

ADMIRAL FARRAGUT ACADEMY
PreK Handbook

2018-2019



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CAPT Robert J. Fine Jr.
Headmaster

Mrs. Anita Fine
Head of Lower School

IMPORTANT DATES

AUGUST

22 First Day of School - Classes Begin

SEPTEMBER

3 No School - Labor Day

NOVEMBER

16 Early Dismissal

17-25 No School - Thanksgiving Break

26 Classes Resume

DECEMBER

20 Early Dismissal

21-Jan. 6 No School - Winter Break

JANUARY

7 Classes Resume

21 No School - Martin Luther King Day

FEBRUARY

18 No School - Presidents' Day

MARCH

8 Early Dismissal

9-17 No School - Spring Break

18 Classes Resume

APRIL

19-22 No School - Spring Weekend

23 Classes Resume

MAY

24 Early Dismissal and Last Day of School

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

ATTENDANCE

ABSENCES

Parents are required to call or email the Lower School Office no later than 8:30 am if their child is unable to attend school. If the school does not hear from the parent prior to 8:30 am, the school is required by Pinellas County Licensing Board to contact the parent.

ARRIVAL AND DISMISSAL

It is highly recommended that ALL parents **use the car line** for arrival and dismissal. Children who are not picked up before 3:15 pm will be placed in Extended Day at parent's expense.

DAILY SCHEDULE

7:30 am..... Lower School Office opens
7:45 am..... Drop-off begins
8:00 am..... Classes begin
3:00 pm..... End of school day/pick-up begins/Extended Day begins
3:15 pm..... End of pick-up
4:00 pm..... Lower School Office closes
5:30 pm..... Extended Day ends

SIGNING CHILDREN IN AND OUT

All children arriving late, leaving early or returning to the campus must be signed in or out at the Lower School Office.

TARDINESS

Prompt attendance at school is a shared responsibility of parents and students. When this responsibility is neglected, teaching and learning are disrupted. 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 school on time.

GENERAL INFORMATION

CELEBRATIONS/BIRTHDAYS

If you would like to provide special treats for a birthday or special event, please contact the classroom teacher. Deliver invitations by mail or by phone, never by hand at school unless every child in the class is invited.

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, Front Office (Entrance of Farragut Hall), Lower School Office. Passes are to be worn conspicuously during the entire time on the campus

CIGARETTES, ELECTRONIC CIGARETTES/VAPING

Admiral Farragut Academy is a tobacco-free campus. Adults are not allowed to smoke, use electronic cigarettes (vaping) or possess tobacco at any time on school grounds.

CONFIDENTIALITY OF RECORDS

Farragut 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 child's permanent records and discuss them with a school official if doubt of content or accuracy exists.

EXTRA CLOTHING

Please bring extra clothing, underwear and socks in case your child has an accident. The extra clothing does not need to be a school uniform.

LOST AND FOUND

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

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled for children 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.

PROGRESS REPORTS

Children receive a progress report in December and May.

PreK uses the following grading scale:

B = Beginning

D = Developing

M = Mastering

NA = Not Assessed

SPECIAL ARRANGEMENTS, CARPOOLS, DISMISSALS

To arrange for a child to leave school in a manner different from his/her usual arrangement, parents are required to send an email or fax to the Lower School Office clearly stating the name, address, and phone number of the person picking up the child. The person picking up the child will be required to show personal identification to school personnel.

TOYS FROM HOME

Please do not bring toys to school. Your child will have the opportunity to share a special toy from home during specified days such as show and tell.

WEEKLY NEWS

The Communications Department sends 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 children. 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.

DISCIPLINE & EXPULSION POLICY

All child care personnel of Admiral Farragut Academy's PreK program must comply with the following disciplinary practices stated by the Pinellas County License Board.

Admiral Farragut Academy child care personnel must ensure that age-appropriate, constructive disciplinary practices are used for children in care. Such policies shall include standards that prohibit children from being subject to:

1. Discipline, which is severe, humiliating, or frightening
2. Discipline associated with food, rest, or toileting
3. Spanking or any other form of physical punishment

Admiral Farragut Academy child care personnel will choose one of the following options for a child who misbehaves:

1. Redirect child to another activity
2. Model appropriate activity with the child
3. Model appropriate words to use with each other

In the event of extenuating circumstances, such as physical harm to another child or behavior determined to be detrimental to the child's learning or the learning of others, we may have to ask that a child be removed from our program either on a short term (suspension) or permanent basis (expulsion). Our goal is to implement classroom management strategies in order to prevent this policy from having to be enforced.

EMERGENCIES AND PROCEDURES

FIRE DRILLS

The signal for a fire drill will be a continuous sounding of the fire alarm system. All children 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

Admiral Farragut Academy partners with Critical Intervention Services (CIS) for school safety and security. A CIS officer is on campus during the class day. In case of an emergency or disaster, children 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 support system. If school has been cancelled, announcements will be made on the Admiral Farragut Academy website, Bay News 9 and/or leading radio and television stations and if possible, an alert text will be sent out to families. 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 child from school for an early dismissal, please report to the office.

MEDICAL

FIRST AID

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

IMMUNIZATIONS

An updated immunization record form is required before school starts each August. By law, children with religious and medical exemptions for required immunizations are permitted to attend school with the appropriate documentation on file. Be advised that some children in attendance at Admiral Farragut Academy may not have current immunizations.

PRESCRIPTIONS

All prescription medications must be delivered to the Infirmary with medicine appropriately marked in a bottle from the pharmacy. Children 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 children will not be medicated.

APPEARANCE & UNIFORM

APPEARANCE/DRESS CODE RULES AND REGULATIONS

- Children are expected to wear the school uniform unless otherwise instructed.
- Uniforms should be purchased from the Ship's Store or Lucky Bag.
- **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 Admiral Farragut Academy logo sweatshirts are permitted inside or outside the classroom. No other sweatshirt is allowed inside or outside the classroom.
- During cold weather, children may wear any type of jacket 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 AND LUCKY BAG

All uniform articles should be purchased at Admiral Farragut Academy's Ship's Store or the Lucky Bag (used uniform shop run by Admiral Farragut Academy's 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 Lucky Bag.

UNIFORM

- Boys khaki shorts
- Boys khaki pants
- Girls khaki shorts
- Girls khaki pants
- Girls khaki skorts (optional)
- Navy polo shirt with Admiral Farragut Academy logo
- Sweatshirt with Admiral Farragut Academy logo
- Class spirit shirt, which is worn every Friday (purchase in Ship's Store)
- White ankle socks
- Tennis shoes

