



STAR Academy College Preparatory Charter School
Soaring Toward Academic Readiness



Celebrating 14 Years!

Parent & Student Handbook
2018-2019

"...A beacon in the community as a school of excellence..."

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Head of School's Message

Dear Friends,

Welcome to a new and exciting academic year at Star Academy—and thank you for trusting us to educate, nurture, and guide your amazing scholars! Ever since its founding in 2004, Star has been dedicated to cultivating academic excellence as we educate the whole child. The elementary years are significant and foundational, and the mission of Star remains compelling in the 21st century: we are committed to critical thinking, collaboration, communication, creativity, and cultural competency.

As you walk our hallways, listen to our playground, talk to our teachers, and observe our classrooms, you'll notice that we believe strongly that having a strong sense of self at an early age is a profound advantage—and our students see learning as meaningful, purposeful, and joyful. Our leadership team is committed to ensuring that academic decisions are driven by an appreciation for and use of data. As such, we encourage you to partner with your scholar's teacher and have thoughtful conversation around understanding school-wide data, high standards, and classroom-to-home connections. The result of your partnership is that every day is an opportunity for all eagles to be their best possible selves.

It is my pleasure and privilege to represent the Star community, and to serve your family. By the end of the year, you will be drawn to this compelling blend of academic and community excellence as we soar together as eagles!

Robert S. Harvey
Head of School/CEO

Principal's Message *Welcome to the 2018-2019 School Year!*

Dear Parent(s)/Guardian(s),

Welcome to the 2018-2019 school year! For many of you, it is a warm welcome back to STAR, for other families, it is a brand new educational journey for your scholar. Our STAR Staff will continuously work to ensure that you feel as if you made the right decision by trusting us with your most prize possession.

Our goals consist of providing opportunities for scholars to increase academic performance, maintain school climate and scholar engagement, and to increase community collaboration. We believe that all of our scholars deserve a quality education in which their individual needs are met, exceeded, and supported. Ultimately, each scholar will gain from the institution according to the effort he/she applies. To increase the degree of educational success, it is very important that teachers, parents, and administration communicates openly and frequently concerning academic and social progress.

This year will include an emphasis on improving academic outcomes and high scholar achievement school-wide. STAR will continue to incorporate our core values, E.A.G.L.E.S: Excellence, Appreciation, Grit, Leadership, Equity, and Service. Utilizing these as our guiding principles, each scholar will be encouraged and supported in working to their full potential academically, socially, and emotionally.

It is a *privilege* to be your Principal and I look forward to another great year.

GO EAGLES!

James W. Johnson
Principal/School Leader



School Mascot: *Eagle*

School Colors: *Red, Yellow, and Blue*

School Hours: *Monday: 8:00 a.m. – 3:00 p.m. | Tuesday-Friday: 8:00 am- 3:15 pm*

Our Mission

The mission of STAR Academy Charter is to be an educational incubator that promotes critical thinking, collaboration, communication, creativity, and cultural competency in a compassionate and innovate environment.

Our Beliefs



The STAR Team and Families believe:

- Schools exist to serve children.
- The community, parents, teachers, and students share in the responsibility for developing children into productive citizens.
- The learning environment must be safe, structured, academically stimulating and nurturing to maximize student learning.
- Students will experience success in a supportive and challenging environment.
- All students should be given the opportunity to learn and to develop his or her strengths and talents to their highest potential.
- Various teaching strategies and material should accommodate the different learning styles of students.
- Student academic achievement should be assessed in a variety of ways based on individual learning styles.
- Students should be given opportunities to enhance their learning experiences through the use of technology.
- Student should be aware of their unique ability to contribute to the school, to the community, and to the world.
- The cultural diversity of the student body not only enriches the school's program, but also increases understanding of different people and cultures.
- Multicultural activities, which stress responsibility for self and others and promote a social conscience, should be incorporated into the curriculum.
- A culturally rich fine arts program, which enriches the classroom through field trips, classroom presentations, and extra-curricular activities, should be provided.
- Participation in physical activities will develop a healthy lifestyle and wise use of leisure time.
- Parents are entitled to assist in the planning, implementation, and evaluation of the school's program.
- An integration of community resources will ensure community ownership in the school's program.

Faculty and Staff

ADMINISTRATIVE TEAM

Name	Title	Electronic Mail
Robert S. Harvey	Head of School/ CEO	rob@staracademycharter.org
James W. Johnson	Principal/School Leader	james@staracademycharter.org
Ed Stephens, III	Director of Community Impact	ed@staracademycharter.org
Tenita Freeman	Director of Enrollment	tfreeman@staracademycharter.org
David Middleton	Business Manager	david@staracademycharter.org
Relvorie Lott	Office Manager	rlott@staracademycharter.org
Cynthia Floyd	School Accounts Specialist	cfloyd@staracademycharter.org

PRE-K TEAM

Name	Title	Electronic Mail

KINDERGARTEN TEAM

Name	Title	Electronic Mail
Denise Lofties	K-01	dlofties@staracademycharter.org
Tasha Love	K-02	tlove@staracademycharter.org
Artressia McCracken	K-03	amccracken@staracademycharter.org

FIRST GRADE TEAM

Name	Title	Electronic Mail
Shelia Matthews	1-01	smatthews@staracademycharter.org
Diamond Johnson	1-02	djohnson@staracademycharter.org
Amanda McKinney	1-03	amckinney@staracademycharter.org

SECOND GRADE TEAM

Name	Title	Electronic Mail
Tara Taylor	2-01	ttaylor@staracademycharter.org

Erin Long	2-02	elong@staracademycharter.org
Angelica Williams	2-03	awilliams@staracademycharter.org
THIRD GRADE TEAM		
Name	Title	Electronic Mail
Larry Briggett	3-01	lbriggett@staracademycharter.org
Renee Jackson	3-02	rjackson@staracademycharter.org
FOURTH GRADE TEAM		
Name	Title	Electronic Mail
Tamika Shields	4-01	tshields@staracademycharter.org
Sheneika Moore	4-02	smoore@staracademycharter.org
FIFTH GRADE TEAM		
Name	Title	Electronic Mail
Omolola Ajayi	5-01	oajayi@staracademycharter.org
Leonard Richardson	5-02	lrichardson@staracademycharter.org
SUPPORT/Educational Assistants		
Name	Title	Electronic Mail
Althea Brown	Exceptional Children & RTI Coordinator	abrown@staracademycharter.org
Sarah Quintal	Interventionist ESL	squintal@staracademycharter.org
Brenda Jackson	Educational Specialist	bjackson@staracademycharter.org
Kara Stacy	Educational Specialist	kstacy@staracademycharter.org
Monica Johnson	Educational Specialist	mjohnson@staracademycharter.org
Sarah Quintal	ELL\Educational Specialist	squintal@staracademycharter.org
Building Maintenance		
Name	Title	Electronic Mail
Cleo Knox	Facilities Manager	cknox@staracademycharter.org

Family Engagement Plan

STAR Academy's administrator, faculty and staff endorse the concept that parental involvement is very essential in improving the quality of education for all students that are assigned to our school. Our Family Engagement Plan at STAR Academy has been developed jointly with our parents. Our goal is to prepare our parents to be knowledgeable of the skills and information needed to help their children to be successful students in school.

STAR Academy College Preparatory Charter School pledges to reduce barriers to parental involvement in the following ways:

- Dispense a plan to parents of participating children, a written documentation of school level Family Engagement Plan and parent-school compact indicating how parents and school agreed upon responsibilities.
- Notify parents about the Family Engagement Plan in an understandable and uniformed format and, to the extent practicable, written in parent-friendly language the parent can understand.
- Ensure the Family Engagement Plan is available to the local community stakeholders and is updated regularly by the STAR Academy's Leadership Council to meet the changing needs of parents, students, faculty, and the school.
- Involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of programs for parental involvement, school-wide program plan (SIP), and the Family Engagement Plan.
- Convene annually at flexible times and invite all parents to attend in order to explain the components and requirements of a Title 1 program, Parental Rights of Title 1, and Title 1 school participation.
- Provide timely information about programs provided by Title 1 under NCLB section 1118.
- Provide regular and flexible parent meetings, P.T.O. meetings, and "Academic Nights" in the areas of Literacy, Math, and Science.
- Host an annual "Open House/Title I Informational Meeting" to inform parents and provide parents the information about our school's curriculum and assessments, and how they are used to measure our student progress and exactions, as well as requirements for promotion to the next grade.
- Provide parents of participation students, if requested by parents, opportunities for quarterly meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as feasibly possible.
- Submission of comments to STAR's Official Board, SCS district personnel, form parents that deemed SIP unsatisfactory after review of the School Leadership Council.
- Provide our parents the opportunity for involvement in decisions relating to the education of their children by participating in but not limited to volunteer tutoring programs, attending P.T.O. Meetings and Academic Nights, completing evaluation forms, and responding to surveys.
- Distribution of a monthly calendar of events to inform parents regarding upcoming events and programs, curriculum, academic assessments and proficiency levels.
- Continue to have daily dialogue throughout the school to ensure success for all STAR Academy's students.
- Provide a Parent/Student Handbook covering school rules, policies, and procedures.

- Provide parents information in English and Spanish.
- Provide translation services when necessary.

STAR Academy College Preparatory Charter School will inspire parents to become profoundly involved and promote the capacity for strong parental involvement in the following ways:

- Providing parents with opportunities to attend regular meetings, programs, workshops, and other school activities to improve their children’s academic achievement.
- Provide parents of STAR Academy students with the assistance of the school and Official Board in understanding topics such as the following, by undertaking the actions described below:
 - ✓ School’s academic content standards.
 - ✓ The State’s student academic achievement standards.
 - ✓ The State and local academic assessments including alternate assessments.
 - ✓ The requirements of Title 1.
 - ✓ How to monitor their child’s progress and how to work with the teachers.
- Participate in AT LEAST ONE school sponsored parent-teacher conference.
- Provide parents with the assistance of the district and our school, materials and training to help parents work with their children to improve in academic achievement such as literacy training, and using technology, as appropriate, to foster parental involvement.
- Provide multiple opportunities for our parents to serve on a committee and participate in the decision-making process relating to parental involvement.
- Coordinate and integrate parental involvement programs and activities with English Language Learns Program, Migrant Education Program and Special Education.
- Provide other reasonable support for our STAR Academy parent involvement activities per parent request.
- Take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent feasible, in language the parents can understand.
- Provide for parents to participate in various conferences, workshops and instructional activities to become more educated about the curriculum and assessments surrounding their children’s education.
- Utilize partnerships with community organizations, adopters, and various business.

Attendance



Exemplary student attendance is expected and vital to each scholar's success at STAR Academy. It is imperative that scholars are present, on time and prepared to learn daily. Attendance is solely the parent's responsibility. The main thing to remember in cases of student absences and tardies is NO NOTE = NOT EXCUSED.

Students are considered to be tardy after 8:00 a.m. If a student arrives to school late, the parent/guardian must do the following:

- Park in a parking space and walk the tardy student(s) to the main office.
- Sign the tardy student(s) in with the office personnel.
- **After 3 unexcused tardies within one 9-weeks period, the student will receive an in-school suspension that will be cleared via phone with a parent, by the principal or other administrator.**
- **On the 4th unexcused tardy, the child will receive an overnight suspension that can only be cleared by a school administrator.**
- Accumulation of 5 or more unexcused tardies, in one 9-weeks, will jeopardize a student's enrollment at STAR Academy Charter School. **For each unexcused tardy and or absence, above 1, deductions will be made to the parental involvement grade.**
- **After 3 early check-outs in one 9-weeks period, the student will receive an in-school suspension that will be cleared via phone with a parent, by the principal.**
- If a student has an early morning doctor's appointment, that student should arrive at school by 10:30 a.m. to be counted present for that school day. An official, signed, doctor's excuse must be presented at the time of the child's arrival in order for the child's absence to be excused. Failure to present proper documentation will result in a 1-day unexcused absence.

Tardies to school may be excused for the following reasons with proper documentation from the parent/physician:

- Personal illness – The school may require the statement of a doctor if absences become excessive.
- Illness in the family – The absence should be limited to three days unless reasonable cause can be shown by parent or guardian for a longer absence.
- Observance of a religious holiday – Any student of any religion will be excused if his absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.
- Death of an immediate family member.

Absences to School:

In the event that a student must be absent, upon return to school, the parent/guardian must do the following:

- **Send/bring a note explaining the absence(s) with 48 hours.** An official note from a medical doctor is preferred, in cases of illness.
- The note should include student and parent names, the date (s) of absence, and the reason for the absence.
- The note should be presented to the teacher immediately upon the student's return to school.
- The teacher will ensure all assignments are "made-up" for any "excused" absence(s).
- STAR Academy Administration reserves the right to request a written doctor's excuse for student absences.
- Accumulation of 5 or more unexcused absences, in one 9-weeks period and/or semester, will jeopardize a student's enrollment at STAR Academy Charter School.

A phone call will be made to a student's parent /guardian each time an absence occurs.

Absences from school may be excused for the following with proper documentation from the parent/physician:

- Personal illness – The school may require the statement of a doctor if absences become excessive.
- Illness in the family – The absence should be limited to three days unless reasonable cause can be shown by parent or guardian for a longer absence.
- Observance of a religious holiday – Any student of any religion will be excused if his absence is for the purpose of observing a religious holiday consistent with his/her creed or belief.
- Death of an immediate family member.

Ten (10) or more combined unexcused absences, tardies, or early dismissals will result in disciplinary action, including the possible revoking of a student transfer. In addition, cases of this nature will be referred to Juvenile Court and the U.S. District Attorney for prosecution for failure to follow compulsory attendance laws.

Arrival and Departure



During arrival and dismissal, please refrain from talking on cell phones for the safety of our children.

- Student drop-off begins at 7:25 a.m., daily. Breakfast is served until 8:00 a.m., daily. Due to the lack of supervision, students should not be dropped off on school grounds before 7:25 a.m. Any parent/guardian found in violation of this policy will jeopardize the student's enrollment at STAR Academy.
- All students will assemble in the cafeteria each morning from 7:25 a.m. until 8:00 a.m. for breakfast.
- Parents who do not take advantage of the provided breakfast service should ensure that their children are fed prior to dropping them off at school.
- After Morning Meeting, students will be released to their classrooms at 8:00 a.m. Teacher instruction will begin promptly at 8:05 a.m.
- Parent conferences are welcomed when scheduled, through the school office, during the teacher's non-instructional time. No teacher is allowed to stop teaching or monitoring children to conference with a parent/guardian. Our students' learning time and safety are precious to us and will be held in high regard.

Early Checkouts

The car rider line begins at 3:00 p.m. on Mondays, and at 3:15 p.m. Tuesday-Friday. Early checkouts of students are **not permitted after 2:30 p.m.**, unless there is an emergency. After three (3) early checkouts a parent conference will be scheduled by an administrator. To ensure a safe and timely dismissal, parents should arrive on time and follow the instructions of the adults directing traffic.

ATTENTION: Anyone picking up a child other than the parent or guardian must be listed on the student's approved pick up list and must show picture identification at the time of pick-up. No student will be allowed to leave campus with a person whose authorization for pick-up cannot be verified by school personnel.

Morning Drop-off (Arrival)

- ❖ Please SLOW DOWN when entering and driving on the parking lot, and refrain from cell phone usage. The speed limit is 5mph during all times while on the STAR Academy parking lot.
- ❖ All parents will need to enter the parking lot from JAMES ROAD for **ARRIVAL ONLY**.
- ❖ If you are coming from East James Road/Stage Road, please get into the far-right lane adjacent to the front of the school and put your hazard lights on. This will send a clear message to the Security officers directing traffic that you are a STAR Academy parent and they will try to move you into the car line more quickly. ***PLEASE WATCH THE SECURITY OFFICERS!*** Parents may not utilize the Allen Rd. entrance unless they have business to handle in the main office.
- ❖ The Morning Drop-Off car line begins at 7:25 a.m.
- ❖ Students should be ready to get out of the car, when an adult opens the car door to retrieve them. Please make sure they are woke, seated on the back, left side of the car to make the flow of traffic better.
- ❖ **Please remain in your cars and drive through the car rider line. Students should never be dropped off from the parking lot. Parents may not park and walk students into the building unless the parent is visiting the main office. The visitor parking lot is deemed as a none drop-off area due to the lack of coverage for that area. A Morning Arrival Citation will be issued for non-compliance.**
- ❖ Security officers will take over the car rider line at **7:45 a.m.** every morning.
- ❖ Students who arrive at school after **8:00 a.m.** need to enter through the main school doors.
- ❖ No student should ever walk across the parking lot alone. After 8:00 a.m., students will need to be signed in by a **parent/adult** in the office.

Please know that we understand and respect your schedules; however, our goal is to be fair to ALL parents as well as keep our scholars SAFE. If it is required of one, it is required of all. **PLEASE WATCH THE SECURITY OFFICERS!**



Please be advised that there is a "NO CELL PHONE USAGE" policy in place at STAR Academy for all drivers ENTERING, EXITING OR ON the STAR Academy parking lot. This includes texting, or any other circumstance that may divert a driver's full attention. Our goal is 100% safety for our students and parents while driving.

Please turn your radio down AND WAIT FOR THE SECURITY OFFICERS TO DIRECT YOU BEFORE EXITING ONTO JAMES ROAD.

Afternoon Pick-up (Dismissal)

- ❖ Please SLOW DOWN when entering and driving on the parking lot. The speed limit is 5mph during all times while on the STAR Academy parking lot.
- ❖ Please have your **Student Identification Tag** on your dashboard to assist the dismissal process.
- ❖ Parents may enter from James Road (2nd-5th Grades) or Allen Road (KK-1st Grades; siblings/carpool) **FOR DISMISSAL ONLY.**
- ❖ If you are coming from East James Road/Stage Road, please get into the far-right lane adjacent to the front of the school and put your hazard lights on. This will send a clear message to the Security officers directing traffic that you are a STAR Academy parent and they will try to move you into the car line more quickly.
- ❖ Seats on the right side of the car should be cleared so students can enter on the right passenger side.
- ❖ Students will be considered a late pick-up after **3:45 p.m.** At **3:45 pm**, students will be placed in aftercare. A \$15.00 aftercare drop-in fee, per day, will be charged beginning at 3.45 p.m.
- ❖ Parents of students in 2nd-5th Grades will pick up under the breezeway, only.
- ❖ Parents of students in KK-1st Grades, as well as siblings/carpool, will be picked up from the rear driveway (from the Allen Road Entrance).
- ❖ Day-Care Van Drivers will enter the parking lot from the last drive on Allen Road and stay to the left, near the fence, as they enter the rear driveway.
- ❖ ***Parents that enter the incorrect dismissal line will be asked to enter the assigned car line. This assists with ensuring that the dismissal process is expedited.***
- ❖ Refrain from cell phone usage (texting, calling, receiving calls, web surfing, etc., while entering and exiting the lot.
- ❖ Any parent who needs to conference with a teacher or administrator will need to go to the main office **after** the daily arrival and dismissal periods. Conferences cannot be held during the arrival or dismissal periods to ensure that students are continuously monitored.

Before and After School Care

Please register in the main office for before and after care.

Before Care	Aftercare
6:30 a.m.-7:25 a.m.	3:30pm-6:00pm <i>After 6:00 pm Late Fee: \$1.00 per minute</i>
Aftercare Includes: <ul style="list-style-type: none"> - Snacks - Homework Assistance - Study Time - Computer/Technology - Independent and Assistance Reading - Fun Fitness Friday 	

Prices		
Aftercare Only	Before Care Only	Aftercare & Before Care
1 child \$40.00 a week	\$25.00 a week	\$50.00 a week
2 children \$60.00 a week	\$30.00 a week	\$75.00 a week
3 children \$75.00 a week	\$35.00 a week	\$90.00 a week
Drop-In Fee \$15.00 a day	\$5.00 a day	\$20.00 a day

Payments are due each Monday, at the start of the week, before services are rendered.

BEFORE CARE STUDENTS SHOULD BE DROPPED OFF ON THE BACK DRIVE AND ENTER THROUGH THE DOUBLE DOORS ON THE PRIMARY HALLWAY.

The aftercare program will not be available if school is dismissed early due to inclement weather, school emergency, or for school holiday closings.

Classroom Visitations



STAR Academy is proud to share the exciting things taking place within our school with parents and other community members; however, for reasons of safety it is required that all visitors enter the building through the double doors of the primary hallway, report to the main office, sign in, and wear a visitor's badge at all times. Parents and other visitors are not permitted to enter any classroom during school hours unless a visitor's badge has been issued through the office **and** prior arrangements have been made with an administrator or the teacher. Classroom visits should be performed only by authorized adults. We ask that you do not bring additional children into the classroom.

Our goal is to maximize learning for our students, AT ALL TIMES; therefore, it is not permissible for a parent to interrupt instruction for a parent/teacher conference. Please be advised that there are also very focused times when interrupting classroom instruction may hinder optimal learning, such as during assessments. A parent/guardian who drops-in during this time may be asked to wait in the school office or reschedule the classroom visit.

To request a parent/teacher conference, follow these steps:

- 1. Call the school and leave a message with office personnel stating that you would like to request a conference with a teacher. Give your name, child's name, teacher's name and a phone number/e-mail address for a reply. (You may also request a conference by sending a note directly to the teacher or emailing the teacher directly with the request.)**
- 2. Please note that teachers have time allotted for conferences and will reply to your request within 24 hours.**
- 3. Birthday treats are to be provided during the students' scheduled lunch times, only. This is to preserve the time spent on meaningful instruction.**

STAR Academy administration reserves the right to request identification from any visitor. Any person on campus without authorization is considered a criminal trespasser and will be charged as such.

Pets are not allowed on the campus of STAR Academy unless pre-approved by administration.

Parental Involvement

STAR Academy respects the roles and responsibilities of parents and is committed to developing a strong, ongoing partnership with parents to create and strengthen stimulating home and school learning environments. STAR Academy's faculty and staff will create a climate of respect for and cooperation with parents that will be evident in all interactions. When visiting STAR Academy, parents are expected to maintain a manner of integrity and respect when addressing students, faculty, staff, and other parents. Parents are required to display appropriate behavior that is non-disruptive and respectful, at all times, while on the school grounds. Any violation of this requirement will result in consequences, including, parent suspension, removal from school grounds, and revocation of student transfer.

Parent Concerns

If you have concerns about your child, please follow these steps to address the concern:

1. Call the school office and leave a message to speak with the teacher via phone or e-mail the teacher directly. You may also send the teacher a note to call you.

2. If the matter is not resolved, you may request a parent/teacher conference by calling the school office or sending a note to your child's teacher. You may also e-mail your request directly to the teacher.
3. If you feel that you cannot resolve the issue with the teacher(s) and you need to speak with the school principal you may call the school office and leave a message with the nature of your concern, send a note to the principal.

Parental Involvement

STAR Academy parents are expected to volunteer a minimum of five (5) hours during each nine-week grading period. These hours may be served in a variety of ways during or after school hours. **Please call the school or send a note to your child's teacher before you come to volunteer. This will allow teachers to plan activities that you can participate in and/or prepare tasks for you to assist with.** Some parental involvement opportunities include but are not limited to volunteering in your child's classroom, chaperoning on fieldtrips, participating in fundraisers, and attending parent meetings. Parental involvement grades will be recorded each quarter on student report cards. The parent involvement grading scale is as follows:

Excellent/A	6 or more volunteer hours served
Good/B	5 volunteer hours served
Satisfactory/C	3-4 volunteer hours served
Needs Improvement	2-1
Unsatisfactory/F	0

ALL PARENTS ARE ASKED TO FOLLOW THE VOLUNTEER CODE OF CONDUCT AT ALL TIMES WHILE VOLUNTEERING. A BACKGROUND CHECK MAY BE REQUIRED. Student attendance will also impact parental involvement grades. For each unexcused tardy and or absence, above 1, deductions will be made to the parental involvement grade.

STAR Academy College Preparatory Charter School Parent and Community Volunteer Code of Conduct Revised 7/30/18

Head of School/CEO • Rob Harvey | School Leader/Principal • James Johnson

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"To be an educational incubator that promotes critical thinking, collaboration, communication, creativity, and cultural competency in a compassionate and innovative environment."

Communication

All volunteers will use appropriate methods of communication when speaking to students, staff, and parents of STAR Academy. Absolutely no profanity will be tolerated on the school premises by any volunteer and/or parent. No volunteer should speak with parents to communicate a student's academic and/or social progress at any time. This is the sole responsibility of school personnel. All notes, e-mails, related to students and/or STAR Academy business must gain approval from the building principal. _____ Initial

Interaction with Students

All volunteers will agree to uphold the highest level of professionalism and respect in ALL interactions with students. Volunteers are expected to follow the standard of excellence that is aligned with the mission and beliefs of STAR Academy. At no time may volunteers assist students in any form during assessments and class work. This is considered cheating and we definitely want our scholars to avoid cheating at all costs. For this reason, we will minimize parent volunteerism to the parent's own child's classroom during assessment time. _____ Initial

Reporting Student Misbehavior/Inappropriate Incident

If a volunteer witnesses a student or students behaving inappropriately in any way, that volunteer is required to report such activity, immediately to the school principal. If the principal is unavailable, the volunteer should report to the Assistant Principal, Title I Facilitator, or Administrative Assistant, in that order. Volunteers are not authorized to handle any behavior issues with any students while volunteering. ***It is also not the volunteer's responsibility to report any misbehavior to any child's parent. This is the school's responsibility.*** _____ Initial

Interaction with STAR Academy Staff

All volunteers will agree to uphold the highest level of professionalism and respect in ALL interactions with STAR Academy Staff. Volunteers are expected to follow the standard of excellence that is aligned with the mission and beliefs of STAR Academy. Volunteers are not to inquire of staff about confidential school affairs. Confidential school affairs include student, staff, administrative, and parent affairs of a sensitive and/or confidential nature. _____ Initial

Appearance

All volunteers will agree to uphold the highest level of professionalism and respect in attire and appearance and should refrain from the following:

- Obscene, sexually explicit, and/or racist messages on clothing
- Anything that can be considered offensive and/or disruptive to the educational environment
- Inappropriate body exposure due to clothing of a "revealing" nature

Volunteers are expected to follow the standard of excellence that is aligned with the mission and beliefs of STAR Academy. _____ Initial

Volunteer Time

The purpose of volunteer partnerships is to assist classroom teachers and school personnel in order to better meet the needs of students. With this in mind, parent and community members who volunteer, on a regular basis, must obtain approval and a schedule from the building principal, prior to volunteering. This schedule will include times/days that volunteers are needed. _____ Initial

All volunteers are required to model the type of excellence in behavior that we want our scholars to display. This includes interactions with students, staff, administration, and other parents. Any parent found in violation of any school policy, creating a hostile environment, and/or causing any type of disruption to the learning environment, will be required to leave the premises and will be suspended from volunteering at STAR Academy.

_____ Initial

Safety Information

To become a STAR Academy volunteer, a criminal history check will be conducted. A prior criminal record may or may not result in your disqualification from volunteering, but a failure to disclose your record on this application WILL disqualify you from volunteering.

_____ I have read and agree to the STAR Academy Volunteer Policy and Code of Conduct.

Printed Name _____

Signature _____

Child's Name (If a STAR Parent) _____ Grade _____

Volunteer Information/Registration Form

We appreciate your willingness to support STAR Academy College Preparatory students. In an effort to ensure the safety of our students, our volunteer policy requires all volunteers to complete this form. This information may be used to conduct a criminal background check.

All forms will be stored in a confidential manner by the building principal.

The completed form should be returned to the STAR Academy school office in a sealed envelope labeled, "Volunteer Registration."

Personal Information

(Adult) Legal Name _____
First Middle Last

Address _____
Street City State Zip

Home Phone _____
Cell _____ Work _____ Email _____

Date of Birth _____
Driver's License # _____ Social Security # _____

Gender: Male Female

Race _____

Emergency Contact _____
Name Phone Relationship

Education: Less than high school High school or GED Votech or College (less than 4 years)
(optional) Four year college degree Advanced Degree

Place of Employment (optional) _____
How long _____ Occupation _____

Safety Information

To become a STAR Academy volunteer, a criminal history check will be conducted. A prior criminal record may or may not result in your disqualification from volunteering, but a failure to disclose your record on this application WILL disqualify you from volunteering.

1. Have you ever at any time been convicted of, pled nolo contendere (no contest) to, or been placed on probation for any criminal offense, felony, misdemeanor or otherwise, and/or are there any criminal charges now pending against you other than a non criminal traffic violation?
 Yes No
2. Have you ever been accused of or convicted of any crime or violation against a minor? Yes No
3. Have you ever had a restraining order filed against you? Yes No

If answer is "yes" to any of the above questions, please explain:

I understand that submitting this information does not guarantee my acceptance as a volunteer, and that assignment of volunteer work is based on the assessment made by STAR Academy staff.

I understand that the data collected on this form is used to determine an appropriate volunteer placement and information not classified as public data (social security number and driver's license number) is strictly confidential and will be used only to process the volunteer's placement.

I understand that any omissions or misstatements made by me on this application form may be cause for my application to be declined or volunteer placement terminated.

I understand that STAR Academy at the sole and complete discretion may accept or decline this application without providing me any reasons for the decision.

I declare that all statements I made on this application are true, correct and complete to the best of my knowledge.

Signature: _____ Date: _____

Volunteer Information

Age group with which you would like to work? Elementary Middle High No preference

Specific school(s) _____

Volunteer Type

Volunteer Activities (Please check all interested in)

Parent of Child attending this School

Business Volunteer

Company Name: _____

Student Volunteer

School: _____

Organization/Community/Partner/Church

Name of Organization: _____

Other _____

General Tutoring

General Mentoring

Reading

Assist in Classroom

Room Parent

Parent Organization

Help in Office

Parent Patrol

Other (please specify) _____

Programs / Special Events

Landscaping/beautification of campus

After School Program

Lunchroom/Hall Monitor

Field Trip Chaperone - Day Time

Field Trip Chaperone - Overnight

Choir Program

Athletic Program

Watch D.O.G.S. _____

How did you learn of the volunteer opportunity?

Other parents School website

School Newsletter Television Other, specify _____

Do you speak a second language? Yes No If yes, what language? _____

Children's names _____

School _____ Teacher _____ Section _____

FOR OFFICE OF VOLUNTEER SERVICES USE ONLY:

Date Received _____ Training Completed _____

Entered in Database _____ School Assigned _____

Volunteer Accepted: Yes No

Notes

STAR Academy College Preparatory Charter School does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.

Head of School/CEO • Rob Harvey | School Leader/Principal • James Johnson

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"To be an educational incubator that promotes critical thinking, collaboration, communication, creativity, and cultural competency in a compassionate and innovative environment."

Grading Policy

Grading Scale

The following grading scale will be used by STAR Academy:

Academic Grading System:

(Kindergarten)

X- Non-Mastery
D- Developing
M- Mastery

(1st -5th Grades)

A- Excellent (90–100%)
B- Good (80–89%)
C- Average (70–79%)
D- Below Average (60-69%)
F- Failure (0-59%)

(EC)- Extra Curricular

The following marks indicate your scholar's interest, attitude, participation and proficiency in special subject areas (Mandarin, Physical Education, Music, Computer Lab, and Urban Farming):

E = Excellent
S = Satisfactory
S- = Unsatisfactory
N = Needs Improvement
U = Unsatisfactory

Interim Assessments (Grades K-5th)

M = 100-70 Mastery
PM = 69-50 Partial Mastery
NM = 49-0 Non-Mastery

*Academic performance may not form the basis for conduct grades.

Conduct

E = Excellent
S = Satisfactory
S- = Borderline Satisfactory
N = Need Improvement
U = Unsatisfactory

*Conduct grades are based on behavior and shall not be deducted from scholastic grades.

Weights/Number of Assignments

40%	Tests
30%	Classwork/Projects
20%	Exit Tickets/Quizzes/Interim Assessments
10%	Homework
100%	Total

Parent Academy

Parents are expected to attend **two** school meetings per quarter per school year: 1 being the Parent/Teacher Data Conference and any school wide meeting. The following scale will be used on the student report card for accountability:

ME- Meets Expectations

D-Developing

NM- Does Not Meet Expectations

Academic Acknowledgements

PRINCIPAL'S LIST

The student must achieve the following:

Academics:

All A's

Conduct:

All E's in the classroom and one S in the Exploratory Classes

HONOR ROLL

The student must achieve the following:

Academics:

A's and/or

B's

Conduct:

E's and/or

S's

SUPER K (Kindergarten)

The student must achieve the following:

Academics:

All M's

Conduct:

All E's in the classroom and one S in the Exploratory Classes

STAR Roll (Kindergarten)

The student must achieve the following:

Academics:

- All M's and 2 D's

Conduct:

- E's and/or
- S's

CITIZENSHIP

Conduct:

- All E's

PERFECT ATTENDANCE AWARDS

Students will make perfect attendance lists by meeting the following requirements:

PERFECT ATTENDANCE AWARD

- No tardies
- No early dismissals
- No absences

The Awards Program honoring our scholars will be held every 9 week period in the cafeteria/gym.

Progress Reports/Graded Papers Folders

STAR Academy will distribute bi-monthly Progress Reports with attached student work samples. Teachers will download the Individualized Progress Reports from Power School, that includes listed assignments and current average, and submit to the Leadership Team for printing. These reports should be emailed on Tuesdays by COB.

Annual Student Fees

STAR Academy Charter School will collect a student fee in order to help off-set some of the additional costs associated with supporting out scholars' academics. It is our mission to provide our scholars with the enriching school experience that we all expect for our scholars. School fees are an important part of our supplemental funding plan and will help close the gaps in the budget for the following items:

- **Technology-based programs**
- **S.T.E.M. curriculum and materials**
- **Additional instructional materials and resources**
- **Ancillary fee- To help with purchasing equipment and supplies for out art, drama, music, and physical education programs.**
- **Consumables/Textbooks- To help with costs associated with purchasing consumable supplies (such as workbooks) and textbooks for our scholars.**

Total annual fee per student: \$40

(See below for payment options)

To pay your student fees:

- Student fees are charged per child. For families that have two or more scholars, the student fee is decreased to \$35 per student.
- Student fees maybe paid with cash, check, or money order.
 - You may pay in the main office or to your child's classroom teacher. Place the fee in an envelope and mark it with your child's name and "school fee."
- Student fees may be paid on either of the following schedules:
 - \$20 per child due by September 7th, 2018.
 - \$20 per child due by October 1st, 2018.
 - **All student fees (paid in full) are due by October 5th, 2018.**

Parent-Teacher Organization (P.T.O)

All Parents and community members are encouraged to join the STAR Academy Parent/Teacher Organization (PTO). The goal of the PTO is to enhance the academic environment of all students while strengthening the relationships between parents and the school staff through cooperative interaction. **Join today!!!**

Field Trips

To further enrich our curriculum, students will be given the opportunity to visit various places and experience unique cultural events. Parents will be notified of the time, place, and cost of each field trip, and are welcome to chaperone. To ensure adequate monitoring of STAR Academy students, **only STAR Academy students who are assigned to the class going on the field trip are allowed to participate in field trips. All money and permission slips must be turned in no later than three (3) days before the scheduled date of a field trip. Parent volunteers will be required to follow the Volunteer Code of Conduct if chaperoning a field trip.**

Student Materials, Agenda Books, and Library Books



Textbooks are issued with the understanding that they will be properly cared for and returned at the end of the school year or when a student is withdrawn. If a school-issued book is lost or exhibits more than normal wear, a fine will be assessed. **Student records and report cards will be held until all debts or fines are paid.**

Textbook/Instructional Materials Policy

Care and Protection

Students are provided access to textbooks/instructional materials to enhance the learning process. All textbooks/instructional materials are the property of STAR Academy Charter School. Textbooks/instructional materials are issued to the students with the understanding that the textbooks/instructional materials will be properly maintained and returned at the appointed time. Sanctions will be invoked in the event that a student/family refuses to pay for lost or damaged textbook/instructional materials at the replacement cost less reasonable depreciation.

I. Textbooks/Instructional Materials must not be damaged.

Damages to textbooks/instructional materials are as follows:

- One or more pages of content missing.
- Water-soaked, causing backs and pages to be swollen or molded.
- Physically marked with any pencil, pen, crayon, highlighter, marker, etc. on the outside, inside, or ends, or on any page.
- Defaced or marred, such as broken, cut, or smeared backs or pages, etc.

II. Penalty for Lost Textbooks/Materials

The student/family will pay as follows:

- Full replacement price, if new when issued or if must be reordered in set.
- Three-fourths (3/4) of the replacement price, if used when issued.
- Books/materials damaged beyond usable condition will become the property of the student after payment.

III. Penalty for Textbooks/Materials Damaged Beyond Use

The student/family will pay as follows:

- Full replacement price, if new when used.
- Three-fourths (3/4) of the replacement price, if used when issued.

IV. Penalty for Damaged Textbooks Which are Still Usable

Head of School/Principal may collect for damages at their discretion.

V. Sanctions

- Additional textbooks shall not be issued until restitution is made.
- All report cards, certificates of progress or diplomas will be withheld until restitution is made.
- A suspension (In-School, home, etc.) may be used in extreme circumstances.

STAR Academy College Preparatory Charter School
School Planner Policy
2018-2019

Care and Protection

STAR Academy provides all 2nd-5th Grade scholars with a **free** School Planner! This planner is one of our primary sources of communication in regards to upcoming events, homework/assignments, behavior logs, and other resources. School Planners are issued to the students with the understanding that the materials will be properly maintained.

It is imperative that each scholar has a School Planner during the school year. If a scholar damages or loses their planner, one must be purchased from the Main Office within two weeks to avoid the loss of Dojo and class participation points. School Planners are \$20.

I certify that I have read the School Planner Policy and understand the importance of my scholar having a School Planner. If the first planner that is provided is damaged or lost, I understand that it is my responsibility to purchase my scholar another one.

Student Name

Teacher

Grade

Parent Name (Print)

Parent Signature

Date

Phone #



School Meals

Breakfast is served daily from 7:25 a.m.-7:45. a.m. and is free to all students. A lunch schedule will be sent home with students, at the onset of the school year. **STAR Academy's meals are provided through the Shelby County Schools Central Nutrition Center. Our meals are prepared daily by the cafeteria staff of Scenic Hills Elementary School. STAR adheres to the following *Lunch/Snack Policy*:**

Lunch and Snack Policy

What your scholar eats during lunch as well as breakfast and dinner can positively or negatively impact their learning ability. When scholars have regular, nutritious meals and snacks, they are able to pay attention in class and focus on the task at hand. With a new commitment to health and wellness, STAR has recently made changes to our Lunch and Snack Policy. Please review STAR's **Lunch and Snack Policy** below:

Scholars are not allowed to bring candy, gum, bottled or can sodas, any type of **hot** potato chips, or other "junk" food (i.e., Ding Dong, Honey Bun, Little Debbie Cakes, etc.) to STAR. Scholars that bring their lunch and/or snack must use **snack size** items only.

If your scholar brings a lunch/snack from home, it should contain the following:

- Whole grains
- Fruits
- Vegetables
- Lean proteins
- Heart-healthy fat

Scholars will be required to eat their lunch prior to consuming snacks. If any of the aforementioned items are brought to the cafeteria, they will be disposed. If you have any questions, please call the main office (901) 387-5050.



Administering Medication

Medication should only be administered to a student during school hours when it is determined by a physician (or other health care provider licensed to prescribe medication) that taking medicine is the only feasible way that the student can continue in regular school attendance.

An official STAR Academy form to dispense medication must be completed by a medical doctor for any medication to be taken at school. Additionally, all medication sent/brought to school must bear an official pharmacy label with the child's name and all information visible. Dispensation of ANY over-the-counter medication is prohibited by law, unless a prescription is written by a medical doctor and the official STAR Academy form to dispense medication is on file in the school office. Any student found with medication of any kind that has not been authorized with the previously detailed steps will face suspension and possible expulsion from STAR Academy. Any child found sharing medication of any kind with another student will face suspension and possible expulsion from STAR Academy.

Assigned school personnel shall administer medication to students only when accompanied by an Authorization for Medication during School Hours form. Please note the following:

- The principal is responsible for ensuring compliance with the provision of this policy and related rules and regulations, and
- Parents/guardians are responsible for providing current medical information, obtaining appropriate written medical documentation as requested; informing school personnel when there is a change in the child's medical condition, and providing the medication in accordance with appropriate information regarding its administration.

DISCIPLINE PLAN

STAR Academy Values

Excellence

Appreciation

Grit

Leadership

Equity

Service

Student Behavior Policy



STAR Academy has a school-wide discipline plan that is followed in relation to student behavior. The classroom and administrative rules and regulations governing student behavior shall be enforced in a manner that is firm, fair and consistent. An administrator will accommodate students only after all classroom options have been exhausted according to the discipline plan. A detailed description of student misbehavior will be placed in a child's permanent records each time referral to the office is necessary.

The students of STAR Academy are expected to behave in a manner that ensures the safety of all school community members and supports academic achievement.

School-wide Behavior Expectations

- ✓ Follow the directions of school staff the first time given.
- ✓ Respect yourself, others, and school property.
- ✓ Walk.
- ✓ Keep your hands, feet, and objects to yourself.
- ✓ Use appropriate language and voice levels.
- ✓ Complete work as directed and in a timely manner.

STAR Academy Character Traits

STAR Academy is dedicated to providing our students with a well-rounded social, academic and values-filled curriculum instilling permanent life-long morals along the way.

- The official Eagles Affirmation is as follows:
 - Writing- I always write and speak in complete sentences to explain what I have learned.
 - Arithmetic- I know all math facts, under numbers and solve problems using a "step-by-step" method.
 - Reading- I read with understanding to learn more information and open the doors to college entry and completion.

- Respect- When I respect others, I respect myself and my family. When I disrespect others, I disrespect myself and my family.
- Reasoning- I will use my intelligence to think before I act and make the best choices, academically and socially.

In order to obtain and maintain the Eagles Affirmation our students will learn and implement the following values daily:

- **ATTENTIVENESS**
 - I will look at people when they speak to me.
 - I will ask questions if I do not understand.
 - I will sit or stand up straight.
 - I will not draw attention to myself.
 - I will keep my eyes, ears, hands, feet and mouth from distractions
- **RESPECTFULNESS**
 - I will obey my authorities immediately.
 - I will have a cheerful attitude.
 - I will complete all that I am expected to do.
 - I will not complain.
 - I will go the “extra mile.”
- **TRUTHFULNESS**
 - I will tell the truth.
 - I will encourage others to tell the truth.
 - I will not cheat or steal.
 - I will admit it when I am wrong.
 - I will not exaggerate to make things seem different than what they are.
- **GRATEFULNESS**
 - I will show my parents and teachers that I appreciate them.
 - I will write “Thank You” notes.
 - I will take care of my things.
 - I will be content with what I have.
 - I will count my benefits rather than my burdens.
- **GENEROSITY**
 - I will share what I have with others.
 - I will recycle.
 - I will not expect anything in return for my generosity.
 - I will give my time and talents.
 - I will praise the good I see in others.
- **ORDERLINESS**
 - I will pick up after myself.
 - I will keep my work and play areas clean and neat.
 - I will put things back where they belong.
 - I will use things only for their intended purposes.
 - I will return lost things to their rightful owners.
- **FORGIVENESS**
 - I will be quick to forgive.
 - I will not cover up my own wrongs but will be quick to ask for forgiveness.
 - I will not seek revenge.
 - I will respond kindly to those who hurt me.
 - I will not take up offenses for others.
- **SINCERITY**
 - I will be all that I can be.
 - I will take responsibility for my own actions.
 - I will respect others’ opinions.

- I will always mean what I say.
- I will not take advantage of other people.
- VIRTUE
 - I will do what is right and encourage others to do the same.
 - I will guard my eyes, ears, words and thoughts.
 - I will learn to stand alone.
 - I will abstain from anything which might damage or pollute my mind or body.
 - I will treat others as I would want them to treat me.
- RESPONSIBILITY
 - I will follow directions at all times.
 - I will turn in homework daily.
 - I will wear my uniform proudly and properly.
 - I will be responsible for my own learning.
 - I will be responsible for helping my community.

The committing of a disciplinary offense by a student on school grounds before, during, and after school hours on a school bus, while traveling for a school activity and during field trips or other school functions will result in a consequence.

Code of Conduct

The Shelby County Schools Code of Conduct will be followed by STAR Academy College Preparatory Charter School.

STAR ACADEMY HAS A ZERO TOLERANCE POLICY FOR FIGHTING, BULLYING, AND “CHECKING.” OFFENSES IN THESE CATEGORIES MAY RESULT IN IMMEDIATE SUSPENSION OR EXPULSION.



**NO CELL
PHONES**

No cell phones, MP3 Players, Tablets, or any other type of electronic device is permitted at STAR Academy, unless special permission is granted by the school principal, for a special occasion. Students who violate this policy will receive consequences that include confiscation of the electronic device, in-school suspension, home suspension, and possible expulsion for repeated offenses.

CLASSROOM MANAGEMENT AND DISCIPLINE

Discipline Strategies

Teachers will use the following management strategies when a student has a misbehavior. These strategies are designed to minimize interference during execution of instruction. The following sequence should be followed when managing misbehavior in your classroom.

Note: Once students have internalized the routines and procedures, teachers will use one strategy from steps 1-3 prior to giving a check.

1. Narrate the Positive while making eye contact with the misbehaving student
2. Move in closer proximity to the misbehaving student
3. Use a nonverbal gesture to correct the student's behavior
4. Give the student a check (verbal or nonverbal)
5. Have a student stand
 - a. If on the carpet, the student will stand behind the carpet to not disrupt instruction
 - b. If at desks/table, student will stand behind the desk
6. Speak with student away from other students (Peace Corner Pass can be issued)
7. Student desk removed from the community
8. Call the office to have the student escorted to Dean of Student's /DSS Office
 - referral must be written before removal
 - Steps 1-7 must have been completed before referral

Students will begin each instructional day on blue. A check is distributed to a student after the student has been warned once for a particular misbehavior. After three checks have been administered the student must receive a color change:

Conduct Grade	Checks
E= Excellent (Blue)	NO checks
S= Satisfactory (Green)	1-2 checks
S- = Below Satisfactory (Orange)	3-5 checks
N= Needs Improvement (Yellow)	6-8 checks
U= Unsatisfactory (Red)	9 or more checks

Parents will receive a Conduct Calendar that will communicate your scholar's daily conduct. Please review the calendar and initial/sign daily and send back to school in your child's homework folder.

Check System

3 checks = color change

MISBEHAVIOR	CHECK/COLOR CHANGE
Not Tracking the Speaker	Check
Calling Out	Check
Off Task Behavior (playing with shoe laces, hands inside of desk, etc.)	Check
Out of Seat w/o permission	Check
Not Sitting Up Straight or in SLANT	Check
Not following directions	Check
Talking in Class/Hallway/During MM/Lunch	Check
Running	Check
Laughing at a peer/teasing (K-1st)	Check until November & Color change-post Nov
Laughing at a peer/teasing (2 nd -5 th)	Color Change
Second infractions for any of the above will result in immediate color change	
Talking Back, Arguing	Color Change
Being asked to leave the class	Color Change
Being sent to Dean/DSS Office	Color Change
Foul Language or gestures	Color Change
Physical confrontation (hitting, kicking)	Color Change to Red
Purposefully throwing objects	Color Change to Red

Discipline Level System

The discipline committee has developed an appropriate discipline level system to aid in minimizing inappropriate negative behavior and maximizing instructional time, thus leading to a more positive, working environment conducive to learning. The levels consist of the of the following:

- Level 1 – Minor infractions
- Level 2 – Moderate disruptive behaviors
- Level 3 – Moderate to severe behavior
- Level 4 – Severe, completely unacceptable behavior
- Level 5 – Exit Plan
- Level 5 State Mandated - Zero Tolerance

STAR Academy Uniform Policy

STAR is a proud uniform school! Uniforms promote a culture of unity and belonging. Wearing uniforms is a requirement of being enrolled at STAR. The following has been established as the mandated uniform:

Monday	Tuesday- Thursday	Friday
<p>Official Dress Uniform:</p> <ul style="list-style-type: none"> • Dress shoes only (Solid black, brown, navy) • STAR navy or red cardigan sweater or vest (optional) • White oxford/dress shirt • Khaki or navy uniform bottoms (pants, skirt, etc.) • STAR Crosstie/Tie • Blazer (required for 5th Grade) • Belt (Solid black, brown, navy) 	<p>Tuesday-Thursday:</p> <ul style="list-style-type: none"> • Red or blue STAR polo style shirt (must have STAR logo) • Khaki or navy uniform bottoms (pants, skirt, etc.) • Dress (solid black, brown, navy) or solid color athletic shoes. • Belt 	<ul style="list-style-type: none"> • STAR T-Shirts/polo style shirt • Khaki or navy uniform bottoms (pants, skirt, etc.) • Dress or solid color athletic shoes • Belt
Jackets/Coats/Hoodies	Non-Permitted Items	Shoes/Belts
<p>Solid navy, black, red, or white sweaters/jackets without name-brand labels may be worn during the school day. Only STAR hoodies may be worn during the school day.</p>	<ul style="list-style-type: none"> • Excessive jewelry • Flip flops/sandals • Rain or rubber boots • Decorative/printed tights • Leggings/Jeggings • Multi-color athletic shoes, shoes with lights or embellishments • Hats (worn during the school day) • Purses (may not be carried during the school day) 	<ul style="list-style-type: none"> • Dress shoes (Solid black, brown, navy) • Solid color athletic shoes (neon colors are not permitted) • Belts (Solid black, brown, navy)

Guidelines for Girls	<ul style="list-style-type: none"> • All skirts, skorts, and shorts should come to the knee. • Shirts must be tucked. • A belt must be worn with pants that have belt loops.
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	<ul style="list-style-type: none"> • No flip flops or shoes with heels that exceed 1 inch. • Jewelry must be simple. No long earrings, multiple bracelets, or large necklaces. • Tights and socks must be the following colors: <u>red, blue, navy, or white.</u> • Only SOLID (navy, black, red, or white) jackets/sweaters may be worn during the instructional day.
Guidelines for Boys	<ul style="list-style-type: none"> • No earrings. • Pants must not sag and a belt must be worn for all pants that have belt loops. • Shirts must be tucked. • Jewelry must be simple. No large bracelets or necklaces. • Socks must be the following colors: <u>red, blue, navy, or white.</u> • Only SOLID (navy, black, red, or white) jackets/sweaters may be worn during the instructional day.

Scholars will receive a **Uniform Infraction** for noncompliance to STAR's Uniform Policy. If you have any questions or concerns, please contact the Main Office.

Student Name _____ Homeroom Teacher _____

I _____ have thoroughly reviewed the information
(Parent/Guardian Name)

in this handbook along with my child _____ and will support
(Name of Child)

ALL policies and procedures detailed inside. I realize that failure to comply with ANY policies in this handbook, as well, as any other policies instituted by the school, may jeopardize my child's enrollment at STAR Academy College Preparatory School.

Parent Signature

Student Signature

Date