

**Five Stars Academy
Parent Student Guide
2025-2026**

Dear Five Stars Academy Parents:

Welcome to Five Stars Academy (FSA). We are excited to have you as a part of the FSA community. At FSA it is our desire, in partnership with the home, to encourage young people toward maturity in their relationships with others. The complete support of every family is needed to enable us to serve in this way.

Our goal is to educate our students to help them reach their full potential as a positive citizen who will empower society to be a better place to live. Our teachers are educated and trained to give each student the tools needed to achieve academic success and think critically in a climate of high expectations, teacher warmth and encouragement, and pleasant physical surroundings.

Mission Statement: *In cooperation with parents, Five Stars Academy will provide creative and challenging programs that will empower all learners to make thoughtful and informed choices and become assets to society as they realize their unique potential.*

We have prepared this handbook in order to help our faculty and parents work effectively as partners in education. It contains important information about school policies and procedures. We can have a better understanding of our individual responsibilities when these guidelines are understood and followed.

We value your supervision and guidance of your son/daughter and your involvement with our school. These are essential ingredients that help to create an excellent education.

Sincerely Yours,

Five Stars Academy

INTRODUCTION

Five Stars Academy is a private institution, organized to offer a high quality, specialized education in academic learning. For this school year, these services range from Pre-Kindergarten to Grade 12.

Mission

In cooperation with parents and community, Five Stars Academy will provide creative and challenging programs that will empower all learners to make thoughtful and informed choices and become assets to society as they realize their unique potential.

Vision

Parents, students, and staff will collaborate to avoid failure and ensure academic success for each child.

Philosophy

Academic Excellence in a Personal Learning Environment: We are an accredited school in the Province of Coche with skilled faculty and a strong emphasis upon quality academic and social integrity. We provide small class sizes which allow for significant interaction between students and teachers.

Parent Code:

1. To cooperate with the educational functions of FSA.
2. To undertake volunteer duties and work obligations for FSA as opportunities arise.
3. To attend meetings and parent functions of FSA.
4. To recommend FSA to other families.
5. To fulfill all financial obligations to FSA on or before the due date.
6. To resolve conflicts or dissatisfaction in a professional and mature manner.
7. To seek the advancement of FSA: spiritually, socially, emotionally, intellectually and physically.
8. To always speak fairly of FSA and all that it offers and provides to the students and their families.
9. To agree to all policy changes as FSA sees fit in order to maintain a healthy, positive, safe atmosphere at the school.

Educational Objectives

For each student's academic development, the school seeks:

1. To encourage high academic achievement within the potential of the individual.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating with others.
3. To teach and encourage the use of good study habits.
4. To teach the knowledge and skills required for future study and vocational competence.
5. To develop creative skills.
6. To develop an appreciation of the fine arts.
7. To encourage civic responsibility.

TUITION AND FEES

Please visit website for updated tuition and fees: <https://www.fivestarsacademy.com/tuition-and-fees>

Tuition

Tuition provides for the rent of school facilities, utilities, maintenance, supplies, and salaries.

Families are required to pay full tuition for the school year once Registration Fee has been paid, even if the child attends school after the first day of classes for the school year or withdrawals during the school year.

Book Rental Fee

The book fee provides for textbooks, workbooks, and internet access. New enrollments pay upon acceptance. Textbooks remain as property of Five Stars Academy.

Technology, Supplies, General Fund Fee

Each student is required to pay a mandatory yearly school supply fee.

Uniform Fee

Student Supply List

Each student is required to bring to school all items listed on the Student Supply List.

Insurance Fee

Each student is required to pay an insurance fee per school year. This may change depending on the policy.

Registration Fee

Each student is required to pay a mandatory yearly registration fee to support our capital improvements and professional and legal fees. The school only secures a student's acceptance into school when this fee has been paid. New enrollments pay upon acceptance.

Accreditation

A one-time per year accreditation fee is required.

Graduation/Other Fees

Withdrawal

A withdrawal notice must be provided in writing to the FSA office.

Collection of Fees

All fees are due on or before the due dates indicated on this sheet, whether a family receives an invoice or not. If an account is ten (10) days overdue, a \$25.00 late fee will be assessed. Report cards, transcripts, diplomas and other student documents will be held until the account is current. A copy of the deposit slip must be emailed to info@fivestarsacademy.com to ensure your account is credited. All fees must be current to register for the next school year

ARRIVAL AND DISMISSAL

Arrival time is between 7:30-7:45am.

Dismissal time: Monday-Thursday 2:30pm, Friday, 12:05pm

At 8:00am, classes begin promptly. Being on time is important and is the responsibility of the parents. Arriving late is an interruption of valuable learning time.

Parents are provided a 15 minute grace period for pick up. Monday-Thursday in order to avoid a fee, students must be picked up by 2:45pm. On Fridays, after 12:20pm, if a parent has not arrived at the school to pick up their student, fines will be incurred on the following month's invoice. A \$15.00 fine will be charged for each 15 minutes. In the case of an emergency, the parents must call the school and notify the teacher that he/she will be late in picking up. **Each family is allowed one late pick up per school year without incurring a fine.**

Dismissal

Parents should never ask another person to pick up their children from school without sending an email to info@fivestarsacademy.com. No child may be released from school until this is done. This procedure often requires additional time, but please remember that it protects the students. Please do not leave transportation messages on the teachers' voicemails or e-mail addresses since they may not receive it before dismissal. Report all changes in transportation to the office in writing no later than the morning of the change.

A parent must email the school directly and provide a copy of the driver's passport or cedula number along with a photo ID.

EVENTS

A FSA calendar is available on the website and/or parents will be notified at the school or by email. Visit us on the web at www.fivestarsacademy.com for current information.

Back to School Night

A Back to School Night is scheduled in September. This provides parents the opportunity to meet their child's teacher, visit the classrooms, and learn more about our school's program.

Birthday Celebrations

If your child wishes to celebrate his/her birthday in school, please check with the teacher two days in advance. Children may distribute treats to their classmates. On your child's birthday we encourage each family to donate a book to the library through our "Birthday Book Club." Invitations to private birthday parties may not be handed out at school unless every child from the same classroom is invited.

Parent Conferences

The school schedules annual parent conferences. This is an excellent opportunity for teachers and parents to partner together. All parents should participate in order to be informed of their child's progress.

ADDRESSING CONCERNS

There will be questions and concerns that arise during the school year.

Concerns by Children:

1. For questions and concerns that require a discussion with an administrator, teacher, or staff member, please fill out the concern/question form that can be obtained at the office. Remember, at times, concerns reported by your child are simply misunderstandings.
2. If it is a question or concern that needs further discussion, arrange an appointment through the office to discuss with the appropriate teacher.
3. If a resolution is not reached with the teacher, a meeting will be arranged with the Director. Our goal is to resolve each concern through effective communication.

Concerns by Parents:

For concerns that arise during the school year, parents are asked to request a meeting with Five Stars Academy to discuss. Any time that an issue or problem is discussed with 3rd parties or in a parent group in order to cause harm, disrupt the peace or in any way have a negative impact on the Five Stars Academy environment, the students are impacted. Please be aware of your actions as a parent and as a part of the Five Stars Academy family.

Contacting Teachers

Teachers may be reached through the JupiterEd platform.

MEDICAL ISSUES AND EMERGENCY PLANS

Emergency Contacts

Only the individuals listed on your Emergency Contact form or in your carpool may pick up your student. You must send any changes in writing to info@fivestarsacademy.com.

Illness or Injury at School

In the event of an emergency, parents will be contacted immediately and, if necessary, an ambulance or private car will transport the student to a medical facility.

Medical Records

Every student is required to have up-to-date medical records on file. A medical emergency form must be completed to specify who should be contacted in the event of an accident or illness. This form is included in the Registration Form. Be sure you have submitted this completed form to the office.

Medical Administration

If a child is to receive medication at school, the child's parent should send a note to school or fill out a Permission for Medications form. **All medication must be turned in to the school office and should not be left in the student's possession.**

Accidents

Five Stars Academy works very hard to prevent accidents involving students. However, in the case of an accident on the way to school, during school hours, or on the return home, parents agree to pay all costs related to the medical care and attention necessary for their students without holding Five Stars Academy responsible financially in any way.

Illness and School Absence

Students are expected to remain at home when there is a possibility of infecting others. For instance they should stay home when they exhibit the following conditions:

- A temperature of 100 degrees Fahrenheit / 37.7 degrees Centigrade or more. The temperature should be normal for 24 hours, without the use of fever reducing medication, before the student returns to school;
- General conditions such as a discharge from the nose or eyes, severe cough, sore throat, vomiting, diarrhea, earache, undiagnosed rashes or open draining lesions;
- The presence of any communicable disease, such as chicken pox, pink eye, strep throat, head lice, or ringworm, until no longer contagious.

This list represents some of the more common conditions that require medical treatment. Students found with these conditions may be sent home. If, in the judgment of the school, a student should be sent home because of illness or injury, parents are expected to pick up the student as soon as possible. The school cannot serve as a "holding area" for children who should be at home.

Emergency Card

An updated emergency card must be on file at all times in the school office. Please notify the school office of any change of address, work phone number, home phone number, cell phone number, or emergency contacts information.

Fire Plan

Fire emergency drills are necessary for the safety of the students, staff and faculty. Information for fire drills is reviewed at the beginning of each year.

Emergency Plan

The security and safety of the students is a high priority for us. For that reason parents must:

- Check email and WhatsApp regularly.
- Inform the school office immediately of any changes in phone numbers and email addresses.

- Establish an emergency plan with your children at home so they know what to do in case of an early dismissal.
- Be able to be reached by phone at any time.

Early Dismissal

If there is an early dismissal, the school will call or send an email with relevant information. Parents are encouraged to discuss a “Home Plan B” with their children in case no one is home when they arrive early.

VISITORS

Visitation Policy

Five Stars Academy welcomes visitors to our community. It recognizes the importance of parental involvement in their child's education. Five Stars Academy also considers the safety of its students and staff to be one of its highest priorities. We feel that we have a strong obligation to provide a safe and secure learning environment.

Definition of 'Visitor'

For the purposes of this policy, the term "visitor" shall be defined as any individual who is not an employee or student of Five Stars Academy.

Visitation Guidelines

The following procedures will be in effect in all school buildings in Five Stars Academy and we ask for your cooperation in following them. The school's objective is to promote a safe and welcoming learning environment for all learners.

- All visitors are required to sign in at the office immediately upon entering any school building.
- All visitors, including those whose visits are pre-arranged, will be asked to sign a visitors' log.
- Visitors are required to sign out in the visitors' log and return the visitor's badge.
- If parents/guardians need to deliver lunch, homework, or some other item a student needs, it must be brought to the school office. The office staff will make arrangements to get the item to the student.
- If a parent/guardian wishes to visit his/her child's classroom to volunteer, arrangements must be made through the school administrators and teachers who will indicate the best time for such activities and required training.
- FSA staff may ask for photo identification. This safeguard is for the protection of all students.

Alumni/Guest Visitation

Alumni/Guest visitors are welcomed at Five Stars Academy and are required to make arrangements in advance to visit FSA during the school day. Upon approval, alumni/guests-will be allowed to visit during the school lunch period, provided they comply with the school's visitation guidelines above.

Limitation of Visits

Administrators have the authority to limit the visiting of school when in their judgment the visit by an individual is either disruptive or inappropriate.

TECHNOLOGY POLICY

Cell phones, I-pads, Laptops and other devices **may not be used for personal use during school hours.**

Technology in classrooms is managed by the classroom teachers and may not be used without permission. These devices may be used only under the specific direction and approval of the teacher. The student will be required to turn in the device to the Director in the case of any use outside of the direction and approval of the teacher. A parent/legal guardian must retrieve any confiscated electronic device from the Director.

Phones or Other Personal Electronic Devices

Personal electronic/digital devices, including but not limited to phones, pagers, portable game players, CD players, and I-Pods are brought to school at your own risk. FSA is neither liable for nor responsible for these personal items. FSA will not replace an item if it is lost, stolen or damaged during school hours or at any school sponsored event or function. FSA is not responsible for providing secured and locked places to store these items even when confiscated.

High School: Phones or other electronic devices are not to be used during school hours, except at break times and lunch. Students may use the telephone, which includes mobile phones and school phones, before and after school (before 8:05 am and after 3:40 pm) and during break and lunch ONLY. This includes using the mobile phone's text messaging, games or camera features. Furthermore, mobile phones are to be left IN THE STUDENT'S BACKPACK and TURNED OFF. Mobile phones (which are on, go on ring, send or receive messages, or that disrupts class or are used during class time) will be confiscated and will be returned only to the parent/legal guardian. Earphones are allowed during passing periods and lunch only. Earphones should be removed before entering class. Any visible earphones (inside the classroom) will be confiscated). Camera function on a phone or any other device may not be used at any time except under Teacher/Administration supervision and permission. Cameras can be used for cheating and taking pictures of people secretly, so the use of them needs to be monitored by school personnel.

Middle School/Elementary School: FSA understands that many students carry mobile phones or other electronic device for personal reasons. All electronic devices, including mobile phones, are to be left IN THE STUDENT'S BACKPACK and TURNED OFF. Mobile phones (which are on, go on ring, send or receive messages, or that disrupts class or are used during class time) will be confiscated and will be returned only to the parent/legal guardian. **Students may use the telephone ONLY with permission from the Director.** Earphones are allowed only under teacher supervision.

Other

Generally speaking, communication between and among students that takes place outside of school is not of concern to FSA staff unless it is brought to our attention because there is a disruption to the learning environment and/or to our students.

Below are some examples to further clarify how our discipline guidelines and school procedures can intersect with student cell phones and internet activities:

Social Media:

Example #1: A conflict at school that begins with comments written on the internet will be evaluated according to our discipline guidelines. If the comments reflect name-calling, bullying or threats, we will address these as if they happened at school or were written on a piece of paper.

Example #2: If students have identified themselves as FSA students on social media sites, and it is brought to our attention that they have made comments which do not reflect our behavior expectations, the student may be investigated and/or disciplined pursuant to our discipline guidelines.

Cell Phones/I-pads/Laptops:

Example #3: A phone that rings in class (call or text) can be taken by staff because we have explicitly asked that cell phones not disrupt the learning environment. Phones that are taken will be returned at the end of the day unless the phone is being held as evidence or this is a repeated offense that may require parent involvement.

Example #4: If, while responding to a disciplinary concern, there becomes a reasonable suspicion resulting in an investigation of student belongings (backpack, pockets), we may also search the calls, photos and text records of a

phone if the phone records relate to the disciplinary investigation.

Example #5: If a phone has been lost and is then found, we will read information in the phone in order to confirm the identity of the owner.

We want parents and students to be fully informed that internet communication and cell phones will remain private until something causes us to have an interest in them and then we will review them in the same way we would review any other item thought to be posing a threat or disruption.

We reserve the right to review any device on school grounds at any time for communication or searches that have taken place during school hours.

GENERAL

Donations

Tuition is kept as reasonable as possible to make an enriched education available to many families. Tuition and fees do not cover the full cost of education. Therefore, items will be requested throughout the year to replenish our school supplies. All families must contribute to the items requested of them specifically or pay a fee associated with the supplies that will be assigned by the school.

For items donated from the school Wish List, please fill out the appropriate donation form located in the office so that we may maintain a record of your family's donations to the school.

Homework Guidelines

- There will be a minimum of a 3-4 day notice for major subject tests.
- The suggested **average** amount of time to complete homework assignments (nightly at each grade level is as follows:
Kindergarten: 30 minutes
Grades 1-5: 2-5 hours per week
Grades 6-8: 7-9 hours per week
- High School: 12-15 hours per week
- **Not test prep-related**
- **For students on level or above and up to date on work. For students below level or who have missed dates, the workload may increase.**

School Supplies

Parents are responsible for needed supplies. The teachers and office do not have supplies for individual students. The list of required supplies is given to parents before the start of school so that the necessary supplies can be purchased before school begins. All items on the school supply list will be checked in at the office before being distributed to the classrooms.

Parent Volunteers

FSA requests parents volunteer no less than 10 hours of their time throughout the school year. This can be accomplished through assistance in the classroom (discuss with teacher), school field trips, or school events.

Lunch and Snacks

Five Stars Academy encourages healthy food options for snacks and lunch. We strongly encourage sending fruits, vegetables, whole grains, low-fat dairy, lean meats, while limiting sodium, unhealthy fats and added sugar. We offer fresh meals for purchase when possible and encourage variety and nutritional balance for each student's meal.

Goals and Objectives

- Continuous improvement of our menu options.
- Fresh water is always available.
- Educate students about healthy food choices and healthy eating habits.

All students are required to bring their own lunches and snacks. Sharing of food is not permitted. All students must bring their own marked bottle of water each day. The school provides refillable water.

Students may bring a healthy lunch that will be refrigerated and heated up. We also offer a purchase meal option. Options differ by day. Check with the school directly about options available.

ACADEMIC POLICES

FSA Grading

Grade Values		Grading Scale	
A = 4.00	C- = 2.00	A = 93 - 100	C- = 70-72
A - = 4.00	D+ = 1.50	A- = 90-92	D+ = 68-69
B+ = 3.50	D = 1.00	B+ = 88-89	D = 63-67
B = 3.00	D- = 1.00	B = 83-87	D- = 60-62
B- = 3.00	F = 0	B- = 80-82	F = 59 and below
C+ = 2.50		C+ = 78-79	
C = 2.00		C = 73-77	

FSA Grading: System for Honors

Grade Values		Grading Scale	
A = 4.33	C- = 2.33	A = 93 - 100	C- = 70-72
A - = 4.33	D+ = 1.50	A- = 90-92	D+ = 68-69
B+ = 3.83	D = 1.00	B+ = 88-89	D = 63-67
B = 3.33	D- = 1.00	B = 83-87	D- = 60-62
B- = 3.33	F = 0	B- = 80-82	F = 59 and below
C+ = 2.83		C+ = 78-79	
C = 2.33		C = 73-77	

FSA Grading: System for Advanced Placement

Grade Values		Grading Scale	
A = 4.50	C- = 2.50	A = 93 - 100	C- = 70-72
A - = 4.50	D+ = 1.50	A- = 90-92	D+ = 68-69
B+ = 4.00	D = 1.00	B+ = 88-89	D = 63-67
B = 3.50	D- = 1.00	B = 83-87	D- = 60-62
B- = 3.50	F = 0	B- = 80-82	F = 59 and below
C+ = 3.00		C+ = 78-79	
C = 2.50		C = 73-77	

FSA GRADUATION REQUIREMENTS

Credits earned towards graduation and applied toward requirements may be accumulated in fractional amounts. Credits are based on 160 hours. $\frac{1}{2}$ credit is based on 80 hours except where otherwise noted. All High School students are required to volunteer for 60 community service hours over the course of their 4-year high school education.

All students must have daily access to a laptop or iPad with blue-tooth keyboard. All students must have daily access to a scientific calculator.

High School students are able to receive an internationally accredited diploma upon graduation. To complete the requirements, they must fulfill the following plus 60 hours of community service.

Subject	Credit
English:	4
Social Studies:	4
Math:	3 (4 recommended)
Science:	3 (including 2 labs)
World Language:	3
Personal Finance:	.5
Health:	.5
Physical Education:	1

Electives: 5
Community Service: 15 hours per year

TOTAL 24 credits

COMMUNITY SERVICE

Requirements

- Community Service must be completed between the grades nine through twelve. Student must complete a minimum of 60 hours of community service during their high school years. Community service may be performed at any time during a student's high school career, from the summer before freshman year until the last day of classes their senior year. The number of hours will be prorated for students joining the academy after their freshman year. Students should complete 15 hours of community service for each year enrolled.
- Programs must be on a volunteer basis only. If students are compensated for their work, they are not granted credit for community service. There are some exceptions to this rule. For example: If a student is a member of an animal rescue group fostering animals for adoption. Students may receive reimbursement for food and medical bills pertaining to the care of animals.
- Activity format is flexible; students may elect to engage in a single activity or many, over an extended or concentrated period of time. Program should be directly related to your community.
- A full description of your student's service must be provided to Five Stars Academy for approval PRIOR to beginning. Once the program is approved the student may begin their service.
- A Community Service Evaluation Form must be completed each quarter by your student's supervisor or the director of the program.

There are many worthwhile community activities for young people, and the needs are great. Students are encouraged to become involved in whatever activity interests them, whether it is eligible for Five Stars Academy community service credit or not. The personal satisfaction and learning experiences that come with volunteer work are the same whether it is eligible or not. For the purposes of the Five Stars Academy Community Service graduation requirement, the following guidelines must be met.

Eligible community service activity is:

- *Performed for no pay and*
- *Completed under the direction of a nonprofit agency or with prior approval of the school administration, and*
- *Beneficial to at least one other person and/or the larger community.*

Eligible community service activity is not:

- *Associated with fund raising for sports or politics*
- *Something you are already doing for school credit or disciplinary action*
- *Volunteer work for family, neighbors or friends, such as babysitting and yard work, unless under the direction of a non-profit organization*

Examples of eligible Community Service:

- *In-school volunteering such as hours at the library, helping teachers or the administration with teaching or community related projects at Five Stars Academy*
- *Hours spent with a FSA club, actively performing a service to the community or organizing an event. The club advisor will determine eligible hours.*
- *Tutoring and mentoring which is under the direction of a school representative*
- *Non-profit agencies outside of school such as a hospital, a library, etc.*
- *Volunteer activities with the elderly if done through a non-profit organization.*
- *Unpaid coaching for most sports teams if they are non-profit, with tryouts open to all*
- *Unpaid camp counseling is eligible (up to 12 hours per day) but that should include only hours spent actually working with children*

- *Volunteer projects done in conjunction with out of school non-profit organizations such as Spay the Strays, Rotary or Lions Club, JLM Christian Foundation*
- *Church-sponsored volunteering if you participate in projects to benefit a community (local, national, international) or in unpaid childcare. Worship service participation, training, or leadership is not eligible. For mission trips, students should report actual number of hours worked*
- *Hours for direct participation in charity fundraisers and walks*
- *Direct care of animals if done at a non-profit animal shelter*

Examples of non-eligible Community Service:

- *Paid work at an organization even if it is a non-profit*
- *Non-active participation, such as personal learning through a movie or class*
- *Participation in any aspect of music, dance or drama productions, unless such volunteer work is pre-approved*

AP COURSES

The AP Program is a program in the United States and Canada created by the College Board which offers college-level curricula and examinations to high school students. American, Canadian and European colleges and universities may grant placement and course credit to students who obtain high scores on the examinations. Once students take the course, they are offered the opportunity to take the corresponding AP exam in May. With that score, they can test out of required credits at the university they choose to attend.

Here are the current courses available to take:

AP Calculus
 AP English
 AP Environmental Science
 AP Human Geography
 AP French Language and Culture
 AP Psychology
 AP Spanish Language and Culture
 AP U.S. History
 AP World History
 AP US Government and Politics
 AP Macroeconomics
 AP Microeconomics
 AP Biology
 AP Physics
 AP Chemistry
 AP Stats

ATTENDANCE POLICY

Students are tardy if they are not in their classroom by 8:10A.M. Three (3) tardys equal one (1) absence.

Attendance Policies

Five Stars Academy believes that regular school attendance in the classroom is imperative to learning. Frequent student absences disrupt the continuity of classroom instruction. Neither class days, the information provided, nor the interaction of students and teachers can be replicated or made up in a truly effective manner. For that reason, parents and students are asked to ensure students are in school.

In compliance with Panama's Minister of Education regarding compulsory attendance, Five Stars Academy shall be responsible for enforcing the following policy governing student attendance:

Non-Medical Absences

Requests for permission to have children absent from school for non-medical absences should be made in writing and received by the office at least ten (10) days in advance. Before approving the absences, the Board will review the current academic and attendance status of the student, previous non-medical absences (including both the current and previous year), and the reason for the non-medical absence request. The Board will have the sole discretion to approve or disapprove such requests. Consideration for approval will be given for travel.

Approved Absences

Illness, quarantine, death in the family, and exceptionally urgent situations receiving prior approval from the principal are considered approved absences.

Excessive Absenteeism

After a child has been absent 10 days, a letter will be sent home informing parents of the number of absences. School tutorials may be required. Any student who has a cumulative total of 15 days absent must have verification from a family doctor for any additional absences.

If a student is absent more than 18 days in a school year, tutoring at a rate of \$25 per hour may be required before the student is promoted to the next grade.

Tardiness

Students arriving late to school (after homeroom has begun at 8:10 A.M.) will be marked as tardy. Three (3) tardies will equate to one absence on the student's report card.

HIGH SCHOOL STUDENTS (GRADE 9-12)

In addition to the above, the following applies to Grade 9-12 students:

Unexcused Absences:

No credit for the semester will be given students whose unexcused absences exceed five (5) periods per class per semester without administrative approval.

Administrative Review:

If a student has unexcused absences in the excess of five (5), the parents or guardians or students are required to request a conference at the school with the administration to discuss possible reinstatement of credit.

Total Absences Excused and Unexcused Absences:

No credit for the semester will be given students whose total absences exceed ten periods per class per semester without administrative approval. On the eighth total absence from the same class, the parents or guardians will be notified by phone or email by the grade level office that the student is being placed on credit probation.

On the tenth total absence from the same class, parents or guardians will be notified explaining that future absences must be accompanied by written documentation (doctor's note, court documents, etc.) defining the nature of the absence or a loss of credit will result.

On the first absence in excess of ten from the same class in one semester, parents or guardians will be notified by phone, email, or if unable to contact parent a letter will be sent by certified mail, as to student loss of credit. Parents will be notified of subsequent absences.

Administrative Review:

When parents or guardians request that students leave the campus during the school day, a note or phone call from home will be required, and a permit-to-leave must be secured in the grade level office. During the school day, students must secure permission from the office before missing a class or leaving the campus. Failure to comply will result in disciplinary action. In the event of a student losing credit due to excessive absences, parents or guardians will be notified and a conference will be required with the grade level administrator prior to the student's return to class. If a student has been notified of loss of credit because of excessive absences, the parents or guardians or student is required to have a conference at school with the administration to discuss possible alternative learning experiences to regain lost credit.

Missing Assignments

It is the student's responsibility to make up any assignments, projects, homework, classwork or tests missed due to absences when it is possible according to each class and instructor. Students will receive zero points for any missing assignments, project, homework or test. Some assignments, such as science labs, if missed on the day of instruction, will not be able to be made up at all and students will receive zero points for these types of class work. Students will be granted the amount of time they were absent in which to make up work. **No instruction will be retaught.** Students must be responsible for getting the class notes they have missed.

Excusable Absences:

The following absences will be excused:

- Death in the student's immediate family.
- Illness of the student.
- Doctor and dental appointments.
- Religious observances.
- Court appearance.
- When a family is leaving town and desires to take the student with them, they may be excused if the family and student follow these guidelines:
 - The school is notified at least 48 hours in advance of the absence.
 - The student procures assignments or establishes a written plan for make-up work with the teacher or teachers in advance of the absence; at least a 48-hour notice is required.
 - All assigned work is turned in upon returning to school. The number of days allotted for turning in missing work is equivalent to the number of days missed.
 - All tests, assignments, etc., are made up at the direction of the individual teacher.

Absences for other reasons that are inexcusable shall be treated as truancy.

Suspensions imposed by the school administration shall not count as an excused or unexcused absence. Suspensions will not be calculated when determining loss of credit.

Parent Responsibility:

In the middle and senior high schools, attendance shall be checked and recorded daily during each class period. Parents have responsibility for requiring and promoting their child's regular attendance, the first step in achieving academic success. In the event of an attendance problem, parents or guardians and the school shall cooperatively work to resolve the situation. Parents planning to take a student out of school are responsible for making advance arrangements with the school administration.

CODE OF CONDUCT OVERVIEW

Listed in the links below are behavior rule definitions and expectations that apply to all Five Stars Academy students in attendance at instructional and support programs as well as school-sponsored activities and events either on or off campus. Our behavior guidelines are categorized in regards to respect. To have a great school, all students must recognize the role they play in creating an academic atmosphere as well as a safe and satisfying culture throughout Five Stars Academy. Understanding and meeting these expectations is one giant step to creating this culture of excellence.

Code of Conduct I. Respect for Learning

Students are expected to:

- A. Comply with all school and classroom rules and conduct themselves in an orderly manner.** These rules apply in school buildings, on school grounds, and at recognized functions. Disciplinary guidelines may be applied to difficulties off school grounds which are prejudicial to the good order and discipline of the school or tend to impair the morale or good conduct of the students.
- B. Be punctual and attend class every day.**
- C. Complete class work and homework assignments.** Five Stars Academy's major purpose is to offer a sound and exciting academic experience for students to become involved learners. Class work and homework are a vital part of this learning process.
- D. Turn off all electronic devices (cell phones, ipods, MP3 players, headsets, pagers, etc.) when you enter an academic setting.**
- E. Bring items that are appropriate for educational purpose.** Radios, headsets, video cameras, CD players, pagers, dice, cards, water pistols, or any other item, which may interfere with the educational process or may endanger the safety of another person are not to be used during the school day. However, students are permitted to use headphones, ipods, and MP3 players between classes, during lunch, IP or in class with teacher approval provided they do not cause a disruption. Inappropriate items may be confiscated. **NOTE: Five Stars Academy is not liable for any lost or stolen items.**
- F. Give all authorized medications to the school director with instructions for use.**
- G. Refrain from leaving campus at any time during the school day unless authorized.** You may not leave campus during the day without prior parental and administrative permission. After appropriate permission is obtained, you must sign out with the director.
- H. Be honest.** Honesty and integrity are of the utmost importance in our school community. You are expected to deal honestly with all staff in your relationships and in your work. ([See Academic Honesty Policy](#))

Code of Conduct II. Respect for Staff

Students are expected to:

- A. Follow the directive of any Five Stars Academy staff member.**
- B. Respect adults in both manner and language.** Any language directed toward a FSA staff member in a loud manner or which is insulting or derogatory, or threatening in nature is prohibited. Any words considered to be of a cursing, swearing, or vulgar in nature directed toward a staff member are prohibited.

Code of Conduct III. Respect for Institution

Students are expected to:

- A. Keep the buildings, equipment and materials clean, and in good condition.** Deposit trash in trash containers provided. Leave the table and floor areas of the cafeteria, commons, and hallways clean.
- B. Take proper care of textbooks and property.** Students shall not cause destruction, defacement or damage to property. Students will be required to pay for damages.
- C. Refrain from using any tobacco product in the building or on school grounds at any time.** This policy includes all school sponsored activities. FSA is a "smoke-free" campus for students and adults.

Code of Conduct IV. Respect for Self

Students are expected to:

- A. Dress appropriately for school. "Appropriateness" is defined by the school dress code.**

FIVE STARS ACADEMY DRESS CODE

Student's dress and appearance are required to be of such character as to not disrupt nor distract from the instructional procedures of the school day.

- Clothing must cover undergarments, stomach, back, and chest. No see-through apparel permitted.

- Sagging pants are not permitted.
- Footwear must be worn at all times appropriate to the activity.
- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- No head gear is permitted during the school day. (this includes all hats, bandanas, sweatbands, all caps, including wool knit caps, hair rollers, hair nets, picks, combs, plastic hair covering, hoods) Head gear should be placed in backpacks upon entering the building.
- Any clothing worn in a manner identified as gang-related is prohibited.
- Jewelry that can pose a safety hazard is prohibited. This includes chains worn as belts or decoration.

Exceptions to dress code standards may be made for PE or school activities. When there is a question, a FSA Administrator will make the final decision.

Note: Students could be sent home or placed in ISS for not complying with the FSA dress code.

B. Leave campus promptly at 3:15pm unless in a supervised activity. Students who are not in a supervised activity will be asked to leave campus.

C. Maintain high personal standards of behavior while on campus. Inappropriate displays of affection are not acceptable. No student will possess, use, or be under the influence of illegal drugs, alcoholic beverages, intoxicants, or controlled substances.

D. Be truthful when interacting with all faculty, staff, administrators, and students. Students shall not lie, or falsify school related materials.

E. Attend assigned detentions and other assigned consequences.

Code of Conduct V. Respect for Others

Students are expected to:

A. Walk in the school and refrain from pushing, shoving, blocking walkways, or causing disturbances.

B. Show respect for others, building, and grounds. Refrain from any behavior which could injure another person. Do not bring items to school which could be deemed a weapon. The possession or use of a weapon, except where authorized by law, shall be prohibited in all school buildings, on or about school grounds, and at all school activities.

C. Refrain from making threats and harassing others. Every member of the school community is entitled to attend school free from harassment, threats or fear.

D. Resolve differences and conflicts in a peaceful manner. Fighting, defined as physical and/or verbal abuse where all parties have contributed to the conflict, either verbally or physically, is prohibited. Students are expected to seek nonviolent means in solving disputes. If physical confrontation is anticipated, students are to seek assistance from an administrator, teacher or staff member immediately.

E. Respect for the possessions of others. Taking or using others' possessions without their knowledge is stealing. Theft by acceptance, possession, purchase, taking and/or transfer of property belonging to another is prohibited. Offenders are subject to legal prosecution.

F. Exhibit good character. Follow guidelines that prohibit sale, transfer or distribution of illegal drugs, alcoholic beverages, intoxicants or controlled substances.

G. Use appropriate language at school. Obscenity, obscene gestures, swearing, cursing, whether verbal or written, is considered inappropriate language.

H. Refrain from Hazing and Bullying. Hazing is defined as any action which intentionally creates mental or physical abuse, discomfort, embarrassment, ridicule, or harassment and is prohibited at Five Stars Academy.

ACADEMIC HONESTY

Academic honesty and personal integrity are fundamental components of a student's education and character development. Five Stars Academy expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Grades should reflect the student's own work in the fairest possible way. The academically honest student produces work representative of his/her own efforts and abilities. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill which he or she does not possess.

DEFINITIONS OF ACADEMIC DISHONESTY:

Cheating: Students who cheat deprive themselves of the opportunity to learn – especially how to think. Knowing how to think critically in each subject area prepares students for post-secondary education as well as any profession they pursue. The following offenses, including but not limited to those below, are considered examples of cheating:

- Copying another student's work or assignment (including homework) to submit as one's own.
- Allowing another student to copy your assignment (including homework) to submit a one's own.
- Using/providing notes, documents, answers, aids such as a graphic calculator, computer file or other storage devices (i.e. cell phones, ipods, etc.), or helping another student on any assessment (i.e. test, quiz, exam, etc.) or assignment unless permitted by the teacher.
- Stealing, borrowing or removing an exam from the classroom, or taking it from a teacher without explicit permission.
- Tampering with teacher materials and/or student records.
- Copying, photocopying or having someone other than the student prepare the student's homework, paper, project, computer program, or take-home test for which credit is given.
- Copying materials, including computer software, in violation of the copyright law.
- Lying or intentional deception in some form on homework, quizzes, test or any other work related to Five Stars Academy.

Plagiarizing: Plagiarism is any use of another individual's ideas, words, or work without giving him/her appropriate credit. Plagiarism includes, but is not limited to the following misuse of published material or material acquired from internet sources, and/or the work of another student:

- Paraphrasing or copying any source without giving proper credit to the author.
- Not using denotation when citing sources.
- Turning in any assignment which is not based on one's own research and writing.

Consequences for Academic Dishonesty

1st Offense: Loss of credit on assignment/test and notification of parents by teacher, one to three detentions.

2nd Offense: Loss of credit on assignment, notification of parents by teacher, and possible ISS.

Subsequent Offenses: Loss of credit on assignment, parent conference, possible ISS or OSS, depending on the circumstance of each incident.

Schools and Copyright

What students need to know to protect themselves from copyright violations.

- Computer software violations are a **felony**.
- "Bounty-hunters" are hired by some companies to identify and report violators of copyright law and guidelines.
- A limit of **one** image per book or periodical issue may be used in a project or report.
- Music from CD's may **not** be dubbed or copied to a cassette tape.* Compiling video clips from several different videos is a violation of copyright guidelines.
- Information found on the Internet is copyrighted unless accompanied by a message explicitly permitting duplication.
- Technology allows easy duplication but does not necessarily make the duplication legal. In other words, just because you **can** does not mean you **may**.

Steps to Take to Copyright Compliance

- Plan your project well in advance of the deadline allowing time to request permission from copyright holders.
- Ask the classroom teacher for a sample letter requesting permission from the copyright holder.
- Do **not** assume you may use any and all material without asking for permission.
- There are guidelines for print, audiovisual, video, multimedia, music, and others. Students are permitted to use limited amounts of material without permission. Learn about these limitations by asking the classroom teacher for the specific guidelines for the type of material you want to use.

DISCIPLINE GUIDELINES

Level 1: Inappropriate Behavior Requiring Teacher Intervention

1. NONCOMPLIANCE WITH CLASSROOM RULES

Each teacher establishes the rules and procedures for his/her classroom. Students are expected to observe those rules and to respond promptly and appropriately to the direction of the teacher. Students are expected to bring necessary materials to class (books, paper, pencils, calculator, etc.) and/or participate in class work, assignments, projects and other classroom activities.

2. INAPPROPRIATE BEHAVIOR

Intentional acts, behaviors or conduct in the classroom which interfere with an orderly environment will not be tolerated. This includes the use of any oral or written rude or disrespectful comments or gestures toward another student. The director may apply additional consequences beyond those generally described for Level I Offenses if the violation includes threats, aggression, or other inappropriate behavior.

3. INAPPROPRIATE ITEMS

Electronic devices (Ipods, MP3 players, cell phones, headsets, etc.) are to be turned off when students enter an academic setting such as a classroom, library, or lab. Items which may interfere with the educational process or may endanger the safety of another person are prohibited. **NOTE:** Teachers or any supervising adult may confiscate any inappropriate items if used during class time. Five Stars Academy is not liable for any lost or stolen items.

4. PUBLIC DISPLAYS OF AFFECTION

Inappropriate displays of affection are not allowed in the school building, on school grounds, or during school activities. Students who violate this rule may be assigned a higher level consequence, depending on the nature of the violation.

5. DRESS CODE/INAPPROPRIATE CLOTHING

Students' dress and appearance are required to be of such character as to not disrupt nor detract from the instructional procedures of the school day.

- Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures or writing is prohibited.
- Clothing must cover torso, No see-through apparel is permitted.
- Shorts must fall below fingertips of student with arms at rest.
- Final decisions regarding appropriateness of dress will be determined by administration.

6. COMPUTER/INTERNET

Minor misuse of computer Internet policy may result in a short-term loss (semester/year) of computer/Internet access in accordance with district guidelines. Additional consequences may be assigned depending on the severity of the behavior. Major violations will be dealt with as Level IV offenses.

7. ACADEMIC DISHONESTY

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty cannot be tolerated in the school environment. The teacher will confiscate all evidence and document the situation. See [Academic Honesty](#) policy for consequences.

CONSEQUENCES FOR LEVEL I OFFENSES

For the first through third offense, the teacher will administer one of the following consequences:

1. Private conference with student
2. Phone call or conference with parent or guardian
3. Before or after school detention

Fourth and subsequent offenses: Depending on the nature of the violation and the number of teacher interventions, the director may increase the level of the offense.

Level II: Inappropriate Behavior Requiring Administrative Intervention

1. REPEATED LEVEL I OFFENSES

Students who continue to demonstrate Level I offenses and interfere with the orderly environment of the classroom after teacher intervention will receive consequences described for Level II offenses.

2. UNCOOPERATIVE BEHAVIOR/HORSEPLAY

Engaging in inappropriate or uncooperative behavior toward a staff member or others present at school or at a

school-related activity. This includes repeated classroom disruptions and horseplay.

3. FORGERY/ FRAUD

Forgery/ Falsifying of notes, hall passes, or other school related documents.

4. USE OF INAPPROPRIATE LANGUAGE/GESTURES

Obscenity, obscene gestures, profanity, vulgarity, whether verbal or written, is considered inappropriate language.

5. DISTRIBUTION OF MERCHANDISE/MATERIALS

Students may not distribute written materials or insignia which is obscene or insulting. This includes distribution of non-curricular materials without director approval.

6. FAILURE TO ATTEND A DETENTION

Failure to attend detention will result in additional consequences to include extended detention, ISS or Loss of Privilege.

7. SPREADING RUMORS

Spreading information, false or otherwise, to embarrass or ridicule others is considered inappropriate.

8. INCENDIARY DEVICES

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

9. IPAD

Disrupting class due to inappropriate use of technology. Using technology in way not dictated by teacher. Altering backgrounds or tampering with icons on technology. Bringing technology devices to unapproved locations in the school. Downloading unapproved items to technology devices. Leaving assigned technology devices unattended.

10. BULLYING

BULLYING includes, but is not limited to the following behavior:

- Verbal harassment: name-calling, teasing others in a mean way, threatening speech, insults, etc.
- Spreading bad rumors about a person
- Keeping a targeted person out of a “group”
- Punching, hitting, shoving, and other acts that harm people physically
- Getting people to “gang-up” on others

CYBER BULLYING includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool. This includes sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which have the effect of:

- Physically, emotionally or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process, offenders shall be subject to appropriate staff intervention, which may result in administrative discipline.

CONSEQUENCES FOR LEVEL II OFFENSES

FIRST OFFENSE: One to three detentions, extended detention, and/or LOP.

SECOND OFFENSE: Two to three days of ISS

SUBSEQUENT OFFENSES: Determined by director, could include additional ISS, and/or up to 3 days OSS.

Depending on the nature of the violation and the number of previous interventions, the director may increase the level of the offense.

Level III: Inappropriate Behavior Requiring Administrative Intervention

1. GAMBLING

Betting on any uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games. Items and money will be confiscated. Parents will be

contacted.

2. SCUFFLING / ENGAGING IN DANGEROUS BEHAVIOR TOWARD SELF OR OTHERS

Minor physical contact such as shoving, pushing, or jostling which could lead to a fight is considered scuffling. Any incident that requires significant staff intervention, is extremely disruptive, and/or in which students do not immediately comply with staff directives, will be considered a Level IV offense.

3. LYING /FAILURE TO FOLLOW THE DIRECTIVE OF STAFF

The failure to comply with reasonable requests from a staff member, refusing to identify one's self when requested to do so, or giving false information will result in a referral to the grade level administrator.

4. POSSESSION OR USING TOBACCO PRODUCTS

Possession or use of tobacco products and paraphernalia at any time or place on school grounds is prohibited. Students are not allowed to use tobacco on field trips or at school activities. Students are not allowed to smoke in a vehicle while it is on school grounds.

5. HARASSMENT/HAZING

Hazing is defined as any action which intentionally creates mental or physical abuse, discomfort, embarrassment, ridicule, or harassment and is prohibited at FSA. The intentional threatening, intimidating, or harassing of another person by word, act, or deed is considered serious and will be handled according to Board Policy. This includes offensive use of racial/ethnic jokes, racial slurs, or sexual oriented jokes.

6. DEFACING SCHOOL PROPERTY

The willful or malicious destruction or defacement of any school property is not permitted. This includes desks, books, equipment, and other items that are property of FSA. Depending on the nature of the violation the level of offense may increase to vandalism.

7. INAPPROPRIATE USE OF DISTRICT TECHNOLOGY/STUDENT WORK STATION

Taking inappropriate photos or recording without permission. Knowingly damaging technology (prying keys off, scratching or cracking display, etc.)

8. REPEATED INAPPROPRIATE BEHAVIOR THAT OTHER ATTEMPTS HAVE FAILED TO CORRECT

Depending on the nature of the offense and the number of interventions attempted to correct a Level I or II offense, the offense will become a Level III.

CONSEQUENCES FOR LEVEL III OFFENSES

FIRST OFFENSE: One to three days of ISS

SECOND OFFENSE: Three to five days of ISS

THIRD OFFENSE: Minimum three days of OSS

SUBSEQUENT OFFENSES: Five, then seven, then ten days of OSS; Any ten day suspension will be referred to the Board for a discipline hearing.

Depending on the nature of the violation and the number of previous interventions, the director may increase the level of the offense.

Level IV: Inappropriate Behavior Requiring Administrative Intervention

1. FIGHTING/JOINING IN A FIGHT/INCITING A FIGHT

Fighting, defined as physical and/or verbal abuse where all parties have contributed to the conflict, either verbally or physically, is prohibited. Students are expected to seek nonviolent means in solving disputes. If physical confrontation is anticipated, students are to seek assistance from an administrator, walking counselor, teacher, or staff member. Students who engage in fighting will be arrested.

2. INTIMIDATION OR EXTORTION, THREATENING OTHER STUDENTS, ENGAGING IN THREATENING BEHAVIOR

The intentional threatening, intimidating, harassing, or blackmail of another person by word, act or deed will not be tolerated. The solicitation of money or anything of value from another student in return for protection or in connection of a threat to inflict harm is considered extortion.

3. INDECENT EXPOSURE, INDECENT ACT, OR SEXUAL HARASSMENT

Engaging in any act of a sexual nature, such as touching, "mooning", pulling at another's clothes, sexual name calling, spreading sexual rumors, jokes, and/ or pictures, is considered indecent and unacceptable.

4. PHYSICAL AGGRESSION/PHYSICAL HAZING/BULLYING

Physical aggression is contact such as, but not limited to, shoving or pushing which could lead to a fight or harm

another individual. This includes hazing and bullying.

5. VANDALISM

The willful or malicious destruction or defacement of any property, whether school property or individual private property is considered vandalism. This includes vandalism on parking lots and while at any school activity.

6. DISRESPECT, DEFIANCE, OR INSUBORDINATION TOWARD ADULTS

The failure to comply with reasonable requests from a staff member or acts of disrespect directed at a staff member or other adult will not be tolerated.

7. OBSTRUCTING OR INTERFERING WITH ADULTS TRYING TO REACH A CRISIS SITUATION

Student behavior that prohibits staff from dealing with a dangerous or crisis situation is considered obstructive.

8. STEALING OR BEING IN POSSESSION OF ANOTHER'S PROPERTY

Taking or using others' possessions without their knowledge is stealing. Theft by acceptance, possession, purchase, taking and/or transfer of property belonging to another is prohibited. Offenders are subject to legal prosecution.

9. POSSESSING OR USING FIREWORKS/DANGEROUS ITEMS

Possessing or using fireworks or items that present a danger to oneself or others is prohibited.

10. POSSESSION OR DISPLAY OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by FSA staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

16. REPEATED INAPPROPRIATE BEHAVIOR THAT OTHER ATTEMPTS HAVE FAILED TO CORRECT

Depending on the nature of the offense and the number of interventions attempted to correct a Level I, II or III offense, the offense will become a Level IV.

CONSEQUENCES FOR LEVEL IV OFFENSES

FIRST OFFENSE: OSS up to ten days

SECOND OFFENSE: OSS five to ten days with a possible recommendation for up to 180-day suspension

SUBSEQUENT OFFENSES: OSS ten days and a possible recommendation for up to 180-day suspension and/or expulsion.

Depending on the nature of the violation and the number of previous interventions, the grade level administrator may increase the level of the offense.

Level V: Severely Inappropriate Behavior Requiring Administrative Intervention

1. THREATENING A STAFF MEMBER

The intentional, willful threat to do bodily harm to a staff member will be taken seriously and may be subject to legal prosecution.

2. ASSAULTING A STAFF MEMBER

The attempt to do bodily harm, unwanted intentional touching, or application of force to a staff member will not be tolerated and may be subject to legal prosecution.

3. ASSAULTING ANOTHER STUDENT

The attempt to do bodily harm, unwanted intentional touching, or application of force to another student will not be tolerated and may be subject to legal prosecution.

4. POSSESSING OR USING A WEAPON

A student shall not possess, handle, use or transmit any weapon.

5. POSSESSING, USING OR SUSPICION OF BEING UNDER THE INFLUENCE OF DRUGS/CHEMICALS

Possession or being under the influence of unauthorized drugs, paraphernalia or substances represented to be such, is prohibited on any school property or at any school activity.

6. PRESENTING A THREAT TO THE LIVES OF OTHERS OR MIMICING TERRORISM

Such threats will be taken seriously and are subject to legal prosecution.

7. TECHNOLOGY/IPAD

Stealing Teacher or Student Passwords.

CONSEQUENCES FOR LEVEL V OFFENSES

CONSEQUENCES FOR ALL OFFENSES: OSS ten days and a possible recommendation for up to 180-day suspension and/or expulsion. All Level V offenses may be subject to legal prosecution.



CONTRACT FORM

It is understood that my child’s attendance is a privilege and not a right; and that if at any time his/her conduct, academic progress or cooperation with the school’s authorities, is not in keeping with the school’s requirements, the school reserves the right to terminate, at its discretion, my child’s enrollment.

It is understood that the school’s policy is to make no refunds on any fees paid or due to the school.

By signing this document, I/we have read and agreed to the items referred to in the Parent/Student Manual.

The parent hereby agrees to allow the child to fully participate in all activities organized by Five Stars Academy, including field trips, sports, community service and others. The parent and child waive all claims against Five Stars Academy, leaders of the activities and the officers, agents, representatives, authorized caregivers, and families of Five Stars Academy arising out of participation in such activities.

The parent hereby authorizes Five Stars Academy, its officers, agents, employees, volunteers, caregivers, and any emergency service agency as well as any physician, dentist, or paramedic associated with them to give whatever care in their professional opinion is necessary for said student’s health and safety while enrolled at Five Stars Academy. The school is hereby authorized to administer first aid in case of emergency.

Student Name (print): _____

Student Signature: _____

Date: _____

Parent Name (print): _____

Parent Signature: _____

Date: _____