



school handbook

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# General Information

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## Hours of Operation

Daily school hours 8:15 am - 3:00pm

Early drop-off **7:45am**

Ambassador's Enrichment Program 3:15pm - 5:30pm  
(Before & After Care drop off at Preschool building)

## School Contacts

Office phone number (941) 251-2491

Website [www.NextGenerationAcademics.org](http://www.NextGenerationAcademics.org)

General email address [NextGenAcademics@yahoo.com](mailto:NextGenAcademics@yahoo.com)

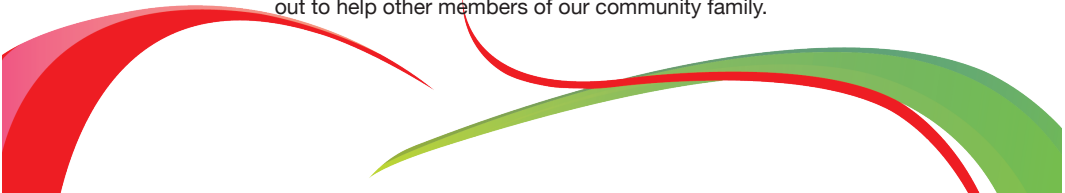
## Disclaimer

The purpose of this handbook is to serve as a source of information for parents, students, and teachers of the school. Next Generation Academics Administration reserves the right to alter, amend, modify, change, or terminate any of the policies in the handbook after providing students and parents sufficient notification of change.

Next Generation Academics, Inc. admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

In addition, Next Generation Academics, Inc. will not discriminate on the basis of race, color, national origin and ethnic origin in the hiring of its certified and non-certified personnel.

All SUSPECTED instances of child abuse or neglect will be reported as required by state law. We are all morally and legally responsible for protecting those who are unable to protect themselves. In keeping with that obligation, it is required by the State of Florida that all staff members are trained to identify signs of abuse or neglect, and undergo a background check. If you need help or know someone who does, please ask for help. It is our desire as a school community to reach out to help other members of our community family.



# Mission

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To have a direct and immediate impact on our students, families, and community, through Christian Education and Servant Leadership.

# Vision

Next Generation Academics is and will continue to be an innovative place of learning, where faculty and families work together to promote student success through honor, global citizenship, community outreach, and problem solving.

## Next Generation Academics

### “The Ambassadors”

We Are Ambassadors For Our

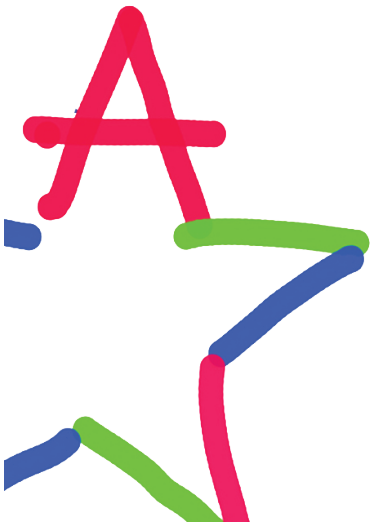
Self

Family

School

Community

World







# Social Media

p.4

Technology continues to change the way our world communicates as SMS, email, and social media are rising in usage and popularity each day. We understand that students enjoy using these outlets to communicate with their friends. As an institution dedicated to the education and betterment of students while on and off campus, Next Gen has adapted the following Social Media Policy.

In using any social media or communication technology, students will continue to adhere to Next Gen's 6 Pillars of Character guidelines.

- Be trustworthy, responsible, respectful, fair, caring, a good citizen

A student's right to make a statement does not mean that their chosen words will have no consequences. It is vital that students understand their digital presence leaves a permanent footprint whether it be an impact on others, judgments they will incur from others, or even an impression on future employers.

Next Gen is committed to protecting its students from bullying and harassment. Bullying and harassment will not be tolerated and shall be just cause for disciplinary action.

- Bullying, harassment, and cyber-stalking are defined as systematically or chronically inflicting physical or psychological distress, communicating words, images or language that causes substantial emotional distress.

Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator and follow due process guidelines. Consequences for actions that violate this policy may include: student/teacher/parent conference, suspension of technology privileges, issuing apologies to those affected, and/or off campus suspension for a duration deemed appropriate by school administration. All content that is seen as defamatory, harassing, or bullying is expected to be retracted immediately following the above corrective measures.

We want to caution all students and parents that 'Privacy Settings' do not protect posts from becoming public information. Posts that are related to Next Gen in any way are collected and reviewed for any threats or obscene/abusive/disrespectful language.

Next Gen is not responsible for disciplining students for after hour messages, posts, or statements; this is the role of the supervising adult at the time of the incident.

# Student Expectations

p.3

Students are expected to behave in such a way as to show honor towards each other. The rules for all areas of the campus are based on the Six Pillars of Character:

1. Be trustworthy.
2. Be responsible.
3. Be respectful.
4. Be fair.
5. Be caring.
6. Be a good citizen.

## Classroom Etiquette

Teachers are responsible for maintaining a proper learning environment in their classrooms. They will establish basic rules for proper behavior.

These basic rules will be based upon the following premises:

1. Students will not stop the teacher from teaching.
2. Students will not prevent another student from learning.
3. Students will show courtesy and respect at all times.

The teacher and school must be able to exercise discretionary authority. Therefore, each classroom teacher will send home class rules at the beginning of the school year to be signed by both parent and student as a means of communicating such rules

## Homework

Homework is not assigned as busy work. Any homework assigned will be given for specific reasons, or because the student did not make good use of school time. Chronically ignoring homework will foster poor study habits in your student. Students will be penalized when an assignment is not turned in on time and will receive a zero when the assignment is not turned in at all.

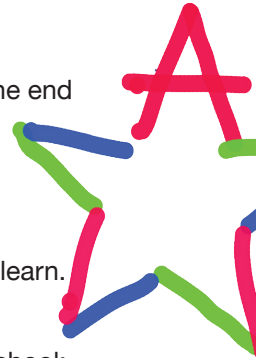


# Parents as Partners

p.5

As parents in the educational process at Next Generation Academics, we ask parents:

- To set rules, times, and limits so that your child:
  - gets to bed early on school nights;
  - arrives at school on time and is picked up on time at the end of the day;
  - is dressed according to the school dress code;
  - completes class assignments on time;
  - has a nutritional lunch and snack every day;
  - has all needed materials and is prepared and eager to learn.
- To communicate effectively with office and staff i.e:
  - notifies the office if your child will be absent/ tardy to school;
  - informs the office of any changes in address, contact info, etc.;
  - shares any special situations regarding the student's safety, and health;
  - keep up to date on school news and events via the parents page, which can be found at [NextGenerationAcademics.org](http://NextGenerationAcademics.org), and the school FB page;
  - promptly complete and return any requested information.
- To be an active and supportive member of the Next Gen family by:
  - participating in school events/ activities/ fund raisers;
  - attending parent teacher conferences and NGP meetings;
  - meeting all financial obligations to the school in a timely manner;
  - helping students set and meet individual personal and educational goals;
  - cooperating with the school disciplinary policy;
  - treating staff and teachers as well as other families and students with respect;
  - adhering to the Family Service Hours Agreement.



This partnership is mandatory for your child's success. Failure to maintain a working partnership may result in a breach of contract on your part.

As we believe parent involvement is critical to the success of each student, Next Gen requires parents to be engaged in their child's education in many ways. This includes giving time to school activities. Each family agrees to give a total of 20 hours (30 for families with multiple students) during the academic year to help the school reach its mission. These hours are typically divided into 10 hours per semester for families with one student, and 15 hours per semester for families with multiple students. If this requirement is not met there is a \$15/ hr fee that must be paid promptly at the end of the semester to make up the difference.

## Technology Policy

Next Gen is proud to offer students access to a variety of resources, this includes electronic devices. It is important that students and parents recognize and respect the below technology policy to ensure our devices' longevity.

### Damages

Students will be assigned a device and therefore assume responsibility for maintaining that device's condition.

If a student's assigned device is damaged as a result of misuse or neglect, said student's guardian(s) will be charged and responsible for paying for the repair(s) or replacement.

Parents will be required to sign an agreement, outlining financial responsibility in the case of damage.

### Usage

Students will be given access to the internet but may only visit approved sites, this is for the safety of the student. Failure to adhere to this guideline will result in the loss of privilege.

Student will be issued an email for school use only.

All technology will be for in class use only.



# Dress Code

p.7

Next Gen's Dress Code is designed to limit distractions, keep children focused on education, build employability skills, and allow all students to feel safe and comfortable.

- Students are required to wear a Red, White, Green, or Blue polo shirt, and Khaki, Navy Blue or Black shorts, pants, or skirts.
- All shorts must be no shorter than 4" above the knee, may not be gym shorts, and may not be leggings.
- Closed toed shoes are required at all times to ensure the safety of all students. Flip flops and other backless shoes may never be worn.
- Next Gen jackets are permitted during the colder months of the year and may be worn in class.
- If the temperature is below 75 degrees outside, a heavier plain jacket may be worn.
- Hoods and hats are not to be worn unless specifically permitted.
- Fridays are designated as Spirit Day. Students are permitted to wear their School Spirit shirt and jean bottoms. If a spirit shirt is not worn then usual dress code must be followed.
- At no time will clothing that has rips, or holes be permitted.
- Any prints should be school appropriate.
- Accessories are to be kept to a minimum; earring must be small and not cause distraction, the same rule applies to necklaces.
- Bracelets and rings are not to be worn, they will be confiscated and returned at the end of day.
- Artificial nails and make up are not permitted, if make up is worn student will be asked to remove it before being admitted to class.

The student dress code is an important part of our educational environment. Therefore, every student is required to be in uniform upon arrival to school. If a student is not in adherence, parents will be called to bring proper clothing. If the child is not provided with proper dress, a shirt will be supplied, and charged to the parent account.

## Active Wear

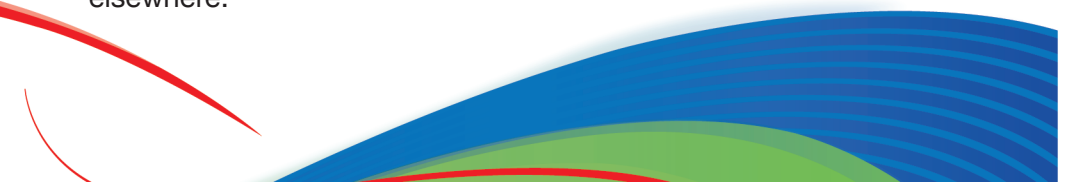
In order to ensure optimal mobility and comfort during P.E Next Gen students are required to adhere to the following guidelines:

- 3rd to 8th grade students are expected to dress out for P.E. daily;
- clothing that allows free movement is a necessity i.e. gym shorts and comfortable shirts;
- leggings can be worn ONLY as an undergarment and must be covered with a loose fitting pair of shorts that are knee length;
- tank tops and spaghetti straps are not permitted. Shirts should have at least quarter sleeves. Girls need to have proper supportive undergarments;
- athletic sneakers are a must;
- students may bring and leave tennis shoes at the school to change into before class;
- clothing should be taken home daily;
- hair should be up and away from the face as well as off the neck;
- any accessories worn during the day must be removed;
- we ask that students bring any hygienic products they may need to reapply after class;
- perfumes and heavily scented lotions are not permitted.

Failure to adhere to these requirements will result in loss of P.E.

## Hygiene

Students of Next Gen are expected to take pride in their appearance by being well groomed and wearing their uniforms appropriately at all times when on campus or when representing the school elsewhere.



# Drop Off/ Pick Up

p.9

In order to ensure all students are safe and accounted for Next Gen requires families adhere to the following guidelines:

- Students cannot be picked up within 30 minutes of dismissal.
- Parents or Guardians picking up students must go to the office to sign them out, and the student will be called to leave class.
- For safety and to ensure minimal distractions, classroom doors will remain locked during the day.
- After 8:30am parents may park at end of sidewalk and walk their child to the office, or student may walk themselves to the morning meeting room prior to 8:30am.
- All students will sign in for attendance purposes prior to entering the classroom.
- Students arriving late (after 8:30am) are considered tardy.

## Safe School

Student safety is our number one priority. To ensure the safety of our students, families, staff, and visitors, we have added the following strategies:

- Classroom and campus cameras have been installed and are in use 24/7.
- Signs indicating safety and security measures will be placed in various areas on campus.
- Classroom security measures will be utilized during school hours.
- Next Gen Admin receives additional security training periodically.
- Fire drills, and random security drills will be held during the school year.



# Sick Students

p.10

Under no circumstances may a parent bring a sick child to school. If a child shows any signs of illness (see symptoms indicated below) or is unable to participate in the normal routine and typical expectations for the day, they **MUST** stay home.

In the event a child becomes sick and needs to be picked up, a parent or guardian will be called and is expected to pick up their child within an hour. If a parent/ guardian cannot be reached or has not arrived within the allotted time, the emergency contact will be called and asked to retrieve the ill student. Students will be monitored daily, and all ailments will be reported to parents/guardians.

## SYMPTOMS REQUIRING REMOVAL OF CHILD:

Fever of 100 degrees or higher

Sore throat, rash, vomiting, diarrhea, ear ache,  
Irritability, or confusion

Diarrhea, loose stools, or complaints of stomach pain

Breathing troubles, swollen glands, loss of voice, or cough

Frequent scratching, lice, rash, or other spots on the skin

Student is irritable, fatigued, or can not stay awake.

Students must be fever free for a minimum of 24 hours without the aid of Tylenol or other fever reducer, before returning to school.





Reliability is a quality we wish to instill in all our students. Just as we realize the importance of being at work on time, so we work to instill the habits of reliability and punctuality in all our students. Absences and tardiness indicate a need to reassess the morning routine at home, with everyone taking their part in the responsibilities for preparation for school.

Every student is responsible for attendance and punctuality in every class. Students who have good attendance generally receive higher grades, enjoy school more and are much more employable after leaving high school.

Scholarships may be revoked based on punctuality and attendance, which includes excessive tardies or absences.

Students are required by law to attend school.

## Tardy Policy

- Three (3) morning tardies will constitute one unexcused absence.
- Six (6) tardies in one semester can result in disciplinary probation.
- Ten (10) or more tardies in one semester will require a contract between the school and family to determine the commitment to education.

## Absences

- A parent/guardian should notify the office by 8:00am if student will absent or tardy. In order for an absence or tardy to be considered 'excused' a written explanation must be brought to the school office on the day of the student's return
- A pattern of tardiness indicates a need to schedule a parent/student/teacher conference.
- 15 absent days will result in the loss of student scholarships.



# Attendance Cont. p.12

Parents are encouraged to schedule trips or family outings during the holiday or summer schedule to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations.

Arrangements for make-up work for excused absences are to be made with the individual teacher. Make-up work for unexcused absences is the decision of the teacher. The teacher will designate an amount of time within which the work must be submitted.

## After School

Ambassador Enrichment staff coordinate and direct our After School Care Program, which is open on the days that school is in session. Opportunities for supervised homework, socialization, and structured and unstructured play are offered on a daily basis. After School Care is available for all grades 3:15 - 5:30PM at Next Gen Jr. Preschool building.

More information and registration forms for this service are available at the office.

We have a moral responsibility to care for our children, and to monitor the dismissal so that all students are accounted for and seen to be safely turned back to the care of parents or guardians. For this reason, any students not picked up within fifteen minutes following the final bell will be sent to After School Care, and a charge will be incurred.



Good nutrition is a necessity for successful students. Next Gen does not provide lunch services, each student is required to bring an acceptable and nutritional lunch to school.

Student lunches must provide appropriate nutrition. No sodas, candies, protein bars, etc. will be permitted. If a student has such an item, they will not be allowed to consume it.

The lunch area will have a microwave available for student use, under teacher supervision. All items that need heating, in the interest of time, must be less than 2 minutes.

Students are permitted a snack time each morning. Snacks must be brought from home, and be of good nutritional value.

Suggested items include fruit, vegetables, yogurt etc.

If a student does not have a snack, one may be provided to them at an additional cost to be paid the same day as consumption.

Office should be notified of any allergies a student has. An epipen can be left with admin to combat any potential allergic reaction.

## Green School Initiative

Next Gen is committed to doing our part in environmental conservation. With this in mind, we have adopted the following policies:

- No single use plastic bottles, cups, or silverware will be utilized in classrooms, or during school functions. Products made of recycled materials are preferred
- All students MUST bring a reusable water bottle for use during school hours.
- Student lunches must meet the non-disposable requirement.
- All cleaning and sanitizing products will be environmentally friendly and non-toxic.
- The school will recycle appropriate materials.
- Next Gen will work toward a paperless enrollment and documentation system.

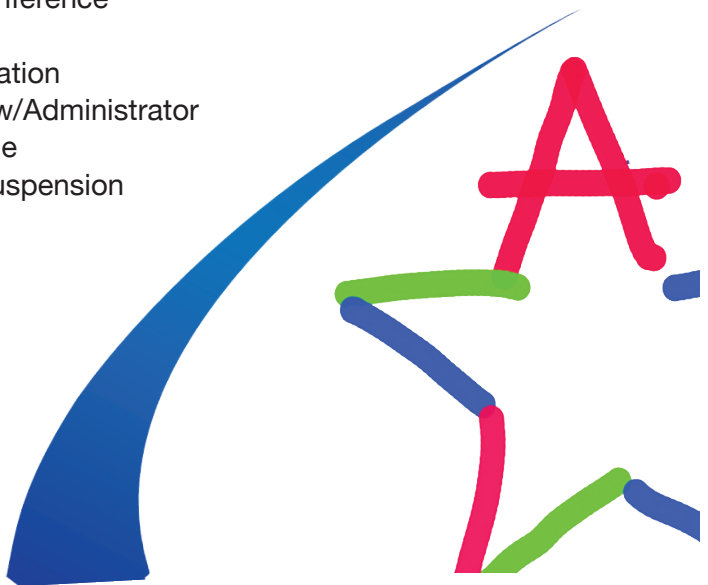
# Playground Guidelines p.14

For the safety and well-being of the children rules have been designed to protect students as much as possible. We ask that families reinforce the importance of playground safety, so that children learn to take responsibility for their actions, and treat each other with respect during play times. Students will adhere to the following Playground Rules:

- If a problem should arise, tell the teachers on duty.
- Share playground equipment.
- Use playground equipment properly.
- No fighting, clubs that exclude students are not allowed
- Stay within school boundaries.
- Display good sportsmanship.
- Respect nature

Fighting, bad language, and any other unacceptable behavior should be reported to the playground supervisor immediately. Next Gen has a ZERO TOLERANCE for bullying and violence. Any of the above mentioned offenses could result in, but are not limited to, the following consequences.

- One on one conference
- Parent Contact
- Classroom Isolation
- Behavior Plan w/Administrator
- Loss of Privilege
- Off-Campus Suspension
- Expulsion



# Disciplinary Policy p.15

This policy will only be implemented after teacher's daily classroom management strategies have failed. The following is a flow chart that illustrates the different 'levels' and how/when they are executed.

## White Slip "Warning"

Student will receive a white slip, at admin's discretion, for violence, disrespect, bullying, etc.

Consequences:

- Parent conference
- Apology letter
- Sent home for remainder of day

Student will receive ONE white slip per semester. Once this level is reached student will remain on 'warning' until the 2nd semester.

## Yellow Slip "Restricted"

Student will receive a yellow slip, at admin's discretion, for violence, disrespect, bullying, etc.

Consequences:

- Parent conference
- Apology letter
- Sent home for remainder of day

While on 'restricted' student can not participate in field trips for 30 days, but must come to school the day of field trip. Parents will be responsible for paying a \$50 supervision fee. If student does not attend school that day it will be marked as an unexcused absence. After 30 day period, student will be able to attend field trips but will remain on the restricted level.

## Red Slip "Last Chance"

If an additional infraction occurs student will lose field trip privileges for an additional 45 days with parents still responsible for supervision fee.

Consequences:

- Parent conference
- Apology letter
- Sent home for remainder of day
- 7 school day out of school suspension

If an incident occurs while student is on 'last chance' student will be expelled.

# Student, Teacher, & School Contract

In order to ensure a successful partnership between families and staff, Next Gen asks that parent/guardian and student sign below acknowledging they read, understand, and agree to the policies outlined in this handbook.

\_\_\_\_\_  
Student Name (printed)

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

\_\_\_\_\_  
Parent Name (printed)

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

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Administration Signature

\_\_\_\_\_  
Date