

# CROOMS

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Academy of Information Technology

Parent / Student Handbook  
2022-2023





## Letter from the Principal



Dear Crooms Academy Families:

Incredibly, it is time to prepare for the beginning of the 2022-23 school year. I can hardly believe that summer is about to come to a close, but I look forward to welcoming our students back for what I expect will be their most successful academic year ever. Teachers and staff have worked throughout the summer to develop new curricula, infuse technology, learn new teaching strategies, and collaborate to meet the needs of our students. I am proud of our staff and am honored to work with such an enthusiastic, dedicated group of professionals.

Crooms AOIT is traditionally an A-rated high school, and we are the highest performing high school in Seminole County on almost every performance metric! The school-wide focus on monitoring students' progress towards meeting high standards and the individualized instruction and remediation structures that we have in place played a key role in our school exceeding our school improvement goals.

We will continue to focus on our vision of building a "culture of excellence and success for every student". Our teachers will utilize best practices in teaching and learning and provide our students with a rigorous, relevant, and engaging academic program. Through our systems of support, students will have access to extensive tutorial opportunities and interventions during the school day to help them improve their performance.

We are counting on your support in ensuring that students are in regular attendance, engaged in lessons, and are ready to put forth their best effort. We are also asking that parent's partner with us this year on our expectation that class and homework assignments be completed on time. In just a few short years, our students will compete globally for employment and business opportunities. We want to ensure that they are prepared with the appropriate skill set and work ethic.

When home and school collaborate, students are better for it. We want a home-school partnership which is stronger than ever to support students toward meeting their academic potential.

I look forward to seeing you all soon! Respectfully,

A handwritten signature in black ink, appearing to read "Brandon Hanshaw". The signature is written in a cursive, flowing style.

Brandon Hanshaw, Ed. D. Principal  
Crooms Academy of Information Technology

## Vision

To build a culture of excellence and success for every student.

## Mission

The mission of Crooms Academy of Information Technology is to provide innovative teaching and learning in a technology-enriched environment and to engage students in an academically challenging curriculum that prepares them for post-secondary education with industry-validated technology skills.

## Beliefs

- We believe that IT increases student learning and enhances student performance and therefore should be incorporated into the entire curriculum.
- We believe that teachers have a responsibility to increase their knowledge and enhance their curriculum with training in IT, to collaborate with peers, and utilize state of the art technology.
- We believe that we increase student achievement by providing consistent and frequent access to faculty and staff members for both parents and students.
- We believe parental involvement is a key to student success and that by providing parents with many opportunities for communication and involvement in the school we will improve the school environment and advance the mission.
- We believe that our curriculum and program are strengthened through our business partnerships due to the support we receive which increases student achievement and affective development.

## Parental Involvement

We encourage parental involvement at Crooms Academy of Information Technology. There are many opportunities to volunteer including:

- ❖ **Dividends:** Parents may volunteer to help in administration, classrooms, clinic, guidance, media center and other areas on a regular or as needed basis.
- ❖ **Parent Teacher Student Association (PTSA):** An organization that supports the school's mission and supports student activities.
- ❖ **School Advisory Committee (SAC):** Group of parents, community members and staff members who discuss issues that are important to the success of Crooms AOIT.
- ❖ **Business Advisory Council (BAC):** A volunteer committee made up of members of the business community who help prepare students for the workplace environment.

# Magnet School Academic Standards/Honor Code

To be eligible for a magnet program, students must reside in Seminole County and must have academically completed all necessary requirements by the end of the spring term of 8th grade. By signing the magnet application, parents and students agree to the following academic and honor code provisions.

**Academic:** Upon admittance to Crooms Academy of Information Technology, students are expected to maintain a grade point average (GPA) of 2.5. Any student below 2.5 GPA at semester will be warned and placed on provisional status which will be reassessed at the end of the school year.

**Honor Code:** Magnet students are expected to maintain the highest of academic integrity. Students shall refrain from all forms of academic dishonesty, such as cheating, plagiarism, or other deceitful means of obtaining good grades. In addition to receiving disciplinary action, a student who is found guilty of academic dishonesty can be exited from the program. Inherent in the Honor Code is the responsibility of all members of a magnet program who have knowledge that a student has violated the honor code to come forth and report any form of Honor Code violation.

## Honor Code Violations:

First Offense	Second Offense	Third Offense
*Zero on assignment	*Zero on assignment	*Zero on assignment
Parent contact	Parent contact	Parent contact
2 Hour Detention	3 Hour Detention	Out-of-School Suspension or equivalent

## Student/Parent Commitment Statements

**Student Statement of Commitment:** I am willing to strive for the attainment of the high standards required for this program, and I will work to the best of my ability. I also agree to remain at Crooms for the full school year to which I have committed.

**Parent/Guardian Statement of Commitment:** I understand and commit my full support to my child's participation in the selected magnet program. I understand that in order to remain in the program, my child must adhere to the specific requirements of the magnet program.

Additionally, my child must remain at Crooms for the full year of his or her commitment. As the parent, I agree to support his/her participation in this program. I will ensure that my child has uninterrupted study time daily. I further commit my support to the magnet teachers and agree to participate in any parent/teacher conferences necessary to support my child's success.

## Laptop Use

We are pleased to offer students of Seminole County Public Schools access to the district computer network and the Internet for instructional purposes. Access to school and district software, shared files, email, and other electronic networks will enable students fully participate in required instructional activities. Students benefit from this access as they explore information resources and collaborate with professionals and peers. The district provides Internet filtering, but filters do not offer 100% protection from accessing inappropriate sites. Some material accessible via electronic networks might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Students utilize electronic resources under the supervision of faculty and staff and with the expectation that they will act in accordance with the Student Code of Conduct, the Acceptable Use Policy, and related guidelines. Seminole County Public Schools view parents and guardians as partners in setting and conveying the standards that their children should follow when using electronic resources, media, and information sources.

**Access requires responsibility:** At any time, an administrator or representative may review files and communications to ensure that users are using the system responsibly. Students should have no expectation of privacy in any communication sent by e-mail or regarding Internet or network access. As a reminder of appropriate use, a warning screen will appear on the user's computer at logon and/or other times.

## Laptop Central/Laptop Repair Procedures

1. Students must complete this [online form](#) for laptop repairs. They will then bring their laptop to Laptop Central in the Cyber Center.
2. Tech team inspects and repairs system.
3. Laptop numbers for completed repairs are posted on the monitor above the Laptop Central door. Students should check daily.
4. Student picks up laptop from Laptop Central and signs Drop Off/Pickup Sheet.
5. When the repair is completed, the "Laptop Repair Ticket" is closed.
6. Student will receive an email with what bay his/her laptop is in. LockNCharge is now located in the Cyber Center.
7. Laptop Central times are 15 minutes prior to 1st warning bell and both lunch periods.

### Laptop Center

#### Hours of Operation

**Contact: Mr. Steve Brown / Ms. Mary Benton**

**Before School: 7:00 - 7:15 am**

**During Both Lunches**

**After School: 2:20 - 2:30 pm**

## Crooms AOIT Laptop Use Policy/Laptop Insurance

1. No coverage by Seminole County Public Schools for lost or stolen laptops.
2. Insurance is offered during the first four weeks of the school year to protect against lost or stolen laptops. The policy is offered by SCPS for \$10.00. The cost of replacing a lost/stolen laptop may be up to \$1,300.00. The cost of the self-insure fund will cover the entire replacement cost of a stolen computer **minus a one hundred-dollar (\$100.00) deductible**. The fund does **not** cover lost or stolen laptop parts but will protect students against theft of the entire laptop. A police report is required when a claim is filed.
3. A \$40.00 annual user fee is collected from each student during laptop checkout. The fee will help provide toner, ink, and other unfunded technology needs.
4. Parents are required to attend a laptop orientation and training course at the time of laptop checkout. They are also asked to supervise laptop use at home.
5. Students are expected to bring their laptops to school every day.
6. Students should only use laptops in class under the direct supervision and instruction from the teacher.
7. If laptops are being used inappropriately, the teacher will write a referral and send the student with the laptop to the assistant principal or principal.
8. Students are not to tamper with any settings or hardware on the laptops.
9. Students should never leave their laptops unattended. The second offense will result in a referral and detention. Further offenses will be treated according to Level 1 offenses described in the Crooms Technology Discipline Policy.
10. Students are not allowed to use other student laptops or components not assigned to them.
11. Laptop cases are always to be kept on laptops. Students are expected to keep ID tags in the case.
12. Laptop inspections will be performed to ensure student compliance with the Acceptable Use Policy.
13. Students are responsible for replacement costs for lost or stolen laptop parts such as batteries, power cords, AC adapters or other computer components and for bags that have been damaged beyond normal wear.
14. Students are expected to fill in an online form and turn laptop in to the laptop repair center immediately after a problem occurs with the laptop. Students must show proper identification when picking up laptops from laptop repair center.
15. Any laptop or computer component found to be missing should be reported to the technical staff immediately. Most items can be recovered if the incident is reported the same day.
16. Cell phones can only be used between classes, at lunch, and before/after school. Students using cell phones during instructional time anywhere on campus will have their phones confiscated. The parent will be called. This may result in further discipline consequences including a discipline referral. The student may pick up the phone from the teacher who confiscated it at the end of the school day.
17. Personal laptops and tablets should be left at home.

SCPS AUP: <https://www.scps.k12.fl.us/resources/documents/legal/AUP-Student-Policy-6.175.pdf>

# Netiquette

When using the e-mail system and the Internet, please adhere to the following rules:

- ❖ **ALWAYS** use your assigned username. Do not share your username with anyone or use a username that is not assigned to you. You will be held accountable for any inappropriate sites that are logged under your username.
- ❖ **ALWAYS** be mindful of the way your recipient will interpret your message.
- ❖ **ALWAYS** be courteous and cautious of the use of language that might seem inappropriate.
- ❖ **ALWAYS** steer away from mail that has no educational value to you or Crooms Academy of Information Technology. Please use good judgment when considering the transmission of such e-mail and remember that ALL system usage is monitored.
- ❖ **ALWAYS** confirm that information you receive is the most current available.

As outlined in the Acceptable Use Policy for Electronic Networks section of the Student Code of Conduct, the following are **not** permitted, including, but not limited to:

1. Using another's username and password.
2. Using electronic resources for financial gain or for political or personal business activity.
3. Accessing, downloading, storing, sending, or displaying text, images, movies, or sounds that contain pornography, obscenity, or language that offends or tends to degrade others.
4. Attempting to send or sending anonymous messages or pretending to be someone else while sending a message.
5. Attempting to send or accessing, modifying, harming, or destroying another user's data.
6. Harassing, insulting, threatening, or attacking others via electronic resources.
7. Electronically or physically damaging or attempting to damage the network, equipment, materials, or data.
8. Examples include hacking, flooding, or virus deployment.
9. Using telephone services, including long distance calls, without authorization.
10. Using electronic resources for illegal or inappropriate activities.
11. Electronic resources include but are not limited to:
  - a. Network access
  - b. Internet access
  - c. Digital Cameras
  - d. Personal digital assistants (PDAs, Pocket PC, Palm OS devices, etc.)
  - e. Personal communication devices (cell phones, pagers, messaging devices, etc.)
  - f. mp3 players
  - g. USB flash drives
  - h. Email
  - i. Computers
  - j. Laptops
12. Sharing confidential information about students or employees.
13. Other uses that the Superintendent or his/her designee may find unacceptable.

***Seminole County Public Schools supports and respects each family's right to restrict access. If you choose to restrict your child's access, please visit the SCPS web site at <http://www.scps.k12.fl.us> or contact your child's school for the Internet Exclusion Request Form.***



# Technology Discipline Consequences

The abuse and/or misuse of technology at Crooms AOIT will lead to disciplinary action. The severity of the disciplinary action will depend on the type of infraction. Technology infractions are divided into three levels.

## Level 1

### Type of infraction:

- ❖ Abuse, misuse, or negligence that leads to minor damage of technology (i.e. dropping laptop, spilling liquid in keyboard, taking off keys, etc.). Playing online games.
- ❖ Carrying laptop without the school-issued case.
- ❖ Tampering with computer settings so that the original image is altered (i.e. changing backgrounds, installing personal software, etc.).
- ❖ Disrupting class by not following explicit instructions of teacher where technology is concerned (i.e. instant messaging, surfing web sites not directly related to lesson, refusing to shut down laptop, etc.)
- ❖ Other activities related to technology that cause minor disruption or damage.
- ❖ Leaving laptop unattended.

### Corresponding Disciplinary Action:

- ❖ 1st Offense: Administrative warning or detention (1 hour)
- ❖ 2nd Offense: Detention (2 hours)
- ❖ 3rd Offense: Detention (3 hours)
- ❖ 4th Offense: Out-of-school suspension (1 to 10 days)
- ❖ Subsequent offenses will result in out-of-school suspension. If any student is assigned out-of-school suspension three times in a school year, the Crooms administration may seek alternative placement.

## Level 2

### Type of infraction:

- ❖ Possessing hacking software of any kind on laptop, personal storage device, CD, or by any other means. Hacking software is any type of software that is used to circumvent passwords or administrative settings (i.e. keystroke loggers, port scanners, trojans, or altering BIOS settings\*)
- ❖ Participating in hacking activities or any activity intended to circumvent administrative settings (i.e. changing other users' passwords, peer to peer file sharing).
- ❖ Excessive and/or repeated laptop damage due to abuse, neglect or tacking them apart. (Students will be required to pay replacement costs for broken laptop parts.)

### Corresponding Disciplinary Action:

- ❖ 1st Offense: Out-of-school suspension
- ❖ 2nd Offense: Out-of-school suspension
- ❖ 3rd Offense: Out-of-school suspension
- ❖ Subsequent offenses will result in out-of-school suspension. If any student is assigned out-of-school suspension three times in a school year, the Crooms administration may seek alternative placement.

*\*Hacking into teacher, school or administrative files will result in suspension and may also result in alternative placement recommendation and law enforcement referral.*

## Level 3

### Type of Infraction:

- ❖ Possession of pornographic or inappropriate/obscene files

### Corresponding Disciplinary Action:

- ❖ 1st Offense: Each case will be reviewed by the administrative team and may result in out-of-school suspension and possible recommendation for alternative placement.

## Laptop Care Instructions

1. Always keep laptop in the case.
2. Do not store paper, books, or anything behind, in, or under the laptop.
3. Do not touch the laptop screen.
4. Always know where your laptop is and keep it near you. Laptops left unattended will be confiscated.
5. Do not loan anyone your laptop or any part of your laptop. Each part of the laptop is numbered.
6. Charge your laptop battery while at home so the laptop is fully charged for the next day.
7. Do not drop, throw, swing, sit or step on the laptop or its case.
8. Do not place anything on top of the laptop or the laptop case.
9. Do not place stickers on the laptop or deface it in any way. This is considered vandalism.
10. If you are having trouble connecting to something or the laptop freezes, restart it and try again.  
Rebooting the laptop can solve many problems.
11. NO games or unapproved software of any kind are to be played or installed on the laptop.
12. If there is a problem with the laptop (including loose screws or other parts). Take your computer to the laptop repair center within 24 hours of submitting your work order.
13. Clean laptop case. You may wash case on gentle cycle in the washing machine and air dry.
14. NO food or drink around the laptop.

**Save all your important work in OneDrive. OneDrive is hosted by Microsoft and can be accessed anywhere there is internet connectivity.**

## Helpful Technology Tips

1. The following systems will use your network username and password: logging onto laptop/desktop, email, eCampus, One Drive, Skyward, and Clever Portal. If you need a password reset for your network login, see Mrs. Benton.
2. For online textbooks, see your teachers.
3. If you have a problem with OneDrive, see Mrs. Benton.
4. Laptop Repair: Immediately after a problem occurs turn your laptop in to laptop repair center. When your laptop is ready, the number will appear on the screen above the door. Students must show proper identification when picking up laptops from laptop repair center.
5. If you have misplaced your laptop notify any administrator or member of the tech team immediately. Check your last period teacher's classroom and make sure you did not leave it there.
6. You only have access to our network while you are on campus. You cannot access school resources from home. To protect your data, make sure you back up your work weekly to your 1 Terabyte OneDrive and an external pin drive or external hard drive. Do not rely on your laptop alone to store your work because if it fails you have lost everything.
7. Keep food and drinks away from all laptops and computer equipment.
8. If your computer is acting strange or you cannot connect to resources, reboot the system, and try it again. Rebooting the system can fix many problems.
9. If you notice part of your laptop coming apart, take it to Laptop Central immediately. Sometimes screws can be tightened and that will prevent further damage and down time.
10. Take care of your laptop as if you personally purchased it. Crooms Academy is the only school in the district that issues laptops to students, and we would like to continue to do that. Caring for your machine prevents breakage and less time spent without the machine.

## Internet Safety

Internet safety involves identity theft, credit card and other financial fraud, and predators. Our students at Crooms are incredibly computer savvy but are still vulnerable and often naïve teenagers. Parents and teachers are the first line of defense in helping students use technology responsibly and safely. Here are just a few suggestions:

- ❖ Monitor their computer use appropriately.
- ❖ Talk to them about never revealing personal information even in seemingly safe situations.
- ❖ Ask them to tell you about phishing and when they have seen it. (Phishing is the creation of a website which mimics a well-known site, such as eBay or Bank of America, and attempts to get personal or financial information from the user).
- ❖ Ask them about other scams they have seen.
- ❖ Ask them to share what they know about internet predators.
- ❖ Keep them talking and you will have opportunities to discuss these issues with them.
- ❖ Remind them to keep passwords secret and never let anyone use their computer.
- ❖ Teenagers often will not tell adults about problems they may have encountered because they are afraid of losing their computer privileges.
- ❖ Remind your child never to meet anyone they have met online without your permission and presence.
- ❖ Learn everything you can about the Internet.

## Cyber-Bullying

Cyber-Bullying involves the use of information and communication technologies such as an email, cell phone and pager text messages, instant messaging, defamatory personal Web sites and online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." (Bill Belsey, [www.cyberbullying.ca](http://www.cyberbullying.ca))

The internet and modern technology provide a new world of communication and information. Teens naturally explore the exciting possibilities available. However, bullies and predators have taken to the information highway and used it anonymity to their advantage. Bullying has long been a problem for teenagers, but the growth of email, instant messaging, cell phones, cell phone cameras, text messaging, web cams, and personal web sites has provided new avenues for harassment and delivering threats. Even if your child believes the threat or harassment is not serious, it should be reported, and a record of the message and date should be kept.

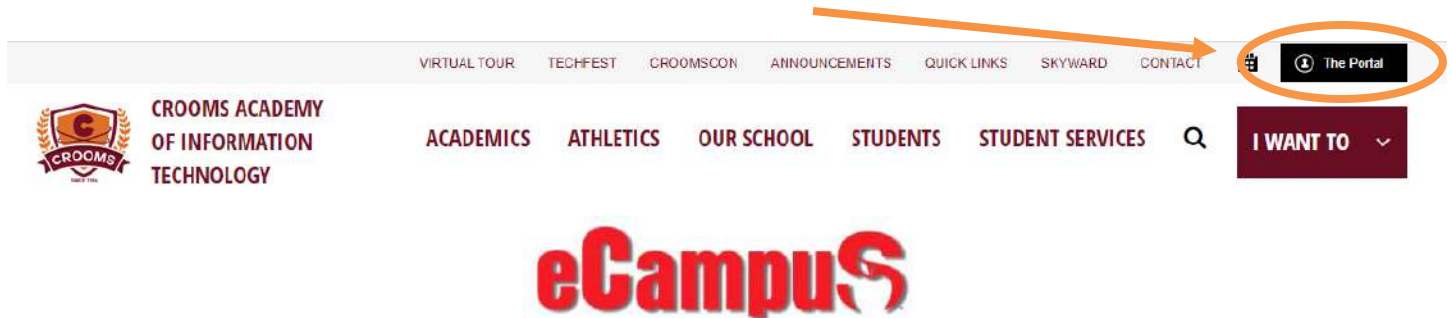
- ❖ Report cyber-bullying to Crooms administration immediately.
- ❖ Do not respond to the email or message.
- ❖ Do not open any more messages from the sender.
- ❖ If your child is bullied in a chat room, Facebook or similar forum, he/she should leave the site immediately.
- ❖ If a web site is involved, report the incident to the web host.

<http://www.cyberbullying.org> <http://www.safeteens.com/> <http://www.safeflorida.net/safesurf>



## Tracking Student Progress

The [Crooms website](https://cait.scps.k12.fl.us) ( <https://cait.scps.k12.fl.us> ) has links to the clever portal for single sign into [e-mail](#), [eCampus](#), and [Skyward](#). Microsoft 365 is the school's email system. Both student and staff members have an email account. eCampus allows teachers to post lesson plans, projects, and assignments. Skyward is the official gradebook platform.



Parents may observe their student within the learning management system - eCampus.

As an observer, you can view the course content but cannot participate in the course. To access eCampus, you must create a parent account.

Go to <https://www.scps.k12.fl.us/district/departments/information-services/digital-resources/ecampus.stml> and follow the instructions provided to set-up your parental/guardian account. You will need the following information to create your account: the student's user id number and course observer code.

Also, the student will need to have accepted a course invitation. Once you have made your account, you will sign-in at <https://scps.instructure.com/login/canvas>. If you made an account last year, you **will not** need to make a new account.

A *Forgot Password* link is available.

- ❖ Students access eCampus through the **CLEVER portal** or by clicking on the link on the school's home page.
- ❖ The student eCampus login is identical to the student's network login- SCPS email address
- ❖ All teachers provide online support using the eCampus platform.

# **Skyward Family Access**

**Family.scps.k12.fl.us**  
**Select “Family/Student Access”**

Family Access by Skyward, Inc. is a secure Internet based website that will allow you to easily keep track of your child's information. Family Access is a free service and will be available to all parents with children enrolled in the district. Family Access provides parents, legal guardians, and students' access to grades in current classes and other student records.

## **Keep your student's information up to date**

New features in Family Access allow parents/guardians to review and update family information including changes to addresses, phone numbers, emergency contact information, and health information. This replaces the Emergency Cards filled out at the beginning of each year. **Please login to Skyward Family Access to verify that your information and make any necessary changes.** Changes to address will not take effect until you have provided the Guidance Dept. with a proof address.

## **Who is eligible to use Family Access?**

All parents/guardians who have legal rights to view their child's school records may use Family Access. Students are NOT allowed to register themselves to access this site.

## **Is there a fee to use Family Access?**

No. Family Access is free to parent/guardians at SCPS schools.

## **Where do I find a link to Family Access?**

The Family Access web site may be accessed from any computer with Internet access. The link for Family Access is on the home page of the Crooms website (croomsaoit.org). On the SCPS web site for participating schools a Family Access button is located by clicking the “Parents” or “Students” tab, then clicking the correct link on the left side of the page.

## **How do I receive a login and password for Family Access?**

If you had access to Skyward Family Access last year, your login and password will remain the same. If you have forgotten your login information you may select “Reset Password” and you will receive an email with directions. If you do not have an email address in the SCPS system you must come to the school, present a picture id and receive the login information.

**Can more than one parent/guardian have access to a child's record?** Yes. Each parent/guardian can receive individual accounts with his or her unique password. Parents must have the legal right to view their child's school records.

## Setting Permission in Skyward for Student to Appear in the Yearbook, Prowl, Newsletter, Website, and Official Social Media pages.

The screenshot shows the '2014-15 Parent Wizard' interface in Skyward. The main heading is 'Step 1a. 14-15 Verify Student Information: Student Information'. Below this, there is a 'General Information' section with various input fields: First, Middle, Last, Suffix, Birthday, Gender, Race, Language (set to English), Home Phone (with Ext. field), School Email, Home Email, Birth State (set to FL - Florida), Birth Country (set to US - United States), and Birth County. At the bottom, there is a section titled 'Allow Publication of Student's Name for: [?]' with five dropdown menus: Military Use, Higher Ed Use, Public Use (set to YES), District Use (set to YES), and Local Use (set to YES).

In Skyward, go to Student Information in the Parent Wizard. Under Allow Publication of Student's Name, you must select YES for Local Use for your child's picture to appear in the yearbook. You must select YES for District and Public Use if you would like your child to participate in the Cool School video or to appear in any printed or web-based publications. Please note that this feature is only available for a limited time at the beginning of the school year.

## Requirements for Graduation at Crooms AOIT

Plans for meeting graduation requirements should be developed with the assistance of a guidance counselor. For the graduation requirements specified by the Florida Department of Education and the Seminole County School Board, refer to the Crooms AOIT Curriculum Guide, which is available in the Guidance office and on our school website. Please note that each grade level will have different graduation requirements.

### Grade Level Classification of Students

- ❖ 9th Grade Student - academically promoted from 8<sup>th</sup> grade
- ❖ 10th Grade Student - has earned 6 credits above 8<sup>th</sup> grade
- ❖ 11th Grade Student - has earned 12 credits above 8<sup>th</sup> grade
- ❖ 12th Grade Student - has earned 19 credits above 8<sup>th</sup> grade
- ❖ Graduation: having earned 26 credits.

Students will receive one credit for each subject satisfactorily completed over the period of one regular school year. No credit shall be granted for athletics, extra-curricular activities, or any course not listed in the Course Code Directory.

## SCPS Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and below

## Valedictorian and Salutatorian Requirements

For the purpose of class rank and honors/awards, graduating seniors' grade point averages will be calculated at the completion of the seventh semester of high school enrollment. "Flagging" or dropping unneeded courses to improve overall grade point averages is NOT acceptable for positioning as Valedictorian or Salutatorian. Flagging is done district-wide at the end of the school year to improve a student's overall grade point average to be delivered on a high school transcript for college admissions.

Seniors taking courses with Florida Virtual should turn in any completed coursework by that date if they want the grades to be considered for Top Ten. Grade changes may still be made, and Florida Virtual coursework added to transcripts after January 31st, but those changes will not figure into Top Ten or Valedictorian and Salutatorian.

## Grade Improvement Plan

Student who made D's or F's first semester in yearlong classes can improve their grades as follows:

- No more than 3 unexcused absences in the third nine weeks
- Current average of C or better in class where SIP is attempted
- Work completed by the end of the third nine-weeks
- Student and Teacher should contract for SIP before end of third nine-weeks

### F to D:

- Demonstrate competency by passing comprehensive exam/assessment
- Make up assignments as required by instructor

### F to C:

- Demonstrate competency by passing comprehensive exam/assessment
- Make up assignments as required by instructor
- Additional assignment as prescribed by instructor

### D to C:

- Make up assignments as required by instructor
- Additional assignment as prescribed by instructor

# **Seminole County Publix Schools High School Attendance Policy**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. School attendance is the responsibility of parents and students. Absences shall be reported to the school attendance office by the parent or adult student as soon as practicable.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The School Board reserves the right to verify such statements and to investigate the cause of each single absence.

In addition, educators have the responsibility to encourage regular attendance of students, maintain accurate attendance records, and follow reporting procedures prescribed by the Superintendent. Schools will record absent and tardy students in the automated student attendance recordkeeping system.

Provision shall be made for promoting school attendance through adjustment of personal problems, education of parents, and enforcement of the compulsory attendance laws and related child-welfare legislation. Accordingly:

- A. absences must be reported to the school by the parent or adult student as soon as practicable; Failure to report and explain the absence(s) shall result in unexcused absence(s). The final authority for determining acceptability of the reason for the absence(s) shall rest with the principal.
- B. teachers shall record student attendance, excused and unexcused, as required by the school;
- C. insofar as possible, parents should be contacted each time their child has an absence to prevent the development of patterns of nonattendance;
- D. when a student has at least five (5) unexcused absences or absences for which the reasons are unknown, within a calendar month, or ten (10) unexcused absences, or absences for which the reasons are unknown, within a ninety (90) calendar day period, the teacher shall report to the Principal that the child may be exhibiting a pattern of nonattendance. Unless there is clear evidence that the absences are not a pattern of nonattendance, the Principal will refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, a meeting with the parent must be scheduled to identify potential remedies. If the problem is not resolved, the child study team will implement interventions as provided in F.S. 1003.26.

## **Class Attendance Defined**

For the purpose of this policy, Crooms AOIT defines class attendance as the student being present and in class for 90% of an assigned class period. This equates to being present for 43 minutes during a straight seven bell period and 82 minutes during a block period. The teacher shall maintain the official record of attendance by class period.

- Participating in school activities, attending to school business, or participating in required testing is considered in attendance.
- Suspension for disciplinary reasons will not be considered an unexcused absence.



## Excused Absences

The Board considers the following factors to be reasonable excuses for time missed at school (Please provide written documentation to Ms. Richard's in the Clinic/Attendance Office):

1. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding five (5) consecutive days).
2. Court appearance of the student.
3. Medical appointment of the student.
4. Approved school activity.
5. Insurmountable conditions. Insurmountable conditions are extreme weather conditions,
6. communicable disease outbreaks, and local conditions determined by the School District which, after taking into account the material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)
7. Other absences with prior approval of the principal or designee.
8. Attendance at a center under Children and Families Services supervision.
9. Significant community events with prior permission of the Principal.
10. Religious instruction or religious holiday.
11. Death in the immediate family.
12. Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.

## Unexcused Absences

Absence from class for any reason other than those enumerated above shall be considered unexcused.

### Guidelines for Make-up Work

Regardless of whether an absence is excused or unexcused, students are required to make up all coursework and assessments missed during the period of nonattendance. Immediately upon returning to class, it is the responsibility of the student to obtain missed coursework, confirm corresponding dates for completion, and schedule missed assessments. Students shall earn full credit for all short-term assignments, long-term assignments, tests, and quizzes made up within the reasonable time limits established by the teacher. Partial credit shall be given for assignments not completed within the time limits established by the teacher.

Refer to the Student Progression Plan for further clarification and definitions of short-term assignments, long-term assignments, tests, quizzes, and exams.

### **Crooms Academy of Information Technology initiates the following communication for absences:**

1. Automatic phone dialer calls phone number of record each day of absence for designated periods.
2. Skyward Family Access is available to parents/ guardians and Student Access is available to students.
3. STUDENTS AND FAMILIES ARE RESPONSIBLE FOR KNOWING THEIR ABSENCE INFORMATION

## **ATTENDANCE RELATED PROCEDURES**

### **Late to School Check-In:**

All students arriving after the start of school (bus, walk, drive, or ride) must check in at the front desk. If the parent arrives with the student from an early appointment, they are requested to sign in the student. Students must produce a valid note from the parent as stated in the attendance policy in order to receive an excused absence/tardy.

### **To Check Out:**

No student is permitted to leave campus early without permission. Medical or dental appointments should be scheduled for after hours if possible. If for any reason a student needs to check out, the parent/guardian must send a note with the student. Prior to first period, the student will take the note to the front desk to check out. Please refrain from checking out your student after 2:00pm (M, T, TH, and F) and/or 1:00pm on Wednesday. If a student becomes ill or injured, the parent/guardian will be notified before the student will be allowed to leave campus. If the student has a valid parking pass and a vehicle, the student will be permitted to leave at the parent's request. If the student does not have a valid parking pass and a vehicle, the parent/guardian must sign out their student at the front desk and transport their student from the school. No student will be permitted to leave with any person other than their parent/guardian or the contact listed in Skyward.

### **DRIVER'S LICENSE / ATTENDANCE POLICY:**

According to section 322.091 of Florida Statutes, a minor is not eligible for driving privileges unless that minor is enrolled in public school, nonpublic school, or home education, and satisfies relevant attendance requirements. All students attaining age 14 within the current school year, who accumulate 15 unexcused absences in a period of 90 calendar days, will be reported to the Department of Highway Safety and Motor Vehicles. DHSMV will submit notices to the student and parent informing them of the suspension of the student's license. The student and parent will have 15 calendar days from receipt of the notice to request a hardship waiver hearing before the Principal or his Designee.

### **Tardy Procedure:**

- A. "Bus Tardy" does NOT count against students as an unexcused absence to class. Late bus students will be announced/excused over the PA system.
- B. Students arriving "Tardy to School" (before the start of second block classes) by any other means are required to report to the front desk to check in.
- C. Students that accumulate three (3) tardies to any class are to receive a CROOMS DETENTION
- D. NOTICE and one hour of detention. Detention is held on Tuesday from 2:20 pm to 3:20 pm. A 4th tardy will result in a SCPS Discipline Referral and two-hour administrative detention.
- E. Repeated violations of the tardy policy will result in a SCPS Discipline Referral for repeated misconduct.
- F. Failure to serve detention will be handled by administration, possibly including additional time for insubordination-failure to serve detention.

## Academic Dual Enrollment Course Policy

1. Students must have completed the 10th grade and be enrolled in at least four high school credit courses during each term, excluding summer.
2. Students must have a 3.0 cumulative, unweighted grade point average.
3. Students must have college ready scores in math, reading, and writing.
4. Students must have passed the 10th grade required state reading assessment and end-of- course exams.
5. Must have Principal's approval if not in AA Pathway program.

## Technology Dual Enrollment Course Policy

Students who wish to earn college credit through dual enrollment in courses at Seminole Community College must meet the following pre-requisites for admission into those courses:

1. Students must have a 2.5 cumulative grade point average.
2. Students must take the PERT.
3. Students must complete an application to Seminole State College.

Applications will be provided to students who register for dual enrollment courses, and the PERT exam will be administered on the campus of Crooms during the spring of each school year.

### The following courses are offered for dual enrollment credit:

Intro to Data Analysis	Python Programming
Simulation & Gaming Fundamentals I	C++ Programming
Network Computer Maintenance & Repair	Programming in Java Advanced Java Programming
Network Concepts & Operating Systems	Web Programming I
Introduction to UNIX (Linux+)	Web Scripting and AJAX Data Driven Web Sites
Cisco Networking Fundamentals Cisco	Web Programming II
Router Technology Introduction to IP	Introduction to Internetworking Security
Telephony	Information Technology Project Management
Introduction to Wireless Technologies	Advanced Security Certified Ethical Hacker Oracle
Cisco Scaling Networks	Structured Query Language (SQL) Introduction to
Cisco Connecting Networks	Digital Media
Computer Applications	Digital Imaging I
Advanced Computer Applications	
Database Management	
Principles of Computer Programming	

# Technology Certifications

All students attending Crooms Academy of Information Technology shall have the opportunity to prepare for the following National Technology Certifications:

- ❖ **Cisco Networking Fundamentals, Cisco Router Technology, Cisco Scaling Networks, Cisco Connecting Networks**
  - C.C.N.A. exam (Cisco Certified Network Associate)
- ❖ **Digital Design, Game & Simulation: 2D Graphic Development**
  - Adobe Certified Associate: InDesign CC
  - Adobe Certified Associate: Photoshop CC
  - Adobe Certified Associate: Illustrator CC
- ❖ **Digital Information Technology & Technology Support Services**
  - Comp TIA IT Fundamentals+
- ❖ **Digital Media Fundamentals Honors, Digital Media Systems Honors**
  - Adobe Premiere CC User Exam
  - Adobe Photoshop CC User Exam
- ❖ **Foundation of Web Design, Web Programming**
  - Adobe Certified Associate: Dreamweaver CC
  - Adobe Certified Associate: Photoshop CC
- ❖ **Game and Simulation: 3D Graphic Animation**
  - Autodesk 3D Studio Max User
- ❖ **Network Concepts and Operating Systems / Network Computer Maintenance and Repair (A+)**
  - Microsoft Technical Associate (MTA) certification in Windows Operating System Fundamentals
  - CompTIA A+
  - Essentials and Practical Application (Computing Technology Industry Association)
- ❖ **Digital Media Fundamentals, Digital Media Design**
  - Adobe Certified Professional in Video Design
  - Adobe Certified Professional in Visual Design

# School Uniform Procedure

Crooms Academy of Information Technology requires a standardized dress code. Students are required to wear approved clothing Monday through Friday.

## These items include:

- ❖ Crooms logo polo shirt in black, maroon or tan
- ❖ Crooms logo white oxford shirt worn buttoned up
- ❖ Solid colored black or solid colored khaki shorts, slacks, skirts, shorts, or capris
- ❖ Black, maroon, grey, orange, or white sweatshirts, sweaters, or jackets
- ❖ On Fridays: Students may wear a school/club related t-shirts and SCPS approved bottoms.

Clothing must be appropriate length with no tears or frays. Patterned pants or shorts, yoga pants, sweatpants, or gym shorts are NOT permitted. The waistband of pants, shorts, or skirts should be worn at the waist and not below. The hem of skirts and shorts must be no shorter than mid-thigh. Outerwear shall be black, maroon, orange, white, or grey with either the Crooms logo or no logo.

Students who repeatedly do not comply with the school uniform policy will be referred to their grade level administrator. When not required to be in uniform, students must adhere to the Seminole County Public School's dress code policy.

## Daily Checks

- ❖ First period teachers should check for dress code violations during the morning announcements.
- ❖ All teachers should watch for violations throughout the day. Students often change clothes during the day.
- ❖ Students should be spoken to privately about dress code to avoid confrontation and embarrassment.
- ❖ Students should be provided with an opportunity to make the necessary clothing adjustments, only if adjustments are minor, prior to being sent to the front desk.
- ❖ Students should be sent to the Front Desk for a uniform citation, and the violation will be documented.
- ❖ \*Any student who refuses to change clothes or make necessary clothing adjustments should be referred to their grade level administrator for insubordination.

## Uniform Violations: Sequence of Consequences Per Semester

### 1st and 2<sup>nd</sup> Violation (Warning and Parent Contact)

- ❖ A uniform citation form will be completed, and the violation will be documented.
- ❖ Parents will be called and notified of the violation.

### 3rd Violation (One-Hour CROOMS DETENTION NOTICE)

- ❖ A uniform citation form will be completed, and the violation will be documented.
- ❖ Students will be given a One-Hour CROOMS DETENTION NOTICE.
- ❖ Parents will be called and notified of the violation & detention.

### 4th Violation (Two-Hour Administrative Detention)

- ❖ A uniform citation form will be completed, and the violation will be documented.
- ❖ Students will be given a SCPS Discipline Referral and assigned a two-hour administrative detention.
- ❖ Parents will be called and notified of the violation.

### 5 or More Violations (Out-of-School Suspension)

- ❖ A uniform citation form will be completed, and the violation will be documented.
- ❖ Students will be given a SCPS Discipline Referral and assigned an out-of-school suspension for insubordination.
- ❖ Parents will be called and notified of the repeated violation.

# POWER

POWER is a positive approach to teaching school-wide expectations. Our plan emphasizes the use of effective instructional strategies, proactive practices, logical consequences, and positive reinforcement to teach students the behaviors necessary to succeed now and in the future and to support our vision of building a culture of excellence and success for every student. Our students will learn to be:

**P**erseverance **O**ptimistic **W**ell-Rounded **E**quality **R**esilience

## Administrative Detention Policy

### Administrative Detention – One Hour:

- ❖ A one-hour detention is held each Tuesday afternoon. Students are to report on time to check in and begin serving detention from 2:30 -3:30 p.m. Students should arrive prepared to complete academic assignments during their scheduled detention.
- ❖ This detention might be used as a consequence for tardies to school or class and minor infractions. Failure to serve reassigned detention is considered insubordination and the consequences may result in doubling the detention. Parents may pick up students after that time or students may drive themselves. If a student leaves the area, they must leave campus, otherwise they are expected to remain under supervision until the Activity Bus leaves campus.

### Administrative Detention – Two Hour:

- ❖ A two-hour detention is held each Tuesday afternoon from 2:30-4:30 p.m. Students are to report on time to check-in and begin serving detention.
- ❖ This detention might be used as a consequence for repeated infractions of being out of uniform, classroom disruptions or similar Level Two disciplinary infractions. Failure to serve is considered insubordination and the consequences may include one-day off campus suspension. Parents may pick up students after that time or students may drive themselves. If students leave the area they must leave campus. Otherwise, they are expected to remain under supervision until the Activity Bus leaves campus.

### Administrative Detention – Three Hour:

- ❖ A three-hour detention is held each Tuesday afternoon from 2:30-5:30 p.m. Students are to report on time to check in and begin serving detention. Students should arrive prepared to complete academic assignments during their scheduled detention.
- ❖ This detention might be used as a consequence for Level Three disciplinary infractions. Failure to serve is considered gross insubordination and the consequences may result in an out-
- ❖ of-school suspension. Parents may pick up students after that time or students may drive themselves. If students leave the area they must leave campus. Otherwise they are expected to remain under supervision until the Activity Bus leaves campus.
- ❖ Crooms Academy of Information Technology does not have an In-School Suspension program.
- ❖ Extraordinary consideration is given when administering disciplinary consequences. An off-campus suspension does not count as an unexcused absence from school. Students are expected to complete all missed assignments from classes while out on suspension.

## **Student Services**

Dr. Vincent Geigel, Guidance Counselor, A-L  
Ms. Sully Parrales, Guidance Counselor, M-Z  
Mrs. Adriana Teague, AA Pathway Counselor  
Mrs. Erin Millwater, Career Specialist

The Student Services department provides comprehensive services to ensure the academic, personal, and interpersonal success of all students. Students are encouraged to meet regularly with their counselors regarding adequate progress toward graduation requirements, college entrance requirements, career goals, as well as personal issues such as conflict resolution and stress management

## **Cyber Center Services and Procedures**

The Crooms AOIT Cyber Center is located across from the main entrance of the building. A collection of books and material is available for research, studying, and leisure reading. The center houses the latest software and technology for information retrieval. Laptop charging areas are available for student use. We provide instruction on information skills and search techniques so students will use available resources properly. Students and teachers who have signed the Seminole County Acceptable Use Policy may use the Internet in the Cyber Center.

Students entering the Cyber Center during class time must have a pass from their teacher. Students are not required to have a pass before and after school, and during lunch. Students expected to adhere to the following responsibilities:

- ❖ Materials are expected back by the due date so that they will be available to other users. No fines are charged.
- ❖ To maintain an atmosphere conducive to study and learning, users are expected to behave appropriately.
- ❖ Food and beverages are not permitted in the Cyber Center.
- ❖ Any rule or policy that applies in the classrooms at Crooms AOIT also applies in the Cyber Center.

## **Clinic/Emergency Cards/Medications**

The Clinic is located in room 01-118C. Students seeking medical attention should report to this area. Parent notification assists in proper and immediate attention. Emergency Cards must be turned in to the attendance secretary. This information is invaluable to the school in the case of emergency assistance is required. Teachers are accountable to assist in returning these cards to Mrs. Richards. Medication and written authorization including dosage instructions should be brought to the clinic room 01-118C (Mrs. Richards). No student medication will be administered in school without written authorization from both the parent and physician. Students must not bring medication to school to self-administer.

## **Fire Drills/Emergency Evacuations Drills**

Fire drills and Emergency Evacuation Drills will be held at intervals (state statute requires 10 per year) during the year to stress good habit formation and to develop the basic techniques for quick evacuation. All classrooms have a map posted and instructions regarding the evacuation of their classroom. When the alarm sounds, students should move quickly and quietly, following the directions of the teacher. All personnel will remain outside, a safe distance from the building, until the all clear bell rings. Teachers are required to escort their students out of the building and have a hard copy class roll with them during the evacuation. Emergency evacuations may begin in a similar fashion as a fire drill. During an Emergency Management Plan exercise, building representatives shall provide additional information to all classroom teachers when appropriate to maintain confidence, composure, and high level of involvement.

## **Lost and Found Items**

Students who have lost articles should report them missing to their teacher, who will inform appropriate individuals. Lost and Found items are to be sent to the Attendance/Clinic area (Mrs. Richards). Students may check with the Attendance/Clinic area for their missing items. Missing technology (laptops) must be reported to Laptop Central and Administration immediately.

## **Textbooks**

Students are issued textbooks for use during the year. Students are responsible for returning books or paying for them if they are damaged, lost, or stolen. If students need a hard-copy or replacement textbook, they should see the circulation desk in the Cyber Center. Many of our textbooks may be downloaded from the network.

## **Lunch Information**

The lunches served daily in the Crooms Academy cafeteria are prepared on site and are nutritionally sound. Students should complete an application to receive Free or Reduced-Price lunches. Those applications may be found at the front office or in the cafeteria. The price for school lunch is as follows:

- ❖ Assorted Value Meals \$3.75
- ❖ Reduced Meals \$0.40
- ❖ Student Breakfast Reduced \$0.00
- ❖ Student Breakfast Full Price \$2.75

### **Lunch Rules:**

- A. Students are expected to enjoy lunch in a relaxed, friendly atmosphere. Be respectful to those seated around you.
- B. Students are NOT permitted to leave campus during lunch.
- C. Students are NOT permitted inside buildings during lunch except for club/organizational meetings with sponsor.
- D. Acceptable food areas during lunches are the cafeteria, outside patio, and courtyard.
- E. Students are responsible for cleaning up after themselves and throwing trash in the proper receptacles. See the Cafeteria Manager for specific lunchroom concerns.



## Contraband/Cell Phone

Contraband is possession or storage of items which are prohibited at school, including, but not limited to: weapons, flammables, paraphernalia, and vaporizers.

Other items such as: headphones, cell phones, playing cards and other inappropriate items may be confiscated by the teacher. Items will be returned to the student at the end of the school day. Parents will be notified, and disciplinary consequences may be assigned.

Cell phone use is not permitted in the classroom unless given permission by the teacher.

Earbuds/Headphones- whenever cell phone/device use is permitted, only one earbud/headphone is permitted to be in use and/or covering the ear. This is to ensure students can always hear any necessary communication, especially in case of emergencies.

### Consequences for Cell Phone Policy Violations

**1st Violation:** Verbal reprimand/confiscation

- ❖ Parents will be called and notified of the violation.

**2nd Violation** (One-Hour CROOMS DETENTION NOTICE)

- ❖ Teacher to assign One-Hour CROOMS DETENTION NOTICE.
- ❖ Parent Notification

**3rd Violation** (Two-Hour Administrative Detention)

- ❖ Teacher to write SCPS Discipline Referral. Student will be assigned a two-hour administrative detention.
- ❖ Parent Notification

**4th Violation** (Three-Hour Administrative Detention)

- ❖ Teacher to write SCPS Discipline Referral. Student will be assigned a three-hour administrative detention.
- ❖ Parent Notification

**5 or More Violations** (Out-of-School Suspension)

- ❖ Teacher to write SCPS Discipline Referral. Student will be assigned and assigned an out-of-school suspension for insubordination.
- ❖ Parents will be called and notified of the repeated violation.

# Transportation

## Buses:

- ❖ Students are required to ride ONLY the bus on which they have been assigned. No occasional riders are to be taken without written permission from the principal or designee. Permission will only be given for emergency reasons related to the health, welfare, and safety of the student. Permission will not be granted for purposes of a general nature or for convenience. Daily passes MUST be obtained from Mrs. Richards after a note from a parent is provided. The note must have an active phone number. Mrs. Richards will make contact prior to providing the note.
- ❖ All students using school transportation will be transported from the stop closest to their residence and back to the same stop. Requests for changes will be directed to the district Transportation
- ❖ Department from the school. Requests for school transportation changes must be made by the parent or legal guardian of the student to school administration for consideration by the Transportation Department.

## Student Drivers:

- ❖ The parking of a student's vehicle on campus is a privilege that is granted by the School Board upon the purchase of a parking decal at the school. Students parking vehicles on campus without authorization or who repeatedly violate campus parking rules may have their parking decal revoked and/or their vehicle towed at the owner's expense.
- ❖ Vehicles parked on School Board property are subject to search if school personnel have reasonable suspicion that illegal, prohibited, harmful items or substances, or stolen property may be contained therein. Each student who parks a vehicle on a school campus is presumed to know what is contained in his/her vehicle and will be held accountable for any contraband, weapons, drugs, etc., which may be found in the vehicle. As soon as students arrive to school, they should secure their vehicles, then leave the parking lot.
- ❖ The cost of student parking is \$70 per year. Car registration, a valid driver's license, proof of insurance, and parent notarized signature are required prior to receiving a parking decal.
- ❖ Please submit applications and monies collected to Ms. Decareaux in the student services office, she will issue you the permit.
- ❖ For issues related to Attendance and Driving Privileges, the Student Handbook. Guidelines are established by section 322.091, Florida Statutes.

## Athletics

The Athletic Department of Crooms Academy of Information Technology invites all students to participate in a sport(s) that provides opportunity to engage in physical development and team building skills. The well-rounded student-athlete of today thrives in an environment that balances physical, emotional, and mental stimulation. Participation in an interscholastic sport at the varsity or junior varsity level for two full seasons satisfies the one credit requirement for physical education if the student successfully passes a competency test on personal fitness.

### Athletic Philosophy at Crooms Academy

- ❖ Panthers know that athletics is an important part of the total educational program at Crooms AOIT. The athletic department is dedicated to working with the entire school team to help our students develop to their full potential.
- ❖ Panthers strive to be winners because they know that winning is important, but only if achieved by fair play and good sportsmanship.
- ❖ Panthers achieve wins both on the field and in the classrooms.

### Sports Offered

<b>Fall:</b>	Bowling—Girls & Boys Cross Country—Girls & Boys Swimming—Girls & Boys	Golf—Girls & Boys Volleyball—Girls
<b>Winter:</b>	Basketball—Girls & Boys Cheerleading—Girls & Boys	Soccer—Girls & Boys
<b>Spring:</b>	Track & Field—Girls & Boys Cheerleading—Girls & Boys	Volleyball—Boys Baseball

## Clubs/Organizations (Extracurricular Activities)

Ambassadors	Mu Alpha Theta
Anime Club	National Honor Society
AV Club	National Technical Honor Society
Brain Bowl	NCSS/SECME
Business Professional of America	Pride Panthers
Chess Club	Pokémon Club
CroomsCon	Robotics Club
Computer Science Club	Sanford Youth Council
D & D	Senior Class
Debate Club	Sophomore Class
Digital Music	Spanish National Honor Society
Drama Club	Steel Drum Band
Drumline	Student Council
Freshman Class	Student Government Association
Gamers' Club	SWAG
Harry Potter Club	Teen Trendsetters
IT Girls	Writers' Guild
Junior Class	

### **Student Ambassadors**

Outstanding students are solicited to become Student Ambassadors and spread the good news of Crooms to visitors and guests. The Student Ambassadors support the school through providing tours during Open House and student orientations. Bring your smile and application to Mrs. Millwater, and at the same time, help your school and earn community service credit

# SEMINOLE COUNTY PUBLIC SCHOOLS

## STUDENT CALENDAR

2022-2023

Date of Board Adoption: April 27, 2021

### Definition of Descriptions:

- **Schools Closed** = Teachers and students not in attendance; Educational Support Center open for business
- **Schools Closed for Students** – Students not in attendance; Teachers are working & Educational Support Center is open for business
- **School System Closed** – Teachers, students, and employees at Educational Support Center not in attendance

August 4-9	Teacher Workdays (Pre-planning)
August 10	First Day of Student Attendance – Start of 1 <sup>st</sup> Quarter/ 1 <sup>st</sup> Semester
September 5	School System Closed
October 6	End of 1 <sup>st</sup> Quarter
October 7	Schools Closed for Students /Teacher Workday
October 10	Beginning of 2 <sup>nd</sup> Quarter
November 21-November 25	Schools Closed
November 24-25	School System Closed
December 14-December 16	Early Dismissal for Students
December 16	End of 2 <sup>nd</sup> Quarter/ 1 <sup>st</sup> Semester
December 19–December 30	Schools Closed (Winter Break)
January 2	Schools Closed for Students/Teacher Workday, Student Make-up Day #2, If Needed
January 3	Schools Closed for Students / Teacher- District Professional Development Day, Student Make-up Day #1, If Needed
January 4	Classes Resume, Start of 3 <sup>rd</sup> Quarter/ 2 <sup>nd</sup> Semester
January 16	School System Closed
February 20	School System Closed
March 10	End of 3 <sup>rd</sup> Quarter
March 13-March 17	Schools Closed (Spring Break)
March 20	Schools Closed for Students/Teacher Workday, Student Make-up Day #3, If Needed
March 21	Classes Resume- Start of 4 <sup>th</sup> Quarter
May 23-May 25	Early Dismissal for Students
May 25	Last Day of Student Attendance – End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester
May 26	Teacher Workday (Post-planning, Student Make-up Day #4, If Needed
May 29	School System Closed
May 30	Teacher Workday (Post-planning)



# Crooms Academy of Information Technology

## 2022-23 Bell Schedule



Monday / Tuesday / Friday	
Announcements	7:20 - 7:24
1st Period	7:24 - 8:14
2nd Period	8:19 - 9:11
3rd Period	9:16 - 10:06
4th Period	10:11 - 11:03
A Lunch	11:03 - 11:33
5th Period - A	11:38 - 12:28
5th Period - B	11:08 - 11:58
B Lunch	11:58 - 12:28
6th Period	12:33 - 1:25
7th Period	1:30 - 2:20
Dismissal	2:20

Wednesday - Even Block	
Announcements	7:20 - 7:24
2nd Period	7:24 - 8:48
4th Period	8:53 - 10:16
A Lunch	10:16 - 10:46
Homeroom - A	10:51 - 11:51
Homeroom - B	10:21 - 11:21
B Lunch	11:21 - 11:51
6th Period	11:56 - 1:20
Dismissal	1:20

Thursday - Odd Block	
Announcements	7:20 - 7:24
1st Period	7:24 - 8:57
3rd Period	9:02 - 10:34
A Lunch	10:34 - 11:04
5th Period - A	11:09 - 12:41
5th Period - B	10:39 - 12:11
B Lunch	12:11 - 12:41
7th Period	12:46 - 2:20
Dismissal	2:20

Activity Schedule	
Announcements	7:20 - 7:25
1st Period	7:25 - 8:05
2nd Period	8:10 - 8:50
3rd Period	8:55 - 9:35
4th Period	9:40 - 10:20
A Lunch	10:20-10:50
5th Period - A	10:55- 11:35
5th Period - B	10:25-11:05
B Lunch	11:05- 11:35
Homeroom	11:40-12:45
6th Period	12:50-1:30
7th Period	1:35-2:15
Announcements	2:15-2:20
Dismissal	2:20

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Quarter Dates	
1st 9 Wks:	Aug 10-Oct 6
2nd 9 Wks:	Oct 10-Dec 16
3rd 9 Wks:	Jan 4-Mar 10
4th 9 Wks:	Mar 21-May 25

KEY	
<span style="background-color: #f4a460; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Per. 1, 3, 5, 7
<span style="background-color: #e67e22; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Per. 2, 4, H, 6
<span style="background-color: #d9ead3; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Straight 7
<span style="background-color: #5cb85c; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Holiday
<span style="background-color: #fff3cd; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Activity Day
<span style="background-color: #f8d7da; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Early Release
<span style="background-color: #d9edf7; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Teacher Work Day
<span style="background-color: #fff9c4; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	TechFest/Field Day
<span style="background-color: #5bc0de; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	PSAT
<span style="background-color: #28a745; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	CroomsCon

## **School Motto**

“Rich in Tradition, Pride, and Vision”

## **School Colors**

Orange and Maroon

## **Alma Mater**

Words by: James Foster

Dear Old Crooms Academy  
The Pride of all the land,  
May the name of Crooms be heralded  
In every foreign land.  
To thee we sing and always praise  
To thee we'll always stand.  
To thee we'll sing and always praise  
Our Alma Mater Dear.

In the good old Summer Time  
Midst pleasure and good cheer;  
We'll sing a song with spirit high  
To our Alma Mater dear.  
May her sons and daughters stand-- For ever true:  
To dear Old Crooms Academy  
The Orange and Maroon.

Now when our student days are o'er  
And we from school must go,  
True Womanhood and Manhood  
We'll always try to show,  
We'll fight for thee And  
strive for thee, We'll  
honor and adore;  
We'll live for thee and toil Until,  
we reach that Golden Shore.

## Helpful Information/Contacts

**Crooms Website:** <http://www.cait.scps.k12.fl.us/>

**Uniform Website:** [www.rissebrothers.com](http://www.rissebrothers.com)

**Food Services:** [dinningservices.scps.us](http://dinningservices.scps.us)

**MySchoolBucks:** [www.Myschoolbucks.com](http://www.Myschoolbucks.com)

### Administration

Brandon Hanshaw- Principal: 407-320-5700

Clayton Donnan- Assistant Principal: 407-320-5786

Brittany Campbell- Assistant Principal: 407-320-5702

Executive Secretary- Brandi Blaine: 407-320-5755

### Main Numbers

Front Desk- Katherine Hardy: 407-320-5750

Attendance/Clinic/Assistant Athletic Director- Valerie Richards: 407-320-5760

Cyber Center- Selena Guerrero: 407-320-5730

Bookkeeper- April Murdoch: 407-320-5741

Network Specialist- Mary Benton: 407-320-5762

Laptop Central – Steven Brown: 407-320-5772

Athletic Director- Michael Dinapoli: 407-320-5723

Career Specialist- Erin Millwater: 407-320-5749

FTE Clerk- Dawn Vega: 407-320-5736

### Student Services

Website – [cait.scps.k12.fl.us/StudentServices.aspx](http://cait.scps.k12.fl.us/StudentServices.aspx)

Erica Dixon – Student Services Secretary: 407-320-5754

Vincent Geigel (Counselor for A –L): 407-320-5773

Sully Parrales (Counselor for M – Z): 407-320-5726

Adriana Teague (Counselor for AA Program): 407-320-5718

Tracy Peters – Support Facilitator: 407-320-5717

### Safety and Security

SRO- Officer Thornton: 407-320-5716

Security- Juan Diaz



### Crooms Dining Services

Apply for Meal Benefits – [dinningservices.scps.us/apply-for-meal-benefits/](http://dinningservices.scps.us/apply-for-meal-benefits/)

Marybeth Thompson – 407-320-5752