



# ADMIRAL FARRAGUT ACADEMY

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## Lower School (grades PreK-7th) Handbook 2017-2018

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**CAPT Robert J. Fine, Jr.**  
Headmaster

**Mrs. Anita Fine**  
Head of Lower School

## IMPORTANT DATES

### AUGUST

21 Classes Begin

### SEPTEMBER

4 Labor Day (No School)

### OCTOBER

20 1st Mark Period Ends

23 2nd Mark Period Begins

### NOVEMBER

17 Early Dismissal

20-26 Thanksgiving Break (No School)

27 Classes Resume

### DECEMBER

21 2nd Mark Period Ends

21 Early Dismissal

22-Jan. 7 Winter Break (No School)

### JANUARY

8 Classes Resume

8 3rd Mark Period Begins

15 Martin Luther King Day (No School)

### FEBRUARY

19 Presidents' Day (No School)

### MARCH

9 3rd Mark Period Ends

12 4th Mark Period Begins

23 Early Dismissal

24-April 2 Spring Break (No School)

### APRIL

3 Classes Resume

### MAY

25 4th Mark Period Ends

25 Last Day of School with Early Dismissal

## MISSION STATEMENT

The mission of Admiral Farragut Academy is to provide a college preparatory environment that promotes academic excellence, leadership skills and social development within a diverse community of young men and women.

### 4 CORE VALUES

#### **INTEGRITY** - *be of strong moral character*

An Admiral Farragut Academy student will:

- exhibit **honesty** as the foundation of all interactions and decisions
- be **respectful** of self and others through the steadfast adherence to a strict moral or ethical code
- demonstrate care and **compassion** for others
- have a strong sense of **honor**, taking responsibility for one's actions and keeping one's word

#### **SELF- DISCIPLINE** - *make good choices*

An Admiral Farragut Academy student will:

- be **accountable** for one's own actions and for those of which he/she leads
- be **self-confident** and stand up for and defend his/her beliefs
- be an **independent thinker** able to judge sources of information and make good decisions
- be a good **role-model** for those they lead and for those that look up to them

#### **PERSEVERANCE** - *accomplish your goals*

An Admiral Farragut Academy student will:

- develop the **persistence** to "press on" in the face of adversity to achieve a goal
- be **resilient** and able to adapt and respond to changes and challenges
- be **dedicated** to a goal, group, or to something larger than oneself
- have the **courage** to do what is right even if it is unpopular or criticized

#### **WELLNESS and FITNESS** - *achieve your full potential*

An Admiral Farragut Academy student will:

- recognize the importance of a **balanced** life, both physically and mentally
- strive to be **physically fit** and appreciate the goal of lifelong fitness
- make **healthy choices** for oneself and those they influence
- **celebrate** all kinds of people and cultures and be respectful of one's own spirituality and the rituals and traditions of others

## GENERAL INFORMATION

### ABSENCES

Parents are required to call or email the office no later than 8:30 a.m. if a student is unable to attend school due to illness, family emergency, or religious observances. A 24-hour answering service is available for your convenience.

According to Section 228.041(28) of the Florida Statutes, a student who has 15 or more unexcused absences within 90 calendar days with or without knowledge or consent of the student's parent or guardian is subject to compulsory school attendance.

Admiral Farragut's policy will be as follows:

- Upon the tenth unexcused absence from school in a semester, parents must attend a required conference with the Head of Lower School.
- Upon the fifteenth unexcused absence from school in a semester, the administration will withdraw that student for violation of the attendance policy.

### ARRIVAL AND DISMISSAL

Students in PreK-5th grade should not arrive earlier than 7:45 a.m. due to supervision not being provided. Students in PreK-5th grade who are not picked up before 3:15 p.m. will be put in Extended Day at parent's expense. Students in 6th and 7th grade may remain on campus until 5:30 p.m., but they must remain in approved areas.

### CELEBRATIONS/BIRTHDAYS

Birthdays, special events, and school gatherings are usually scheduled at the end of the academic day. If you would like to provide special treats, please contact the appropriate classroom or homeroom teacher one day in advance. Deliver invitations by mail or by phone, never by hand at school unless every child in the class is invited. Invitations to private parties or events may not carry the name of Admiral Farragut Academy due to liability concerns.

### CELL PHONES/IPODS/ELECTRONICS

The school will not be held responsible if a device is lost, stolen or misplaced. Students should ensure that their cell phones are turned off or switched to silent while in class. Emergency calls are to be routed through the Lower School Office. Misuse of cell phones and electronics may result in confiscation for a period of time to be determined by the Head of Lower School.

### CHECK-IN POLICY FOR PARENTS AND VISITORS

All parents and visitors must check-in and get a Visitor's Pass at one of the following offices whenever coming onto campus: Admissions Office, Advancement Office (Entrance of Farragut Hall), Lower School Office. Passes are to be worn conspicuously during the entire time on the campus

### CONFIDENTIALITY OF RECORDS

Admiral Farragut Academy adheres to the Federal Elementary and Secondary Education Act of 1965 (Public Law 93-380), which addresses the right of privacy and confidentiality of records to certain officials, parents and legal-age students. Both parents and legal guardians are encouraged to examine their individual permanent records and discuss them with a school official if doubt of content or accuracy exists.

### DAILY SCHEDULE

**7:30 a.m.**..... Lower School Office opens  
**7:45 a.m.**..... Drop-off begins  
**8:00 a.m.**..... Classes begin  
**3:00 p.m.**..... End of school day/pick-up begins/Extended Day begins  
**3:15 p.m.**..... End of pick-up  
**3:30 p.m.**..... Lower School Office closes  
**5:30 p.m.**..... Extended Day ends

## **EXTENDED DAY AND EXTRACURRICULAR ACTIVITY PARTICIPATION**

In order to attend Extended Day and participate in any extracurricular activities, including sports, dances and other similar events, a student must be present for more than half the academic day.

## **EXTRACURRICULAR ACTIVITIES**

The 6th & 7th grade sports program at Admiral Farragut Academy is designed to offer all students the opportunity to participate in various intramural and interscholastic sports. The Florida High School Activities Association (FHSAA) is the governing body for all sports competition in the State of Florida among member high schools. This association sets forth guidelines and regulations concerning the eligibility of players and their conduct on the playing field.

## **FIELD TRIPS**

A written field trip permission form, which is signed at the beginning of the school year, is required. Field trips, both on and off campus, are valuable educational experiences.

## **LOST AND FOUND**

Please remember to mark your student's personal possessions with his/her name. In the event the article is not claimed, it will be given to the Lucky Bag (used uniform store).

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled for students in PreK-3rd grade once a year. During conferences, your child's teacher will inform you of your child's academic progress and social growth. If a special conference with a teacher is desired, please call for an appointment or email your child's teacher. If a conference is requested by the school, we ask the parents' cooperation in scheduling it in a timely manner.

## **SIGNING IN AND OUT**

All students arriving late, leaving early or returning to the campus must sign in or out at the office. No student may leave campus without going through the office. Parents are asked to pick up or drop off students in the Lower School Office and the office staff will make the proper arrangements.

## **SPECIAL ARRANGEMENTS, CARPOOLS, DISMISSALS**

To arrange for a student to leave school in a manner different from his/her usual arrangement, parents are required to send a note to the office clearly describing the special arrangement. Adults transporting students from school may be required to show personal identification to school personnel.

## **STUDENT CENTER**

Students will use the Student Center in accordance with the Center regulations, and shall maintain themselves in a quiet and scholarly manner. Lost or damaged books will be billed to the parent.

## **TARDINESS**

Prompt attendance at school is a shared responsibility of parents and students. When this responsibility is neglected, teaching and learning are disrupted. Valuable instructional time is lost for other members of the class if the teacher needs to repeat a lesson. While we understand that there are justifiable reasons of tardiness, such as appointments, emergencies or illness, the school wants to teach students the importance of setting a consistent pattern of arriving to class on time.

When a student receives five (5) tardies within a semester, parents will receive a warning letter from the Head of Lower School. Upon the tenth tardy in a semester, parents will be contacted by the Head of Lower School. If tardiness continues, the student will be placed under Administrative Review where the Administrators will discuss possible actions, which could result in withdrawal.

## **WEDNESDAY FOLDER**

The Wednesday Folder will be used for PreK-3rd grade students and will include information and schoolwork. Please be prepared to read all information and respond as necessary.

## **WEEKLY NEWS**

The Communications Department sends a Weekly News via e-mail to all parents every Friday morning. This will have calendar items and events for the coming week along with news stories highlighting our students. This is a vital tool we use to keep our parents informed so please be sure to check your weekly email. Changes to your email address should be provided to the school.

## **ACADEMICS**

### **FOCUS- Student Information System (SIS)**

Admiral Farragut Academy uses the Focus/SIS system for parent/school communication. Parents and guardians can view attendance and grading for their children. This system offers fully web based instantaneous updating of all posted information, notifications, and warnings across the Admiral Farragut Academy community. Each parent will have their own login and password to retrieve their individual information. At the end of each mark period, the Head of Lower School will execute a report to parents showing the student's grades in all subjects and the student's attendance record for the mark period. Reports will be sent via email through Focus/SIS.

### **GRADING**

Grades are reported by means of a report card issued at the end of each nine-week grading period or quarter. PreK receives a progress report two times a year. Admiral Farragut Academy has adopted the following grading system, which is adhered to by all teachers.

PreK and Kindergarten use the following grading scale:

- E = Exceeds Expectations
- M = Meets Expectations
- D = Developing
- NI = Needs Improvement
- NA = Not Assessed

First and Second Grade use the following grading scale:

- E = Excellent Performance
- V = Very Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Third-Seventh Grade use the following grading scale for main subjects:

- |             |            |
|-------------|------------|
| 97-100 = A+ | 77-79 = C+ |
| 93-96 = A   | 73-76 = C  |
| 90-92 = A-  | 70-72 = C- |
| 87-89 = B+  | 65-69 = D+ |
| 83-86 = B   | 60-64 = D  |
| 80-82 = B-  | 0-59 = F   |

Third-Seventh Grade use the following grading scale for art, music, physical education and rotation classes:

- E = Excellent Performance
- V = Very Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

## **HOMEWORK**

Three common purposes for homework are: practice, elaboration on content learned, and preparation for new content. Meaningful practice at home is meant to further the understanding of a subject and to help students learn responsibility, organizational skills, good study habits, and foster positive attitudes toward school. This Homework Policy endeavors to communicate to students and parents that learning takes place at home and school. Assigned homework is part of a student's grade and will be graded. Individual teachers will explain the consequences for not completing homework.

Parental involvement is important and expected, but should be kept to a minimum. Parents should only facilitate their student's homework, reports and projects, not do it for them. All assignments (including book logs) must be completed in the student's handwriting only. Assignments not written in the student's handwriting will be given back for the student to redo. The assignment will then be considered late. A distraction-free environment to encourage maximum concentration should be provided.

In general, the amount of homework expected per grade level is the following:

Kindergarten---10-15 minutes/night  
First Grade---10-20 minutes/night  
Second Grade---20-30 minutes/night  
Third Grade---30-40 minutes/night  
Fourth Grade---40-50 minutes/night  
Fifth Grade---50-60 minutes/night  
Sixth Grade---60-70 minutes/night  
Seventh Grade---70-80 minutes/night

## **PHYSICAL EDUCATION**

Students excused from physical education class for medical reasons will also be restricted from physical activity during playground time and/or after school sports. A student unable to participate in the physical education program because of illness or injury is required to submit a "note of explanation" from his/her parent, guardian, or doctor. For safety reasons, students are always required to dress appropriately. Tennis shoes that are in good condition and have the proper fit must be worn. Lack of proper attire will constitute lack of participation.

## **DISCIPLINE**

Admiral Farragut Academy endeavors to teach students that self-discipline, mutual respect, cooperation, and self-control ensure a productive school environment. The Academy expects students to conduct themselves properly for their level of development, maturity, and demonstrated capabilities. Students need to be cognizant for the rights and welfare of other students, the educational purpose underlying all Academy activities, and the care of Academy facilities and equipment.

The Academy strives to maintain an atmosphere which nurtures high standards of behavior and self-discipline. Disciplinary and academic problems in all grades are dealt with by teachers working in conjunction with parents. Problems of major significance are dealt with by the classroom teacher, parents, the student, and the Head of Lower School. Admiral Farragut Academy expects full support of parents in order to provide an effective disciplinary program.

The following are some examples of unacceptable behavior:

- Disrespect
- Fighting
- Abusive language (written or spoken)
- Bullying, name calling
- Causing damage to school, personal property
- Defacing walls, textbooks, library books, etc.
- Theft
- Cheating
- Disruption of any class in session
- Incomplete assignments

- Throwing items or objects of any kind
- Running on the grounds or in the building

## **CONSEQUENCES**

The teacher will handle the majority of the minor behavioral issues that happen in the classroom. However, when a student's behavior disrupts the learning environment or harms another student, other interventions will be necessary. Any of the following consequences may be warranted:

- Sent to the office for "Time Out"
- Conference with the Head of Lower School
- Note sent home
- Phone call to parent
- Required parent conference
- Removal from class for a period of time—In-School Suspension (ISS)
- Removal from school for a period of time—Out-of-School Suspension (OSS)
- Recommendation for dismissal

Please note that the above set of consequences are progressive in nature, but are not the only interventions the Academy and the Administration may choose to exercise.

## **IN-SCHOOL SUSPENSION (ISS)**

An In-School Suspension (ISS) is a period of time in which students are assigned and sent to a designated area during the school day. Full credit for work completed will be received. No after-school activities may be attended by a suspended student on each day that they are serving ISS.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

An Out-of-School Suspension (OSS) is a period of time in which students cannot be on school grounds or attend any school activities. Students must complete all assignments given during the period of their OSS and credit will be received.

## **ALCOHOLIC BEVERAGES, INTOXICATION**

Students will not possess nor traffic in alcoholic beverages of any description. Any student found guilty of supplying drinks, drinking or having consumed alcoholic beverages, or having alcohol in his/her possession will be subject to dismissal from the Academy.

## **BULLYING AND HARASSMENT**

It is the policy of Admiral Farragut Academy that all of its students learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. Admiral Farragut Academy will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.

**Bullying** means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve but is not limited to:

- Teasing
- Social exclusion
- Threat
- Intimidation
- Stalking, including cyberstalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of property



**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- Places a student in reasonable fear of harm to his or her person or damage to his or her property.
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.
- Has the effect of substantially disrupting the orderly operation of the Academy.

**Bullying and harassment** also encompasses:

- Hazing, which is defined as any unauthorized assumption of authority by one student over another whereby the latter shall be exposed to any cruelty, indignation, hardship, humiliation, or oppression, or the deprivation or abridgment of any right, privilege or advantage to which he/she shall be legally entitled.
- Retaliation against a student by another student for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- Cyberstalking, which is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

## **CHEATING**

Cheating is defined as any use or attempt to use the work efforts of another student, with or without the consent of that student, or any previously published material to benefit grade status. This includes plagiarism.

## **CLUBS, FRATERNITIES, ORGANIZATIONS, SOCIETIES, ETC.**

No club or other combination will be formed among students without the approval of the Administration. Any combined or joint action among students, for the purpose of expressing disapprobation or censor of any activity, service, person or regulation connected with the Academy, is expressly forbidden. Students are forbidden to organize any type of entertainment or association, or act as the agent for any firm, in any business activity while at the Academy, without permission of the Administration.

## **CONTROL OF THE ACADEMY**

Students are under the control of the Academy:

- while on grounds
- while off grounds with an Academy sponsored trip or activity
- anytime their actions reflect upon the Academy

## **DRUGS, NARCOTICS, AND HALLUCINATORY SUBSTANCES**

The use of, possession of, or trafficking in, medically non-prescribed drugs, narcotics, stimulants, marijuana, controlled or illegal substances, and other hallucinatory substances by students of this Academy is forbidden. Any student found guilty of this charge will be dismissed from the Academy.

- The inhalation of glue, or similar volatile substances, to produce intoxication or exhilarating effect is forbidden. Any student at this Academy found guilty of this charge, will be subject to dismissal.
- Upon reasonable suspicion that drug usage has occurred, parents and guardians have consented to their child undergoing testing. This consent shall remain in force and effect during all periods of time that the student is enrolled at Admiral Farragut Academy. Should drug testing be necessary, it will be done by a licensed medical personnel in a discreet manner after reasonable attempts have been made to notify parents or guardians. The cost of drug testing will be the responsibility of the parents or guardians.
- The above policy only applies to cases where REASONABLE SUSPICION exists. Please understand that under no circumstances do we plan to implement "random" testing of our students. We stress that we will make every effort to contact parents before any testing is conducted, and that the testing will be done discreetly.

## **FALSIFYING OF DOCUMENTS**

The falsifying of documents is defined as any party to the forgery of signatures on parental permissions or invitations. Any student found guilty of this offense may be dismissed from the Academy.

## **INFLAMMABLES**

The ignition of matches, lighters, and flammable materials and possession or use of fireworks on the school grounds may result in disciplinary action. Tampering with, unauthorized use of, damage to any fire, electrical or safety equipment will result in disciplinary action.

## **LYING**

Students who choose to lie will face disciplinary action. Lying is defined as the attempt to deceive in order to gain undeserved advantage. This also includes half-truths, false rumors, and evasive or misleading answers or statements.

## **PERSONAL CONDUCT**

The Academy reserves the right to hold any student responsible for actions that would be injurious to the reputation of Admiral Farragut Academy. Students who are unwilling to abide by the school's policies or who are considered to be injurious to themselves or to the school community may be asked to leave the Academy.

## **RACISM AND SEXISM**

The Academy strives to maintain a multicultural environment in which all students, regardless of sex, creed, or color may coexist without fear of persecution. Students are expressly forbidden to say, write, espouse, or promote any behavior or language that singles out a person or persons because of their ethnicity, gender, religious preference, or sexual orientation. Any such act carries with it a disciplinary action, ranging from mandatory counseling, to dismissal from the Academy.

- Students may not possess any literature, videos, or propaganda that promotes racist or sexist views unless approved by the Academy.
- Students are encouraged to report instances of racism immediately to the appropriate Academy official.

Certain literature or text used in History and English classes may contain racist or sexist themes which are more characteristic of the time period in which they were written. Such materials will only be used for academic purposes.

## **SEXUAL HARASSMENT**

Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Sexual misconduct will be grounds for dismissal.

## **SKATEBOARDS, ROLLERBLADES, AND HEELYS**

Students may not possess or use skateboards, rollerblades, or Heelys while on school grounds.

## **STEALING**

Any act of theft may result in immediate dismissal from the Academy. This includes any act or attempt to keep for oneself the property of another, regardless of how possession was obtained. This holds true both at the Academy and in the community.

## **TOBACCO**

Admiral Farragut Academy is a tobacco free campus. Students and adults are not allowed to smoke or possess tobacco at any time on school grounds.

## **WEAPONS**

Students are forbidden to possess weapons, firearms or explosive devices of any description. Possession of such items may lead to dismissal from the Academy. Weapons are interpreted to include any rifle, pistol, revolver, pellet gun, spring automatic blow gun, or missile propelling device of any description. Any sharp weapon, i.e. knives, throwing devices etc. are not allowed at school.

**No attempt is made to cover herein every detail of conduct and procedure. Students are expected to know the difference between proper and improper conduct, and to conduct themselves as ladies and gentlemen. The provisions of conduct and procedure are subject to change or to be modified without notice, at any time, by the Trustees of the School: and if so changed, the new provisions will constitute a portion of your contract.**

## **EMERGENCIES AND PROCEDURES**

### **FIRE DRILLS**

The signal for a fire drill will be a continuous sounding of the fire alarm system. All students and staff are to follow fire drill procedures, which are posted in each classroom and office. Fire drills will be conducted at irregular intervals.

### **SECURITY**

In case of an emergency or disaster, students will listen and obey instructions from teachers and/or administrators who have been trained to handle such situations. A specific guide for these situations has been prepared.

### **SPECIAL ANNOUNCEMENTS**

When emergencies occur, our community teamwork provides a wonderful support system. If school has been cancelled, announcements will be made on the AFA website, Bay News 9 and/or leading radio and television stations. Please listen to your radio or television if you are in doubt. If inclement weather is expected and you would like to pick up your student from school for an early dismissal, please report to the office.

## **MEDICAL CARE**

All prescription medications must be delivered to the office with medicine appropriately marked in a bottle from the Pharmacy. Students are prohibited from keeping medications or medical instruments in their belongings except those authorized by the Infirmary. Written directions and permission signed by the parent or guardian must be on file with the school, or students will not be medicated.

Basic first aid will be administered by school and Infirmary personnel. Parents or guardians will be notified of illness or injury. If a student is deemed contagious by the Infirmary staff, the student will be sent home immediately. The Academy adheres to the Pinellas County School Health Guidelines for Exclusion when students have illnesses or outbreaks. A physician's note must accompany the student's return to school.

Students in Kindergarten-5th grade are no longer required to have annual physicals unless the student is new to the school. Also, if there are any changes to the student's medical history, the Infirmary and the office needs to be provided with this information. PreK and Kindergarten students are required to turn in updated immunization records before school starts each August.

All 5th-7th grade students wanting to tryout or participate in athletics are required in advance of the opening of school in August to provide the following: EL2 Physical Evaluation form, EL3 Consent & Release from Liability Certificate form, EL3CH Concussion & Heat Related Illnesses Release form, Medical Consent form and Proof of Insurance. Seventh grade students also need proof of required immunization booster.

## UNIFORM & APPEARANCE

### APPEARANCE/DRESS CODE RULES AND REGULATIONS

- Students are expected to wear the school uniform unless otherwise instructed.
- Uniforms should be purchased from the Ship's Store or Lucky Bag.
- A solid black or brown leather belt is to be worn if the shorts or long pants have belt loops (1st-7th Grade Only)
- Shirts are to be tucked in at all times.
- Tennis shoes with no blinking lights.
- Socks need to be **white** ankle socks.
- Caps or hats are not part of the uniform except during PE or recess.
- During cold weather, girls may wear navy, white or suntan tights.
- Long sleeve shirts under navy polo shirts are not part of the uniform and are not permitted.
- Only AFA logo sweatshirts are permitted inside or outside the classroom. No other sweatshirt is allowed inside or outside the classroom.
- During cold weather, students may wear jackets outside of the classroom.
- Boys are not allowed to wear earrings.
- Girls may wear post or hoop earrings no larger than a nickel and only one earring per ear. No dangling earrings allowed.

### HAIRCUTS AND HAIR REQUIREMENTS

- Extreme hairstyles or hair color are not permitted. All hairstyles must be neat, clean, and well kept.
- Boys' hairstyles may not be below the collar of the shirt, below the eyebrow or cover no more than half the ear.
- Girls need to wear hair close to the head. If hair is long enough, it needs to be worn in a ponytail. Hair that is not long enough for a ponytail needs to be worn off the face.
- Hair accessories must be simple.

### SHIP'S STORE/LUCKY BAG

All uniform articles should be purchased in the campus Ship's Store or The Lucky Bag (used uniform shop run by the AFA Parents' Group) which is located inside the Ship's Store. Families may donate unwanted uniform items or purchase used apparel at a discounted price at the used uniform store.

### UNIFORM

- Boys khaki pleated shorts
- Boys khaki pleated pants
- Girls khaki pleated shorts
- Girls khaki pleated pants
- Girls khaki skorts (optional)
- Navy polo shirt with AFA logo
- Sweatshirt with AFA logo
- Gold physical education t-shirt with AFA logo (4th-7th grade students)
- Navy physical education athletic shorts with AFA logo (6th & 7th grade students)
- Class spirit shirt (purchase in Ship's Store)
- Solid black or brown leather belt
- White ankle socks
- Tennis shoes

## ACCEPTABLE USE POLICY

Admiral Farragut Academy believes in fostering our current digital world and the devices that are increasingly available to our cadets who are challenged daily with "learning to grow up online". The Academy makes every effort to make use of these tools in a reasonably guarded and constructive manner. AFA's philosophy is to block or restrict inappropriate content as needed (or even possible), but would prefer to teach, guide and educate our students to the "real world" of the increasingly ubiquitous Internet availability and the expanding reach of their fellow digital natives and peers. This digital world is available through their own devices, as well as through the networks, applications (web or host based) and systems that Admiral Farragut Academy makes available to our community. To have consent and gain access to, and usage of, these tools in class and on campus, all students must obtain written parental permission and approval.

### WHAT IS POSSIBLE?

Access to these devices enables students to explore thousands of libraries, databases, museums, and other repositories of information and to collaborate and exchange personal communications with other users around the world. Students and teachers are no different from any other web users in that they stand to benefit from the numerous kinds of tools available to facilitate this communication and collaboration. The educational experience can be streamlined, and indeed enhanced, by the use of platforms which make it easier for teachers and students to interact with each other and among themselves. Many of the functions that one sees in a Web 2/3.0, collaborative or social networking site like messaging, sharing links, documents and common collaboration "spaces", can be used in the school context. Teachers can post assignments and class notes and answer frequently asked questions. Students can share documents and send messages to their teachers seeking help on particular issues. Families should be aware that some materials accessible via these channels might contain items that are illegal, defamatory, pornographic, inaccurate, or potentially offensive. While the purpose of the school is to use digital resources for constructive educational goals, students may find ways (intentionally or not) to access material and information deemed inappropriate. We believe the benefits to students having access to the Internet in the form of information resources, social networking, and other opportunities for learning and collaboration exceed the disadvantages inherent in a more draconian policy of creating a highly restricted digital vacuum on campus. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any available media, information or concomitant digital device. *The Academy will attempt to restrict or block offensive materials from being accessed through these systems, but it cannot guarantee every Internet site your child visits or content and actions available within this or their own digital realms or devices will be absolutely safe and appropriate at all times. No guarantee or warranty is implied by any and all efforts of the Academy to monitor or filter this content or to restrict or remove available access to this material and as such, Admiral Farragut Academy makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks, the Internet or any available digital resource provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s), arising out of the user's use of its computer networks, the Internet, or any digital resource under this policy. By agreeing to this policy, users are taking full responsibility for his or her use, and the user who is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, or any organization that provides the computer and digital services to the school and all of the administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from their user's access to its computer network, the Internet and any available digital resource, including but not limited to: any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s), agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network, the Internet or any available digital resource, whether that use is on a school computer or digital device, or on another computer or digital device outside of, but related to the Admiral Farragut community and domain.*

### WHAT IS EXPECTED?

Students are responsible for appropriate behavior on the school's computer network, the Internet or any other form of personal digital-communications-media device just as they are physically in a classroom or on the school's grounds. Admiral Farragut Academy's standard rules for behavior apply to both their "real" and "digital" worlds and persona. Students may never use the Internet, device, and/or engage in any digital communication in such a way that reflects poorly on the reputation of the student or the Academy. It is expected that users will comply with standards and the specific rules as set forth in this document and below. These digital freedoms on campus are considered a privilege, not a right, and may be revoked if abused. Furthermore, depending

on the severity of the offense, the school reserves the right to discipline the child according to guidelines set forth in the Regulations and/or contact the appropriate legal authorities as warranted. The user is personally responsible for his/her actions in accessing and utilizing the school's (or personally available) digital resources. Students are advised never to access, keep, or send anything they would not want their parents or teachers to see. Students are advised to never share any username or password with another student and to safeguard their digital anonymity when appropriate.

## **WHAT ARE THE RULES?**

*Access:* Any system that is on this network and any system making use of and/or accessible via this network is considered private property. Any unauthorized access or alteration of any system(s), its files, and/or its data, on this or any other accessible network, is strictly prohibited. Please be aware that Admiral Farragut Academy upholds and enforces policies pursuant to Federal Statutes 18 USC 1029, (Fraud and Related Activity In Connection with Computers), and Florida Statutes Chapter 815 Title code XLVI, (Computer Crimes and Related Activities). Network administrators may review and monitor system usage to maintain system integrity and to ensure that students are using the system and network responsibly and legally. Details on these laws can be found via links through the Farragut web site at [www.farragut.org](http://www.farragut.org).

*Illegal Copying:* Students should never download or install any commercial software, shareware, or freeware onto local drives, network drives or disks or digital devices, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

*Reproduction of copyrighted files or programs:* Students are forbidden to collect, distribute, or sell any copyrighted files or programs, not limited to but including illegal reproduction of games, music and any proprietary digital content while under the care of the Academy.

*Collection, usage and distribution of computer viruses or "hacking" programs:* Any student who knowingly and willfully harbors, creates, or uses any virus, hacking or cracking program, with or without the intent to use it against the Academy, is subject to *immediate dismissal and possible legal action*. Also, the use of applications that were designed for and by system and network administrators on this network is strictly prohibited. Although legal to own and use, these programs can be misused. The use of any of these applications on this network will be considered misuse of same. The programs outlined above include, but are not limited to, Virus programs, Trojan Horse Applications, Backdoor/Background control programs, Promiscuous mode "sniffer" programs, Packet decoder/capture applications, Password cracking programs, IP discovery/intrusion programs, Protocol analyzers, TCP/IP Port scanning applications, NetBios scanning programs, JAVA, XML, Active X, and other Scripting codes.

*Inappropriate materials, cyberbullying, digital group actions, or language:* No bullying, profane, abusive or impolite language or communications should be used via any digital channel, nor should materials be accessed which are not in line with the rules of Academy behavior. A good rule to follow is to never view, send or access materials that you would not want your teachers and/or guardians to see.

## **General Advice**

1. Do not use any digital device to harm the Academy, other people or their work, or yourself.
2. Do not alter or damage the device you're using or the network you're on in any way. This also includes making unauthorized changes to same, aesthetic or otherwise.
3. Do not interfere with the operation of the network by installing illegal software, shareware or freeware on any system you use.
4. Do not violate any copyright laws.
5. Do not view, send or display offensive and/or pornographic messages or pictures.
6. Do not share your user name(s) or password(s).
7. Do not trespass in another's folders, work or files. This includes any school-related files, protected or otherwise. This is considered Unauthorized Entry, just as it would be if you were to open someone's locker.
8. Notify an adult immediately if you encounter materials or any activity that violates the rules of appropriate use.
9. Prepare to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated. Serious consequences may occur of both a legal and disciplinary nature.
10. Protect your anonymity: Never give out personal information to any website or individual via the Internet or other digital channel.