



Parent/Student Handbook

2025/2026

352-466-1090
708 NW Okeehumkee St.
Micanopy, FL 32667
www.micanopyacademy.com
Greetings! Welcome to Micanopy Academy!

Micanopy Academy is a charter school, which is defined as an independently run public school. Our sponsor is the School Board of Alachua County. MA is a non-profit 501(3)(c) corporation, and was founded in 2001 by a group of community members. Micanopy Academy was created because the citizens in the vicinity of Micanopy wanted a public middle school near their homes. Under state law, the program must be secular (i.e. non-religious) and admission is open to any child regardless of race, creed, or gender. An entrance lottery may be held in the event that more than 24 children have applied for any grade. When MA renewed its Charter in 2017, approval was granted for adding 10th, 11th, and 12th grades.

MA values parent involvement. In fact, part of our mission as stated below addresses parent involvement. In general, the Board of Directors has adopted policy that asks parents to:

- ✓ Ensure that students are dressed appropriately (according to the dress code outlined in this handbook).
- ✓ Ensure that students are on time everyday.
- ✓ Work with school staff to solve academic and behavioral problems pertaining to their child.
- ✓ Maintain up-to-date family information at the school, especially information concerning child custody.

Micanopy Academy expects families to contribute 10 volunteer hours each school year. This can be done in many ways.

MA Mission Statement

Our mission, as stated in our contract with the School Board of Alachua County (SBAC) is to provide middle and high school students with a community-oriented educational environment that stimulates and motivates them. This environment is to be achieved by:

1. Providing a small student-staff ratio.
2. Using a performance based curriculum
3. Involving parents and other family members in all aspects of their child's education.

PICK UP & DROP OFF

7:30 AM – 8:00 AM Early Drop-Off

8:00 AM–8:15AM Students arrive. Homeroom begins at 8:15. **Students are tardy after 8:15. Parents MUST come into the office to sign in all tardy students.**

Grades 6–12 8:15 AM – 3:05 PM

Office 7:45 AM – 3:20 PM

After School Clubs 3:10 PM – 4:00 PM

Wednesdays Early Dismissal at 1:30 for ALL students

BIRTHDAYS

HAPPY BIRTHDAY!!! You are welcome to send invitations for birthday parties to the school if there is an invitation for every member of the class.

Desserts are allowed if there is enough for the entire class. Please provide plates, napkins, and utensils.

FLORIDA VIRTUAL SCHOOL COURSES

Students who wish to take a FLVS class must maintain good grades in all classes (C or higher). Students must be registered as an MA student for a minimum of 6 months for a course to be approved. If teachers feel that the student's MA class load is heavy or they are unable to keep up with the rigor of FLVS, they may be denied a FLVS course. If a student fails a FLVS course, they may be denied another FLVS course and will be CHARGED for the class. (Each 1 semester course is \$265.)

INFORMATION – ANNOUNCEMENTS

Our primary way of communicating with parents will be with the flyers, newsletters, the school website, the MA Mustangs Facebook page and the Remind App. Please read the information sent home as soon as possible. There is a bulletin board inside the office with announcements, board agendas, board member names and numbers.

LOCKERS/LOCKS

Students are required to have a locker and to use an MA lock, which can be rented for the year for \$5. Students need to request them from their homeroom teacher. Lockers, book bags, and purses are subject to search if reasonable suspicion of dangerous weapons or drugs are suspected.

**IEP / 504 PLANS / ESE
CONSULTANT**

Students that have IEPs or 504 Plans will meet with our ESE consultant as needed. Appointments will be made by phone or letter and at least one yearly meeting with a parent or guardian will take place for IEPs. Other meetings may be scheduled. Minor accommodations are acceptable and these will be made clear to staff. They will be followed to the best of the staff's ability.

We do not have Co-teachers or Paraprofessionals to assist our teachers. If the accommodations cannot be met, the student may be asked to attend another school with an ESE program where he or she can be better served.

FIELD TRIPS

Teachers will utilize field trips throughout the year as a supplement to classroom learning. Students with discipline problems or that have missed too many days of school will not be taken on trips. This includes students that are tardy more than 5 times per 9 weeks. Students that do not meet the requirements for certain trips will not be invited to the field trip.

Permission forms are required. If a student does not turn in a permission form, he/she will not be allowed to attend the trip. Parents must remain with the group at all times. School shirts must be worn.

SPORTS / PE

All students are assuming a risk of injury if they play sports at PE or at any time at school. All caution will be taken, but accidents do happen. Parents and Emergency help will be called if necessary. Students are NOT allowed on the basketball court without staff supervision before or after school. If you do not want your child playing a particular sport or game, notify the PE teacher.

An activities fee may be charged for playing on any sports team.

HOMEWORK

Micanopy Academy recognizes that homework can be beneficial because it reinforces the skills that are taught during the school day. Homework assignments can be found on the school website under each teacher's name on the agenda blog. Students who are absent should get their make-up work at this website.

Parents and students should consult the website BEFORE calling the school. Please email the teacher directly with any questions about assignments/grades.

STUDENT RECORDS

Parents may have access to permanent records of their own children upon request. The office manager will be available upon request to assist parents in interpretation of data. A staff member must be with the parent while

PLAGIARISM

Plagiarism will not be tolerated in any class. Reports must be put in the student's own words. Copying and pasting from a website is strictly prohibited. It will result in a 0 for the assignment and an Academic Referral.

he/she looks at the folder. If copies are requested, 2 weeks notice is needed and copies will be 10 cents per page. If parents are in debt to the school, transcripts will not be given until it is paid.	Students may be required to redo the assignment and/or miss recess or PE to complete it.
<u>SPIRIT</u> School colors are turquoise and black. The school mascot is the Mustang. Spirit Day is scheduled each Friday. Students and staff are encouraged to wear the MA school colors on Fridays. School shirts are available for purchase (\$15). Spirit Week will take place in the Fall. School shirts MUST be worn on Field Trips and special school events.	<u>DEPARTMENT OF CHILDREN & FAMILIES</u> All school employees are mandatory reporters for the State of Florida. If any member of the MA staff suspects abuse or neglect, we are required to report it to DCF and let them investigate.
<u>SPANISH - FOREIGN LANGUAGE</u> Spanish I, Spanish II, and other languages are available as a foreign language elective. These classes are taken through the Florida Virtual School. Depending on the grade level, the student would receive middle or high school credit.	<u>QUESTIONING STUDENTS</u> MA has the right to question any student about any incident that happens on our school campus. Parents do not have to be present. This is Florida Law.
<u>VOLUNTEERS</u> Each Micanopy Middle School family is asked to contribute 10 hours of volunteer time during the school year. Attending PTO meetings and donating extra school supplies count as 2 Volunteer hours.	<u>ACCIDENTS</u> If a student has an accident while at school, the parent(s) will be notified immediately and an incident report will be filled out. In emergency situations, the staff will call the parent and/or 911. Please make sure that phone numbers are updated and correct.
<u>PHONE USAGE</u> Student phone calls to parents using MA's landline will be kept brief and only made in cases of emergency with administration permission. Cell phone use is NOT allowed during school hours. Phones must be turned in each morning and will be confiscated if found in student's possession	<u>FUNDING</u> We are not funded like traditional public schools. Charter schools are often left out of funding and special tax revenues. We sometimes need parent and community help during the year to fund projects, events, and keep supplies in the classrooms.

during the school day. Students need to know their parent's number.	Please donate if you can. We appreciate it. Thank you!
<u>VISITORS</u> All visitors, including parents, must ring the bell, sign-in, and show ID at the front office at all times of the day. Parents or visitors may not go past the front desk without signing-in. Visitor badges must be worn. Parents that wish to observe more than once must be fingerprinted. An appointment must be made 2 days in advance to observe a class.	<u>END OF DAY DISMISSAL/ AFTER-SCHOOL PROGRAM</u> Those students attending any after-school club or tutoring will go to the employee/volunteer in charge. Students may not go home with anyone other than the parent/guardian unless the school has received notice. Students may not get in another student's vehicle without permission from a parent.
<u>ATTENDANCE/TARDINESS</u> When your child is absent from school, please send in an excuse note when returning to school. The office manager may call absent student's homes each day to check on students. Once a student has accumulated 6 unexcused absences within 90 days, the school will contact the family to determine how best to get the student back into school. The county Truant officer may be contacted. After a student has accumulated 15 unexcused absences in a 90-day period, Micanopy Academy considers him/her truant. The SBAC monitors student absences. A letter will be sent home when a student has accumulated six unexcused absences. It is the policy of the school to follow SBAC policy in regards to attendance. A doctor's note will be required for any absence after 6 absences in a school year to be considered excused. Parents will be informed that their names will be	<u>AFTER-SCHOOL – PARK/LIBRARY/ COMMUNITY CENTER</u> Students continue to represent MA when they are here in the community of Micanopy. MA is not responsible for students that are off school campus unless on a field trip – either before or after school. Students should treat others with respect and follow the rules at the park, the Community Center, the library, and on the road to them. Parents may report the incident to the police if they feel it is serious enough to warrant such action. The Willie May Stokes Community Center is an alternative place for students to go after school. It is free and offers homework assistance. MA does not recommend that students be left alone on the road. They should wait within MA grounds until picked up. There are dangerous people around and we want our students safe! If a staff member is concerned about a student's safety, then the Alachua Co. Police Department may be contacted.

sent to the State Attorney's Office if any student is absent more than 20 days and no doctor's note is subsequently submitted. High school credits follow a strict attendance policy.

Students are considered tardy if they come to school after the official start time of 8:15am. The tardy student and parent must check into the office before attending class. **SIX tardies equal ONE day's absence. SIX early check-outs equal ONE day's absence.** Students may be required to stay out of Recess and/or PE to do make-up work if tardy.

BEDTIMES

Please make sure your child goes to bed at a reasonable hour. If they are tired, they cannot learn. Take the proper precautions to make sure they are in bed and off all electronic devices so they can get a full night's rest.

EMERGENCY DRILLS

In accordance with school policies and state laws, there shall be emergency evacuation drills and lockdown drills during the school year. Drills shall be held at unexpected times and under varying conditions to simulate the possible conditions obtained in case of fire or other emergencies.

In an emergency, students should be picked up at the Reunification location. This is the Micanopy Fire Department located at 704 NE Cholakka Blvd in Micanopy. Forms will be sent home regarding reunification.

PARENT PROTOCOL

Meetings with staff should take place immediately if a parent has an issue. We want to work with you to resolve any concern, but we expect that communication will be civil between parents and staff. Rudeness and vulgarity will not be tolerated. Parent meetings may be recorded and must be scheduled ahead of time. Parents who use abusive or threatening language

ILL STUDENTS

Students who are ill or injured at school will be attended to immediately. For minor scrapes, students will wash scrape with soap and water and cover with a Band-Aid. Depending on the student's illness or injury, the office will allow the student to lie down and an attempt to contact the parent/guardian to pick up the sick child will be made. Students on medication must inform the office and supply appropriate documentation. Micanopy Academy does not administer medication.

VIOLENCE in VIDEO GAMES

Violence that is portrayed in the media and video games gives students the idea that violent means are acceptable in solving problems. All violent images and pictures of characters that represent violence are inappropriate at school. MA requests that clothes, shoes, backpacks, lunch boxes and notebooks not portray any violent images. Micanopy Academy works to develop in its students a sense of responsibility, respect and concern

will be escorted off the premises and issued a “No Trespass” citation from the Alachua County Sheriff’s Office. Your child may be asked to leave MA.	for all. MA also works to help students resolve conflicts peacefully with words. Violence is unacceptable and is NOT tolerated.
<u>CHECK-IN/CHECK-OUT</u> While students are on campus for a school program Micanopy Academy is responsible for their safety. This includes ensuring that the check-in/check-out procedure is closely monitored. Authorization for someone other than the parent(s)/guardian(s) picking up a student must be on file in the office. Anyone wishing to check out a student will be asked for ID. Students will only be released to persons listed on the student’s emergency form. Students should NOT be left on campus unless a staff member is on campus. Students should be picked up on time. If a parent is late, they should call the school in advance. Staff members cannot always wait for parents due to other obligations. After 30 minutes, the local police department may be called.	<u>ANIMALS</u> Animals are not allowed on campus without permission. This includes the parking lot or grassy areas. Animals must remain in vehicles at all times. Please make the front office aware of any allergies your child has to animals. <u>PTO (Parent Teacher Organization)</u> All parents are encouraged to participate in the PTO. The PTO meets monthly at MA. Meeting times are posted on the school website and Facebook PTO page.. The PTO assists and promotes the link between teachers and parents through providing classroom resources, volunteers and encouragement. They also work with the school Principal and staff in organizing fundraisers, volunteers, and events.

INAPPROPRIATE MATERIAL

Inappropriate materials such as books, pictures, videos, and magazines are not allowed on the MA campus for any reason. Pornography in any form is not allowed. These materials do not align with the MA values and will be confiscated. A parent will have to come and pick them up if they want the item returned. A referral may be written and consequences given.

TARDIES

Being late to class causes students to fall behind and miss important information. It interrupts the students and the teacher. Students that have more than 4 tardies in a 9 week period may not be allowed to participate in special events like field trips, parties, etc. Please be on time.



SOCIAL MEDIA

Students are expected to show respect for others at all times. Students should not respond to or post any negative or defamatory remarks on social media sites. Any student making unsavory or negative remarks about Micanopy Academy and/or its students and staff will face consequences. Depending on the severity of the post, this could include simply taking the comment down, writing an apology to the recipient, detention, ISS, OSS, or even expulsion.

BEHAVIOR OF STUDENTS – CODE OF CONDUCT Students are expected to behave in a manner that is appropriate for any public place. This makes it possible for them to feel comfortable in other situations, to know what is appropriate, and to be welcomed wherever they go. Toys should not be brought to school. If student behavior adversely affects the learning environment, the student will be asked to pursue an alternative educational institution. The student may not be accepted the following year if more than three referrals are written within the academic year.

1. Listen and follow directions the **first** time they are given. Follow ALL school rules.
2. Do not disrupt class instruction.
3. Do not talk when the teacher is talking. Students should use quiet voices inside.
4. Be respectful of all staff and students.
5. Students are expected to clean up after themselves inside and outside.
6. Materials and property must be handled properly at all times.
7. No violent games or play allowed. Do not touch other students.
8. If any employee has reasonable suspicion that a student has a weapon or drugs on their person, or in their belongings, the student or object may be searched for such items.
9. Bullying is not allowed. Please report it immediately.
10. Students must remove all pencils, pens, etc. from their pockets before

- going to P.E.
11. Do not run inside the building.

Florida 1006.09 Statute. Duties of school principal relating to student discipline and school safety. — The



principal or the principal's designee may recommend to the district school superintendent the expulsion of any student who has committed a serious breach of conduct, including, but not limited to, willful disobedience, open defiance of authority of a member of his or her staff, violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school. A recommendation of expulsion or assignment to a second chance school may also be made for any student found to have intentionally made false accusations that jeopardize the professional reputation, employment, or professional certification of a teacher or other member of the school staff, according to the district school board code of student conduct. Any recommendation of expulsion shall include a detailed report by the principal or the principal's designated representative on the alternative measures taken prior to the recommendation of expulsion.

This means that any student who falsely accuses a staff member shall face serious consequences, even expulsion.

DISCIPLINE STEPS THAT MAY BE IMPOSED FOR RULEBREAKERS

At Micanopy Academy the staff is in charge, not the students.

Discipline actions shall be taken along with the infraction.

1. Verbal warning: Remind students of expected behavior.
2. Detention: PE or Lunch detention may be assigned depending on the severity of the infraction.
3. Referral, at which time one or more of the following may occur: (Not always in this order.)
 - A. Detention – (PE and/or recess)
 - B. In-school suspension and/or Parent accompany student in class for 1 day
 - C. Out-of-school suspension.
 - D. Expulsion.
4. Violent actions against any student or staff may result in immediate expulsion. 5. Repeat offenders may be put on a Discipline Contract and, if broken, may be asked to leave.

Detentions do not go on a student's record. Detention means the students do not get outside privileges. They might receive detention for minor disciplinary infractions or for not completing assignments. **Parents will not be called about detention.** It is the student's responsibility to

inform their parent/guardian.

Meetings may be **recorded** for documentary and safety reasons.

Students that get 3 or more referrals may be asked to leave and/or not be accepted for the following year.

POSSESSION/USE OF CELL PHONES & OTHER WIRELESS COMMUNICATION DEVICES

DEFINITION: Wireless communication devices are defined to include portable two-way telecommunication devices, Smart Watches, including cellular telephones, I-Pods, walkie-talkies, hand-held video games, and other electronic devices.

POSSESSION, DISPLAY AND USE

1. **Devices should be turned off and placed in the cell phone lockbox EVERY day.** Phones will not be charged during school hours. Students may possess, display and use wireless communication devices only AFTER the instructional day.
2. On field trips, with permission, students may use cell phones, provided they do not interfere with the activity.
3. Photos posted on ANY social media website that show the student on school property will face possible suspension and/or having their cell phone banned from school campus for the remainder of the year. This includes photos of themselves, other students, and/or staff members.
4. The School is not responsible under any circumstances for the loss, destruction, damage and/or theft of wireless communication devices. Students are responsible for locating such lost or stolen items.
5. **Students may not use the school Wifi without permission in their phones, laptops, or tablets.** Wifi is for school use only. A referral may be given for students found using the Wifi without permission.

The policy prohibits the use of other electronic devices, including video or phone cameras, I-Pods, and other audio recording equipment.

WIRELESS COMMUNICATION DISCIPLINE

Violations will result in the following disciplinary actions:

-The phone will be taken by the administration every time the phone is out. -The first infraction: Phone is taken. A verbal warning is given to the student. -A second infraction: Phone is taken. A written referral will be sent to the parent/guardian and they will have to pick up the phone. Detention will be given. -A third infraction: Phone is taken. The student shall forfeit his or her right to possess a wireless communication device for the rest of the school year. Detention, ISS or OSS may occur.

PARENTAL CONCERNS/QUESTIONS/CONFERENCES

When the school Principal or any other Board or Staff member receives a parent concern; the **first** step will be to direct the concern to the staff member involved. Please email or call the staff member. If that step has been taken, and the parent is still not satisfied, the school Principal or Assistant Principal will meet with the parent(s) and the staff member. The last resort for the parent is to address the issue as an agenda item at a public MA Board of Directors meeting. Micanopy Academy will always take parents' concerns seriously and attempt to find satisfactory solutions for both the parent and the school. Parents that raise their voices, call names, or use profanity will be asked to leave the meeting immediately.

Conferences

1. Conferences may be held at the request of the parents or the teacher.
2. Parents/Guardians should call and set up a conference at least two (2) days in advance. **We will not meet without prior notice.**
3. Conferences will not interrupt the instructional day. They will be held before school Monday to Thursday at 7:50AM, or after school on Wednesdays at 1:30PM. No Fridays.

CHARTER SCHOOL DISPUTE RESOLUTION

- Disputes between the SBAC and Micanopy Academy will be resolved as follows:
1. The persons having responsibility for implementing the Charter will write to the other party to identify the problem, propose action to correct the problem and explain reasons for the proposed action.
 2. The other party will respond in writing within fifteen (15) calendar days, accepting the proposed action or offering alternative solutions(s) to the problem. A meeting of representatives of the parties may be held to reach a solution and subsequent action.
 3. If the parties are unable to reach agreement. They will jointly appoint a mediator, who will meet with the parties separately and/or together to assist them. The parties shall share the cost of mediation equally.
 4. Upon resolution of the problem, the responsible personnel from both parties will develop a joint written explanation indicating the resolution. This document will be retained with this Charter. If an amendment to the charter is necessary both parties will submit the amendment for action.
 5. If all efforts at agreement within a reasonable time are unsuccessful, the parties may have recourse to their available legal remedies.

MEALS

Good manners and appropriate behavior are expected in the dining area. Simple rules of courteous behavior are: Maintain an orderly lunch line, leave a clean table and throw trash away, observe good table manners, and refrain from loud talking. We get our breakfast and lunch from Idylwild Elementary School.



It is hot and fresh. Vegetarian options are a part of most meals. Students are not permitted to exchange food. No student will ever be forced to eat, but food will be offered.

----Energy drinks are not suitable for students and are not allowed on campus.

LUNCH PRICING: Income-Based

Prices for lunch and breakfast are based on income. Parents will be given a form to fill out at the beginning of each year or upon enrollment.

Breakfast is served at 8:00 AM in the lunchroom.

DRESS CODE FOR STUDENTS

Student attire must be inoffensive and must not create a distraction to the learning environment. For this reason, students are not allowed to wear tube tops, cut off shirts, midriff blouses, masks, sunglasses, exposed underwear, pants worn below the waist, or clothing promoting drugs, alcohol, tobacco, profanity, gang identification and/or sexual behavior. Appropriate shoes must be worn at all times (no house slippers).

Leggings are only allowed under skirts and dresses. Shorts, skirts, and dresses must be long enough to reach the fingertips when standing with hands at the sides. Tank tops must have 2 inch straps. Students must have proper shoes for PE.

Repeated violations will result in referrals and/or detention. Final judgment will be at the discretion of the Administration.

Students who are not dressed properly will have three choices:

1. Call parents to bring another outfit.
2. Turn the clothing inside out if applicable.

SENIORS

Congrats on making it to your Senior Year! If you need transcripts, we will provide the first copy free. If more are requested, they will be \$5 each. Please give us 2 days notice. A Graduation fee of \$50 will help pay for your cap, gown, decorations, refreshments, awards, etc.

COVID/MASKING PROTOCOLS

MA strives to keep our students and staff safe! Emails, phone calls, or Zoom meetings will be offered in lieu of in-person meetings. Please send hand sanitizer with your child.

Micanopy Academy / Parent Contract

Micanopy Academy is committed to meeting its responsibility for providing high-quality curriculum and instruction in a supportive and effective learning environment. The minimum goal is that children will meet the State academic performance standards, although it is expected that many students will exceed these standards and will be encouraged to do so. The Micanopy Academy staff and Board of Directors are expected to comply with state law regarding charter schools, our charter, and the Micanopy Academy Policy Manual and Employee Handbook, available for review in the school office.

Parents and Guardians

In general, the Board of Directors has adopted a policy that requires parents to:

- Ensure that student(s) are clean and dressed appropriately according to the guidelines set in the student handbook.

- Ensure that student(s) are on time every day.

- Work with school staff to solve academic and behavioral problems pertaining to their child.

- Maintain up-to-date family information at the school, especially information concerning child custody.

In accordance with the above policy, we ask that Parents:

- Attend class with your child if this is deemed necessary for disciplinary reasons by the teacher, and to come and pick the child up from school immediately for disciplinary reasons.

- Encourage parent involvement and a positive attitude about school and learning in your child. Children follow their parents' lead.

- Read with your child, let your child see you reading, and be sure your child has a library card.

- Contribute 10 volunteer hours per school year. This can be done in many ways.

In accordance with the above policy, we ask that Students:

Must obey ALL school rules, treat other students with respect, and cooperate with teachers and school staff.

GOVERNANCE

Board of Directors

A Board of Directors governs Micanopy Academy. Their job is to make and review policy as well as holding the ultimate accountability in making sure Micanopy Academy meets the terms of our Charter. Board members cannot act individually on policy or procedure matters, but only as a group during scheduled Board meetings. Board members are elected volunteers. The Board meets a minimum of 4 times per year, usually the 2nd or 3rd Tuesday of the month at 5:30 PM in the Cafeteria. Meeting agendas are posted at least 7 days in advance of the meeting in the front office. All meetings are open to the public. The Public is allowed to speak for five (5) minutes, unless they contact a Board Member to have their name put on the agenda 2 weeks in advance.

2025–26 Board Member Contact information:

Nancy Brown – nancybrown@micanopyacademy.com

Frank Williams – frankwilliams@micanopyacademy.com

Bee Huff – beehuff@micanopyacademy.com

Ben Hawkins – bhawkins@micanopyacademy.com

School Principal

The School Principal manages/leads the daily operations of the school. Duties include overseeing all operations of the school as directed by the MA Board.. Please contact Daniel Ferguson dferguson@micanopyacademy.com for questions, comments, suggestions, or concerns.

School Guardian

The School Guardian is an armed guard that protects the school. He has been trained for over 155 hours from the Alachua Sheriff's Department. This is a regulation from the FLDOE.

Let's Have a Great Year Mustangs!

♥ *We LOVE our students! We want them to be successful & happy at MA!* ♥