Table of Contents

Table of Contents ........................................................................................................ 2
Letter from Principal ....................................................................................................... 3
Vision and Mission Statements ...................................................................................... 4
Parental Involvement ...................................................................................................... 4
Who's Who at Crooms AOIT ......................................................................................... 5
Where to go for Help? ..................................................................................................... 6
Magnet School Requirements ........................................................................................ 7
Honor Code ..................................................................................................................... 7
SCPS Grading Scale ....................................................................................................... 8
Valedictorian/Salutatorian Requirements ..................................................................... 8
Student Incentive Program ............................................................................................ 8
Attendance Policy ........................................................................................................ 9-12
Attendance Related Procedures/Tardy Policy .............................................................. 12
Dual Enrollment Course Policy ..................................................................................... 14
Requirements for Graduation ....................................................................................... 15
Laptop Central/Laptop Repair Procedures .................................................................. 15
Laptop Use Policy .......................................................................................................... 16
Netiquette ...................................................................................................................... 17
Technology Certifications ............................................................................................ 17
Technology Discipline Policy ....................................................................................... 18
School Uniform Policy/Dress Code .......................................................................... 19
PRIDE ............................................................................................................................ 19
Administrative Detention Policy ................................................................................ 20
Guidance Services ........................................................................................................ 21
Media Center Services and Procedures ...................................................................... 21
General Information
  Clinic/Emergency Cards Medications .................................................................... 22
  Fire Drills/Emergency Evacuations Drills ............................................................ 22
  Lost and Found ........................................................................................................ 22
  Textbooks ................................................................................................................ 22
  Lunch ......................................................................................................................... 23
  Contraband .............................................................................................................. 23
Transportation ............................................................................................................... 24
Athletics ....................................................................................................................... 25
Clubs & Organizations ............................................................................................... 25
School Maps ............................................................................................................... 26-29
School Calendar ......................................................................................................... 30
Bell Schedule .............................................................................................................. 31
School Moto/School Colors/Alma Mater .................................................................. 32
Letter from the Principal

Dear Crooms Academy Families:

Incredibly, it is time to prepare for the beginning of the 2018-2019 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 an A-rated high school for 2018, 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 parents 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,

[Signature]

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

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

Mission Statement

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 to 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 with and involvement in the school, we will improve the environment of the school and advance themision.
- We believe that our curriculum and program are strengthened through our business partnerships due to the support we receive, which increases student achievement.

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.
### Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brandon Hanshaw</td>
<td>Principal</td>
<td>407.320.5700</td>
</tr>
<tr>
<td>Mariette Herro</td>
<td>Assistant Principal</td>
<td>407.320.5786</td>
</tr>
<tr>
<td>Dr. Tonya Blake</td>
<td>Assistant Principal</td>
<td>407.320.5702</td>
</tr>
</tbody>
</table>

### Student Support Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>A - K Phone</th>
<th>L - Z Phone</th>
<th>AA Program Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Vincent Geigel</td>
<td>Guidance Counselor</td>
<td>407.320.5773</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeanette Malone</td>
<td>Guidance Counselor</td>
<td>407.320.5726</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adriana Teague</td>
<td>Guidance Counselor</td>
<td>407.320.5718</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cathy Alper</td>
<td>Career Specialist</td>
<td>407.320.5749</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Teachers

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Voice Mail</th>
<th>Teacher</th>
<th>Voice Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Babb, Shellane</td>
<td>55720</td>
<td>Miller, Dr. Angela</td>
<td>55723</td>
</tr>
<tr>
<td>Backel, Richard</td>
<td>55763</td>
<td>Moon, Jennifer</td>
<td>55791</td>
</tr>
<tr>
<td>Barnes, Jamie</td>
<td>55725</td>
<td>Peters, Tracy</td>
<td>55717</td>
</tr>
<tr>
<td>Barsalou, Bradford</td>
<td>55774</td>
<td><strong>DIT Teacher</strong></td>
<td>55739</td>
</tr>
<tr>
<td>Bundrick, Lindsay</td>
<td>55753</td>
<td>Pryde, Judith</td>
<td>55733</td>
</tr>
<tr>
<td>Cason, Patty</td>
<td>55779</td>
<td>Rocke, Robert</td>
<td>55757</td>
</tr>
<tr>
<td>Chatlos, Jessie</td>
<td>55792</td>
<td>Schwartz, Jose</td>
<td>55734</td>
</tr>
<tr>
<td>Coatoam, Gary</td>
<td>55768</td>
<td>Smith, Sarah</td>
<td>55707</td>
</tr>
<tr>
<td>Dawson, Dr. Cindy</td>
<td>55722</td>
<td>Touhey, Jason</td>
<td>55705</td>
</tr>
<tr>
<td>Donnan, Clayton</td>
<td>55713</td>
<td>Urbina, Dr. Josue</td>
<td>55727</td>
</tr>
<tr>
<td>Fisher, Halima</td>
<td>55719</td>
<td><strong>Programming Teacher</strong></td>
<td>55724</td>
</tr>
<tr>
<td>Fox, Janet</td>
<td>55765</td>
<td>Walker, Kim</td>
<td>55771</td>
</tr>
<tr>
<td>Hodge, Kelvin</td>
<td>55703</td>
<td>Wells Kevin</td>
<td>55729</td>
</tr>
<tr>
<td>Jensen, Dr. Sarah</td>
<td>55776</td>
<td>Wiedemer, Elaine</td>
<td>55793</td>
</tr>
<tr>
<td>Kinier, Gerard</td>
<td>55770</td>
<td>Williams, Juanita</td>
<td>55728</td>
</tr>
<tr>
<td>Kurtz, Brianna</td>
<td>55732</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MacInnis, Dr. Jean</td>
<td>55711</td>
<td></td>
<td></td>
</tr>
<tr>
<td>McLean, Mackenzie</td>
<td>55758</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Administrative Support

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benton, Mary</td>
<td>55762</td>
</tr>
<tr>
<td>Blaine, Brandi</td>
<td>55755</td>
</tr>
<tr>
<td>Brown, Amy</td>
<td>55730</td>
</tr>
<tr>
<td>Brown, Casey</td>
<td>55769</td>
</tr>
<tr>
<td>Decoreaux, Taylor</td>
<td>55741</td>
</tr>
<tr>
<td>Dixon, Erica</td>
<td>55754</td>
</tr>
<tr>
<td>Gallant, Steve</td>
<td>55780</td>
</tr>
<tr>
<td>Persson, Michelle</td>
<td>55778</td>
</tr>
<tr>
<td>Saxe, Adele</td>
<td>55756</td>
</tr>
<tr>
<td>Testing Lab</td>
<td>55735</td>
</tr>
<tr>
<td>Vega, Dawn</td>
<td>55736</td>
</tr>
</tbody>
</table>

### Security Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diaz, Juan</td>
<td>55760</td>
</tr>
<tr>
<td>Boleware, Of. Shannon</td>
<td>55716</td>
</tr>
</tbody>
</table>

### Custodial Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnes, Williams</td>
<td></td>
</tr>
<tr>
<td>Ramos, Benjamin</td>
<td></td>
</tr>
<tr>
<td>Watkins, Loretta</td>
<td></td>
</tr>
<tr>
<td>Williams, Theodore</td>
<td>55785</td>
</tr>
<tr>
<td>Wilson, Earnest</td>
<td></td>
</tr>
</tbody>
</table>

### Food Service Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thompson, Marybeth</td>
<td>55752</td>
</tr>
<tr>
<td>Stricklen, Kim</td>
<td>55752</td>
</tr>
<tr>
<td>Ortiz De Villate, Teresa</td>
<td>55752</td>
</tr>
</tbody>
</table>
Where to go for help?

Announcements --------------------------------------------------------------- Dr. Hanshaw/104
Attendance Information ------------------------------------------------------ Mrs. Persson/Front Desk
Bus Issues --------------------------------------------------------------- Dr. Blake/118 B
Career and College ---------------------------------------------------------- Ms. Teague/216/Ms. Alper/101J
Change of Address ---------------------------------------------------------- Mrs. Vega/106
Computer Repair (Laptop Central) ------------------------------------------- Ms. Benton/Mr. Gallant/101B
Guidance ------------------------------------------------------------------ Dr. Geigel/Mrs. Malone/Mrs. Teague/216
Custodial Assistance -------------------------------------------------------- Mr. Wilson/100A
Discipline ----------------------------------------------------------------- Ms. Herro/216E/Dr. Blake /118B
Illness/First Aid ----------------------------------------------------------- Mrs. Brown/118A
Job Information ------------------------------------------------------------- Dr. Geigel/Mrs. Malone/Mrs. Teague/216 /Ms. Alper/101J
Lost and Found ------------------------------------------------------------- Front Desk/Lobby
Lost Book Payment ---------------------------------------------------------- Mrs. Decareaux/105
Media Services ------------------------------------------------------------ Mrs. Brown/101G
Progress Reports ----------------------------------------------------------- Teachers
Schedule, Change or Lost --------------------------------------------------- Mrs. Vega/106
School Insurance ----------------------------------------------------------- Mrs. Blaine/102
School Pictures ------------------------------------------------------------- Mrs. Bundrick/116
Testing -------------------------------------------------------------------- Mrs. Herro/216E
Textbooks--------Mrs. Brown 101/Dr. Blake/118 B
Theft, Vandalism. ---------------------------------------------------------- Officer Boleware/108
Transportation -------------------------------------------------------------- Dr. Blake/118 B
Magnet School Requirements
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 any and 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

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Zero on assignment</td>
<td>*Zero on assignment</td>
<td>*Zero on assignment</td>
</tr>
<tr>
<td>Parent contact</td>
<td>Parent contact</td>
<td>Parent contact</td>
</tr>
<tr>
<td>Saturday School or equivalent</td>
<td>In-School Suspension or equivalent</td>
<td>Out-of-School Suspension or equivalent</td>
</tr>
<tr>
<td></td>
<td>Citizenship Standards invoked</td>
<td>Citizenship Standards invoked</td>
</tr>
</tbody>
</table>

*Student will be required to do an alternate assignment and may earn back 50% of the zero grade.

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.
SCPS Grading Scale

A  90-100
B  80-89
C  70-79
D  60-69
F  59 and below
I  Incomplete *Dual Enrollment Courses Only

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.

Student Incentive Program

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 bypassing comprehensive exam/assessment
- Make up assignments as required by instructor

F to C:
- Demonstrate competency bypassing 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 PUBLIC SCHOOLS
HIGH SCHOOL ATTENDANCE POLICY

I. Philosophy

Regular attendance provides students with the opportunities necessary to meet course goals and objectives. Many integral activities, including class discussions, laboratory experiments, field trips, and guest speakers, cannot be simulated or replicated with bookwork! Therefore, with the goal of promoting student success, Seminole County Public Schools has adopted a uniform High School Attendance Policy. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all of our student, parents, teachers, and administrators.

II. Compulsory Attendance Requirement
A. Pursuant to 1003.21 F.S., a high school student enrolled in Seminole County Public Schools who is under the age of 16 is required to attend school regularly.

B. A student who attains the age of 16 years during the school year is subject to the compulsory school attendance beyond the date upon which he or she attains that age unless the student files a formal declaration of intent to terminate school enrollment with the school. The formal declaration must meet the requirements of 1003.21(3) F.S.

III. Class Attendance Defined
For the purpose of this policy, class attendance is defined 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. The activity is considered a field trip and the only type of exempt absence.

Suspension for disciplinary reasons will not be considered an unexcused absence.

IV. Excused Absences
The parent(s) of a student of compulsory attendance age, (<16) are expected to provide proper documentation of their child’s absence(s) from school. Students over the compulsory age shall be expected to provide documentation for an absence to be considered excused.

After an absence, immediately upon return to school but no later than five (5) school days following an absence, the student must provide the school’s attendance office with documentation indicating that one of the following has occurred if he/she wishes that absence(s) to be excused:

- Medical treatment by a licensed physician*
- Observation of a religious holiday
- Law enforcement order or court subpoena
- Death of a family member
- Natural Disaster
- Traffic accident that directly involved the student
- Extraordinary circumstances, pre-arranged and with Principal’s permission
*NOTE: It is understood that on every occasion of sickness, a student will not require medical attention by a licensed health care professional. Parent notes for short term, non-chronic illnesses are required; absences will be documented as “U”. Students are allowed 9 “U” and/or “A” (undocumented unexcused) absences per semester without consequences. See section VII. Crooms Academy of Information Technology reserves the right to re-evaluate all excused absences when absences become excessive. Students who return to school without written documentation listing one of the above reasons will be considered unexcused for the absence(s).

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

VI. Guidelines for Make-up Work
Students are responsible for making arrangements with the teacher for make-up work.

a. A student who is absent is required to make up all coursework missed, regardless of whether the absence is excused or unexcused. It is the student’s responsibility to obtain assignments upon returning to class immediately following an absence. At a minimum, the student shall have no less than the number of calendar days, plus one, he/she was absent to complete and hand in make-up work for credit. Specific arrangements must be made with the student’s teacher(s).

b. Unless exempted from this requirement by the Principal or his/her designee, in consultation with the teacher, assignments given by the teacher at least one week in advance of a student’s absence will be due by the assigned date.

c. The time and place for a make-up examination(s) shall be scheduled by the teacher(s).

d. The teacher’s decision on make-up schedules shall be final.

VII. Attendance and Credit Reinstatement
Any student who has been enrolled but has accumulated more than nine (9) “U” (Documented absent) and/or “A” (Undocumented unexcused) period absences in a class during a semester may not be awarded credit unless the student has demonstrated mastery of the student performance standards in the course and of study and by doing all of the following:

- All make-up work must have been satisfactorily completed.
- If and when missed work is made up, the student qualifies to take a comprehensive/final exam at the end of the course.
- The student must pass the comprehensive exam. The comprehensive exam may not necessarily be the same final examination as the given to the class as a whole.
- Make-up time must be completed during Saturday School. Make-up time may not be completed with individual teachers.
Crooms Academy of Information Technology initiates the following communication for absences:

- Automatic phone dialer calls phone number of record each day of absence for designated periods.
- Skyward Family Access is available to parents/guardians and Student Access is available to students.
- Written notification will be sent home upon a student’s 3rd, 5th, and 10th unexcused absences.
- STUDENTS AND FAMILIES ARE RESPONSIBLE FOR KNOWING THEIR ABSENCE INFORMATION

Make-up Time Schedule

Saturdays: 9:00 a.m. - 11:00 a.m.
1 hour - 1 period

Make-Up Time Rules

1. Students who arrive after 9:00 a.m. will not be admitted.
2. Students can only make up 2 hours per Saturday. Students will sign in and state which class and period they are making up time for.
3. Phones must be turned off and put away. Laptops are permitted; however, usage will be monitored.
4. The SCPS dress code is in effect during make-up time. Hats, hoods, pajamas, etc. are prohibited, uniforms are not required.
5. No food or drink is permitted except bottled water.
6. The environment will be quiet and conducive for getting work done. Students may be dismissed if they are disruptive.
7. Students are not permitted to sleep, put their heads down, or lean on tables during make-up time. Sleeping students will be dismissed from make-up time with no credit for time served. Students will not be permitted to enter Make-up Time without work/assignments to complete.
8. Students are to work on class assignments or complete sustained silent reading during make-up time.
9. Any Student Code of Conduct violation committed during make-up time may result in a discipline referral. Disrespect to staff or disruption of make-up time will result in an out-of-school suspension.
10. Students may begin to make-up time only after accruing 9 “U” (Documented absent) and/or “A” (Undocumented unexcused) absences or more.
11. Students are not allowed to “bank” make-up time. You must have 9 “U” (Documented absent) and/or “A” (Undocumented unexcused) absences before attending make-up time. Questions regarding make-up time may be directed to the attendance office.
VIII. High School Credit

One (1) full credit for high school graduation is defined as two semesters of seventy-five (75) hours each of instruction (with the exception of summer school) in a designated course, which contains student performance standards, or the equivalent of six (6) semester hours of college credit.

Students must be enrolled and in attendance for a minimum of seventy-five (75) hours per semester for one-half (1/2) credit. Excused absences, as determined by the district school board policy and carried out by the secondary school principal, shall not be counted against the seventy-five (75) hours (1/2 credit) minimum requirement. Any student who has been enrolled but not in attendance for instruction for a minimum of seventy-five (75) hours may not be awarded credit unless the student has demonstrated mastery of the student performance standards in the course of study by doing all of the following:

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 Attendance office. If the parent arrives with the student from an early appointment, they are requested to sign in the student. Students must produce a doctor’s note or 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 from the Attendance Office. Medical or dental appointments should be scheduled for after hours. 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 Attendance Office 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 in the attendance office 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 on the emergency card.

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 Policy:
A) “Bus Tardy” does NOT count against students as an unexcused absence to class. Late bus students need to report to the attendance office for an excused tardypass.

B) Students arriving “Tardy to School” (before the start of second block classes) by any other means are required to report to the Attendance Office to check in. With our automated attendance on-line, students that accumulate three (3) tardies to any class are to receive one hour of administrative detention. A one-hour administrative detention is held on Tuesday from 2:20 pm to 3:20 pm. A 4th tardy will result in a two-hour administrative detention. Repeated violations of the tardy policy may result in a referral for repeated misconduct. Students completing administrative detention may be picked up by parents, provide individual transportation, or remain in the supervised area until the Activity Bus arrives at 5:15 pm.

Failure to serve administrative detention will be handled by administration, possibly including additional time for insubordination-failure to serve detention.

C) Students marked “Tardy to Class” three times in any period will receive a one-hour administrative detention. A fourth tardy will result in a two-hour administrative detention. Repeated misconduct of the tardy policy will be referred to the appropriate grade level administrators.
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:

- Advanced Android Programming
- Android Programming
- Bitmap Graphics
- CISCO Network Fundamentals
- CISCO Router Fundamentals
- CISCO Advanced Router
- CISCO Proj. Router
- C# Programming
- Configuring Windows 8
- Advanced C# Programming
- Database Management
- Data Driven Websites
- Introduction to Digital Media
- Information Technology Project Mgt.
- Installing & Configuring Windows Server
- Introduction to UNIX (Linux+)
- Introduction to Internetworking Security
- Introduction to IP Telephony
- Introduction to Wireless Technologies
- iPhone Programming
- Network Concepts
- Network Computer Maintenance/Repair
- Office Applications
- Advanced Office Applications
- Oracle Structured Query Language (SQL) Programming in Java
- Advanced Programming in Java
- Principles of Computer Programming
- Web Programming I
- Web Programming II
- Web Applications
- Web Scripting & AJAX
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 page 13 of the Crooms AOIT Curriculum Guide, which is available in the Guidance office and on our school website croomsaoit.org. Please note that each grade level will have different graduation requirements.

Grade Level Classification of Students

- 9th Grade Student - academically promoted from eighth-grade.
- 10th Grade Student - has earned 6 credits above eighth grade.
- 11th Grade Student - has earned 12 credits above eighth grade.
- 12th Grade Student - has earned 19 credits above eighth 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.

“Laptop Central”/Laptop Repair Procedures

1. Student will go to the Crooms website (croomsaoit.org) and click on the “Repair Request” icon from the left menu bar and login to the Web Help Desk in order to complete the laptop repair ticket.

2. Student brings laptop to Laptop Central and signs “Drop Off/Pickup Sheet”.

3. Tech team inspects and repairs system.

4. When the repair is completed, the “Laptop Repair Ticket” is closed.

5. Laptop numbers for completed repairs are posted on the board outside of Laptop Central. Students should check daily.

6. Student picks up laptop from Laptop Central and signs DropOff/Pickup Sheet.

7. Student ID is required for laptop pickup.

8. Laptop Central times are 15 minutes prior to 1st warning bell and both lunch periods.
Crooms Laptop Use Policy

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 $21.00. 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 $31.00 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 to be kept on laptops at all times. Students are expected to keep ID tags in the laptop 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 and will have to come to the school to pick up the phone during school hours.

17. Personal laptops and tablets should be left at home.
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.

Technology Certifications

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

**Introduction to IT and Office Applications**
Microsoft Office Specialist in Word, Excel, PowerPoint and Access

**Computer Maintenance and Repair**
CompTIA A+, Essentials and Practical Application
(Computing Technology Industry Association)
Windows 7 Operating System Fundamentals MTA

**Digital Design, Bitmap Graphics, and Intro to Digital Media**
Adobe Certified Associate in Photoshop, InDesign and Illustrator

**Game and Simulation/2D Graphic Development**
Adobe Certified Associate in Photoshop and Illustrator

**Web Design**
Adobe Certified Associate in Dreamweaver, Flash, and Photoshop

**Technology Support Client**
Windows 7 Operating System Fundamentals MTA

**Network Technology**
C C N A, (Cisco Certified Network Associate)
CompTIA Network+, (Computing Tech Industry Association Vendor)
CompTIA I-NET+, (Neutral Credential in Networking and Internet)
Security +
Linux+

**Game and Simulation/3D Graphic Animation**
3DS Max Autodesk
Crooms AOIT Technology Discipline Policy

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.).
- 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 websites not directly related to lesson, refusing to shut down laptop, etc.).
- Other activities, related to technology, that cause minor disruption or damage.

**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, removal of reserve/CMOS battery or altering BIOS settings). *
- Participating in hacking activities or any activity intended to circumvent administrative settings (i.e. changing other users’ passwords, booting from any media other than the internal hard drive, setting up laptop as a file server).
- Excessive and/or repeated laptop damage due to abuse or neglect. (Students will be required to pay replacement costs for broken laptooparts.)

**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 an automatic 10-day 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:**
- Each case will be reviewed by the administrative team and may result in out-of-school suspension and possible recommendation for alternative placement.
School Uniform Policy

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

- 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 or slacks (boys or girls).
- Solid colored black or solid colored khaki skirts or capris (girls)
- Solid colored black or khaki colored denim shorts, capris, skirts or slacks.
- Plain Black or maroon sweatshirts, sweaters, or jackets. Overgarments (i.e. sweatshirts, jackets, etc.) must be solid color and free of writing or words other than the Crooms logo.

Patterned pants, shorts, or skirts are NOT permitted. The waistband of pants, shorts, or skirts should be worn at the waist and not below. The hem of the girls' skirts and shorts must be no shorter than mid-thigh.

Students who 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.

The members of the administrative team and security personnel will conduct random uniform sweeps to ensure that students are complying with the school uniform policy. When not required to be in uniform, students must adhere to the Seminole County Public School’s dress code policy. The members of the administrative team and security personnel will conduct random uniform sweeps to ensure that students are complying with the school uniform policy.

PRIDE

PRIDE 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:

- Problem Solvers
- Respectful and Responsible
- Individually Accountable
- Dedicated and Disciplined
- Engaged

Students may earn PRIDE tickets for meeting the school-wide expectations in the classroom or in various settings around campus that will be redeemed for prizes and rewards throughout each month. With PRIDE, we hope to reach all students by teaching and reinforcing expectations, therefore affording all students the rewards of positive choices.
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 2:20 -3:20 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 re assigned 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 2:20-4:20 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 2:20-5:20 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.
Guidance Services

Dr. Vincent Geigel, Guidance Counselor, A-K
Mrs. Jeanette Malone, Guidance Counselor, L-Z
Mrs. Adriana Teague, AA Pathway Counselor
Ms. Cathy Alper, Careers Specialist

The guidance 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.

Media Center Services and Procedures

The Crooms AOIT Media 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 Media Center.

Students entering the Media 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.

- In order to maintain an atmosphere conducive to study and learning, users are expected to behave appropriately.

- Food and beverages are not permitted in the Media Center.

- Any rule or policy that applies in the classrooms at Crooms AOIT also applies in the Media Center.
General Information

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 Ms. Brown. Medication and written authorization including dosage instructions should be brought to the clinic room 01-118C (Ms. Brown). 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 Evacuations 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 in order 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 Main Desk. Students may check with the Executive Secretary, Ms. Blaine, as a secondary location. Missing technology (laptops) must be reported to Laptop Central and Administration immediately.

Textbooks
Students are furnished state-owned 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 text book, they should see Ms. Brown in the Media 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 $3.00
- Reduced Meals $0.40
- Student Breakfast Reduced $0.00
- Student Breakfast Full Price $1.75

Lunch Rules:

1. Students are expected to enjoy lunch in a relaxed, friendly atmosphere. Be respectful to those seated around you.

2. Students are NOT permitted to leave campus during lunch.

3. Students are NOT permitted inside buildings during lunch except for club/organizational meetings with sponsor.

4. Acceptable food areas during lunches are the cafeteria, outside patio, and courtyard.

5. Students are responsible for cleaning up after themselves and throwing trash in the proper receptacles. See the Cafeteria Manager for specific lunchroom concerns.

Contraband

MP3s, headphones, cell phones, playing cards and other items that violate school policy may be confiscated by the teacher, tagged and given to an administrator if used during class time. The parent or guardian must contact or confer with an administrator before the item will be returned. The administration and faculty are not liable for loss or damage of confiscated contraband items.

The district policy on cell phones requires that students NOT use them during class or on school buses. In the event a student must make contact with parents before school, during lunch or after school, the attendance office phone is there for student convenience. Only during an emergency should a student be directed to the attendance office for phone use during instructional time of any class. This privilege should not be abused by students.

Headphones are not allowed in non-Applied Technology classrooms. Applied Technology classes shall use headphones as appropriate instructional materials for the delivery of technical media.
Transportation

A) Bus Issues:

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 (pink Crooms pass) MUST be obtained from Ms. Dixon after a note from a parent is provided. The note must have an active phone number. Ms. Dixon 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. School transportation cannot be used to transport students to and from day-care facilities. 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.

B) Student Drivers:

The parking of a student’s vehicle on campus is a privilege that is granted by the School Board which may be conditioned 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. Dixon in the student services office, she will issue you the permit.

For issues related to Attendance and Driving Privileges, refer to page 11 of this 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

**Fall:**
- Bowling—Girls & Boys
- Cross Country—Girls & Boys
- Swimming—Girls & Boys

**Winter:**
- Basketball—Girls & Boys
- Cheerleading—Girls & Boys

**Spring:**
- Track & Field—Girls & Boys

- Golf—Girls & Boys
- Volleyball—Girls
- Soccer—Girls & Boys
- Volleyball—Boys
- Baseball

Clubs/Organizations (Extracurricular Activities)

- Ambassadors
- Anime Club
- Archery Club
- Beta Club
- Brain Bowl
- Business Professional of America
- Chorus Club
- Crooms Explorers
- Drama Club
- Harry Potter Club
- Key Club
- Mu Alpha Theta
- National Honor Society
- National Technical Honor Society
- NCSS/SECM
- Reynolds Right Hands
- Robotics Club
- Spanish National Honor Society
- Steel Drum Band
- Student Council
- Teen Trendsetters
- Writers’ Guild

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. Alper, and at the same time, help your school and earn community service credit.
# Student Calendar

**2018-2019**

Date of Board Adoption: April 4, 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 6-9</td>
<td>Teacher Workdays</td>
</tr>
<tr>
<td>August 10</td>
<td>First Day of Student Attendance – Start of 1st Quarter/ 1st Semester</td>
</tr>
<tr>
<td>September 3</td>
<td>School System Closed</td>
</tr>
<tr>
<td>October 10</td>
<td>End of 1st Quarter</td>
</tr>
<tr>
<td>October 11</td>
<td>Schools Closed for Students / District PD Day/ Student Make-up Day #1, If Needed</td>
</tr>
<tr>
<td>October 12</td>
<td>Schools Closed for Students / Teacher Workday/ Student Make-up Day #2, If Needed</td>
</tr>
<tr>
<td>October 15</td>
<td>Start of 2nd Quarter</td>
</tr>
<tr>
<td>November 19-23</td>
<td>Schools Closed</td>
</tr>
<tr>
<td>November 22-23</td>
<td>School System Closed</td>
</tr>
<tr>
<td>December 18-20</td>
<td>Early Dismissal for Students</td>
</tr>
<tr>
<td>December 20</td>
<td>End of 2nd Quarter/1st Semester</td>
</tr>
<tr>
<td>December 21</td>
<td>Schools Closed for Students/Teacher Workday/ Student Make-up Day #3 If Needed</td>
</tr>
<tr>
<td>December 24-January 4</td>
<td>Schools Closed</td>
</tr>
<tr>
<td>January 7th</td>
<td>Classes Resume - Start of 3rd Quarter/2nd Semester</td>
</tr>
<tr>
<td>January 21</td>
<td>School System Closed</td>
</tr>
<tr>
<td>February 18</td>
<td>School System Closed</td>
</tr>
<tr>
<td>March 14</td>
<td>End of 3rd Quarter</td>
</tr>
<tr>
<td>March 15</td>
<td>Schools Closed for Students / Teacher Workday/ Student Make-up Day #4, If Needed</td>
</tr>
<tr>
<td>March 18-22</td>
<td>Schools Closed</td>
</tr>
<tr>
<td>March 25</td>
<td>Classes Resume - Start of 4th Quarter</td>
</tr>
<tr>
<td>May 23-May 24</td>
<td>Early Dismissal for Students</td>
</tr>
<tr>
<td>May 27</td>
<td>School System Closed</td>
</tr>
<tr>
<td>May 28</td>
<td>Last Day of Student Attendance/ End of 4th Quarter/2nd Semester, Early Dismissal</td>
</tr>
<tr>
<td>May 29</td>
<td>Student Make-up Day #4 If Needed/Teacher Workday</td>
</tr>
</tbody>
</table>

May 30 Teacher Workday
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday/Friday</th>
<th>Wednesday*</th>
<th>Thursday</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>7:20 - 7:25</td>
<td>7:20 - 7:25</td>
<td>7:20 - 7:25</td>
<td>7:20 - 7:25</td>
</tr>
<tr>
<td>1st Period</td>
<td>7:25 - 8:14</td>
<td>7:25 - 8:58</td>
<td>7:25 - 8:14</td>
<td>7:25 - 8:08</td>
</tr>
<tr>
<td>2nd Period</td>
<td>8:18 - 9:06</td>
<td>4th Period</td>
<td>9:02 - 10:35</td>
<td>2nd Period</td>
</tr>
<tr>
<td>4th Period</td>
<td>10:02 - 10:50</td>
<td>Guided Study</td>
<td>11:13 - 11:43</td>
<td>Lunch B</td>
</tr>
<tr>
<td>5th Period</td>
<td>11:48 - 12:36</td>
<td>5th Period</td>
<td>10:37 - 12:09</td>
<td>Activity</td>
</tr>
<tr>
<td>Lunch B</td>
<td>12:06 - 12:36</td>
<td>Lunch A</td>
<td>11:47 - 1:20</td>
<td></td>
</tr>
<tr>
<td>6th Period</td>
<td>12:40 - 1:28</td>
<td>1st Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7th Period</td>
<td>1:32 - 2:20</td>
<td>3rd Period</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* lunch based on 4th period class
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.

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.