
  - Examples: pulling the fire alarm.
- **Intimidation/Use of Profanity or Obscene Gestures Toward Adults and/or Students (Inappropriate Conduct)**
  - Student delivers a message (verbalized, written, drawn, or gestured) towards another that conveys an act of intended injury or harm, cursing, gang paraphernalia.
  - Examples: cursing directed at another student or adult, passing along threats, gestures at another student, threatening to beat someone up, calling an adult names, saying "shut-up" to an adult, flipping off, grabbing own body parts, profanity.
- **Assault on School Personnel (Inappropriate Conduct)**
  - When a student shows aggression towards school personnel.
  - Examples: throwing things at an adult, hitting, kicking, spitting, biting.
- **Vandalism (Inappropriate Conduct)**
  - Participating in an activity that results in destruction of property.
  - Examples: ripping books, writing on bathroom stalls or walls, coloring on floors, desks, or walls, damaging fixtures in the bathroom or classroom, misuse of toilet paper, paper towels or teacher belongings.

#### **Level 3/4 Consequences**

- *Behavior will be documented by school personnel as a referral.*
- *Administration will contact parents regarding consequences deemed appropriate by administration.*

## TEAMWORK APPROACH TO IMPROVE STUDENT ACHIEVEMENT

The purpose of this document is to summarize the actions that each of us can take to make this school year a successful one. Effective schools are the result of teamwork between school staff, students, and their families. We want our school to be a safe and caring place where children are able to achieve academically and grow to be independent, respectful, creative, and concerned citizens. We urge you to read this agreement and sign-on to the team, agreeing to do all that you can do to help.

### Staff Responsibilities

**As Pine Island Academy School staff member, I will work to:**

- Reinforce with all students the importance of PIA WAVE behavior!
- Create a safe school environment that supports the mission.
- Ensure that every child knows he/she is valued and respected.
- Provide strategies and tools to help students be successful in school.
- Give timely and useful feedback to children and their families about student progress.
- Respond timely and in positive ways to student and family concerns/questions.
- Seek the cooperation of parents to work as partners in the school.