

**Parkview Pre-K
& Prep Academy**

**Parent / Student Handbook
Pre-School - 12th Grade**



Parkview Pandas

**107 A Miracle Avenue, Avon Park, FL 33825
(863) 212-8000 (Prep)
(863) 453-8687 (Pre-K)
Website: parkviewprep.com
Lic. 236995**

Parkview Pre-K & Prep Academy, Inc

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PARENT / STUDENT HANDBOOK

MISSION STATEMENT AND MOTTO: Parkview opened in 2008 and has built an excellent reputation for academic excellence along with providing Biblical insight to engage our students. Our school provides a rich learning environment, as well as a talented and nurturing faculty. We are able to offer a learning environment that meets each student's needs. We understand that children learn in very different ways, and we strive to provide each child with the tools and framework needed to succeed and thrive. Our school pledges to prepare the young generation for the next steps in their academic journeys. While Parkview is founded in rich tradition, we are dedicated to the future.

The following handbook is divided into three sections: general information, Pre-K information, and Prep Academy information.

Guidance:

We expect parents, guardians, caregivers and visitors to:

- Respect the school.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct own child's behavior, especially when it could otherwise lead to conflict, aggressive behavior, or unsafe behavior.
- Approach the school, not other parents, to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behavior.

Romans 13:1-7

Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, whoever rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.

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In order to support a peaceful and safe school environment, the school cannot tolerate students, parents, guardians, caregivers and visitors exhibiting the following:

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area, or any other area of the school grounds including sporting events.
- Using loud and/or offensive language, swearing, cursing, using profane language, or displaying temper outside of Christian character.
- Threatening to do actual bodily harm to a member of school staff, a visitor, or a fellow parent or pupil regardless of whether or not the behavior constitutes a criminal offense.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication or any posting on social media to or about any Parkview Employee.
- Gossiping with other parents, teachers, staff or guests regarding the school, teachers, processes, policies or otherwise.
- Defamatory, offensive, or derogatory comments regarding the school or any of the pupils/parent/staff at the school on Facebook or other social sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher or the Director, so the matter can be dealt with fairly, appropriately, and effectively for all concerned.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen as an assault on that child and may have legal consequences).
- Smoking (cigarettes or vapors) and consumption of alcohol or other drugs while on school property.
- Possessing a weapon (knife, gun, etc.) on school grounds.

Should **any** of the above behaviors occur, the school may feel it is necessary to remove the offending family from Parkview Pre-K and Prep Academy and contact the appropriate authorities if necessary. The Directors will determine the appropriate action.

Proverbs 19:20

Listen to advice and accept discipline, and at the end you will be counted among the wise.

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Information Updates

The information that you provide us about your child is very important for providing for their complete care. All personal information is kept confidential in your child's file. In the event of an emergency, a parent or guardian must be contacted quickly. It is your responsibility to update your child's information forms as needed. *New phone numbers, new addresses, changes in individuals allowed to pick up your child, and vital medical information must be kept current.*

Medicine

In order for the facility personnel to administer prescription and non-prescription medications, a completed medication form signed by the parent or guardian must be on file. Medication brought to the facility by the parent or guardian must be in its original container. Prescription medication must have a label stating the name of the physician, the name of the child, the name of the medication, and the dosage instructions. All prescription and non-prescription medication will be dispensed according to the written directions on the prescription label or printed manufacturer's label. Adjusted doses should be indicated on medication forms. Expired medication will not be administered and will be disposed of. Parents must hand deliver their child's medication to the office personnel or Director. Do not send medication with the child.

VOMITING / FEVER / DIARRHEA

We understand that children get sick. Our primary concern is for the well-being of ALL the students and faculty.

If your child vomits (for any reason) at school, has diarrhea 3 or more times, or is running a fever of 100.2 or higher, you will be called to come and get them immediately. In order to return to school, your child MUST be symptom-free for 24 hours and/or be on an antibiotic for 24 hours or longer.

IMPETIGO, RINGWORM, CHICKEN POX, RASH, etc.

If we have reason to believe that a child develops any symptoms of anything contagious while at Parkview, we will call you to pick them up immediately and require a doctor's note to return.

If your child has a cold (i.e., coughing, runny nose, etc.), please be considerate of other families and keep your child at home if at all possible.

LICE

If your child has lice, please keep him/her home for 24 hours and bring proof of treatment (box with receipt) to the office when he/she returns. If we discover your child has lice, we will call you to come and pick them up.

Tuition Payments

Tuition payments are due the Friday before the week of attendance. Tuition rates for Thanksgiving Break, Christmas Break, and Spring Break are half price (i.e. Normal tuition = \$100, Holiday tuition is \$50). Preschool students are given 5 sick & 5 vacation days every year to use as you see fit. The only stipulation is that your child cannot be in school on the day/s you decide to use the credit for. The sick and vacation days are "days", not monetary amounts. To use a sick/vacation day, you MUST pick up an absence form from the office, fill it out, and return it within one week of the absence. These days do not roll over.

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Non-payment of weekly tuition will result in withdrawal of your child from our program unless prior arrangements have been made through the Director. Re-enrollment at a later date will be allowed only if permitted by the Director.

Returned checks for any reason will incur a \$25.00 return check charge. We do not redeposit checks.

Messages and Identification

Please notify the director or teacher in writing, in person, or by telephone if someone other than yourself or an individual designated in the registration packet is picking up your child. Any person picking up a child for the first time will be asked to show a picture ID. In addition, the child must be able to identify the person. If a child appears fearful or uncomfortable with the pick-up person, the child will not be released to that person. The safety of the child is our first concern. Please instruct anyone dropping off or picking up your child to sign the *sign-in/sign-out* sheet (pre-school only) with their full first and last name.

HEALTH RECORDS

Florida Statute 232.0232 requires that students enrolling in a Florida school must present HRS documentation verifying that immunization and current health requirements have been met or are exempt due to medical/religious reasons. Students entering PPA must also provide an updated physical. Proof of immunization and a current physical must be in the school office before the student may attend classes. We require a new physical every 2 years.

Pre-School (1-5 year olds)

Hours of Operation

Parkview Pre-K is open from 7:00AM until 4:30PM, Monday through Friday, throughout the traditional school year. Parkview Pre-K is open with modified hours during the summer.

In case of severe weather (i.e. hurricanes, etc.), the facility closings will *usually* coincide with the Highlands County public schools. In case of severe weather, messages will be posted around campus and you will receive an email with updates. Notices may also be posted on Parkview's Facebook page and website.

The preschool will operate from 7:00AM until 2:30PM, and after school care will be from 2:30PM until 4:30PM. Parkview Pre-K & Prep Academy Closes PROMPTLY at 4:30. Late fees will be applied to those who pick up late!

Registration & Curriculum Fees

The registration fee & curriculum fees are annual fees that are due upon enrollment and at the end of every school year for the upcoming year.

The registration fee is \$100 per child.

Curriculum Fees are \$25 for 2 year olds, \$40 for 3-4yr olds, and \$85 for the Pre-K class (students attending kindergarten the following school year).

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Attendance

If your child is absent for one week without any notification to the offices, your child will automatically be unenrolled.

If you wish to withdraw your child for an extended period of time (longer than the one vacation week and one sick week allowed), and wish to reserve his/her place in the school, you must pay the full tuition. This tuition must be paid in advance unless other arrangements have been made with the Director. All withdrawals must be officially conducted through the office. You will be charged tuition until withdrawal procedures are completed.

A 14 day written notice must be given to the school office to avoid additional tuition fees. School records will not be released until all tuition fees have been paid.

Non-payment of weekly tuition will result in withdrawal of your child from our program unless prior arrangements have been made through the Director. Re-enrollment at a later date will be allowed only if permitted by the Director.

Returned checks for any reason will incur a \$25.00 return check charge. We do not redeposit checks.

Nutrition

Parkview Pre-K will provide your child with two snacks each day depending on how late he or she stays each day.. Each snack will consist of two different food groups. You are more than welcome to pack your child a snack, just make sure you let the teacher know.

We do not prepare hot lunches, so please send a nutritious lunch with your child each day. The lunch should consist of at least three different food groups to ensure proper nutrition, as outlined in the Food Pyramid. Make sure everything is cut into the proper size for your child to handle. Please pack lunches that encourage your child to be self-sufficient while eating; and please put a name on all lunch boxes and containers. Silverware and a drink must be included in your child's lunchbox every day. We are not licensed to heat or reheat lunches, so please make sure you pack lunches accordingly. If a lunch is not brought in with your child, you will be contacted to bring a lunch. If you cannot be reached, you will be billed \$10.00 for a lunch that we will provide for your child.

If your child arrives early in the morning and needs to **bring** breakfast, we will serve it. Breakfast will not be served after 8:00AM. Please send breakfast in disposable containers if possible.

Please **DO NOT** send soft drinks or candy for breakfast or lunch. Such items will not be served.

Clothing and Personal Items

When dressing your child, think of the child's comfort and provide clothing that is free of complicated fastenings. Think of messy art projects and playing outside on our playground when choosing clothing. Provide a complete change of clothing in case of accidents, even if your child is potty trained. Please label all clothing and place them in a bag (i.e. backpack, plastic bag, Ziplock bag, etc.). We prefer that your child wear closed toe shoes for his/her safety. Absolutely no types of sandals are permitted. If your child cannot tie his/her own shoes, please send your child shoes such as the following: Velcro, elastic, or Crocs.

Arrivals and Departures

To prevent distractions in your child's classroom, please have your child at the facility by 8:00AM. Children are not allowed to come into the building alone. You must bring your child into the building and sign him or her in. Florida law requires that parents sign-in when the child arrives, and sign-out when the child leaves. Signatures should be legible and include the full first and last name. Children are not allowed to write anywhere on the sign-in/sign-out sheet. Accurate records of attendance and dismissal must be kept. The sign-in sheet is posted in the screened room near the double doors. Upon arrival, please make sure that your child's teacher or the facility director is aware that your child has arrived.

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PLEASE DO NOT pick your child up during nap time, unless it is an emergency. For safety purposes during pick-up times, do not allow your child to exit the building (or screened room) without you. Parents in other vehicles arriving and departing the facility may not see your child. Keep your child by your side until he or she is safely loaded into your car. Children should not, at any time, be allowed to run around the parking lot of the facility.

Please help us maintain adequate traffic flow by keeping the driveway accessible. If you will be longer than five minutes for drop-off or pick-up, please park, leaving the driveway open for free passage. Never leave the motor running in an unattended vehicle. Never leave children unsupervised in your vehicle.

Our license does not allow us to have children in our care outside of our operating hours. Children may NOT be dropped off before 7:00AM or picked up after 4:30PM. A late charge of \$5.00 per minute will be charged to your account for every minute after 4:30PM that you are late. Repeated late pick-ups could result in your child's dismissal from Parkview Pre-K.

Toys, Movies, & Other Items from Home

As a general rule, **children should not bring toys from home** unless they have been given permission to do so from the teacher as part of a school project or show-and-tell day. If a toy is brought on a day that is not permitted, the parent will be asked to take the toy back to the vehicle or the toy will be kept in the school office until the end of the day. The facility cannot be responsible for lost toys and other personal items brought from home. If your child brings a toy for a project or show-and-tell, please make sure that your child's name is on the toy or a bag/container that holds the toy.

Your child may bring a small stuffed animal to be used at nap time only. The stuffed animal will be kept in your child's cubby until nap time.

Children may bring "G rated" movies to share with the class. The teacher will determine by the weekly schedule when the movie may be viewed.

Do NOT send your child to school with jewelry, money, or other small things in their pockets or on their person. Small items are dangerous for other children.

Parties

Birthdays are special and will be recognized in class. If you would like to send store bought cupcakes or cookies for the occasion, please notify the teacher in advance. Fire codes prohibit the use of candles. Treats for special holidays are also welcome. Your child's teacher will keep you informed of all holiday parties and special occasions. The Highlands County Health Department requires that all food brought be purchased from a bakery or store (i.e. Publix, Wal-Mart, etc.).

Holidays and Staff Training

Parkview Pre-K will generally follow the school calendar for closures due to holidays. You will be given a school calendar at the beginning of each school year. For the following school holidays (in which the preschool is closed), 50% of the weekly tuition is due: Thanksgiving, Christmas, and Spring Break. However, the full weekly tuition is due for the remaining school holidays: Labor Day, M.L.K. Jr. Day, Teacher Work Day, Memorial Day, and so on.

Discharge Policy

Parkview Pre-K reserves the right to cancel the enrollment of a child at the sole discretion of Parkview's directors. The following are examples of reasons that could constitute dismissal:

- ! Non-payment or excessive (3 or more) late payments of fees.
- ! Not observing the rules of the facility as outlined in the parent agreement.
- ! Child has special needs that we cannot adequately meet with our current staffing patterns or program.
- ! Physical and/or verbal abuse of staff or children by parent or child.
- ! Child or parent causes constant disruption during activities at the facility.

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Rest Period/Nap

All children in the 1 year old - 4 year old & Pre-K programs will be given a rest period each day. Sleeping is not mandatory, but children must rest quietly on their mats.

Discipline Policies

No child shall be subjected to any form of corporal punishment by the facility staff. Florida state law forbids corporal punishment.

No child shall be handled roughly in any way. No child shall ever be placed in a locked room or closet. Discipline shall be in no way related to food, rest, or toileting.

Age-appropriate rules will serve as behavioral guidelines for each classroom. If a child misbehaves, the teacher will seek to direct the child in appropriate behavior. If inappropriate behavior continues, the child may be directed to another activity or put in *time-out*. *Time-out* means having the child sit in a designated area, a short distance from the teacher. Time-out separates the child from the group activity for a time period appropriate for his or her age (one minute per year of age).

If time-out does not correct the inappropriate behavior, the child may be taken to the facility director or another classroom to be supervised for a longer period of time. If this does not correct the child's behavior, a parent will be called to pick-up the child. Children who are repeatedly disruptive through emotional, physical, or verbal loss of control such as kicking, screaming, biting, spitting, throwing objects, pulling hair, etc. may be dismissed from the facility for a period of time determined by the Director.

A child that demonstrates behavioral issues will be loved and respected. Every attempt will be made to help the child resolve his or her misconduct. If no change becomes apparent within a reasonable amount of time (to be determined by the Director), the child may be dismissed permanently from the facility. This action may become necessary for the well being of the other children and the smooth operation of the facility. The facility reserves the right to immediately dismiss a child who becomes a threat to the safety of the other children or the staff.

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PREP ACADEMY (K-12th Grade)

ATTENDANCE: Being a student is a full-time commitment and is the student's primary responsibility when school is in session. The student is expected to be at school and prepared to learn. School starts at 8:00AM, and a student is considered tardy at 8:01AM.

TARDIES: Promptness is important for all students.

1. PPA students are considered tardy if they are not in their seat at 8:01AM. PPA students are allowed 10 tardies per quarter.
2. Anything over the 10 tardies will result in detention or work detail, or any of the consequences listed under "Maximum Absences".

MAXIMUM ABSENCES

- The maximum number of absences is 10 per 9 weeks. If the student exceeds the 10 absences, possible consequences may include, but are not limited to, the following:
 - Detention or work detail
 - Tutoring after school everyday until 4:00 until work is caught up
 - If additional time is required to complete make-up work, the child will be required to stay until 4:30, and the standard fee of \$10 per week will be applied.
 - Loss of credits for that nine weeks
 - Expulsion

MAKE-UP WORK

It is the student's responsibility to make up work promptly after an absence. Students are normally expected to take tests, quizzes and turn in projects and assignments that were due the day of the absence on the FIRST DAY returning to school. For work assigned during the student's absence, 1 day of make-up is normally given for each consecutive day missed. Students that are suspended from school are not allowed to make up daily work.

Withdrawal Notice

A two week notice before withdrawing a student must be given in writing to the school office or director. The student's account must be paid in full prior to any records being released.

Early Pick-Up

Picking up a child(ren) from school before dismissal time causes classroom disruption, so please limit early pick ups to instances that are absolutely necessary. When scheduling appointments, please try to make them after

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school or during school breaks if at all possible. Parents need to bring in a doctor's note to excuse the early pick-up. Like a tardy, students miss important school work; therefore, early pick ups will carry the same consequence as a tardy. An early pick up is considered any time prior to the end of a child's instructional day.

Proverbs 9:9

Instruct the wise and they will be wiser still; teach the righteous and they will add to their learning.

Tuition Payment

Tuition payments are due **two** weeks prior to the week of attendance. Payments are preferred to be received on Fridays. Tuition rates for Thanksgiving, Christmas, and Spring Breaks are half of your normal weekly rate. All accounts must be paid in full at the end of each quarter to receive report cards or transcripts.

Discipline:

Sending your child(ren) to Parkview Pre-K and Prep Academy is a privilege and not a right. The goals of the school are not to reform, but to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. We also believe that discipline is necessary for the welfare of each student, as well as for the entire school. A child's teacher and/or other agent of the school is granted permission to make and enforce classroom regulations and school policies in a manner consistent with Christian principles on discipline as set forth in the Scriptures.

Proverbs 15:32

Those who disregard discipline despise themselves, but the one who heeds correction gains understanding.

Detention / In-School Suspension

All detentions and in-school suspensions will be given by the Directors. Teachers will fill out the referral and the Director will determine if the infraction merits a detention or ISS. Parents will get a copy of the referral emailed to them.

Detention will be served after school, from 3-4pm on a weekday that is determined by the Director. During detention, students may be asked to complete a reflection on their behavior, clean up the school grounds, write Bible verses and/or, but not limited to, sit quietly. The expectations for the student during detention will be based on the misbehavior, and it will be communicated on the referral. Any student failing to report for detention will have the original detention rescheduled and will possibly receive another detention.

In-School Suspension - During ISS, the student will spend the class day in an alternative, supervised classroom, apart from his/her classmates. He/she will be given their daily work to do from each class. If they do not complete the work by the end of the day, they will receive a zero on the uncompleted work. ISS days will be determined by the director.

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ALL FEES MUST be paid quarterly. ALL accounts must be paid in full at the end of each quarter to receive report cards or transcripts.

Accountability Structure - The students are accountable to their parents for their behavior at Parkview Pre-K & Prep Academy. The school will determine certain consequences as we have laid out in the handbook; however, the school will ultimately hold the parent responsible for their student's compliance with school policies, behavior, and attitude. The responsibility for a child's behavior ultimately rests with the parent.

Scope of Discipline - The Directors are committed to the principle that disorderly and disruptive behavior can only be tolerated insofar as we are able to meet our obligations to all students involved. If a student's behavior continues to prevent the school from meeting its obligations to all students, or if a parent does not require their child to comply with school policy or encourages their student in non-compliance, it is grounds for expulsion.

Expulsion - Students who persist in behavior that requires repeated discipline due to lack of self-control and/or failure of the parent to hold their child accountable to the expected behavior, will be expelled. Additionally, attitudes which are disrespectful to school authority, which breed discontent and incorrect attitude toward school policy and mission, and which lend themselves to undo difficulty in the school's ability to implement policy, will be considered in the decision to suspend or expel.

Means of Discipline

Based on the nature of the infraction, disciplinary action can be placed in one of the following categories:

- Mild (levels 0-1) Generally administered by the teacher in the classroom. Teachers retain the right to refer these problems to the Director(s)
- Moderate (level 2) Administered by the Director(s)
- Serious (level 3) Administered by the Director(s)

Definitions:

1. **Mild discipline** is administered by the individual teacher in harmony with his/her own methods and abilities consistent with school policies, including verbal reprimands, missed recess, etc. Mild discipline will be administered for first time violations of the code of conduct that primarily have an effect only on an individual student's behavior that applies to a specific teacher or classroom and does not involve another student. For instance, gum chewing, talking in class, failure to return signed test papers, or not being prepared for class are examples of violations of the code of conduct or other behaviors that only affect that student and do not interfere with the ability of the school to educate other students. Teachers reserve the right to refer any student to the office for mild disciplinary problems.

2. **Moderate discipline** is administered to violations or behavior that have a direct effect on the school's ability to meet the educational commitments to other students. It will also be administered to students who have consistently broken rules after the teacher has exhausted other methods of discipline. Teachers are encouraged to refer moderate disciplinary problems to the office. Examples of such behavior include, but are not limited to, the following:

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- DEFIANCE TO AUTHORITY - Behavior (verbal or nonverbal) that demonstrates a "direct disobedience" or rebellion to an instructor, assignment, or project.
- ACADEMIC DEFIANCE - Repeated failure to accept responsibility for academic work.
- PROPAGATING DISSENTION - Continued negative attitude.
- MILD VERBAL OR PHYSICAL ABUSE - Mistreatment of other students (i.e. being too rough at recess).
- EXCESSIVE TARDINESS.
- The use of obscene or profane language, remarks, or gestures.
- IMMODESTY AND IMPROPRIETY - Violation of school dress code for the 2nd and subsequent times.
- Any other infraction the teacher or administration feels is moderate. Non-adherence to any of these expectations results in lost time for learning and shows a lack of fairness and respect to others. The teacher is encouraged to refer the student to the office.

3. **Serious discipline** includes, but is not limited to, the following:

- Lying and other forms of deception.
- Misuse of technology, particularly cell phones and other such devices.
- Theft on school campus or during school activity.
- Physical or verbal abuse of a student.
- Blackmail, threats, or intimidation of students or school personnel.
- Slander or libel of a faculty member, another student, or the school.
- Unauthorized possession of any kind of weapons on school grounds.
- Commission of any felony crime on or off campus.
- Possession of alcohol, illegal drugs, tobacco, prescription and non-prescription medication (any medication for the student MUST be turned in to the office & proper paperwork filled out).
- Destruction of school property or school grounds. Parents will be held responsible for repairs to school property or other's property. Report cards and transcripts will not be released until all financial obligations have been paid.
- Failure to respect the responsibilities of the adult responsible for them.
- An unauthorized walk-out from a classroom, school building, or campus.
- Leaving areas designated during a field trip.
- Failure to reach the destination authorized by responsible adult.
- Behavior, including "pranks" that endanger the safety of another student.
- Cheating, including plagiarism.
- Failure of a student to change behavior in response to repeated after-school detention.
- Minor or moderate violations that recur after other methods of discipline have been applied may be subject to suspension and/or expulsion.
- Failure to appear for a detention and/or repeated failure to appear on time for a detention.

The offending student may be disciplined by any means identified in the Student Code of Conduct, or so determined by the Directors to be appropriate, including suspension and/or a recommendation for expulsion. The school reserves the right to report to the proper authorities offenses that constitute a crime as established by the State of Florida and to press charges against the student if the situation should so warrant. The school administration reserves the right to add or delete rules that will enhance the education process.

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Off-Campus Student / Teacher Contact

Students are NOT allowed to contact teachers via phone, text, email (directly), or social media for ANY reason. Any attempts by the student will not be reciprocated or responded to by the teacher or staff member, and administration will be immediately notified. All communication from students to teachers outside of the school property must come through the student's parent or the school email. The parents are allowed to contact the teachers or administration for school related questions.

Inappropriate use of Social Network Site

Social media websites are increasingly being used in society to fuel campaigns and complaints against students, parents, schools, and teachers/staff. The Directors consider the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher or the Directors, so they can be dealt with fairly, appropriately, and effectively for all concerned.

In the event that any pupil or parent/caregiver of a child/ren being educated in the school is found to be posting libelous or defamatory comments on Facebook, other social network sites, or the internet, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content that can be posted on the site and they provide robust mechanisms to report content or activity that breaches this. The school will also expect that any parent/caregiver or pupil remove such comments immediately. In addition, such infractions may result in expulsion of the students.

Additionally, and perhaps more importantly, is the issue of cyber-bullying and the use by a child or parent to publicly humiliate another by inappropriate social network entry. We will deal with this as a serious incident of school bullying.

Cellphones:

Middle & High School students may bring cellphones to school, but all cellphones MUST be turned in to the designated teacher as soon as the student walks into the school. If a student is caught with a cellphone during school hours, it will be turned in to the office for pickup by a parent. If it continues to happen, the student will not be allowed to bring the phone on campus.

*Use or possession of **earbuds** / **headphones** is prohibited on school grounds at all times unless given permission by the Director.*

DRESS CODE

Clothing and personal appearance should contribute to a healthy academic environment. Extremes in clothing or grooming to gain undue attention or to challenge the accepted standards of the school are inappropriate. Moderation and modesty are virtues that should be obvious in a Christian school.

Dress Code guidelines include:

1. All clothing should be neat, clean, and in good repair.

Parkview Pre-K & Prep Academy, Inc

107 A Miracle Avenue, Avon Park, FL 33825
Ph. Prep = (863) 212-8000 Pre-K = (863) 453-8687
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2. No clothing, backpacks, or jewelry are allowed which display anti-Christian symbols, pictures, or messages.
3. No clothing or backpacks are allowed which display insignias, writing, or pictures which promote alcohol, tobacco, controlled substances, or those which are sexually suggestive.
4. No hats, caps, hoods, or sunglasses may be worn inside the buildings except on designated days.
5. Students attending after school events at Parkview Prep Academy, or at other venues where our school is represented, should dress modestly and represent the school in a positive manner.

At the discretion of the Directors, students may be asked to change clothes or leave an event if they are not dressed appropriately.

Girls :

1. Skirts, Skorts, & Shorts MUST be longer than the students fingertips when standing with their arms at their sides.
2. Clothing must fit well, not be too tight or too baggy.
3. Pants/shorts/skirts must be worn at the waist.
Repeated violations will require the student to wear a belt.
4. Jewelry worn must be modest and not be a distraction. (No tongue, eyebrow, nose, or lip piercings)
5. The hoods on sweatshirts are not to be worn in the building.
6. Sleeveless shirts need to have straps that are at least an inch wide.
7. Leggings are permitted IF the shirt is long enough to touch the students fingertips when standing with their arms at their sides.

Boys:

1. Clothing must fit well, not be too tight or too baggy.
2. Hoods to sweatshirts are not to be worn in the building.
3. Pants/shorts must be worn at the waist. Repeated violation will require the student to wear a belt.
4. No bandanas or do-rags.
5. Jewelry worn must be modest and not be a distraction. (No tongue, eyebrow, nose, or lip piercings)

P.E. Days - On your child's P.E. day, he/she is ONLY allowed to wear tennis shoes or standard crocs. If he/she is wearing boots, sandals, flip-flops, slides, or any other inappropriate shoes, they will not receive credit for P.E. on that day and it will affect their grade

DUAL ENROLLMENT

The Dual Enrollment Program provides an opportunity for students to simultaneously earn high school and college credit. For more information, please speak to the Director.

PARKING / PICK-UP LANE:

The parent pick-up/drop-off lane is for picking up/dropping off students ONLY. Please do not park your car in the pick-up/drop-off lane and come in the building. If you need to come inside, please park your car in the parking lot.

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We will not send students out of the building without a parent either coming in to get them or being in the pick-up lane. Your child's safety is our highest concern.

EXAMS:

Students are required to take exams at the end of each nine weeks during the scheduled exam times. No exams will be administered prior to their scheduled time. All students are to remain in class the entire exam period. There is no early dismissal. An email will be sent notifying you of the dates. Please reschedule any appointments you have scheduled for your child during school hours and DO NOT make plans to be out of town.

HARASSMENT / BULLYING POLICY:

PPA intends to provide its employees and students with an environment that is free of offensive kinds of behavior. Any form of harassment, bullying, or cyberbullying by students in school or out of school will not be tolerated. Sexual harassment, which includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment towards a fellow student or school employee is unacceptable. Complaints should be reported to the administration or Director. Violation of this policy requires appropriate disciplinary and corrective action, up to and including expulsion.

STUDENT CONDUCT OFF-CAMPUS

Students are expected to conduct themselves in a manner consistent with the ideals of the school and with a Christian lifestyle, whether on campus or away from school. This policy is in force full-time for all students, on or off-campus, both during school hours and when school is not in session. In cases where there is a serious behavior which is considered illegal (excluding minor traffic or similar offenses) or behavior which is opposed to the philosophical, religious, or organizational standards of the school that will negatively affect the school community, the administration may take disciplinary action, up to and including expulsion, even though the behavior was not at school or at a school sponsored activity.

1 Corinthians 6:1

If any of you has a dispute with another, do you dare to take it before the ungodly for judgment instead of before the Lord's people?

We trust that parents and caregivers will assist our school with the implementation of these policies and we thank you for your continuing support of Parkview Pre-K and Prep Academy.

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Liability-By signing below, I agree to hold the school and its agents harmless for any liability to my child or any guardian or parent thereof because of any claims on behalf of my child against the school or any agent thereof because of any injury or alleged injury to my child. Should legal action for any reason be taken against the school or any employee or agent thereof on my child's behalf and the school or its legal agent not be found at fault, I agree to pay any attorney fees, court fees, damages, or other costs that the school or its agent should incur to defend itself against such action.

I agree that by signing this document, I have read and understand all the information in this handbook. I also understand that the policies will be in effect for as long as my child/ren attend Parkview Pre-K and Prep Academy, whether in Preschool (ages1-5), Elementary, Middle, or High school. Parkview Pre-K and Prep Academy reserves the right to change, add, and/or delete policies in this handbook as it sees fit.

I also agree that I have read and explained the contents of this handbook to my child/ren so there is no confusion regarding policies, procedures, disciplinary actions, and behavior.

I realize that Parkview Pre-K and Prep Academy is an extension of me, the parent, and I pledge my prayerful support to the school administration and faculty. I will make every effort to work with school personnel to ensure the best possible learning experience for my child.

I have read and understand the above information and have read and explained the policies to my child/ren.

Name of Child : _____ Grade:_____

Name of Child: _____ Grade:_____

Name of Child: _____ Grade:_____

Name of Child: _____ Grade:_____

Father's (Guardian's) Signature _____ Date _____

Print Name _____

Mother's (Guardian's) Signature _____ Date _____

Print Name _____