

Rose Academy, LLC

Parent Handbook



Owners

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Head of School

Elaine O. Rose, M.S.
Academic Specialist

Providing an Education as Unique as Your Child

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Rose Academy, LLC

History:

John and Elaine Rose have been offering speech therapy, academic remediation, and summer academic classes since 1976. John and Elaine Rose have been involved in the organization and administration of several schools during the past 30 years.

Elaine O. Rose, M.S. has a Masters degree in reading from Florida State University. She has taught in traditional classrooms both in elementary and middle school and has also been a reading specialist in the public school sector. Mrs. Rose was the assistant director of the FSU Reading Clinic and has conducted multiple teacher workshops in the state of Florida for Florida State University and many private schools. She has coauthored the book *Starting Early with Study Skills* published by Allyn & Bacon.

Over the years Rose Speech and Academic Center, LLC has built a reputation for providing exceptional academic support and guidance for students and their families through their afterschool program, summer enrichment, and on-campus remediation programs at their Timberlane Road office and on campus at a variety of schools in the Tallahassee area. However, it has become apparent that many students in Tallahassee are in need of a unique approach to education. As a result Rose Speech and Academic Center, LLC opened Rose Academy, LLC.

Mission Statement:

Providing an Education as Unique as Your Child

Vision:

Rose Academy, LLC will continue the tradition established at Rose Speech and Academic Center, LLC of providing a high quality individualized academic program with the individual goals of each child based on the Response to Intervention model (RtI) and a close working relationship with the parents of each child.

Philosophy:

Rose Academy, LLC believes that every child has their own individual academic strengths and weaknesses. Children who have experienced learning weaknesses need a caring and nurturing environment focused on helping them identify their strengths and use them to identify life-long learning strategies.

Rose Speech and Academic Center, LLC and Rose Academy, LLC believe strongly in academic research and testing. We are constantly monitoring the latest strategies and materials in each academic area so that we may provide a curriculum that best meets the changing needs of our students.

Rose Academy, LLC strives to provide an atmosphere that instills in each student a respect for their own abilities and the abilities of others. By focusing on academics and working closely with parents, Rose Academy, LLC aims to help each student acquire the skills needed to meet their life-long academic goals.

Rose Academy, LLC is committed to working closely with parents to plan and monitor each child's academic progress. We consider the parents a valuable part of the academic team and strive to work toward their vision of their child's academic future. Parents will have several opportunities throughout the year to meet with administrators to discuss academic progress and options.

Rose Academy, LLC is a school specializing in academic strengths and weaknesses. Rose Academy, LLC is not a school specializing in behavior disorders.

Admissions Policy:

Rose Academy, LLC admits students of any race, religion, or national origin. Admission is based on review of academic history and testing, along with an agreement of academic goals with the parents or guardians. Rose Academy, LLC reserves the right to deny admission to students with behavioral or academic limitations that exceed their ability to successfully function within our learning community.

Registration Procedures:

- Phone interview with administration
- Return of application and testing by parents
- Tour of building and review of application with parents and student
- Updated academic, process, and or language testing
- Shadow Day scheduled if school is in session
- Final review of application by Admissions Committee
- Final meeting with parent to notify parents of Admissions Committee Decision
- Parents sign contract and return the 5% non-refundable deposit.

School Tuition

Rose Academy, LLC bases the tuition of each student on their specific academic needs and services that will be required to meet those needs. Students who require more individualized instruction and monitoring will have a higher tuition than those who are able to function within a larger group. Tuition may also include additional services such as after-school tutoring and speech therapy.

Tuition payments will be divided into 8 payments minus the 5% submitted with the contract and any McKay funds that apply. Payments are due on the following dates: August 1st, Sept 1st, Oct 1st, Nov 1st, Dec 1st, Jan 1st, Feb 1st, and March 1st. For parents wanting to pay the year's tuition by August 1st a 2% discount to the total amount that the parent must pay will apply. For parents wanting to pay in 2 installments, one on Aug 1st and the other on Jan 1st a 1% discount to the total amount that the parent must pay will apply.

Academics

Rose Academy, LLC and Rose Speech & Academic Center, LLC use the Response to Intervention (RtI) model accepted by State of Florida when making academic and speech plans. The Response to Intervention (RtI) focuses on identification, testing, designing a plan, retesting, and revising academic and speech plans as needed.

Students are tested, an individualized plan is designed, and students are assigned to learning groups based on testing and plans. Instruction is delivered in a small-group format, which allows for more individualized instruction, frequent change in academic tasks, closer relationships between teachers and students, and the elimination of nonproductive work. Testing and portfolio assessments are ongoing so the student's individual needs can be met consistently. Academic groups and goals change frequently as skill mastery is obtained

The academic program for each child at Rose Academy, LLC is designed by the administration based on academic testing and the needs of each student. Each academic area has goals based on the components of that content area. For example, a student with good calculation skills may be challenged by word problems. That child may be working on different levels in calculation and problem solving based on their academic testing.

Our goal is to find the level at which each child is successful and to design instruction to challenge them to master skills to improve all areas. Testing will be updated throughout the year to assess progress and adjust goals and materials. Each student's academic curriculum is designed around the following components:

Reading

- Phonemic Awareness
- Phonemic Development
- Word Reading
- Comprehension
- Fluency

Math

- Numbers and Operations
- Data Analysis
- Measurement
- Algebra
- Geometry

Writing

- Sentence/Paragraph/Essay Structure
- Focus on Topic
- Support
- Organization
- Spelling and Grammar

Social Studies and Science

- Understanding of Vocabulary and Concepts
- Interpretation and Analysis of Events and Concepts

Homework/Make-Up Work:

Rose Academy, LLC will assign homework on a daily and weekly basis. Homework, quizzes, and tests will be listed in the student planner, which parents should monitor and sign each day. Homework should be completed with supervision, as parent input on the appropriate difficulty and length of assignments may be adjusted as needed. Homework will be meaningful and should not exceed the ten-minute rule (10 minutes for 1st grade, 20 minutes for 2nd grade, etc.)

If a student is absent, the parents are responsible for picking up make-up work prior to or immediately following the absence. If a student misses a quiz or test, they should talk to the teacher or administrator to schedule a make-up test when the student is ready.

Grading and Report Cards:

Students will receive grades in each subject area based on homework, quizzes, tests, and demonstration of progress on academic testing. Students will receive report cards each quarter with grades that follow the Leon County grading system:

A = 90-100

B = 80-89

C = 70-79

D = 65-69

F = 0-64

Students in grades 6-8 may take semester exams to assess cumulative knowledge and progress in their four core academic classes based on their academic progress.

Students will receive participation or conduct grades in each elective class. This grade is a direct reflection of their behavior in the classroom and how well they demonstrate good citizenship and respect to their classmates and teachers. Participation and conduct may also be affected by excessive tardiness or absences.

Hard copies of academic information are delivered to the parents directly, by mail, or in the student's Friday Folder. Due to our policy of confidentiality, information cannot be shared with outside sources without a signed Release of Information form.

Discipline

Rose Academy, LLC is committed to providing a caring and supportive environment that allows a small community of learners to feel safe and secure enough to strive to do their academic best. As a result, Rose Academy, LLC has a high standard of expectation when it comes to treating students, parents, and teachers with respect and dignity. All students are expected to maintain this high standard anytime they are on the school premises or when they are participating in a school related field trip or activity.

The administration and faculty of Rose Academy, LLC is a caring group of educators who are devoted to helping each child reach their individual potential. However, it is crucial that all students respect and help maintain the positive learning environment. Students are expected to carefully listen to, respect, and follow the directions of each member of the Rose Academy, LLC staff. Failure to follow these rules may result in redirection, temporary removal from the classroom, or removal from school and referral to the administration for further disciplinary action. Parents who are called to pick up their child for disciplinary infractions, must pick up in a timely manner.

Disciplinary Action

The administrators and staff may be requested to respond to cases involving classroom disruption and disciplinary offenses including, but not limited to excessive absences or tardiness, chronic misbehavior or insubordination, possession of restricted items, stealing, violence, or any other behaviors that affect the learning environment for all students at Rose Academy, LLC. Due to confidentiality, all decisions made by the Administration will be discussed only with the family of the student in question. Rose Academy, LLC will maintain notes of all parent meetings, but this information will not be discussed with or released to other students or families.

Serious Offenses

The following serious offenses will result in an automatic removal from school until a meeting of the Administration and the parent has been completed:

- Threats of physical violence
- Possession, distribution, or use of restricted items (tobacco, alcohol, drugs, weapons, etc.)

- Possession of any item that is intended to be used or could be used as a weapon (gun, knife, sling shot, pepper spray, martial arts weapon, etc.)
- Lying, cheating, or stealing
- Disrespect to other students or staff member
- Intentional disregard for school rules
- Vandalism of school or other student's property
- Inappropriate written or spoken language
- Threatening or bullying another student
- Fighting
- Throwing or kicking rocks, sticks, or other dangerous objects
- Inappropriate use of the school computers or the Internet
- Chronic failure to follow dress code
- Inappropriate behavior on off-campus field trips

Criminal Conduct

The Administration reserves the right to suspend any student who is charged in any court, including juvenile court when it is determined that the student may pose a threat to himself/herself or to other Rose Academy, LLC students, faculty, or staff, or that the student's continued attendance may impede the education of other students. Upon the conclusion of any court proceedings, the Administration will meet again with parents to discuss whether the student will be allowed to return to school.

Other Policies and Procedures

Confidentiality:

Rose Academy, LLC is required to maintain a policy of confidentiality for all personal and academic information for each student. Teachers and administrators of Rose Academy, LLC are strictly prohibited from sharing student information without a signed Release of Information form on record in the front office.

Attendance:

A student's academic progress is directly impacted by school attendance. Students are expected to be at school on time each day to begin instruction with their class. Chronic tardiness or leaving school early (unexcused dismissal) may be considered unexcused absenteeism and may result in missed classwork and lower participation and conduct grades. Excessive absences (more than 15 days in one quarter) will result in a conference being scheduled with the administration and could result in loss of placement.

Short-term family trips are usually considered excused absences. However, parents should notify the school prior to leaving town so that missed work or appropriate substitute activities may be assigned. If the school is not notified prior to the absence, the student may not have the opportunity to make-up missed work.

Drop-off and Pick-Up:

Students should arrive at school at least 10 minutes before their first class starts. Students should never be left on school property before 7:30 without supervision. Students arriving after 8:10 must be escorted into the school by a parent and signed in at the front desk.

Tardy arrivals and early dismissals are a disruption to the educational environment. Excessive tardiness or early dismissals will affect a student's academic and conduct grades. Excessive tardiness or early dismissals may also result in a request for a parent meeting to discuss this issue and a recommendation for alternative placement.

If a student has to leave school early, their parent or designated guardian must sign them out at the front desk. Adults other than parents will be asked

to provide picture identification before being allowed to leave with a student. It is the responsibility of the parents to notify the school if anyone other than themselves is picking-up their child. No child will be permitted to leave campus with an adult other than their parent without parent notification in writing, by phone, or by email.

All students should be picked-up no later than 30 minutes after their final class of the day. Pick-up times may vary, especially on Fridays or holidays, due to field trips or other off-campus activities. It is the responsibility of the parent to inform all persons involved in pick-up of changes to pick-up or drop-off times.

Dress Code:

Rose Academy, LLC provides an environment that is wholesome, clean cut, and carries an air of safety for all students. To meet this goal, we require students to be clean with clean garments that are in good repair and fit properly to cover adequately.

1. Pants or skirts cannot be off the hip in a way that would be considered low.
2. Shorts and skirts must be no shorter than 4 inches above the knees.
3. Shirts must have long or short sleeves and cover the back and front adequately. No low cut shirts in the front or back. No tank tops. Bra straps and cleavage must be covered.
4. No inappropriate language or disturbing images can be printed on shirts, pants, or skirts.
5. Hair should be clean and off the face so students can see. Boys must have a typical haircut, trimmed significantly above the shoulders. Hair cannot extend down the neck. Hair styles or colors that become a distraction in the classroom will be considered inappropriate.
6. Jewelry for both boys and girls can not be excessive.
7. Shoes must cover the feet completely and be appropriate for exercising. Shoes cannot have holes. Toes and heels must be covered.

It is the responsibility of the parent to check the attire of their child before sending them to school. Students who must leave school due to inappropriate dress must be picked up promptly.

It is the goal of Rose Academy, LLC that all students follow a “Disney dress code” so as to be non-distracting or offensive to any other student. This is to

show respect for all students, parents, and staff. As styles change, these guidelines could be adjusted. Parents will be notified by phone or email anytime their student is deemed to be in violation of the dress code.

Lunches:

Lunches should be brought to school each day in a lunchbox with a cooling pack. The Florida Department of Health does not permit Rose Academy, LLC to refrigerate or heat items in the faculty refrigerator or microwave. The front office will notify parents if a child comes to school without a lunch or with a lunch that requires preparation. Parents will be responsible for providing alternative lunches.

Throughout the year, Rose Academy, LLC will have special celebrations in which lunch will be catered from off-campus restaurants. Parents will be notified at least one day in advance of all catered lunch days.

Medications and Illness:

Parents are expected to notify Rose Academy, LLC of any medical condition or illness that would impact a student's learning environment. All records are kept confidential in the student's school file and are not discussed or released without a Release of Information form completed by the parents.

If students require medication during the school day, parents must complete a Medication Permission Form at the front desk. Emergency medications, such as inhalers, can be carried with the child when required by a physician. All other medications will be labeled with the student's name and stored in a locked safe in the school office.

Parents should keep sick children at home until they have been fever free for at least 24 hours. If a student becomes ill at school, the parents will be notified and asked to pick-up their child promptly. If a parent is unable to be reached, the emergency contacts in the student information sheet will be called.

In the event of an emergency the school will call 911 if a parent or emergency contact is unable to be located. Parents will be responsible for all resulting fees including ambulance, medication, and hospital stay.

Personal Electronics Devices:

Cell phones or other electronic communication devices may not be used during school hours by elementary students. Upper school students may use cell phones or other devices while they are working online. If brought to school for use at afterschool activities or events, these devices must be turned off and stored in the student's backpack during the school day. If these devices ring, or otherwise cause a distraction during school hours, they will be confiscated by the teacher or administrator until they can be claimed by the parent.

Computer Usage:

The computers on school campus are available for academic use with supervision by a teacher or administrator. Students may not bring personal software to use on school computers. Students may not copy or download software to school computers or external storage devices or print from school computers without specific permission from a teacher or administrator.

Students may use approved websites for academic purposes only. Checking personal email, sending instant messages, or searching the internet without permission will result in the loss of computer privileges and/or disciplinary action.

Emergency Procedures:

To ensure the safety of students and school personnel, Rose Academy, LLC has designed the following emergency procedures:

In the case of extreme weather, such as hurricanes or local flooding, Rose Academy, LLC will typically follow the Leon County closure announcements. Therefore, if Leon County announces that school is closed due to impending weather, then Rose Academy will also be closed.

In the event of a threat from an outside source, a sign will be placed on the front door stating that "Chorus Tryouts in Cafeteria Today." All students will be brought inside the building and all doors and windows will be locked and blinds will be closed until the drill has been completed. Please contact the front desk or school administration for information on other emergency procedures.

Field Trips

Several field trips will be planned throughout the year by Rose Academy, LLC. Permission forms will be sent home with students or by email to inform parents of date, time, place, and duration. Students and parents always have the option of not participating in any school field trip. However, as we feel that these trips are an important part of the educational process, the student may need to complete appropriate substitute activities if they do not attend the trip with their class. Transportation will be arranged by Rose Academy, LLC by organizing parent drivers or by contracting other transportation services. Teachers and staff of Rose Academy, LLC are not permitted to transport students in their personal vehicles at any time.

Parents may choose to participate in the trip by acting as chaperones or driving their child to and from the field trip. Parents will be required to provide proof of recent background check before attending any field trip. Students who do not ride with their class must check in with their teacher upon arriving and leaving the field trip destination.

On each field trip, one teacher or administrator will be designated to carry emergency contact and medical information for each student. Parents may also request to be contacted during the trip if it extends beyond school hours. Students who become ill or who are unable to maintain appropriate behavior may be returned to school or the parent may be notified to pick-up at another location. Students who are unable to follow directions or who display inappropriate behavior on a school field trip may be referred to the school Disciplinary Committee.