



# Shaping Academy

2025-2026

## **Parent and Student Handbook**

11925 SW 72nd Street

Miami, Florida, 33183

305-562-4683

[www.shapingacademy.com](http://www.shapingacademy.com)



Dear Parents,

Welcome to Shaping Academy. On behalf of the administration, faculty and staff, we assure you that we are committed to providing an innovative curriculum in a learning environment that promotes individualized instruction and academic success for all of our little bees.

Thank you for choosing Shaping Academy for your students' education and training. We recognize this to be one of the most important decisions your family will make. Shaping Academy offers an excellent education based on our core values and ability to modify our instruction for each of our learners.

Your collaboration is a key piece in promoting our school's mission as we continue to place an emphasis on the values that our school upholds. We aim to foster a culture of high expectations that aid in developing our students into independent, resilient and respectful individuals.

This handbook outlines our policies and procedures. Please take some time to review. We update the handbook yearly to reflect changes in our policies. We urge you to participate in this process by offering your suggestions about any topic documented in this handbook. Please submit electronic mail to me or any member of the administrative team to share your thoughts.

We are looking forward to a rewarding and exciting new year. We are honored and thank you for selecting Shaping Academy!

Laura Cabrera, Principal

## **PRIVATE SCHOOL INFORMATION**

Private schools in Miami-Dade County are independently managed institutions that enroll students from the local area. Operating independently, these schools adhere to regulations set by the state and local education authorities. Private schools maintain smaller class sizes to provide personalized attention and foster a close-knit community. These schools are open to any student who meets their admission criteria. Students attending private schools are subject to the same educational policies and standards as those attending public schools within the district.

## **ADMINISTRATIVE STAFF**

Mrs. Yanivis Machado-Gonzalez, Head of Schools

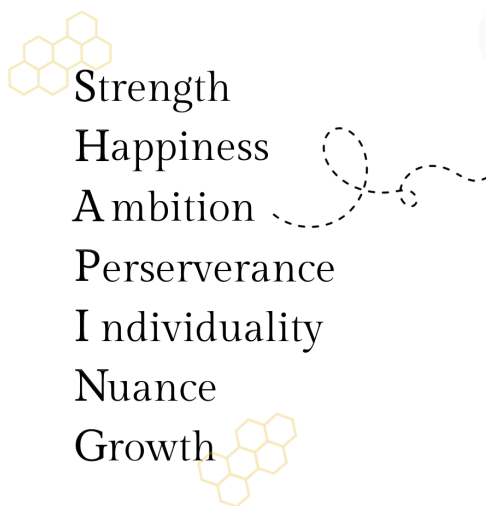
Mrs. Laura Cabrera, Director

Mrs. Gaby Torres, Administrator

## **MISSION & VISION**

Shaping Academy empowers life-long learners to become innovative global leaders of tomorrow. Our mission is to create an environment where every interaction is aimed at teaching a lesson, teaching is individualized, and learner based. Our vision is a community where all children feel loved, respected, and encouraged to develop to their fullest potential. We strive to provide a safe learning environment with a welcoming atmosphere to create a sense of belonging amongst our staff, students, and their families.

## **CORE VALUES**



## **Parent Expectations Policy**

A positive and constructive partnership between the school and the family is essential to the fulfillment of Shaping Academy's educational purpose. By executing an enrollment contract to attend Shaping Academy, families acknowledge that they understand and agree to uphold the policies and procedures set forth in the Family-Student Handbook. Overall, it is expected that all Shaping Academy parents and guardians contribute positively to the school community by showing respect, integrity, and fair treatment of others, which includes but is not limited to interactions on campus, through digital media, in athletic and extracurricular activities, and during any Shaping Academy-sponsored events.

Shaping Academy will work and cooperate with parents or guardians to the best of its ability. If the parent or guardian fails to cooperate with the school, or disregards, or is unable to abide by our rules and regulations, Shaping Academy reserves the right, in its sole discretion, to request the withdrawal of a student or deny enrollment or re-enrollment of a student.

### **Code of Conduct**

Parents are expected to abide by the following non-exhaustive list of expectations:

- Show respect for individuals and school policy.
- Prioritize a positive and cooperative relationship with the school.
- Address any concerns or questions about their child or the school by reaching out directly to the teacher, or administrator who is closest to the issue or concern.
- Behave appropriately at all times on Shaping Academy property or at any Shaping Academy-sponsored event.
- Be particularly mindful when communicating on social media or other forms of digital communications.

Parents whose behavior is below the school's accepted standards or who harass or make slanderous comments about Shaping Academy employees or other members of our school community - both on and off campus or through social media or other forms of digital communications - may be asked to separate from the school. Disruptive or non-cooperative behavior may result in administrative withdrawal of the parents' children.

### **SCHOOL HOURS**

8:00 am- 4:00pm

### **BEFORE AND AFTER CARE**

Shaping Academy has established before and after school care services to be available on campus. It is the parents'/guardians' responsibility to contract and pay for such services if they elect to enroll their child. Please contact the school office for detailed information on how to register for the before and after school care program at our school.

**Before Care Hours: 7:00-8:00 AM**

**After Care Hours: 4:00-6:00 PM**

## **ATTENDANCE POLICY**

Shaping Academy will abide by the M-DCPS Student Attendance Reporting Procedures.

Shaping Academy students are expected to:

- Be present at school every day
- Attend class as scheduled
- Arrive at school on time and be seated in class by 8:30AM
- Students leaving before 10:00 a.m. or arriving after 12:00 p.m. will be considered absent.

For each day a student is absent, Parents/guardians must submit supporting documentation explaining the reason for the absence. Documentation submitted more than 3 days (72 hours) after the student's return to school will not be accepted, and the absence(s) will be deemed unexcused. Student Absence Notification Form can be found on our website under the parents tab. Please fill out the form and email to your child's teacher. Students with excessive absences will be referred to the administration/Attendance Review Committee; Referrals will be issued after reaching the school's maximum allowance and may result in the student's report card reflecting insufficient attendance for receiving a grade.

## **EXCUSED ABSENCES**

Shaping Academy will abide by the following M-DCPS Student Attendance Reporting Procedures. The following are acceptable excused absences:

- *Personal illness of the student (medical evidence will be required by the principal for absences exceeding **five** consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.*

- *Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the child's teacher.*
- *Death in the immediate family.*
- *Other absences with prior approval of the Principal.*
- *Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed.*
- *School-sponsored event or educational enrichment activity that is not a school-sponsored event, as determined and approved by the Principal: The student must receive advance written permission from the Principal. Examples of special events include: public functions, conferences, and regional, state and national competitions.*
- *Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.*
- *Outdoor suspensions.*
- *Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition.*

### **UNEXCUSED ABSENCES**

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence. Unexcused absences include:

- Vacations, personal services, local non-school event, program or sporting activity
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt)

Shaping Academy Attendance Review Committee will schedule a parent meeting for any student who accumulates 5 or more unexcused absences. A Student Case Management Referral Form will be issued to document actions taken to prevent continued absences. Documentation will be filed in the student's folder.

### **TARDY POLICY**

Any student who is not in their classroom by 8:30 a.m. will be marked "TARDY. Students arriving after the commencement of school must report directly to the main office with a parent or authorized adult to obtain a tardy slip in order to be admitted into their classroom. **Under no circumstance will parents be able to park or leave their vehicle unattended in the drop off area. Parents must park their vehicles and escort their child to the main office.**

## **DISMISSAL PROCEDURES**

Dismissal begins promptly at 3:30 and ends at 4:00. Please be aware that anytime after the allotted pick up time will result in an automatic late charge. Each student will receive (2) car decals. All vehicles entering the school must have their decal displayed on the right side of the dashboard.

## **EARLY DISMISSAL**

For a student to be dismissed early, parents must report to the main office. Students who are dismissed early (on a regular school day) must be signed out by a parent or guardian in the main office. Students will not be released to persons whose names do not appear on the emergency contact card kept on file in the main office. A photo ID must be shown in order to release a student from the premises. It is the parent's responsibility to come to the main office and add that person to the emergency contact card for subsequent days. For safety reasons, students **Will Not** be dismissed 30 minutes prior to dismissal time. **Unfortunately there are no exceptions to this rule.** Please plan accordingly and arrive with sufficient time.

### **Early Dismissal for Scheduled Out of School Therapy**

For a student to be dismissed early for scheduled out of school therapy the parent must submit an email to [info@shapingacademy.com](mailto:info@shapingacademy.com) with the plan of action for the therapies being scheduled during school hours and a letter from the therapy company stating the scheduled therapy dates, times, frequency and date range the therapy is taking place and it must be approved by administration in order for the child to be dismissed early regularly.

## **WITHDRAWALS**

Please notify the school office of your child's withdrawal or transfer at least one week in advance. To process a withdrawal from the school, the parent/guardian must come into the school office and complete the necessary paperwork to process a transfer/withdrawal. A transfer/withdrawal involves notification of a change in school and the return of textbooks, library books, and payment of any/all monies owed to the school. Notably, cards on file will automatically be charged the full balance owed.

## SCHOOL CURRICULUM

At Shaping Academy, we strive to provide a balanced and enriching educational experience, preparing students for future academic and personal success. We emphasize not only academic excellence but also the development of social-emotional skills and empathy. Our curriculum is designed to nurture well-rounded individuals who are capable of understanding and managing their emotions, building positive relationships, and making responsible decisions. By fostering a supportive and inclusive environment, we ensure that our students grow into compassionate and empathetic members of society.

**Core Subjects:** Literacy, Math, and Social Studies: We follow and implement the McGraw-Hill Curriculum, ensuring a robust and cohesive learning journey in these critical areas.

**Science:** Our science program utilizes TWIG Science, which aligns with the Next Generation Science Standards (NGSS), fostering inquiry-based learning and scientific literacy.

### **Specials:**

**Art:** Students explore their creativity and develop artistic skills through a variety of mediums and techniques.

**Physical Education:** Our PE program promotes physical fitness, teamwork, and healthy lifestyle habits.

**Media:** Students engage with digital literacy, critical thinking, and effective communication through diverse media platforms.

**STEM:** The STEM curriculum integrates science, technology, engineering, and mathematics, encouraging problem-solving and innovative thinking.

## CLASSROOM PLACEMENT

Our administrative staff reviews each student's scores and performance evaluations in order to provide students with the best possible learning environment. We also consider a student's individual personality, development, and character in our final decisions. **We are not in any way obligated to honor any special requests for classroom placements. In addition, we reserve the right to change student classroom assignments as needed to ensure the most appropriate learning environment for all students.**

## TUTORING SERVICES

Shaping Academy has established tutoring services to be available on campus. It is the parents' /guardians' responsibility to contract and pay for such services if they elect to enroll their child. Please contact the school office for detailed information on how to register your child for tutoring. Tutoring cannot be scheduled directly with the child's teacher and must be coordinated with the administration.

### **Tutoring Hours:**



## **Monday-Thursday 4:00-5:00pm**

### **STUDENT ASSESSMENT**

Students will be assessed throughout the school year through classroom, curriculum, and national assessments. Specific dates for state assessments will be shared once they become available.

### **MAKE-UP ASSIGNMENTS**

Students granted an excused absence have the right to make up all course work within three (3) school days upon return to school. After successful completion of all make-up assignments, the student cannot be academically penalized for that absence. The student will have to request the missed work from the teacher(s).

#### **Excessive Absences/Tardies/Early Dismissals**

*A Warning Notice of Excessive Absences/Tardies/Early Dismissals* will be sent home for students who are in danger of exceeding the school's maximum allowed absences or tardies/early releases. A *Student Case Management Referral* will be issued when students accumulate:

- 5 or more unexcused absences
- 10 or more tardies/early dismissals

Students exceeding the school's maximum allowed tardies/early dismissals/absences will be referred for a meeting with the School's Attendance Review Committee.

### **SCHOOL LUNCH**

Students must bring their lunch with them at arrivals. Their lunch must be already warmed in a thermos container. We cannot warm up any students food. **We will not accept any lunch drop off or delivered food after arrivals.**

### **SCHOOL SAFETY AND SECURITY**

Shaping Academy has plans and procedures in place to protect your child and communicate with you in the event of an emergency. Our administration works with school staff, local law enforcement and other public health and safety leaders to make our campus a safe place to learn.

Student and employee safety are a primary concern of Shaping Academy. The Emergency Operations Plan (EOP) was created to provide school personnel with the necessary leadership skills and knowledge needed to respond to critical incidents or other related

emergencies that may occur in our schools /community. All schools have a site-specific plan to address all types of critical incidents. These plans address the individual needs of the school and provide guidelines for devising methods for communicating with the staff, students, parents/guardians, and the media during a critical incident or an emergency. Some of the protective action procedures include the evacuation of students/staff from the building(s), evacuation of the disabled and if necessary, the relocation of students/staff from the school campus, lockdown procedures and holding/dismissing students during school and community emergencies. Some important tips for parent/guardians to remember during a Critical Incident are as follows:

- Remain calm.
- Monitor media outlets for updates and official messages from administration
- Do not flood the school with telephone calls
- If the school is on lockdown, wait until the lockdown is lifted before going to the school.

## **FIELD TRIPS**

All trips planned by the school are for specific educational purposes. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to their teacher in advance. Parents must assume the responsibility for any necessary fees associated with their student attending a field trip. Please keep in mind that once the field trip has been paid, the school will not issue a refund. If a hardship exists where a student cannot afford the cost of the field trip, please notify the teacher. Field trip chaperones will be randomly selected. **Parent chaperones may not bring siblings on field trips, as they are not covered by insurance.** All parents attending field trips must have a level two background clearance and must wear the designated school spirit shirt. There may be a fee for parent chaperones imposed by the field trip location, which is the responsibility of the chaperone.

Students will not be released to **anyone** during a field trip for **any reason**. Authorized persons who wish to have a student released early must report to the main office to sign out the child and wait for the child to return with their class from the field trip.

## **CODE YELLOW AND CODE RED**

In the event of an emergency, the primary responsibility of all school personnel is to provide for the safety of all students. In the event a school administrator announces a possible threat to students and staff safety exists within the community (Code Yellow), or an imminent

threat to students and staff safety exists within the school (Code Red) students, faculty and staff will comply with all the procedures outlined in Response Plan and remain on lockdown until a school administrator makes an "All Clear" announcement.

## **CLOSING OF SCHOOLS**

The emergency closing of a school for any cause, such as weather or in which the safety of individuals may be endangered, is at the discretion of administration. Please keep informed through local announcements and through Shaping Academy's parent notification systems.

## **FIRE DRILLS**

Ten fire drills will take place annually.. At the sound of the emergency bell, students must stop what they are doing and follow the teacher's instructions. They must clear the building promptly by the prescribed route. Any student who is in the hallway or the restroom at the sound of the emergency bell must proceed to the nearest exit and locate the teacher. Students, teachers, and staff must remain outside the building until permission is given to re-enter.

## **VISITORS**

FOR THE SAFETY OF ALL OF OUR STUDENTS, all visitors must report to the main office to obtain clearance. Only persons with pertinent business are permitted on school grounds. Children, including family members, who are not currently enrolled at Shaping Academy will not be permitted on school grounds during school hours. Instructional time is precious and must not be interrupted by parent visits. Please schedule appointments with your child's teacher to avoid unnecessary interruptions.

Visitor parking is located in the front of the school and any available parking space within the school that is not labeled as reserved.

All special events and activities must be pre-approved by the administration.

## **INDEPENDENT CONTRACTED SERVICES**

In order to minimize disruption to the learning environment, Shaping Academy will accommodate independently contracted services for students from outside agencies during the school day during non-core academic times. These services include but are not limited to speech therapy, occupational therapy and physical therapy. Any other related services that are not documented upon registering the student at our school will need to be communicated with administration for approval. Shaping Academy will not allow any

outside agencies for applied behavior analysis as that service is provided by The Shaping Academy for Behavioral Development Inc and will be referred by administration if the child is in need of the service.

### **INCIDENTS ON OR NEAR CAMPUS**

Shaping Academy has set up emergency plans that focuses on prevention and reaction to incidents. Furthermore, support is provided to students and staff after any incident. If there is a potential threat or unsafe situation to our school, the school may go on "lockdown" to protect students, staff, and visitors.

### **HAZARDOUS WEATHER PROCEDURES**

Arrival and dismissal procedures may be delayed due to hazardous weather conditions. Please be patient and continue to follow drop-off/pick-up procedures to ensure your child's safety. Issuing tardies may be suspended due to hazardous weather at the discretion of the administration.

### **VOLUNTEER HOURS**

All Shaping Academy families are required to complete twenty (25) volunteer hours, or the equivalent thereof, per academic year. All parents/guardian volunteer hours must be completed prior to the last day of school.

It is the responsibility of the parent to communicate with their child's teacher(s) to complete the hours. Notices of completed hours will be sent every semester.

Parents may complete hours by any of the following:

- **Classroom donations through teacher's wish list**
- **Field trip chaperone**
- **Guest speaker**
- **Attend Parent Teacher Organization meetings**
- **Assist with school events**

Any donations to the teacher must be provided alongside a receipt. (1 hour = \$5)

PLEASE COMMUNICATE WITH YOUR CHILD'S TEACHER TO ENSURE THAT YOUR VOLUNTEER HOURS ARE COMPLETED PRIOR TO THE END OF THE SCHOOL YEAR.

Any parent/guardian who would like to volunteer in the classroom must coordinate with the classroom teacher and consent from the administration must be confirmed before parents will be allowed to enter classrooms. All volunteers must be cleared. In addition,

parents/visitors must sign-in at the main office and obtain a visitor's pass. In order to ensure the safety of all of our students, **NO PARENTS/VISITORS WILL BE ALLOWED BEYOND THE MAIN OFFICE WITHOUT A VISITOR'S PASS. NO EXCEPTIONS! ALL VISITORS MUST BE CLEARED!**

Procedures for volunteering on campus:

1. Obtain volunteer clearance (Level 2.) Please visit our website to complete application. You will find the application under the parents tab.
2. Contact the classroom teacher to determine the date, location and approximate time of service.
3. Present valid identification to the office staff in order to obtain a visitor's pass.

### **BIRTHDAYS PROTOCOL**

If you would like to celebrate your child's birthday at school, please contact the child's teacher a week in advance to let them know. You may drop off treats and any decor in the morning with your child. **No parents will be allowed in the classroom for these events. All treats must be purchased from a grocery store, restaurant, or bakery, and CANNOT be homemade.** Please be mindful of common food allergies, such as peanuts, when purchasing treats.

### **CONFIDENTIAL INFORMATION**

Parents, guardians and students are protected by the Family Educational Rights and Privacy Acts and the Florida Statutes from individuals' access to information in student's educational records, and provide the right to challenge the accuracy of these records. These laws provide that without the prior consent of the parent, guardian, or eligible student, a student's records may not be released, except in accordance with the provisions listed in the above- cited law. The laws provide certain exceptions to the prior consent requirement to the release of student records, which include, but are not limited to, school officials with a legitimate educational interest and lawfully issued subpoenas and court orders.

It is also important to note that unless revoked by a court of law, each parent or guardian has equal rights to access their child's records. The administration will not become involved in family disputes.

### **CONTACT**

It is critical that the school office be notified of any change of address, telephone number and/or court custody agreements immediately.

## **HEALTH AND WELLNESS**

### **Immunizations (Requirements for School Entry)**

1. A complete Florida Certification of Immunization – “Blue” Card Form DH 680 - according to grade level.
2. State of Florida School Entry Health Exam – “Yellow” Form DH 3040 - no older than 12 months.

Note: Student's that do not meet these requirements must be removed from school until all the requirements are met.

### **AUTHORIZATION FOR MEDICATION**

The Shaping Academy prohibits school personnel from administering any prescribed medication without parental consent and a medication authorization form signed by the child's parent(s).

In order for medication to be administered to your child, we must have an Authorization for Medication form. This form is available under the parents tab on our website ([shapingacademy.com](http://shapingacademy.com)). Please email to [info@shapingacademy.com](mailto:info@shapingacademy.com) or bring in the form to the main office.

Medication must be in its original container labeled with the following information: the child's name, dosage, name of the drug, physician's name, and the name and phone number of the pharmacy that filled the prescription. Rigid guidelines are followed in administering medication. The teacher is designated to dispense medication and is required to document anything given in the student medication log.

### **ACCIDENTS/ILLNESSES**

Parents will be notified immediately in case of illness or an accident. In the event that a parent cannot be located, the person(s) named on the emergency contact card will be contacted. It is your responsibility to make sure that these numbers are current and accurate. Please notify the office immediately of any accident or injury which occurred during arrival or departure from school.

Children who are ill should remain at home to minimize the risk of passing the illness onto others. Please notify us of any contagious illness your child has so we may alert other parents. In addition, please notify the school of any chronic condition your child may have.

### **ACCIDENT REPORTS**

A report will be documented for any student who is injured in school by the nearest staff member. The teacher or administrator will assist in filling out the accident/ incident report.

## **PARENT TO SCHOOL COMMUNICATION**

A prime factor in our operation is the importance we place upon communication between home and school. The lines of communication must be kept open at all times so that we may be properly tuned into your child's needs.

Please notify us immediately if:

1. Your child has developed a communicable disease.
2. You will be out of town.
3. Your telephone number (home or work) has changed.
4. You wish to change or add to the emergency contact numbers we are to use.
5. IF THERE IS ANY CHANGE IN TRANSPORTATION. We will not allow a child to deviate from their regular departure routine without written verification. If there is a change in the person who is to pick up your child, we require the name and driver's license photo of that person be sent via email to [info@shapingacademy.com](mailto:info@shapingacademy.com) only. Verbal requests will not be accepted.

Shaping Academy uses various tools to communicate with all the parents and families.

Shaping Academy website: [www.shapingacademy.com](http://www.shapingacademy.com)

Purpose: to provide information regarding the continuing education plan, announcements, resources, access to individual school website, Appix School, and classdojo.

- Shaping Academy Instagram: @shapingacademy  
Purpose: to provide updated information regarding the continuing educational plan, announcements, reminders, resources, and photos.
- Appix School  
Purpose: provides student's grades, teacher contact, weekly newsletters, and announcements.
- Class Dojo  
Purpose: teachers will use this tool to communicate classroom information with parents. The school will also use this tool for mass messaging purposes.

**Conferences with individual teachers can be arranged by contacting the teacher via AppixSchools messages or ClassDojo.** A response should be expected within 24 – 48 hours.

Conferences can be scheduled during a teacher's planning time. Conferences with teachers during arrival, dismissal or classroom instruction may impede the teacher's ability to effectively supervise the students. We will continue to host zoom parent conferences as an option.

Always attempt to resolve any school based concerns/conflicts with your child's teacher first. If you are unable to resolve issues or conflicts with your child's teacher you may contact administration. Please follow the chain of command to resolve any school based concern/conflict.

Shaping Academy's Chain of Command:

1. Child's teacher
2. School Administration

## **UNIFORM POLICY**

The appearance of the students of the Shaping Academy family is of paramount importance to us as we believe that pride in our appearance is fundamental to good character development and success. We appreciate your anticipated cooperation with our uniform policy and thank you for your assistance in helping your child comply with our rules.

Official School uniforms must be worn every day. Our uniform policy and dress code guidelines indicate appropriate school dress for normal school days. Shaping Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines with support from their parents/guardians.

### **Kindergarten – 5th Grade:**

Boys and Girls: Embroidered black, white, or yellow gold polo shirt with khaki or black school pants/shorts.

Girls: Uniform dresses and Khaki or black "skort" (NO SKIRTS)

**MUST wear shorts underneath dresses.**

Shoes: must be solid black (including laces and soles) with all black or white socks. No boots, skate sneakers (Heelys), or sneakers with lights, sandals, and open toe shoes.

Cold Weather Days: Jackets and sweaters are acceptable and must be solid black with either NO DESIGNER LOGOS or the Shaping Academy logo. Black sweatshirts and jackets are available at the uniform company. No hooded sweaters allowed. Solid white or black



turtlenecks, or long sleeve shirts and solid white or black stockings underneath the uniform are acceptable. Please label your child's jacket/sweater.

Students should have enough uniform tops and bottoms that laundry issues should not interfere with the uniform policy.

**Any student not wearing a complete school uniform, or in violation of any of the above mentioned infractions, will be issued a Uniform Violation Form for repeated dress code violations.**

PE uniform sets will be on sale through our school store throughout the school year. Please purchase at least one PE uniform set since they will be required for PE days/Field Trips and special events.

#### Lost and Found

Lost and found items will be sent to the main office and placed in a bin. To minimize the quantity of lost and found articles, we ask that you **please write your child's name on everything he/she brings to school**. Items left unclaimed after one week will be donated to a local charity.

#### **STUDENT CONDUCT:**

Shaping Academy students are expected to show respect for themselves and others. Each classroom has a climate in which optimal learning can take place. Students are expected to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be generally corrected when parents and teachers work together. If a child requires a behavioral plan the Shaping Academy for Behavioral Development Inc will contact the student's parents.

#### **School Expectations:**

Be Responsible - Be Respectful - Be Safe

These expectations apply to any student:

1. Anyone who is on the school property.
2. Anyone who attends school or any school-sponsored activity.
3. Anyone whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the school.

School-wide behavioral expectations have been created for students based on our Shaping Academy Expectations. In addition, a system of incentives and consequences has been implemented to ensure student success in maintaining our expectations.

- A student will be given two warnings before an OMN (*Office Managed Notification*) will be issued.
- An OMN will be issued on the third offense. The student will be retaught the expectations of our school and given a consequence for each *Warning* including but not limited to loss of privileges, seating change, removal from a school sponsored activity/celebration and reprimands.
- Behaviors that may warrant suspension from school are: bullying/ harassment, fighting, and disorderly conduct.

**Types of Disciplinary Action:**

1. Verbal and Written Reprimand
2. Contact with parent
3. Loss of Privileges or Loss of a School-Related Activity
4. Detention - student will be issued a detention to be served in school, during the assigned time.
5. In-School suspension – removal from class
6. Outdoor suspension – absence from school – student is not allowed on school grounds or at any school-related function.
7. Expulsion – student may be recommended for an expulsion.
8. Damage to school property will result in a charge to the parents to replace the item damaged by your charge.

Determination of disciplinary actions will be made by the administration after careful review of specific incidents.

**Grading Policy**

**A – 90% to 100%**

**B – 80% - 89%**

**C – 70% - 79%**

**D – 60% - 69%**

**F - <60%**

**Conduct:** This grade is based on your child's overall behavior throughout the school day.

**Honor Roll:** Students who earn straight As and Bs Students

**Principal's Honor Roll:** Students who earn straight As

Report cards are issued quarterly (approximately every nine weeks) according to the dates identified on the Shaping Academy school year calendar. Additional progress reports may be issued on an individual basis. Please feel free to consult your child's teacher regarding his/her school progress.