

WELCOME TO THE COLLABORATORY PREPARATORY SCHOOL

We are delighted that you have chosen Collaboratory Preparatory School to nurture your child in his or her educational, cultural, and character development. By partnering with you and your family, we believe your child can learn and achieve their highest potential through the learning environment Collaboratory Preparatory School provides.

Together, as we provide this high-performing, educational community, we also need to establish standards and guidelines. In every effort to promote good communication between you as the parent and us, as the Collaboratory Preparatory School staff, we have compiled this handbook for your reference.

We look forward with great anticipation to serving you and your child(ren).

OUR VISION

To create an educational family which develops character driven, culturally literate, lifelong students who bring value to their community.

OUR MISSION

Our mission is to prepare students of Hillsborough County, K through 5th grade for middle school, high school, college, and for the workforce by delivering a world class education in a collaborative environment fueled by a passion for learning.

HILLSBOROUGH COUNTY SCHOOLS STUDENT CODE OF CONDUCT

The Collaboratory Prep School adheres to the Hillsborough County Schools Student Code of Conduct and Discipline Guidelines. To review this information, please see the Hillsborough County Schools student [Code of Conduct](#) and Discipline located at rear of handbook.

CAMPUS LOCATION

6406 E. Chelsea St.

Tampa, FL

33624

844-702-3123

[Visit us at CollaboratoryPrep.org](http://CollaboratoryPrep.org)

Rev: July,2022

GENERAL INFORMATION

ACADEMIC PROGRAMS

Each student's academic instruction will consist of language arts, math, social studies, science, physical education, and reading. All students will be given the attention and resources needed to achieve their goals and reach their highest potential. Parents are expected to reinforce the learning environment at home and encourage academic excellence.

PARENT CONFERENCES

Parents are cordially invited to confer regularly with staff members concerning their child's progress. Appointments must be made in advance and can be done by calling the office. Emails are always welcome and are an effective form of continual communication with the school.

Please notify your child's campus front office immediately of any changes to your email address to insure you receive all school communications, including our weekly newsletter.

REPORT CARDS

Each student's report card will communicate whether a student is making progress to meet quarterly and yearly standards for their specific grade level. Parent conferences can be scheduled to explain progress monitoring plans and student overall progress.

PROMOTION AND RETENTION

A student's progress is based on his/her academic achievement during the school year. A student is expected to achieve a year's worth of learning. If this is not achieved, retention will be discussed as an option. If a child is to be retained, it will be in accordance with Florida Law and the Hillsborough County Student Progression Plan.

MAKE-UP WORK

Excused absences guarantee students the right to make up all assignments assigned on the day[s] of absence at full credit. The student is responsible for asking the teacher(s) for assignments and make-up tests within two (2) class meetings with the teacher. The teacher(s) shall specify a reasonable period for completion of make-up work. In no case shall the time be less than one full calendar day for each day missed. The principal or designee shall have the authority to modify these conditions with a confirmed hardship. Students who have been assigned out-of-school suspension (OSS) may make up all missed assignments and tests for full credit.

HOMEWORK

The Collaboratory Prep believes that homework should be tailored as much as possible to fit the needs of the individual student. The purpose of homework is to reinforce skills and to practice introduced skills. New skills will not be introduced as homework. Homework will not be used as a disciplinary measure. If a student is sick and misses school, he/she will be expected to make up missed assignments.

EMERGENCY CARDS

Collaboratory Prep administration requires that each student has an emergency card on file. These cards must be updated EVERY YEAR or when new information occurs. It is the responsibility of the parents/guardians to keep the school informed of any changes of address, phone numbers, and email addresses. In the event of an emergency, your student's welfare will depend on this information. We must have a minimum of two emergency phone numbers whereby someone can be reached in case of illness or injury to your child. Please ensure the emergency numbers Collaboratory Prep has on record for your family are accurate. If you have a question or concern, please contact your child's campus office at 844-702-3123.

BEFORE AND AFTER CARE PROGRAM

Collaboratory Prep's before and after care program provides before and after care for students K-5, providing a safe and fun program that supports the social, emotional, intellectual, and physical development of students so that parents can work free of worries about their children's safety. Our school year program is available from 7:00 am until school begins at 8:30 am and from 3:30 pm – 5:30 pm, Monday through Thursday. Homework is expected to be completed during these afternoon hours.

THERE IS NO AFTERCARE ON FRIDAYS.

BIRTHDAYS AND CELEBRATIONS

In the event of a child's birthday celebration, all refreshments must be commercially prepared. No home-baked goods will be accepted in the interest of student safety. Healthy snacks are encouraged. All birthday celebrations will take place during the last 30 minutes of the school day. Parents must notify the child's teacher ahead of time so that he/she may prepare her/his day accordingly.

CELL PHONES

Cell phones and other electronic devices, except for iPads that are issued to students, are not permitted during school hours due to the interruption to the learning environment that these devices may present. Students may use iPads only when instructed by their teacher.

EMAIL

Emails are welcome and encouraged. Please contact us at any time at info@collaboratoryprep.org. If you wish to communicate with a specific staff member, please select their name from our website which gives you direct access to each personnel.

FOOD SERVICES

Collaboratory Prep partners with LivyO's to provide a streamlined food service program for all our children.

FREE/REDUCED SCHOOL MEALS

Collaboratory Prep is a Community Eligible school. Therefore, all students receive free breakfast, lunch and after-school snack.

LABELING BELONGINGS

Please mark your student's belongings - coats, sweaters, lunch boxes, bags, umbrellas, etc. - with their name and room number (if applicable) for identification purposes.

LICE

Please remember to continually check your student's hair for head lice. Our policy focuses on the exclusion of active lice infestations. Active infestation is defined as the presence of live lice and/or nits found within 1/4" of the scalp. Parents/guardians of students who are found to have nits or live lice will be called to pick up their student. Parents must assume the responsibility for checking their student(s) and treating head nits and lice when it occurs.

The student must be nit and lice free to return to school. For additional information on head lice, visit www.headlice.org.

LOST AND FOUND

Items that are left at the school will be placed in the lost and found. Because the lost and found bin is cleared out every two weeks, be sure to check for misplaced items regularly. Items that are not claimed after two weeks will be donated to a local charity.

SUPPLY FEE

All pupils are required to pay a supply fee for expendable supplies. The fee is \$20.00 for elementary students per year.

VISITATION

Parents desiring to observe classrooms during school hours are required to schedule the visit ahead of the date requested and will be approved as long as the classroom routine and assignments are not disturbed. Teachers will be notified of all visits.

Every visitor must have a background check on file and administrative approval in order to be in the classroom or on campus. Please refer to the Volunteering section for additional information regarding the volunteer approval process.

VOLUNTEERING

ALL parents, guardians, grandparents, and any adults who wish to volunteer at Collaboratory Prep while students are present, have lunch with a student, chaperone field trips, or volunteer at school events held off-site MUST first complete a School Volunteer Registration form to be approved to volunteer during the school year. This form MUST be completed each year after June 30th for the upcoming school year as the school files are purged each year on June 30th. It is strongly recommended that you complete this process before the first day of the new school year.

PLEASE NOTE: All volunteers must dress appropriately.

WITHDRAWALS

Prompt notification of any student withdrawing from Collaboratory Preparatory Academy should be made in writing to the office. Please note we cannot forward your student's school records to the new school until you have completed and signed a Release of Records with the new school.

TRANSPORTATION

It is the responsibility of the parent(s) to provide transportation to and from school.

ENROLLMENT/LOTTERY

Hillsborough County residents in grades K – 5 are eligible to attend Collaboratory Prep through an equal opportunity lottery process. Students residing outside of Hillsborough County may also participate in the lottery; however, priority enrollment is given to Hillsborough County residents.

The Lottery Registration process begins on March 1st at a designated time, usually 9 AM. The Lottery Registration period closes on the last business day of the month of March, at a designated time, usually 4 PM. The dates and times are advertised beginning in January. Lottery Registration applications are only accepted during the Lottery Information Session and throughout the month of February.

Lottery Registration forms must be submitted to the school office. Any Lottery Registration forms received after the Lottery Registration period ends are placed at the bottom of the corresponding grade's waiting list, in order of the date received.

Please note: If you would like to enroll ANY school age siblings in Collaboratory Preparatory (K-5), a Lottery Registration form must be completed for EACH sibling. In order to be eligible for sibling status, the child must be a sibling of a current Collaboratory Prep(K-5), and must NOT be currently enrolled in Collaboratory Prep.*

**Current Collaboratory Prep students are defined as those students who are enrolled at Collaboratory Prep (K-5) during the month of February of the current school year. You must list all siblings on each Lottery Registration form so that we are able to identify students who qualify for sibling status.*

Parents/guardians will be notified mid-March of the enrollment status of their student. Parents/guardians must accept or decline the enrollment opportunity within 3 business days of being notified their student has been accepted into Collaboratory Prep. If acceptance notification is not received by Collaboratory Prep within 3 business days, the opening will be offered to the next student on the waiting list.

By Florida law, the entrance age for kindergarten is 5 years old on or before September 1st. Registration information is required before entering a Florida school. The following criteria must be met:

- Current physical examination within one year prior to enrollment
- Florida Certificate of Immunization or Certified Religious/Medical Exemption from the Florida Dept. of Health

- Evidence of age (i.e., original certified birth certificate)
- Social Security card (if available)

POLICIES AND PROCEDURES

DRESS CODE/UNIFORM POLICY

Dress Code

In order to promote a safe and supportive learning environment and to enhance school safety, maintain order, and promote a positive discipline atmosphere, Collaboratory Preparatory School has adopted the following uniform policy:

Approved Uniform Attire: All students are required to wear a school uniform every day, except on Fridays when they may wear their Collaborative Prep Scholar t-shirt and long jeans.

Bottoms:

- Only khaki pants, capris, shorts, or skorts.

Tops/Jackets:

- Short or long sleeve polo style shirt **MUST** be navy blue or burgundy polo shirts. No logos or emblems are permitted.

Other Items:

- Girls may wear navy or white tights or leggings under shorts or skorts.
- Closed toe and closed heel shoes and sneakers only; no flip-flops, heels, or sandals allowed. **FRIDAY ONLY:**
- Collaboratory Prep Scholar t-shirts can be worn with blue jeans. Jeans must be blue; no colored jeans or jean shorts will be allowed.
- No jean shorts or flip flops.

ATTENDANCE AND TARDY POLICIES

Attendance Overview

State statute requires that “All children who have attained or will have attained the age of 6 years by February 1 of any school year and have not yet attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term.” (F.S. 1003.21)

It is the belief of the District School Board of Hillsborough County and Collaboratory Preparatory School that academic success requires continuity of instruction and active classroom participation. Attendance shall be required of all students enrolled in school during the days and hours that the school is in session. **School attendance shall be the responsibility of parents and students.**

School Attendance:

Students are to be counted in attendance only if they are present or engaged in a school-approved educational activity, which constitutes a part of the instructional program for the student.

Class Attendance:

Students are to be counted in attendance if they are physically present in class or have been excused by the teacher on a class-related assignment or have been requested by a member of the school support staff for an approved school activity including taking required assessments.

Attendance Procedures

All students who are absent will be marked “unexcused” (“U”) until the parent/guardian notifies the school in writing and justifies the absence with one of the acceptable reasons as defined in section “Acceptable Reasons for a student’s Absence from Class”. Failure to do so within three (3) school days will cause the absence to be recorded as “unexcused”. In the case of excessive or extended absences which are claimed to be due to illness, upon request of the principal or designee, a parent must provide documentation (doctor’s statement) of a student’s illness. Excessive or extended absences are considered 5 in one month or 10 in one semester. Absences that meet this threshold will require a doctor’s note. If doctor’s notes are not provided, absences will be marked as unexcused.

Acceptable Reasons for a Student's Absence from Class

- Illness of student.
- Major illness in the immediate family of the student (immediate family is determined as parents, brothers, sisters, grandparents, aunts, uncles, legal guardians or persons in loco parentis, or a member of one's own household).
- Death in the immediate family of the student.
- Religious holiday of the student's faith (including Yom Kippur, Rosh Hashanah, Epiphany, etc.). ● Religious instruction (including Bar/Bat Mitzvah, Confirmation, etc.).
- Religious institutes, conferences, or workshops, **provided that the principal or designee approves the absence in advance.**
- Absences for trips or other parental requests that are determined to be educationally relevant for the student as determined by the principal or designee. Requests must be approved at least one week in advance. The principal or designee's decision in this matter is final.
- In-school or out-of-school suspension.
- Subpoena or forced absence by any law enforcement agency. A copy of the subpoena or court summons must be submitted to the school.
- For purposes of attendance, school related activities would not be counted as absences from school.

Florida Law 1003.26(1)(b) provides that if a student has at least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month or ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90 calendar day period, the school must take action. The school may require documented medical and legal excuses for a pattern of non-attendance.

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- A student, whose parent or legal guardian is an active-duty member of the armed forces and has been called to duty, is on leave from, or has immediately returned from deployment, shall be granted additional excused absences, at the discretion of a school district's superintendent or designee, to spend time with said student's parent/legal guardian, relative to such leave or deployment.
- After three (3) unexcused absences the school shall contact the home (or workplace) of the parent/guardian to determine the reason for the absence.

If the initial parent/guardian meeting/contact does not resolve the problem and the person responsible for all non-attendance determines that an early pattern of nonattendance is developing, interventions that best address the problem will be developed. The interventions may include but need not be limited to:

- Attendance agreements.
- Referral to the school-based intervention team and school principal, when applicable.

Tardiness and Early Checkout

Students need to arrive on time and stay through dismissal so they can receive important directions, class instruction and avoid disrupting other students. Parents can set a good example by encouraging students to follow the school's time schedule.

All parents must sign in their student at the front office when dropping off their student late and must sign out their student at the front office when picking up their child prior to the regular dismissal time. A student is tardy if he/she is not in the classroom by 8:30 AM.

Student Consequences for Unexcused Tardiness

Excused tardiness may not impact a student's academic grade. Reasons for an excused tardy include:

- A student illness.
- Medical or dental appointment (a note from the doctor or dentist is required for the tardy to be excused).
- Death in the family.
- Observance of a religious holiday or service when it is mandated for all members of a faith that the holiday or service is observed.
- Previously approved school-sponsored event.
- Family emergency, however, must be approved by the principal.

Unexcused tardiness includes any tardiness that does not fall into one of the categories listed above. It is the responsibility of the parent/guardian to explain in writing any tardiness to school. Failure to provide a written explanation will automatically be considered an unexcused tardiness.

Consequences for repeated tardiness will be carried out by the assistant principal, or principal and can include the following: warning letter sent home to the parent/guardian; parent/guardian meeting with the principal; lunch detention; after school detention; and the student's ability to participate in extracurricular activities.

DISCIPLINE AND BEHAVIOR EXPECTATIONS

Collaboratory Prep's discipline policy is a school-wide process for ensuring a safe, serious learning environment is in place for our students. The main concept of this policy is to deal with behaviors that disrupt the classroom, thereby allowing the classroom to stay as it should be - a place to learn. Please read through and discuss the Collaboratory Prep discipline guide and the Hillsborough County Student Code of Conduct with your child (Code of Conduct [Hillsborough County School.org](http://HillsboroughCountySchool.org))

These guides are very important and will affect him/her throughout the year. We are confident that, with your support, our students will enjoy a learning environment where increased academic achievement can take place. When you review and reinforce these concepts at home, you are doing your part to assist us in ensuring your child's success in school.

Each student at Collaboratory Prep is expected to display excellent character and to adhere to all the rules. The behavior of each student is solely his or her responsibility and so they will be held to high standards in the following areas:

Respect

At Collaboratory Prep:

- students have the right to be treated with respect and with self-worth and to treat others with respect as well.
- students will show proper respect to all classmates.
- students will follow directions the first time when given by an adult.
- students will show proper respect to all faculty and staff, including body language and verbal responses.
- students will conduct themselves quietly and courteously in the hallways, restrooms, and during class.

Responsibility

All Collaboratory Prep:

- students have a right to learn. Teachers have a right to teach. Both have the right to do a job well-done.
- students will arrive to class on time, will come prepared with materials needed for class, and will be willing to participate.
- students may not bring the following to school: candy, gum, toys, smoke bombs, firecrackers, electronic toys, or any objects which may cause physical harm or interfere with learning.
- students will wear Collaboratory Prep uniforms and will abide by the proper dress code.

- students will complete all class homework on their own; cheating will not be tolerated.
- students will always use appropriate language (no slang)
- students arriving late to class are required to sign in at the front office and receive a pass for class entrance.

Recognizing the Rights and Property of Others

All Collaboratory Prep:

- students will refrain from bullying and harassing others because of their disability, ethnicity, socio-economic, or physical appearance
- students will respect the property of students, teachers and property of Collaboratory Prep
- students will not be permitted to fight, play rough, or touch another student with harmful intent.
- students and their families will assume financial responsibility for property damage caused by the student.

Discipline Interventions for Grades K-2

Students in Grades K-2 will utilize the behavior management system of green, yellow, and red markers. Each student will begin the day on green.

Green – child is appropriately attending to teacher and learning

Yellow – child is disrupting their own learning time, but are not distracting others

Red – child is disrupting the class's learning time and teacher is unable to teach appropriately due to the behavior

The color will be represented each day in a manner suitable for the teacher and will be given to the parent at the end of the day.

Continued yellow and red colors for a child will signify that the Problem-Solving Team will meet to determine individualized interventions that are appropriate.

Discipline Interventions for Grades 3-5

If the student is not demonstrating respect, responsibility, and recognizing the rights of others during the school day it will be noted in the student's planner each day. Continued signs of misbehavior will result in consequences for inappropriate behavior which include but are not limited to:

- After school detention with teacher
- Intervention log (shared with parent)
- OSS (outside school suspension)
- Parent conference (via phone or in person)
- Lunch detention
- Referral to Principal to determine if child's behavior warrants a Problem-Solving Team meeting to determine if individual interventions are warranted.

Grievance Process

A charter school's non-profit Board of Directors is responsible for ultimate school oversight, for responding to parent/guardian concerns and for the success of their school.

Florida Statutes 1002.33(9)(p)2 requires each school's Board of Directors to appoint a Parent Representative to facilitate parent involvement, provide access to information, assist parents and others with questions and concerns, and resolve disputes. The representative must reside in the school district and may be a governing board member, a charter school employee, or an individual contracted to represent the governing board.

If you feel you have a concern, contact the person that you believe has done you or your child some wrong. If the teacher/other personnel cannot satisfy your complaint, please contact the Principal of the School. If they are unable to settle the conflict, Contact your school's **Representative** who serves on the Board of Directors. If they are unable to resolve the conflict the Parent Representative will contact the appropriate Board of Directors member to schedule a meeting. The Board of Director's member will have the final say in the matter.

Stay in contact with your **school** to remain informed.

HEALTH

If your student has any health problems such as free bleeding, excessive nose bleeding, convulsions, highly allergic reactions to insect bites, food allergies, hearing and/or vision problems, etc., this information must be indicated on the student's emergency card. This will make it possible for us to handle emergency situations adequately when they arise. Refer to the Medication section of this handbook for additional information.

ILLNESS

We ask for your assistance in preventing the spread of illnesses among our students and staff by doing the following:

- Keep sick students at home.
- Cover coughs and sneezes.
- Wash hands with soap and water.
- Have alternative childcare available in the event your student becomes ill.

IMMUNIZATIONS AND PHYSICALS

All students entering school for the first time, including Kindergarten, 1st grade, and transfer students, must comply with the Florida Compulsory Immunization Law (Florida State FS 323.032). A Certificate of Immunization, which may be obtained from a physician or the County Health Department, must be presented before the student will be admitted to school. Please refer to the Hillsborough County Schools website for additional information. [Health Services / Immunizations \(hillsboroughschools.org\)](https://www.hillsboroughschools.org/Health-Services/Immunizations)

Immunizations Required for the 2023-2024 School Year

The immunization record must show that the student has met the following minimum state requirements:

Kindergarten through 5th Grade

- * 4-5 doses of DTaP vaccine (diphtheria, tetanus, and pertussis)
- * 3-5 doses of polio vaccine (last one after age 4)
- * 2 doses of MMR vaccine (measles, mumps, rubella)
- * Hep B (3 Doses)
- * 2 doses of varicella vaccine or date of disease (year) as verified by parent or healthcare provider

Physicals

A physical exam report completed within one year prior to enrollment is required for any student who has never attended school in Florida in the past, ie: Kindergarten and out of state transfers. Homeless students are the only exception to this rule. Florida Statute gives homeless students a 30-day grace period to comply.

MEDICATION

The parent/guardian of any student required to have medication administered during school hours MUST complete an Authorization for Medication Administration form and a student Medical Record form before the first day of school. This also includes students who require EpiPens, inhalers, and diabetic testing supplies. These forms are available at all Collaboratory Preparatory campuses or from the District School Board of Hillsborough County website at [Health Services / Overview \(hillsboroughschools.org\)](https://www.hillsboroughschools.org/HealthServices/Overview). It is strongly recommended that all medication and supplies listed on the authorization form be brought to Collaboratory Preparatory before the first day of school.

Medication must be brought to school by the parent/guardian in the original prescription container with the original prescription label as follows:

- student's name
- Name of medication (only regulated medications will be administered at school, i.e. no herbal medications)
- Dosage prescribed (if the dosage changes, a new prescription bottle must be provided)
- Time of day to be taken
- Physician's name
- Special instructions
- Date of prescription (current, within one year)

Regulated, non-prescription medications, including cough drops, will not be administered at school unless accompanied by a physician's statement, dated within the current school year, and including the name of the medication to be dispensed, # of milligrams/dosage, frequency of administration, time of day for administration, and symptoms that the medication controls. The parent/guardian must also complete the Authorization for Medication Administration and student Medical Record forms. DO NOT send medication with your child.

WELLNESS POLICY

Collaboratory Preparatory Academy is committed to providing a school environment that will enhance the learning and implementation of lifelong wellness practices.

- Parents are encouraged to provide healthy snacks for parties and celebrations.
- Nutrition education will be integrated into the curriculum.
- Nutrition education will involve sharing information with families to positively impact students and the health of the community.
- Students will be encouraged to start each day with a healthy breakfast.
- Students will have access to handwashing before eating meals or snacks.
- Reasonable steps should be taken to accommodate the tooth-brushing regimens of a student with special oral health needs.
- We assure that the guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the United States Department of Agriculture.
- Physical activity will be integrated across curricula.
- Students will have ample opportunity for physical activity.
- A daily recess period will be provided for students.
- Physical activity participation will take into consideration the “balance equation” of food intake and physical activity.

ADMINISTRATION

Trey Traviesa, Founder

Cassandra Smith, Principal

BOARD OF DIRECTORS

Trey Traviesa, President

Dr. Kevin Scott, Vice President

Darren Curtis, Board Member

LaShoniqua Kelly, Board/Parent Liaison

To contact a Collaboratory Preparatory Board member for any reason, please send an email to info@CollaboratoryPrep.org. Please indicate "For Board" in the subject line.