



PARRISH CHARTER ACADEMY

SOARING BEYOND EXPECTATIONS!

Parent/Student Handbook 2019-2020

8605 Erie Rd.
Parrish, FL 34219
Phone: 941-545-6380
PCAEDU.ORG

A Manatee County Public Charter School

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PARRISH CHARTER ACADEMY

SOARING BEYOND EXPECTATIONS!

SCHOOL HOURS

Office Hours	7:30 a.m. – 4:00 p.m.
Classroom Teachers	7:30 a.m. – 4:00 p.m.
Before-School Care	7:00 a.m.
Breakfast	7:30 a.m. – 7:55 a.m.
Students	8:00 a.m. – 3:30 p.m.
Tardy Bell Sounds at	8:00 a.m.

Staggered Dismissal Times:

Parents/Guardians must comply with these times and are not to arrive too early, or too late.

If a parent/guardian has a child in both dismissals, they should arrive for the

Second Dismissal only!

Staggered Dismissal Schedule

Kindergarten & Grade 1:	3:30 p.m. - 3:35 p.m.
Grades 2 – 3:	3:35 p.m. - 3:45 p.m.
After-School Care:	3:30 p.m. - 6:00 p.m.
Tutoring & Enrichment Programs:	3:45 p.m. - 4:45 p.m.
Sports, Clubs/Activities:	3:45 p.m. - 4:45 p.m.

PARRISH CHARTER ACADEMY MISSION STATEMENT:

The mission of Parrish Charter Academy (PCA) is to provide academic excellence for all students through experience and self-discovery in order to develop motivated, independently thinking individuals, who demonstrate exemplary character, social confidence and service to the community. Moreover, PCA embraces the vision of being a school community that actively cultivates innovation and integrity in a challenging and engaging learning environment that ensures academic and social-emotional success.

Schools accomplish their educational purposes and attain goals when the learning climate of the educational institution is one in which the rights and responsibilities of all stakeholders are known and respected. Implicit in these schools is the responsibility of respecting the rights of others. The primary function of PCA is to provide an equal educational opportunity for all students. Effective learning gains cannot take place unless there is an atmosphere of appropriate order and discipline which can be defined as the absence of distractions and disturbances which interfere with the optimum performance of each student, the class and the overall school.

It is the responsibility of each student and parent/guardian to read, understand, and abide by this Handbook.

This Handbook has been developed to inform the parents/guardians and students of the policies, procedures, and organizations of PCA. Well-informed parents/guardians and students play an integral role in creating a positive learning environment. Every effort has been made to include all policies and procedures in this Handbook, however, the PCA Administration, with the Board's approval, has the authority to change or modify any policies or procedures stated in this document. Any such change made during the school year, with Due Process being accorded, shall be considered a part of this document.

ALL POLICIES PRESENTED IN THIS HANDBOOK ARE SUBJECT TO CHANGE BY THE PCA ADMINISTRATION WITH THE BOARD'S APPROVAL. PARENTS/GUARDIANS AND STUDENTS WILL BE NOTIFIED WHEN SUCH CHANGES OCCUR. AN UPDATED HANDBOOK WILL BE POSTED ON THE PCA WEB PAGE. PCAedu.org

Board Meetings are held as scheduled by the Board of Directors. Meeting days and times are posted in the lobby, on the monthly calendars, and at PCAedu.org

PCA BOARD OF DIRECTORS:

President	Mark McCabe
Vice President	Lane Pigsley
Secretary	Adaer Carreno-Lopez

PARENT/GUARDIAN CODE OF CONDUCT

PCA requires the parents/guardians of enrolled children to always behave in a manner consistent with decency, courtesy, and respect. One of the goals of PCA is to provide the most appropriate atmosphere in which a child can grow, learn and develop. Achieving this ideal setting is the responsibility of the PCA employees, parents/guardians and other adults who enter PCA. Parents/Guardians are required to behave in a manner that fosters this ideal milieu.

Parents/Guardians who violate the Parent/Guardian Code of Conduct will not be permitted on PCA's property thereafter. Please refer to the Policy of the, "Parent's/Guardian's Right to Immediate Access" to obtain information regarding the dis-enrollment of a child when their parent/guardian, due to violations of the Parent/Guardian Code of Conduct, is prohibited from accessing PCA's property.

SWEARING/CURSING

Irrespective of being in the presence of a child, a parent/guardian or adult are not permitted to

curse or use other inappropriate language on school property at any time. Such language is considered offensive and will not be tolerated. If a parent/guardian or adult feels frustrated or angry, it is more appropriate to verbally express their frustration or anger using non-offensive verbiage. At NO time shall inappropriate language be directed toward any PCA employee.

THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS/GUARDIANS, OR ADULTS ASSOCIATED WITH PCA

Threats of any kind will not be tolerated by the PCA Board of Directors. In today's society, PCA will not sit idly by while threats are being made toward PCA employees or other stakeholders of the school. In addition, all threats will be reported to the appropriate authorities and will be prosecuted according to the Statutes that apply. While apologies for such behavior are appreciated, PCA will not assume the risk of a second chance. Moreover, it is understood that parents/guardians will not always agree with PCA employees or with the parents/guardians of other PCA students. However, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

PARENTS/GUARDIANS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES!

PHYSICAL/VERBAL PUNISHMENT OF A PARENT'S/GUARDIAN'S CHILD OR OTHER CHILDREN AT PCA

PCA does not support or condone corporal punishment of children and such acts are certainly not permitted on school property.

While verbal reprimands may be appropriate at times, it is not proper for parents/guardians to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress to the child. Parents/Guardians are always welcome to discuss a behavior issue with their child's teacher to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents/Guardians or other adults are not permitted to correct, discipline, or physically punish another parent's/guardian's child. If a parent/guardian should witness another parent's/guardian's child behaving inappropriately and is concerned about their conduct, or, if said behavior was reported to them by their own child, the parent/guardian should direct their concern to the classroom teacher, Dean of Students, Principal, or the Executive Director. Furthermore, it is unacceptable for one parent/guardian to seek out another parent/guardian to discuss their child's behavior that they deemed inappropriate. All behavior concerns should be presented to the classroom teacher, Dean of Students, Principal, or the Executive Director. At that point, the PCA employee would address the issue with the other parent/guardian. Although the reporting parent/guardian may be curious as to the outcome of their concern, the PCA employee who addressed the concern would be strictly prohibited from discussing anything about the situation with the reporting parent/guardian. All children enrolled at PCA have privacy rights and are further protected by PCA's Confidentiality Policy. All parents/guardians are assured that PCA employees will not discuss anything about their child with another parent/guardian or adult visiting PCA.

SMOKING

For the health of all PCA employees, children and associates, smoking is prohibited anywhere on PCA's property. Parents/Guardians are prohibited from smoking in the building(s), on the grounds, or in the PCA parking area(s). Parents/Guardians who are smoking in their cars must dispose of their cigarette or any other forms of tobacco prior to entering the parking lot.

VIOLATIONS OF THE SAFETY POLICY

When parents/guardians arrive to PCA, it is critical that they follow all safety procedures. Said procedures, are designed to protect the welfare and best interests of the children, employees, and other stakeholders of PCA. Please be particularly mindful of PCA's ENTRANCE and EXIT procedures. Although being kind and polite are reputable traits, parents/guardians need to be careful not to allow unauthorized individuals into the PCA facility. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only strong if they are consistently followed. Be vigilant at all times and immediately report any breach of not following PCA's safety procedures to the Dean of Students, Principal, or the Executive Director.

Parents/Guardians have the responsibility to:

1. Notify the school of any change of address, phone numbers or emergency contact numbers.
2. Notify school personnel if the family is relocating.
3. Notify school personnel if there is a family emergency.
4. Be aware of the school calendar and coordinate trips, vacations and personal business to sustain your child's attendance on days the school is open.

COMPULSORY SCHOOL ATTENDANCE - DISMISSAL & EARLY DISMISSAL

If a child is to succeed in school, they must attend school on a regular basis. Every one of the 180 days in the school year is important to child's success. Chapter 232.10, Florida Law, states *"Each parent/guardian of a child within the compulsory attendance age shall be responsible for such child's school attendance as required under the provision of Florida School Statute."*

Poor attendance or excessive tardiness may result in failing grades. It is the parent's/guardian's responsibility to call the school office (941-545-6380) between 7:30 a.m. and 9:00 a.m. the day a student will not be attending school. A note from a parent/guardian to explain an absence must be submitted to the main office upon a student's return. A doctor's note is required if the student was absent 3 or more consecutive days.

1. When a student accumulates five (5) absences, other than out-of-school suspensions, whether excused or unexcused, the school will contact the parent/guardian by telephone to discuss the reasons for the absences and shall document the phone call.

2. When a student accumulates seven (7) absences, other than out-of-school suspensions, whether excused or unexcused, a record of said absences will promptly be mailed to the parent/guardian of the student.
3. When a student is absent nine (9) or more days, whether excused or unexcused, a record of absences will promptly be mailed to the parent/guardian of the student. Moreover, if deemed necessary, a parent/guardian conference will be required.

Excused Absences

1. An accident/illness of the student or a medical or dental appointment; a doctor's note must be submitted to the main office when the student returns.
2. A death in the student's immediate family.
3. An observance of an established religious holiday.
4. A subpoena by a law enforcement agency or a required court appearance.

Unexcused Absences

1. Contribute to the truancy status of a student.
2. Unexcused absences are also increased out-of-school suspension(s). A student that is suspended: is still responsible for all work missed. The teacher will decide if the work missed will count as a "0," or will be made up for credit or partial credit.
3. The administration will notify the district if excessive unexcused absences occur.

Make-Up Work:

Students are expected to make up any work missed from excused absences and will receive grades earned on said make-up work. Students will have the same number of days to complete assignments as they were absent. Make-up work will only be given in advance during a lengthy illness (no sooner than three days), special arrangements must be made with the teacher(s) and the Administration.

TARDINESS

Students must be in their rooms and seated by 8:00 a.m. for homeroom and daily announcements. If the student arrives after 8:00 a.m., said student will be considered tardy.

- A. It is anticipated that students be on time and present each day the school is open during the school year. In an effort to enforce the compulsory school attendance statute, three unexcused tardy arrivals or unexcused early sign-outs may, at the discretion of the school principal, be considered equal to one day of absence. A student is tardy when they arrive after the beginning of the school day or when the student is not in their assigned seat or station when the school day begins, which is 8:00 a.m.

Students who arrive after 8:00 a.m. *MUST* be signed-in at the Main Office.

- B. The school principal or designee is the only person(s) authorized to excuse a student's absence.
1. A note from a parent/guardian is a request that a student's absence be excused.
 2. When a student accumulates an excessive number of absences (5 days in a calendar month or 10 days within 90 calendar days) and/or additional absences occur which are caused by illness, a written statement from a physician verifying the absence was caused by an illness may be required by the principal and submitted by the parent/guardian.
- C. Habitual tardiness to school is defined as being tardy six (6) or more times per quarter.

EXCUSED TARDINESS:

A student's tardy will be considered as excused, ONLY, if a parent/guardian personally escorts their child to the front desk and has a note to excuse the tardiness. The reasons for excused tardiness are as follows:

1. Doctor's appointments with notes from the doctor/ dentist etc.
2. Court notice mandating student's appearance.

Excused tardiness will not count toward the student's tardy record that may accumulate and count as an absence.

UNEXCUSED TARDINESS

A student's Tardy will be considered unexcused, if the tardy is due to: alarm clock failures, car trouble, inclement weather conditions except in case of school closures due to the weather, i.e. hurricanes, tornadoes, etc. In an effort to enforce the compulsory school attendance statute, three unexcused tardy arrivals at the discretion of the school principal, may be considered equal to one day of unexcused absence.

DISMISSAL PROCEDURES

It is critical that ALL parents/guardians be patient the first few weeks of school with PCA's dismissal procedures. It typically takes a few weeks for teachers and parents/guardians to get acclimated to the new dismissal practices and procedures. PCA embraces the safety of the students concurrently with the PCA faculty and staff who will directing the carlines. It is paramount that the parents/guardians are vigilant at following the directives of the faculty and staff who are directing and monitoring the dismissal procedures properly and safely.

STAGGERED DISMISSAL AND SLOW SPEED-THANK YOU!

Staggered Dismissal Times:

Parents/Guardians must comply with these times and are not to come too early, or too late. If a parent/guardian has a child in both dismissals, they should arrive for the second dismissal only!

Kindergarten & Grade 1:
Grades 2 – 3:

3:30 p.m. - 3:35 p.m.
3:35 p.m. - 3:45 p.m.

THERE ARE FOUR AFTERNOON DISMISSAL OPTIONS:

1. **Bus Service:** See bus information page.
2. **After-School Care Program:** All participating students MUST be registered in the After-School Care Program before attending.
3. **Car Rider Line:** Parents/Guardians are to use the car line entering from Erie Rd. for dropping off and picking up students by car. Cars are not permitted to be in, or, drive through the bus zone as that area is only for loading and unloading bus riders. Car riders are to arrive by 7:50 a.m.

For the safety of the PCA students, traffic flow will be restricted to one lane during the morning drop off. Staff and Safety Patrols will assist students arriving and departing the school grounds by car.

Placard:
is the
Card Sign to be placed in
parent's/guardian's car windshield,
with the child's name on it!

Parent(s)/Guardian(s):

In the “Car Rider Line,” please remember to be courteous to faculty and staff. In addition, it is the PARENT’S/GUARDIAN’S responsibility to be patient and vigilant of students as the students are being walked to the
CAR LINE.

Cell phone USE is PROHIBITED in the car line.

4. **Walkers:** For a student to be dismissed as a walker it is necessary for a parent/guardian to complete the **Walker Application**. An administration meeting will then be scheduled.

Parents/Guardians are to send a note to the classroom teacher notifying them how their child will return home. If your child follows a regular or irregular pattern, please make it clear in writing. Please keep a regular routine regarding dismissal procedure(s) for your child. In case of an emergency the student’s normal routine needs to be altered, please notify the office in the morning of said change. If it is a last-minute emergency, please call the office 941-545-6380 no later than 2:30 p.m.

Procedures:

- Students who remain in After-School Care will report to grade-level holding locations.
- Walkers and bus riders will be dismissed at 3:30 p.m.
- Parents/Guardians are NOT permitted to enter the building right before or during dismissal, unless it is before 2:30 p.m.
- Walkers will be led off campus by a PCA staff member.
- Parent/Guardian meetings will not be scheduled to commence until 4:00 p.m.
- The first cars to arrive in the afternoon must be there for Kindergarten and Grade 1 classes only.
- Parents/Guardians are NOT permitted to use their cell phones when they are in the car line. The safety of all PCA students and staff is paramount!
- Be sure to place your child’s **Car Placard** with your child’s name (first and last) and grade level in the front window. **Car Placards** are available for purchase in the front lobby.
- Parents/Guardians must be vigilant of other cars and students in the parking lot.
- If you need to wait for your child/children, please move up in the right lane as far as possible. This will allow others to easily move into the pickup area.
- To ensure safety, parents/guardians must keep their speed to a minimum throughout the pickup area!
- All drivers must be courteous and patient. The reward will be safety and efficiency.

Any student leaving school early must be signed out by a parent/guardian. The sign-out book is located at the reception desk. **Students are not permitted to be dismissed early after 2:30 p.m.**

Early dismissal will not be authorized by the Administration to simply avoid the car-line process.

EARLY DISMISSAL PROCEDURE (PRE-APPROVED AND EMERGENCY)

We strongly discourage parents/guardians from picking their child/children up early during the school day. In the event a student must leave early, the parent/guardian must make the request in person in the main office.

Please be aware that students are not permitted to leave school between 2:30 – 3:30 p.m.

Excused Early Dismissal may include the following:

1. Doctor/Dentist Appointment with note provided.
2. Court appearance (subpoena required).

Unexcused Early Dismissal include the following:

1. Forgotten items (for instance: books, homework, projects, admits).
2. Violation of dress code (to obtain appropriate dress).

RELEASE OF STUDENTS

During school hours, the main office will permit a child to leave school ONLY in the custody of one of the following individuals with valid photo ID

1. Parent/Guardian
2. Person listed on emergency contact card.

AFTER-SCHOOL CARE

After-School Care is offered from 3:30 p.m. – 6:00 p.m. The cost for After-School Care is \$10.00 per day per student. Registration is required before the service can be used and a non-refundable annual supply fee of \$40 is required at the time of registration. An up-charge of \$5.00 per student will be applied on early dismissal days.

All fees MUST be paid by FRIDAY of each week the services are rendered. Tuition is expected based on the student's enrollment and will be billed weekly to the student's account for the days of Attendance. A late payment fee of \$25 will be applied to the student's accounts on Monday for payments that are not made by 6:00 p.m. on Friday of the previous week. Fees can be paid with Master Card, Visa, Debit Card, Checking Account Withdraw, Money Order or Personal Check. **NO CASH PLEASE**

Overdue Balances:

Families that become overdue on balances will be subjected to consequences as listed below:

- * After-School Care - Balances over 100.00 per student - Students will be deferred from After-School Care until the balance is paid in full.

BUS SERVICE

PCA offers limited Bus Service by a lottery and wait-list system. As additional PCA busses are added to its fleet, PCA will be able to broaden its PCA bus service. Parents/Guardians **MUST** complete a **Bus Application** to be considered for the bus lottery. A lottery will be conducted, and names will be randomly drawn to receive said service. Both the student and parent/guardian are required to read and sign the bus contract before bus service begins.

BUS RIDERS

A student who misses their assigned bus at dismissal shall promptly go the office and report to the office staff. The student's parents/guardians will be contacted immediately to arrange transportation.

Students not picked up at bus stops will be returned to PCA and placed in After-School Care, the parent/guardian will be charged for said service.

It is important that students realize that the same high standards of conduct that are mandated at school are also mandated for Bus Riders to and from school concurrently for all students who ride the bus for Experiential Learning Field Trips. Students must sit facing the front of the bus, however, are permitted to talk quietly except at Railroad Crossings where **NO TALKING IS PERMITTED!** Students receiving bus referrals will be disciplined. Repeated referrals will result in the student being suspended from the bus.

SCHOOL BUS DISCIPLINE

1st offense - Verbal warning and parents/guardians will be contacted.

2nd offense - Not permitted to ride the bus for 1-3 days.

3rd offense - Not permitted to ride the bus for 3-5 days.

4th offense - Suspended from riding the school bus for the remainder of the year.

NOTE: Late bus notices are posted, as needed, on our Facebook page as well as emailed to parents/guardians. Please remember to sign up for the Weekly Newsletter Email List to receive important bus information.

EARLY RELEASE DAYS

The PCA Board has provided early release days so that staff may engage in professional development activities. Teacher planning days and early release days may differ from Manatee County School District. Please refer to the month-to-month calendar for scheduled early release and teacher planning days.

Students will be dismissed at 11:55 a.m. and After-School Care will be available for those enrolled. The Staggered Dismissal will be at 11:55 a.m. and 12:00 p.m. A bagged lunch will be served on half days.

There will be no **SPECIALTY** classes on early dismissal days. Parents/Guardians are encouraged to review the "going home" procedures with their children on these Early Release Days.

CAFETERIA PROCEDURES

Meal prices:

- **Breakfast Cost** **\$2.00**
- **Lunch Cost** **\$3.25**

Note: On regular school days, the Lunch time Schedule must be strictly adhered to, however, on days with special events, Lunch times may be adjusted for said special events.

CAFETERIA/LUNCH TIME PROCEDURES:

1. Upon entering the cafeteria, the students will go through the lunch line single file as the exit the lunch line the cafeteria attendant/cashier on duty will scan each student's card.
2. Good manners and appropriate behavior are expected within the cafeteria.
3. The Lunch Calendar will be available on the PCA Website, concurrently, will go home each Month with the student. In addition, a copy of PCA's Lunch Calendar will be posted in the PCA's Main Lobby.
4. Students with Food Allergies will be provided a safe location to eat, however, will not be segregated from the rest of the students. If your child has a known allergy, please submit appropriate documentation of said allergy(ies) to the school and your child's teacher.

CAFETERIA RULES AND RESPONSIBILITIES

The cafeteria rules are posted in the cafeteria and all students are expected to follow said rules and responsibilities at all times.

The students must:

1. Enter and exit the cafeteria in a line that is quiet and orderly.
2. Students are to stand in a single file line while waiting for food.
3. Students are to sit in a pre-assigned area and eat only their food.
4. Student may **NOT** exchange food items with one another.
5. Students are expected to sit and eat quietly for the first 15 minutes of lunch. After said 15 minutes, the students may speak quietly, using their indoor voices.
6. Each student is required to demonstrate good eating manners, moreover, they are to be courteous and considerate of other students and adults in the cafeteria.
7. **At all times, students are to follow the instructions of the cafeteria monitors, or other adults.**
8. No student is allowed to leave the cafeteria during the lunch period without a written pass to some other area of the school.
9. No food or beverages will be taken out of the designated eating areas.
10. **Students are not allowed to leave the school grounds during the lunch period.**
11. Food or objects are not allowed to be thrown at any time, as this poses a serious safety concern. Such acts will result in disciplinary action.
12. **It is critical that students LEAVE THEIR TABLE AND THE FLOOR AROUND THEIR TABLE CLEAN! Each student is required to dispose of their trash from his/her table in the containers provided for trash, however, not until they are instructed to do so by the lunch monitors. Excuses such as, "It is not mine," or "I did not put that there," and so forth, are not permitted.**

PCA participates in the National School Lunch Program (NSLP) and the school must follow its guidelines. Students are not permitted to exchange food. No child should ever be forced to eat, but each student is required to take everything being offered. Food should never be withheld as a punishment. Carbonated drinks, candy and glass containers should not be part of a student's lunch.

OUTSIDE FOOD POLICY

Parents/Guardians may bring a lunch from outside the school, however, must first sign their child out for lunch and eat on the school's front porch. The National School Lunch Program does not permit "Fast Food," to be brought to school for a student to consume.

DISCIPLINE

The design of the Parent/Guardian/Student Handbook coupled with the Manatee School District's Code of Student Conduct enables the school to enforce its provisions consistently and uniformly. The Administration is responsible for discipline and determines the level of the offense and its appropriate consequence.

Discipline can be enforced for any violation occurring on school property, at school-sponsored events, and while at PCA bus stops.

Students are required to follow all classroom and school rules and regulations. The teacher will send students to the main office only after multiple verbal warnings and corrective measures. One the classroom teacher has exhausted every other strategy to improve the student's behavior will the student be sent to the office with a filled out and signed referral.

BULLYING

Although it is difficult to conceive that bullying, cyberbullying and harassment may occur in the early grades of Kindergarten through Third Grade, the astonishing yet realistic fact, is that they do. There are a variety of extraneous variables that determine why these deplorable acts thrive in some primary grade schools while in others, bullying, cyberbullying, and harassment are an **exception, instead of the rule**. The schools that are rarely under siege by a student population that readily participates in bullying, cyberbullying and harassment on a regular basis, are those elementary schools where there exists an effective administrative team coupled with a faculty and staff that possess a teaching characteristic known as, "withitness." A concise definition of the educational term "withitness," is as follows:

"Withitness," is the capacity of a teacher to perceive the needs of their students with accuracy and care. Teachers who possess "withitness," quickly notice the behavior of all students and respond quickly to unexpected events including acts of bullying or harassment. They address these acts of maladaptive behavior instead of ignoring them, as was once the norm re: these forms of aggression relating to power and control of others. Moreover, these educators pay close attention to students' nonverbal and verbal responses. When events deviate from expectations, a teacher who retains "withitness," responds by quickly addressing any forms of bullying or harassment disrupting the educational process, changes the pace in a lesson based on students' comprehension and application of a new concept, recognizes when and how to utilize differentiated instruction, always moving about the room, and interacting with students in an effort to redirect and refocus attention

and learning (“Withitness – WikEd”, 2008). It is also the ability to realize when any form of bullying or harassment is taking place in the classroom, at breakfast or lunch, recess, or while on an Experiential Learning field trip, etc.

The two factors, i.e., the schools that have an effective administrative team coupled with a faculty and staff that possess the teaching characteristic known as, “withitness,” are combined with dynamic anti-bullying and anti-harassment programs, such as “The Expect Respect Model” with the administration and self-motivated teachers that are competent in fostering a student’s sense of a strong self-worth, along with a clear student awareness that consequences do exist for those students that practice these unacceptable behaviors, delineates between those school that are inundated with ongoing forms of bullying and harassment versus those effective schools who rarely have to intervene in this maladaptive conduct and thereby, fosters additional significant learning gains in a majority of the student population.

PCA is committed to providing a safe and caring environment with a positive school climate that enables healthy relationships to be formed among all students and staff and encourages student self-esteem, cooperation, personal growth and a positive attitude towards learning and teaching. A clear bullying (including cyberbullying) and harassment prevention ideology will inform the school community, moreover, the community-at-large that bullying and harassment in any of its forms will not be tolerated at PCA.

An Overview of Bullying, Cyberbullying and Harassment

Bullying is repeated verbal, physical, social or psychological aggressive behavior by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear.

There are three broad categories of bullying:

1. **Direct examples of physical bullying** – hitting, tripping, pushing, poking, excessive tickling, hair pulling, strangling, biting or damaging property.
2. **Direct verbal bullying** – pejorative name calling, insults, defamation of character, humiliating comments, excessive teasing, and general verbal abuse.
3. **Indirect or Emotional bullying** – this form of bullying is harder to recognize and often carried out behind the bullied student’s back. It is designed to harm someone’s social reputation and/or cause humiliation:
 - malicious gossip, lying and spreading rumors
 - playing nasty jokes to embarrass and humiliate
 - mimicking
 - encouraging others to socially exclude someone
 - rejection
 - comments regarding someone’s disability
 - perceived sexual orientation
 - peer pressure
 - terrorizing
 - damaging someone’s social reputation and social acceptance
 - extortion and blackmailing

Cyberbullying is the act of bullying someone through electronic means such as posting mean or threatening messages about the person online or through text messages and is usually done anonymously. Cyberbullying can also be verbal via the telephone or mobile

phone. Finally, this act can be conducted through the written word using various mediums that are available:

- defamatory personal websites
- defamatory online personal pooling websites
- to support deliberately and repeatedly hostile behavior by an individual/group towards another individual or group
- threatening to harm others, or that which would substantially disrupt the educational process or, interferes with the overall successful operation of a school or interferes with a student's ability to receive an education.

Harassment is any verbal, physical or sexual conduct (including gestures) which is uninvited, unwelcomed, which could reasonably cause the recipient of this conduct to be offended, humiliated and or, intimidated.

Students who engage in bullying, cyberbullying or harassment shall be subject to a range of punishments: verbal or written reprimand, out-of- school suspension, or change of placement or expulsion.

Retaliation is defined in the dictionary as meaning "to pay back (an injury) in kind." When a student engages in an inappropriate manner or behavior, especially bullying, to another student, the common reaction of the "victim" is to be angry and want to pay the "bully" back (retaliate). Retaliation must not occur and will not be tolerated. Bullying will not be tolerated and will lead to possible suspension, expulsion and or transfer from PCA.

HARASSMENT

State and federal law specifically prohibit harassment. Instances of harassment may result in both civil and criminal liability on the part of the individual harasser as well as the school board. Harassing activities by students or employees will not be tolerated.

Harassment is when a person continually teases, annoys, threatens or insults another person in either a verbal, physical or written manner. Harassment occurs when a person subjects another person to any unwelcome conduct because of sex, race, origin, religion, etc., on school property or at a school-sponsored event.

Sexual harassment is when a person bothers another person using sexual words, pictures, gestures, or conduct that the other person would find offensive. Sexual harassment includes but is not limited to the following: verbal harassment or abuse of a sexual nature; and discrimination against students or employees because of real or perceived sexual orientation/gender identity or expression thereof.

Confidentiality must be maintained as much as possible during any harassment investigation. Confidentiality is maintained when the identity of the people involved or the circumstances surrounding the incident are kept private. For example, you do not maintain confidentiality if you tell your friends that John Doe or Jane Doe harassed you.

PCA policy forbids harassment. The school will not tolerate harassment of any kind at any of its sites or activities. Personnel, at all levels, are responsible for taking corrective action to prevent

harassment. Allegations of harassment will be promptly investigated, giving due regard to the need for confidentiality.

VANDALISM AND DEFACING SCHOOL PROPERTY

Vandalism at PCA can cost thousands of dollars and jeopardize PCA's lease agreement. For the students' own protection, students should not be on school property when school is not in session. Vandalism and the defacing of school property is a serious offense. Students guilty of these infractions to PCA, or to other schools in any county shall face severe disciplinary action, which can include restitution, suspension and/or expulsion and the student shall be reported to the appropriate law enforcement agency and shall be subject to arrest and prosecution. This includes spray-painting buildings and other similar types of vandalism. Any damage to the school or school property by a student is the sole responsibility of the family of the student.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle or transport weapons of any type or any object that resembles a weapon.

Students violating this policy are subject to Out-School-Suspension (OSS), expulsion, transfer and/or arrest.

Examples of Weapons:

Guns, knives, dirks (daggers), razor blades, ice picks, explosives, chains, pipes, brass knuckles, Billy clubs, Chinese stars, mace, tear gas or any mixture of chemicals used as a weapon, dangerous instruments, toy guns, or anything that resembles or could be considered a weapon on school grounds and up to 500 yards from school grounds, or at related activities are prohibited. Any student that brings a weapon to school, any school function, or on any school-sponsored transportation may be expelled, with or without continuing educational services and referred for criminal prosecution following an administrative hearing.

ZERO TOLERANCE OFFENSES

Parrish Charter Academy has adopted a zero-tolerance policy for serious crimes involving violence, weapons, drugs and behaviors that threaten the safety of students or personnel; illegal activities are not tolerated. The 2001 Florida Legislature enacted CS/CS/HB 267, which requires school districts to adopt a policy of zero tolerance for victimization and prohibits any student who is adjudicated of certain specified felony violations against another student from attending the same school or riding on the same school bus as the victim or the victim's sibling(s).

Exceptional education students are not exempt from the provisions of this bill. However, the implementation in the case of ESE students must be provided within the Individuals with Disabilities Education Act (IDEA), 20 U.S.C., and Chapter 33 as amended by: Public Law 105- 17.

Examples of Zero Tolerance Offenses:

Alcohol; arson; aggravated battery; battery on, threat or intimidation of a PCA employee, agent, or student; bomb threats or general threats to the school population; breaking/entering of school board property; false fire alarms; homicide; kidnapping; major disruption of a school function; misrepresentation of facts resulting in public

slander toward a PCA employee; motor vehicle theft; passing counterfeit money; possession, use, or sale of a firearm, bombs, explosives or a weapon; possession, use, sale, distribution, purchase, or being under the influence of a controlled substance; possession, or purchase, either knowingly or unknowingly, of any drug paraphernalia; possession, or purchase, either knowingly or unknowingly, of any illegal contraband; sale or distribution, or purchase of any substance represented by a student as being a controlled substance; sexual battery; use of a non-weapon as a weapon; willfully and knowingly attempting to do bodily harm to a PCA employee, agent or student, gang related activities i.e., robbery or possession of any weapon or firearm that resembles a true weapon or firearm.

Consequences of Zero Tolerance Offenses:

1. The student will receive OSS immediately.
2. A parent/guardian will be notified.
3. The student may receive OSS, expelled, or recommended for change of placement.
4. Referral to an appropriate law enforcement agency.

Consequences of Felony Drug-Related Incidents:

1. The student will be on OSS immediately, and the parent/guardian will be contacted.
2. The legal authorities must be contacted immediately.
3. Any student with drugs or involved in drug related incidences may be expelled or arrested.
4. The PCA and local school board will decide if the student is permitted to return to school.

Tobacco or Tobacco Products Consequences:

1. Mandatory parent/guardian conference.
2. Referral to law enforcement.
3. Mandatory anti-tobacco education as stated in F.S. Section 386.212 and 569.11.

Fighting Consequences:

1. 1 to 10 days OSS and a mandatory meeting will be scheduled with a parent/guardian.
2. Successful completion of peer mediation, conflict resolution or anger management training.
3. Referral to appropriate law enforcement entity.
4. Student may be expelled or transferred to another school depending on the incident. Actions that were taken clearly in self-defense without prior physical or verbal exchange shall not be considered an intentional act under this rule, but a student will still be placed on OSS for fighting or striking a student back.

Sexual Harassment Consequences:

1. Verbal and written reprimand. (Mandatory parent/guardian meeting)
2. Out-of-school suspension (OSS). 1 to 10 days.
3. Change of placement and/or expulsion.

Drug Possession Consequences:

1. OSS: 1-10 days and mandatory parent/guardian meeting.
2. Referral to law enforcement.
3. Referral to the Juvenile Drug Court Program.
4. Permission to attend a regular school program if the student participates in a Drug Court program and/or treatment center.
5. Failure to successfully complete Drug Court program and/or treatment center may result in a recommendation for a change of placement and/or other sanctions.
6. The PCA and local school board will decide if the student returns to school.

BEHAVIOR CONSEQUENCES

There will be a school-wide discipline plan, however, all teachers will have their own classroom rules and regulations that all students must adhere to (Behavior Management System). Each teacher will be sending this information home on the first day of school and it is imperative that the parent/guardian reads said information. The teacher's **Behavior Management System** will also be posted in each student's classroom. It is the parent's/guardian's responsibility to read and become very familiar with their child's teacher's **Behavior Management System**. After all behavior strategies have been exhausted to ameliorate a problem with a student in the classroom, the teacher may then, coupled with the appropriate paper work send a student to the main office.

This is always a last resort for teachers.

1st Administrative Referral:

The teacher will complete a referral form, which includes a rationale for sending students to the main office. The Administration will contact the parent/guardian to make them aware of the observed behaviors. The Administration will meet with the student, give him/her a verbal warning and send them back to class, unless a serious offense has occurred.

2nd Administrative Referral:

The teacher will write a referral and send the student to the main office. The Administration will contact the parent/guardian regarding the behavior. The student will have loss of privileges and be sent back to class, unless a serious offense has occurred.

3rd Administrative Referral:

The teacher will write a referral and the Administration may authorize a suspension, contact the parent/guardian to pick up the child, and schedule a mandatory meeting to discuss the child's future at PCA.

The Charter School learning environment is not for every child. After the 3rd consequence, another placement may be discussed with FORZA

Education Management, The PCA School Board and the Manatee School District.

SEVERE CLAUSE

Fighting, Profanity, Disrespect or Disruptive Behavior may result in immediate suspension from school, i.e., Out of School Suspension (OSS). A parent/guardian will be contacted just subsequent to any of the unacceptable behaviors listed above, to pick up the student in a timely manner.

Suspensions may be given to any student that is sent to the main office for violating the rules and regulations listed in this Handbook.

OTHER OFFENSES

A pattern of continuous disruptive behavior may result in an OSS and/or change of placement. Other acts of misconduct that disrupts the educational process, interferes with orderly classroom procedures, school functions, extracurricular programs, the transportation of students, or a student's own learning process shall be subject to a range of consequences determined by the administration.

PCA will be using the Manatee County Code of Conduct as a guide to PCA's discipline procedures. The Administrative Team, FORZA Educational Management with the approval of PCA's Board of Directors will make final decisions as they relate to the consequences of any student's inappropriate behaviors or actions. The copy of the Manatee School District Code of Conduct levels of behaviors and their consequences can be found at <https://www.manateeschools.net/cms/lib/FL02202357/Centricity/Domain/1115/Approved%202018-2019%20Code%20of%20Student%20Conduct%20-%20English.pdf>.

DRESS CODE

Studies suggest that a higher standard of dress encourages students to behave more mannerly, have greater respect for one another and results in a higher standard of overall behavior. PCA's dress code guidelines indicate appropriate school dress for normal school days. The PCA Administration reserves the right to interpret these guidelines and after due process has been accorded, may make changes to these guidelines during the school year. Students are expected to follow these guidelines and every student **MUST** wear a school uniform.

The PCA uniforms are ordered online at PCAEDU.ORG

SHIRTS	<p>K – Grade 3 students MUST wear the short or long sleeve school polo shirt with the PCA logo in either blue, green, or grey on Monday – Thursday.</p> <p>Spirit shirts in blue, green, or grey may be worn on Friday.</p> <p>These are the only shirts permitted to be worn in school. Shirts are to be worn tucked in at all times. All undershirts MUST be solid in grey, navy blue, or white.</p>
SWEATSHIRTS	<p>ONLY PCA spirit sweatshirts and fleeces will be worn inside the building in cooler temperatures. (available for purchase)</p> <p>K – Grade 3 will wear blue, green, or grey.</p> <p>Hoods are not to be worn on any student's head on <u>campus</u> at any time before, during, or after school.</p> <p>Other sweaters and outer jackets, coats, hats, scarves, gloves, and mittens <u>must be removed upon entering the building.</u> In severe/cold weather, aforementioned clothing may be used during outdoor activities as deemed appropriate.</p>

BOTTOMS	<p><u>BOYS</u> - ONLY uniform pants or shorts in Khaki, Black or Navy Blue are acceptable.</p> <p><u>GIRLS</u> – ONLY uniform pants, shorts, capri-pants, skirts, skorts, or jumpers in Khaki, Black or Navy Blue are acceptable.</p> <p>Garments must fit so they do not fall below the waistline. Hemlines must be no shorter than finger-tip length.</p> <p>The following are not permitted:</p> <ul style="list-style-type: none"> *Jeans, denim, stretch, spandex, cargo or decorated pants or shorts *Athletic/sport-style shorts, sweat/warm-up style pants *Tights or leggings in any color *NO frayed edges or holes of any kind.
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BELTS	<u>All bottoms with belt loops require a solid color belt in blue, brown or black.</u>
SHOES/ SOCKS	<p>ONLY traditional tennis shoes with laces or Velcro closures are permitted. No boots, dress shoes, flats, heels, sandals or flip flops.</p> <p>Socks must be a solid in white, khaki/ brown, navy blue, or black.</p>
PE ATTIRE	All students will participate in physical education. K-3 students are not required to dress out for PE instruction. However, students are required to wear sneakers daily. Footwear for physical education classes must be suitable for outdoor physical activities and unsafe shoes such as, “skate tennis shoes,” are not permitted.

Any non-PCA attire being worn without permission will receive a verbal warning and said attire will be maintained in the main office and returned to the student at the end of the day. The administration will be the final judge concerning the appropriateness of a student’s clothing and appearance.

Makeup: Students in grades K-5th may not wear any makeup, not even lip-gloss. Students are permitted to have lip balm (chap-stick). K – 5 students wearing makeup will be sent to the restroom to remove it. If makeup is still not removed, students will be sent to administration.

Hair: Hair must be neat and clean with no "unnatural" colors, i.e. fluorescent, bright green. No hats, bandanas or headbands may be worn. Essentially, no headwear except hair bows, hair

bands, etc., for girls. If there is a question, please ask.

Perfume & Cologne (Health Concern): Boys and girls are not permitted to wear perfume or cologne, due to students and staff with allergies and asthma.

- **Boys and girls may not wear body piercings other than earrings or studs in their ear lobes, for safety purposes. Nose rings and other facial piercing are not permitted.**
- **Students are not permitted to wear anything offensive, immodest, or deemed inappropriate by the faculty.**
- **Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear shall not be visible.**
- **Clothing shall not expose the mid-chest area.**
- **Head coverings shall not be worn in the building unless required for religious observance or health-related reasons.**
- **Mini-skirts, mini-dresses and short shorts are not permitted.**
- **Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which provoke violence or disruption in the school, shall not be worn.**
- **Wallet chains shall not be worn. Large dangling earrings are not permitted for boys or girls**
- **All pants and shorts shall be secured at the waist.**

If the appropriateness of attire is questioned, students will be referred to the office and required to change, and the parent/guardian may be contacted. Disciplinary actions will be taken when violations are repeated.

The general appearance of a student should reflect neatness and good personal hygiene. Any student that violates the grooming and hygiene policy will be sent home. Students may return to school when their appearance is appropriate. Students should be showering 1-2 times per day and students in third through seventh grade should be using deodorant.

DRESS CODE VIOLATION CONSEQUENCES:

Teachers will be checking for dress code compliance as each student enters the classroom at 8:00 a.m. Students must be in the appropriate attire. Any student out of dress code will be required to change into the appropriate attire. A parent/guardian will be contacted to bring the appropriate clothing to school. Students are not permitted to attend class until they are wearing clothing as stipulated by the dress code. Continuous dress code violations will lead to a parent/guardian conference, suspension, or other administrative action.

HOMEWORK

Homework should never be just “busy work,” however, must be a meaningful and relevant activity that reinforces concepts learned at school, leading to significant learning gains and mastery of the Florida Standards. The homework assignments should correspond with the student’s individual abilities, similar to the differentiated instruction disseminated during class time and also be of interest to the student to ensure the facilitation of independent and successful completion of the homework assignment. Moreover, it should be an extension of the activities begun in school by the students under the guidance of their teachers and continued at home. Teachers and parents/guardians can work together to guide their children as they discover concepts and information that promotes achievement and educational independence.

One of the purposes of homework that teachers would like for the students to adopt at home is the development of good and consistent student study habits early in their academic lives. Moreover, for students to have the opportunity to share their learning with their parents/guardians. If a child does not understand their assignment/concept after attempting to complete the assignment with their parents/guardians at home, the parent/guardian should forward a brief, however, specific explanation clarifying where the breakdown in comprehension of the assignment/concept occurred. This additional clarification by the parent/guardian will give the teacher more to draw from to ameliorate the problematic areas of understanding by the child.

Homework will include varied activities that reinforce the basic skills or enhance the concept(s) learned, moreover, will integrate problem solving and critical thinking. **Homework should not be utilized to introduce new concepts.** The homework should be differentiated according to individual student’s abilities or remediation that is necessary. Homework assignments will not be punitive in nature or require students to have specific educational tools, such as Internet access.

Teachers will provide regular feedback to students and parents/guardians regarding their homework assignments. Parents/Guardians will be notified when a student routinely does not complete their homework. Correct completion of homework assignments will be identified on each homework assignment, mid-term quarterly reports and under the Expected Behaviors section of the report card.

All Grades: We encourage students to read at least twenty-thirty minutes every night.

Please note that Homework may be assigned on Fridays and over long breaks.

ACADEMIC DISHONESTY

A. Types of cheating

1. During Testing

- a. Looking at another student's paper.
- b. Holding paper so that another student can read and/or copy.
- c. Using "cheat sheets," or other concealed information.
- d. Opening book to answers.
- e. Giving another student or students answers or test questions.
- f. Writing answers on desk.
- g. Sharing information via cyber or electronic communication devices.

2. Homework Assignments

- a. Copying another student's answers, papers, or assignments.
- b. Submitting written report without having read complete assignment, i.e. reading a summary instead of a book.
- c. Plagiarism of any source including the Internet.

3. Altering or changing answers on class papers.

4. Passing answers or information to other students between classes.

5. Paying or bartering others to do school work.

B. Disciplinary action relating to cheating

1st offense: failing grade on work and parents/guardians notified.

2nd offense: failing grade on work and conference with an administrator, parents/guardians, and the teacher. Other penalties will be determined from conference with parents.

Any student who uses or copies another person's work and presents it as his/her own without proper documentation will receive a suspension. Any student who participates in using, copying, or providing another student with any test answers, answer keys or another person's work representing it to be his/her own work is guilty of unacceptable academic conduct.

Furthermore, students who knowingly share or offer their work to those who cheat must understand that they are equally guilty in perpetrating a dishonest act that tarnishes the academic integrity of the school. Therefore, these students who knowingly share their work will have the same punishment equal to someone who plagiarizes.

Cheating and Plagiarism constitutes academic dishonesty and students can be given 1-5 days of OSS. Moreover, students may justly be denied awards, privileges, and honors that the school has bestowed on those that were students that were to uphold the integrity of PCA. Furthermore, any student who has been on OSS for academic dishonesty is barred from participating in any field trips (unless said trips are, Experiential Learning Trips) and are barred from any other after school activities on the days they are punished, including sports, practices, and games.

GRADING POLICY/GRADES

Students are informed by the school of their academic progress and shall have periodic reviews

of their learning gains by the faculty. Students' academic marks in each class will be presented fairly and impartially regarding their academic progress in that class. Students will have the opportunity to periodically review their marks with their teacher. Students shall be graded on their progress and class work. Conduct, while not a part of a student's grade, may bear an indirect relationship to said academic grade, especially when a student is absent from a class and unable to make up work due to misbehavior.

Students must accept their responsibility for regular class attendance. They must also perform all tasks required for the successful completion of the courses they are enrolled in. In addition, they must be responsible for making up all work missed during excused absences. The completion of classroom assignments to the best of each student's ability fosters mastering the concepts being presented. It is imperative that the students cooperate with the teacher to provide a good learning environment. In addition, it is critical that all students refrain from cheating or plagiarizing on work assignments and evaluations. Students will receive effective feedback via interim progress reports and quarterly report cards.

ACCOUNTABILITY AND TRACKING

PCA's Accountability Plan must provide information needed to measure and track the school's progress toward its goals, make program adjustments when needed, and report to parents/guardians, the community, and the Charter Authorizer on performance and progress.

It is the intent of PCA that all Kindergarten through 8th grade students become proficient in reading, writing, math, science, social science, and the Specials each year at, or above their grade level. Students will make progress towards PCA's achievement standards in preparation to meet or exceed the Florida Standards as tested on the Florida Standards Assessment (FSA) instrument that is administered to all 3rd through 8th grade students.

In addition, all grade levels will be assisted in achieving mastery of the Florida Standards via the monitoring of their progress, moreover, showing areas of weakness enabling focused remediation identified by the I Ready Tests for reading and math. In addition, third grade will employ the SAT 10 as a good cause measure as well. Furthermore, Pre, Interim, and Post Tests will be used in monitoring mastery of quarterly benchmarks regarding significant student learning gains throughout the school year. The results, utilizing the above evaluative and monitoring tools, will generate the "evidence of facts," that will present the annual PCA "snapshot" to the school community, Manatee County, and the Florida Department of Education.

REPORT CARDS

PCA will be using Manatee County's Standards Based Report Card System for grades K-5. Grades 6-8 students will receive a percentage-based report card. PCA and Manatee County Public Schools will use the FOCUS System for Attendance and Grade Reporting System. Parent/Student Portal access will be made available for online tracking of student assignments.

PROGRESS REPORTS (INTERIM)

Progress reports will be sent home in accordance with the Manatee County School District's schedule. These will indicate the child's progress in class and any comments about the child.

Once sent home, they are to be signed by the parent/guardian and returned to the teacher. PCA's goal for every student is that they become proficient in all Florida Standards for their grade level by the end of each school year in order to be successful in their future school experience.

Grades K-3 will receive three different reports each nine-week grading period: i.e. an Interim Report (2nd and 3rd quarter ONLY), Report Card, and Student Assignment Completion Report.

SPECIAL SERVICES

PCA offers ESE, ELL, speech, language, and OT/PT services for any student that qualifies. Documentation from your family physician or any other Doctor must be submitted, coupled with implementing and completing the MTSS process before any special services can begin. Contact your student's teacher should you feel your child needs these services.

CHARACTER EDUCATION

Character Education is one way to enhance every child's self-concept and self-esteem, moreover, to improve overall behavior, enhance learning gains, in addition, reduce tardiness, absences, and conduct that requires that the student be placed on OSS. Finally, Character Education will increase a sense of purpose, citizenship, responsibility, and service to the community.

CHILD ABUSE/NEGLECT

Under the law, teachers are compelled to report any case of suspected child abuse. Teachers are protected under the law against a lawsuit from parents/guardians for reporting a case.

HEALTH ISSUES AND MEDICATION

Illness – The health and physical well-being of all students is a matter of great concern to PCA.

A student who is sick with a fever (100 degrees or higher), headache, diarrhea, vomiting, nausea, open sores, or similar illnesses should not be sent to school.

Students must be without a fever for 24 hours, without the aid of fever reducing medication, before returning to school.

Health conditions such as pink eye, are highly contagious and must be properly treated before a student may return to school.

Medication - Whenever possible, medications should be given at home. However, if it is necessary for your child to receive a prescribed or over the counter medication at school, the parent/guardian must bring the medication to school in the original container or packaging with a Medication Authorization Form completed and signed by the prescribing physician and the parent/guardian.

1. All medications must be brought to school by the parent/guardian and signed-in with the office staff.

2. Medication must be delivered to school in the container in which it was purchased (dispensed). The medication label must indicate the student's name, name of medication, physician's name, dosage (amount) and time (frequency). If the medication requires equipment for administration (cup, spoon or dropper), the parent/guardian is responsible for supplying the articles labeled with the student's name.
3. A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis.
4. All medication must be kept in the school office; a student is never permitted to keep any medication on their person. Students may not carry medications at school except in very specific situations, which require the written approval of the physician, parent/guardian and administration.
5. Only medication approved by the Food and Drug Administration will be accepted for administering at school.

When medication is discontinued, or the end of the school year arrives, medication not taken home by the parent/guardian shall be destroyed. Special arrangements must be made if a student is self-medicating.

Inhaler use - a student who has experienced or is at risk for life-threatening anaphylaxis may carry an inhaler and self-administer while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities, as long as, the school has been provided with parental and physician authorization.

Epinephrine use - a student who has experienced or is at risk of life-threatening allergic reactions may carry an epinephrine auto-injector and self-administer epinephrine by auto-injector while in school, participating in school-sponsored activities, or in transit to or from school or school-sponsored activities if the school has been provided with parental and physician authorization. The State Board of Education, in cooperation with the Department of Health, shall adopt rules for such use of epinephrine auto- injectors. A school district, county health department, public-private partner, and their employees and volunteers shall be indemnified by the parent/guardian of a student authorized to carry an epinephrine auto-injector for any and all liability with respect to the student's use of an epinephrine auto-injector pursuant to this paragraph.

STUDENT ILLNESS OR ACCIDENT IN SCHOOL

When a child becomes too ill to remain in class, the parents/guardians will be contacted. For this reason, *it is most important that PCA is notified immediately if a telephone number is changed, moreover, emergency contact information must be kept up to date.* Facilities for emergency care in school are very limited. A school nurse is not provided on site, however, trained personnel in providing medical care to students are on the PCA campus. If and when parents/guardians are notified of an accident or injury to their child, they must have a plan to expeditiously pick up their child. Moreover, if a serious illness or injury occur, the parent/guardian will be notified immediately and if deemed necessary by the administration, the Emergency Medical Services (EMS) will be called to render medical assistance. The cost

incurred in said emergency is the responsibility of the parent/guardian.

COMMUNICABLE DISEASE

If school personnel cannot decide if a child with a rash or sores has a communicable disease, a parent/guardian must obtain a physician to certify that the child is free of any communicable disease. The parent/guardian must keep the child at home until such time a parent/guardian can secure an official clearance in writing from a physician, in writing, confirming that the child is free from any communicable disease.

“NO NIT” POLICY PROCEDURE:

PCA has a “No Nit” policy. If a child is suspected as having head lice, a staff member proficient in making this determination will examine the child’s head. If indeed it is confirmed the child must be picked up from school and will not be permitted to return to school until his/her head is free from lice and nits. Parents/Guardians are responsible to provide the appropriate treatment to eliminate head lice and nits before the child returns to school. A child should miss no more than one day of school because of head lice.

1. If a student has signs or symptoms of head lice, the trained staff member will check the student’s hair and scalp to determine if live lice or nits are present.
2. If live lice or nits are present, the parent/guardian must pick up the child promptly and will be given instructions for the treatment and removal of the nits and/or lice. All siblings will also need to be checked.
3. The parent/guardian must accompany the child to school after treatment and be present during a recheck. Students who have live lice or nits during a recheck is being conducted, will not be permitted to return to class.
4. Please check your child frequently and notify the office if lice and/or nits are found.

CLUBS AND ACTIVITIES

Clubs and organizations can provide meaningful learning experiences that broaden the information base of students, supplement the formal curriculum by increasing knowledge and skills, introduce participation in vocational and technical education programs, afford constructive use of leisure time, provide services to the school and community, and fosters the students' academic achievements and accomplishments. Clubs and organizations will be shared with all parents/guardians once schedules have been established. Students have the opportunity to join any club that is offered. Research clearly suggests that involvement in clubs and activities is beneficial for most students. More clubs can be added contingent upon student interest coupled with securing a faculty sponsor and parent/guardian support. Permission forms for said clubs and activities must be completed and signed by a parent/guardian prior to a child participating in any club or activity.

CONFERENCES

Parents/Guardians are required to contact their child's teacher when they wish to arrange for a conference. Please send a note or email to the teacher and indicate two or three dates and times, which are convenient for you. At least one-day notice should be given to the school, unless it is an emergency situation. There will be at least two-scheduled Conference Nights this school year. Parents/Guardians will visit the school to meet with one or more teachers. The Conference Nights will be announced well in advance so that all parents can arrange their schedule to attend. All conferences will follow a strict time limit.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) – STUDENT RECORDS

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents/guardians certain rights with respect to their children's education records. These rights are:

- *The right to request the amendment of the student's education records* that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/Guardians or eligible students who wish to ask the school to amend a record should write the school Executive Director, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- *The right to consent to disclosures of personally identifiable information contained in the student's education records*, except to the extent that FERPA authorizes disclosure without consent. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local

authorities, within a juvenile justice system, pursuant to specific state law. Upon request, the school will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

- *Schools may also disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The media permission form sent home at the beginning of each school year gives parents/guardians an opportunity to instruct the school not to share any directory information about their child or allows them to request that certain information not be shared. Please be sure to make your wishes regarding directory information known to your child's school. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. At PCA, we notify you of these issues in our Parent/Student Handbook.*

For additional information on the federal Family Education Rights and Privacy Act (FERPA), visit the U.S. Department of Education's website at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

EXPERIENTIAL FIELD TRIPS & FIELD TRIP POLICY

The Parrish Charter Academy Board believes that field trips, both in and out of the county, can be an integral part of the learning process in many areas of education. Especially in an Experiential Learning School where the school purports "Learning by doing." For purposes of this policy, an Experiential Learning Field Trips, or other Purposeful Mission and Vision Field Trips shall be defined as an approved trip away from the school site.

Field trips may be approved during Teacher Pre-Planning weeks. Field trips, for the most part, may only be requested for Experiential Learning purposes and aligned to Florida Standards and the School's Mission and Vision, with a few trips being social and/or based on extracurricular activities.

1. An Authorization for Trip Form signed by the parent/guardian must be on file at the school for each K-3 student in order for him/her to make the trip.
2. Students may be denied the privilege of participating in Field Trips, if said student(s) has/have been disruptive and have violated the Student Code of Conduct or fail to conform to school rules and regulations. The final decision on whether the student may participate shall be made by the administration with documentation and input from pertinent staff. If student(s) remain(s) on campus during a scheduled field trip, the teacher is responsible for making provisions for said student(s) to be supervised in another classroom. Moreover, the teacher is also responsible for providing work for that student including that a portion of the assigned work must center on any Florida Standards that will be focused on during the field trip that they are missing.

3. ONLY approved Level 2 Volunteers may attend and assist in supervision on field trips.

Overdue Balances:

Families that become overdue on balances will be subjected to the consequences listed below:

- **Lunch - Balances exceeding \$30.00** - Students will be served a cheese sandwich, Cheese stick, and water instead of a full student lunch.
- **After-School Care Balances exceeding \$100.00** – The student will be removed from After-School Care until the balance is paid in full.

HOMEROOM

During homeroom, teachers are responsible for taking daily attendance, checking dress code and securing and expediting an accurate lunch count to the main office. It is imperative that students be on time to school enabling them to be knowledgeable of the information shared during morning announcements, moreover, giving the student time to adequately prepare for the day.

JESSICA LUNDSFORD ACT

This law went into effect on September 1, 2005, requiring a Level 2 screening (fingerprinting and FBI background check) of any non-instructional school district personnel, contractual personnel, or parent/guardian volunteering support, who are permitted access on school grounds when students are present, as well as those who have direct contact with students or who have access to or control school funds. “Contractual personnel” has been defined as any vendor, individual, or entity under contract with the PCA School Board.

LOST AND FOUND

Please be sure your child’s name is in his/her wallet, purse, coat, sweater, lunchbox, raincoat, etc. Many such articles are lost and unclaimed. At the end of each grading period, all unclaimed items will be donated to a charitable organization.

PARENT/GUARDIAN GRIEVANCE POLICY

If parents/guardians disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.

If a situation occurs when parents/guardians believe that a decision affecting them or their child is unjust or inequitable, they are encouraged to make use of the following steps. However, the parent/guardian may discontinue the procedure at any step.

Step 1. Communicate with the classroom teacher via telephone, email, and or send a note discussing the concern. Email addresses are available at the front desk and on the school web page.

Step 2. Schedule a Parent/guardian Teacher Conference with the classroom teacher to

discuss the concern further if needed. At this meeting, establish next step or goal and the process for follow up, as necessary if the concern is not ameliorated. For unresolved concerns, please follow Step 3.

Step 3. Schedule an appointment with the Executive Director.

Step 4. Contact or schedule an appointment with FORZA Education Management.

Step 5. Submit your concerns in writing to the PCA Board of Directors and the concern will be discussed at the next Board Meeting. Please seal your concern in an envelope and deliver it to the office manager.

Step 6. Individuals wishing to address the Board of Directors under Public Comments, are requested to sign-up by emailing their contact information to Info@FORZAedu.com Or by contacting the front office prior to the beginning of the meeting. Individuals are limited to three minutes to present their comments. The Board of Directors will not respond to extended public comments during the meeting, however, will follow-up any comments presented in the most appropriate and time-effective manner.

Not every problem can be resolved to everyone's total satisfaction, but only through discussion and understanding of mutual problems can parents/guardians and educators develop confidence in each other. This confidence is important to maintain a strong home-school partnership.

PARENT-TEACHER ORGANIZATION (PTO)

The PCA Parent-Teacher Organization is an organization for communicating among the parents/guardians, teachers, and administration. The PTO is open to all families and parents/guardians are encouraged to attend monthly meetings.

We extend an invitation to you to be active in the PCA PTO. Your involvement will make the year a rewarding and meaningful experience for you and your children. Monthly meeting dates and times are indicated in the calendar. PTO membership voluntary donations are \$10.00. These funds go toward activities that promote school and community partnerships. In addition, funds are used toward field trips in order to keep the cost down so that all children can participate. **The PTO is responsible for student recruitment, fundraising, the school bookstore, and planning special events for students and teachers.**

PLEDGE OF ALLEGIANCE: Statute 1003.44 (1)

Each School Board may adopt rules to require, in all of the schools in the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all citizens should stand at attention, men removing the headdress, except when such headdress is worn for religious purposes.

The Pledge of Allegiance statement, “I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all,” shall be rendered by students standing with the right hand over the heart.

The Pledge of Allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle and high school in the state. Each student shall be informed by posting a notice in a conspicuous place that the student has the right not to participate in reciting the pledge. When the pledge is given, citizens should show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes. A student has the right not to recite the Pledge of Allegiance, but the student must stand.

SCHOOL PARTIES

Any classroom parties, or any other parties on campus, **MUST** be approved by the administration. Carbonated Sodas may not be served in the school at any time - only water, milk, or fruit juice are acceptable drinks. Approved parties must take place **ONLY** during the last thirty minutes of the school day, as per Federal Lunch Program guidelines. Any snacks brought to school from home should be healthy and purchased from a store. Any snack purchased for a party must come in with a student or left at the front desk. All food brought to school for classroom parties must be store-bought.

STUDENT BIRTHDAYS

Birthday parties are not held at school. Classroom teachers will acknowledge a student's birthday in a variety of ways IF family beliefs approve of this celebration. Parents/Guardians are permitted to bring in a store-bought treat to recognize their child's birthday. The timing of this will also be restricted to the final thirty minutes of the school day. Invitations for home parties must be distributed to the entire class, so as not to disrupt PCA's academic program, or to be the basis of hurt feelings. Please do not have flowers or balloons delivered to your child at school. They will not be delivered to the classroom as doing so would disrupt the Educational Process. Additionally, items of this nature are not permitted on buses.

SCHOOL PICTURES/ YEARBOOKS

School pictures are taken twice a year with scheduled make-up days following each session. Information will be sent home for parents/guardians to complete and return if they wish to order said pictures. For Fall Picture Day, students are required to wear the normal dress code. During our Spring Picture Day, students may dress up and are permitted to be out of uniform. School yearbooks will be sold in the spring with a cost to be announced. Information will be sent home regarding yearbook sales.

SCHOOL SUPPLIES

Each grade will distribute a list of the necessary school supplies for the class. Said list can also be found on the web site: PCAedu.org. Some items will be used for the entire community and some may be for your child. Therefore, it is not necessary to label all supplies. Please make sure that your child is prepared for class each day with several sharpened pencils, crayons, and anything else requested by the teacher. Additional supplies can be donated to the PTO, which will count toward mandatory volunteer service hours.

The school provides everything needed for physical education and recess. Therefore, students should leave their toys, games, radios, sports equipment, etc., at home. This will prevent items from becoming lost/broken or causing disruption to the school setting.

“STRANGER DANGER” PROCEDURES

The single most effective prevention of danger from strangers is parents/guardians and concerned citizens monitoring and explaining the importance of the concept to their children. Parents/Guardians and Stakeholders of PCA should monitor all bus stops and routes that PCA children take to and from school. The Manatee County Sheriff’s Office will continue to maintain enhanced and specialized patrols along these routes and at bus stops.

STUDENTS SHOULD FOLLOW THESE “STRANGER DANGER” SAFETY TIPS:

1. NEVER TAKE RIDES FROM STRANGERS
2. ALWAYS GO STRAIGHT HOME AFTER SCHOOL
3. ALWAYS SEEK HELP AND DIAL
911
4. IF THERE ARE ANY TYPES OF
SITUATIONS THAT MAKE
THE STUDENT FEEL
AFRAID OR UNCOMFORTABLE,
SEEK HELP FROM A, POLICE
OFFICER OR BUSINESS.
5. IF LOST, FIND AN AREA WITH A LOT OF PEOPLE AND SEEK HELP
FROM A POLICE OFFICER OR BUSINESS
6. ALWAYS LET YOUR PARENTS/GUARDIANS
KNOW WHERE YOU ARE
7. NEVER TAKE GIFTS FROM STRANGERS
8. NEVER OPEN THE DOOR TO A
STRANGER
9. HAVE AN EMERGENCY PLAN

SEARCH AND SEIZURE

All students shall have the right of privacy and shall be free from unreasonable search as well as seizure of personal property. These rights shall prevail unless there is “probable cause,” then said rights must be set aside to protect the safety, health, and property of other students, staff, and school. One of PCA’s foremost goals is to ensure that each child attends a safe school where an environment exists in which teachers can teach and students can learn. Towards that end, the PCA Board enforces a Zero Tolerance Policy for possession of weapons

or items that appear to be weapons at school. Students have the right of privacy of their personal possessions unless there is reason on the part of the Administration or designee to believe that the student is concealing a weapon, illegal drugs or other material that is inappropriate and dangerous to themselves, others, or property; to be given prior notification of any searches unless in a case of emergency. Students have the responsibility not to carry, possess, or conceal any material that is prohibited by law, and to accept the consequences for their actions in cases where unlawful materials are found in their possession or in their lockers.

SEARCH & SEIZURE GUIDELINES

Search in School Buildings or on School Property by the Administration

The administration retains control over space loaned to students. The administration, therefore, has the right and duty to inspect and search students' desks. If the administration reasonably suspects, upon information received that drugs, weapons, dangerous, illegal, or prohibited matter, or stolen goods are likely to be found on the student's person or belongings, search and seizure procedures may be used to enforce school discipline and to protect the health and safety of the student and/or the student body. The fruits of such search may be turned over to law enforcement for inspection or examination and may be the subject of criminal or juvenile court prosecution or of school disciplinary proceedings. A parent/guardian can also request that their child's book bag be searched for any items that may not be his or hers. This request must be in writing. Law enforcement may be called and may search the student or their property in accordance with local laws.

The administration has the right and duty to interview students in investigating crimes, or reports thereof, committed during school hours or on school property without prior notification or presence of parents/guardians.

The administration may exercise his or her discretion in determining whether to request assistance of law enforcement in investigating a crime, or allegation of a crime, committed in the school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the law enforcement agency of the municipality in which the school building is located.

INTERNET USE

The school district maintains an Internet content filter as does the school. All Internet access by all students must utilize these filters in order to restrict student access to material harmful to minors as defined in the Children's Internet Protection Act (CIPA). Public school student use of telecommunications services, through school equipment or authorization, will be supervised. District procedures that comply with CIPA guidelines include technology protection measures that block or filter visual depictions that are obscene, include child pornography, or are harmful to minors. A parent/guardian or guardian wishing to deny access to the Internet must notify the school in writing. Unauthorized users of the Internet will be subject to disciplinary action. Email use by students is not allowed without specific instructional purposes and must be

monitored at all times for appropriate content. This use requires prior approval by the PCA Board to assure compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA). Unauthorized access, including so-called hacking or other unlawful activities, will result in disciplinary action including, but not limited to, cancellation of privileges. Written parental permission is required prior to a student's participation in online programs that transmit personally identifiable information. The district will make all reasonable efforts in selecting online programs that ensure the privacy and confidentiality of the student and comply with Family Educational Rights and Privacy Act (FERPA). FERPA requirements will be communicated annually to parents/guardians, students, faculty and staff.

TELEPHONE/CELL/SMART PHONE GUIDELINES

The office and classroom telephones are business phones, and not to be used by students except in a true emergency. School staff will assist children in placing such calls. Students will not be allowed to use the phone to make personal arrangements, such as requesting permission to go home with another student. Only emergency messages shall be taken for students. Students shall not be called from class to use the telephone or receive telephone calls.

Cell phone use is not permitted unless otherwise directed or instructed by PCA staff or Administration. This includes having such devices in any silent, vibrate, or visual-only mode. Students may keep a cell phone in their bags for emergencies, but it must be turned off. Any student that is found using a cell phone during the day will have the phone confiscated and their parent/guardian or guardian may be required to pick up the device. A second offense will result in an automatic referral and the student will not be permitted to bring the phone to school for the remainder of the year.

Personal electronic devices, i.e., CD players, radios, and electronic games or any unnecessary devices deemed potentially disruptive shall not be permitted at school. The same consequences as having a cell phone will be adhered to.

Students bringing any electronic devices for a class project must plan with the teacher or administration for safekeeping.

Cellular devices shall be defined as any electronic device that reproduces, transmits, or records (voice, pictures, text, or any other type of media.)

The school shall not accept responsibility for personal electronic devices or personal property of any kind.

ELECTRONIC DEVICES

Student possession of electronic devices on school grounds and school buses is a privilege for

communication with parents/guardians and/or law enforcement and/or for teacher-directed and approved research and instructional practice. Electronic devices include but are not limited to the following: cell phones, computers, pagers, portable game units, digital media players, and other mechanisms that enable users to communicate electronically person-to-person or through internet social networking sites (i.e., Facebook, Snapchat, Instagram, and Twitter). To preserve the proper educational environment and prevent disturbances, the following provisions must be observed:

1. Electronic devices are NOT to be used during the school day for personal use. Use during any part of the school day is currently limited to the BYOD instructional program and during lunch, breaks, or passing, is at the discretion of school administration.
2. Electronic devices are to be powered off and silenced on buses except as authorized by the driver.
3. A student may use an electronic device on campus before the school day officially begins and after dismissal.
4. The Principal may require parents/guardians to register electronic devices with the school, prior to allowing students to possess them in the manner described above.
5. The Principal may grant permission to use a cellular phone in the presence of an administrator for an emergency when other means of communication are not available (e.g., school phone).
6. The use of electronic devices while at school or on buses to record sound or visual images without the consent of the person being recorded or photographed is strictly prohibited.
7. A student may be disciplined for inappropriate content stored on electronic devices that are brought to school, school functions, and/or on the school bus.
8. The following actions will result in student discipline at school: refusal to turn off an electronic device when told to by a teacher, administrator, coach, counselor, or other school official; damaging an electronic device owned by the school; causing a disruption with an electronic device; using an electronic device to cheat, including getting and giving answers to tests and copying from the internet; using the electronic device to bully, threaten, harass, attack another student or school personnel whether or not communicated directly to that person; sending (or asking to receive) pictures or videos of people who are partially or completely undressed, or are pretending to, or, performing a sexual act.
9. The school may impose consequences to students who misuse electronic devices away from school on their own time, if the student's use of the electronic device causes significant disruption at school or causes serious emotional, physical, or psychological harm to students or school personnel.
10. All Technology/Internet Use Policies will be strictly enforced concerning student electronic devices.

Disciplinary Action: Options include but are not limited to confiscation of the device, detention, OSS, Alternative Placement, expulsion, and/or referral to an appropriate authority.

Loss/Theft of personal items at school or on the bus is not the responsibility of the school.

TEXTBOOKS

Students are expected to take good care of all textbooks. All students must assume full responsibility for the care of books issued to them. Books are issued by the subject area teacher and must be returned to the same teacher upon completion of the school year or upon withdrawal from school.

Responsibility for textbooks rests with the student to whom the textbook is issued. Lost books are no excuse for not doing class assignments.

The full purchase price shall be collected for lost, destroyed, or unnecessarily-damaged textbooks unless the book has been in use more than one year. Collection should never be less than 50% of the purchase price. Failure on the part of any pupil to make good such damage shall deprive the student of further issuance of free textbooks. Loss of books due to theft or other circumstances shall not be accepted as an excuse for non-payment. If the book is found and returned, the bookkeeper shall make a refund to the student. An invoice will be sent to the parents/guardians for payment. Any non-payment on a lost textbook will be entered into the PCA main computer system and will prevent the student from graduating or attending events.

TUTORING & ENRICHMENT PROGRAMS

PCA will offer an FREE After-School tutoring and enrichment programs for students beginning in September. The classroom teacher will refer students for the tutoring or enrichment programs. The days and times will be sent home and will be posted on the website. Parents/Guardians of students selected for tutoring will be notified by their child's teacher. If the students are unable to participate, they must meet with Administration to discuss the mandatory nature of tutoring.

VISITORS

It will be our pleasure to have visitors on campus to see our beautiful facility, PCA students and staff engaged in learning activities, to participate in school activities, and to volunteer. However, visitors, INCLUDING PARENTS/GUARDIANS, are NOT permitted to go to their child's classroom unannounced during school hours, as this disrupts the classroom's educational process. For the safety and protection of all students, visitors (including parents/guardians) must present a valid Florida Driver's License and be processed through the Security System. Cooperation will enable the school to maintain its safe and orderly learning environment for all students.

VOLUNTEER PROGRAM

Parents/Guardians are required to volunteer at the school a minimum of 20 hours per year. Single-Parent/Guardian households are required to volunteer a minimum 10 hours per year. The main office will be tracking parent/guardian volunteer hours. Please sign-in at the main

office to receive credit for your hours.

Please remember that in order for your child to be re-enrolled in PCA for the subsequent school year, volunteer hours must be completed before the last day of school.

It is the PCA's goal to provide a safe environment for students and staff while encouraging parents/guardians or guardians to work as school volunteers. To achieve this, volunteers shall be screened based on (1) the level of direct contact they may have with students and (2) the types of duties they may perform. Outside agencies that provide volunteers that work with students are required to screen their volunteers at a level consistent with this policy and provide evidence of insurance pursuant to board policy and/or practices.

All volunteer applicants must complete a Volunteer Application, submit their government ID to the front office at school, through the Security System and receive approval before being assigned as a volunteer. In accordance with F.S. 943.043151, all school volunteers must be checked against the Florida Department of Law Enforcement Sexual Predator/Offender database. Grandparents are permitted to volunteer as well.

In addition, the following must be adhered to and followed:

PCA shall maintain all volunteer application materials and records in a confidential manner consistent with S. Chapter 119 (Public Records). All files and other records maintained pursuant to this policy shall be stored in a central location.

The "Volunteer Level" provides the minimum guidelines for determining the documentation and background check required. Each volunteer will be assigned to one of the following levels:

1. Volunteer Level I: A volunteer who has direct contact with students, within the presence of a school employee or is assigned duties such as an office assistant that may not directly involve students.
2. Volunteer Level II: A volunteer who has direct one on one contact with students outside of the presence of a school employee except as noted above. Minimum Volunteer Level II screening requirements: Same as Level I complete an online Volunteer Application, submit government ID to the front office at school, be processed through the Security System and receive approval plus have fingerprints procedure completed and passed.

Volunteers requiring fingerprints must bring an Authorized Fingerprint Form from Parrish Charter Academy to the Human Resources Department at the Administrative Center, 215 Manatee Avenue West Bradenton, FL 34205, in order to be fingerprinted. The fingerprints must be submitted to and cleared by the Florida Department of Law Enforcement, the FBI, and the District before the volunteer is able to serve in a Level II capacity. Fingerprints will need to be retaken every 5 years to maintain Level II status

There is a cost of fingerprinting and a check or money order should be payable to the Manatee County Public Schools.

Please Note: No children under the age of 18 are permitted to accompany a volunteer anytime in the [school](#) or during field trips.

PCA reserves the right to deny placement to an applicant volunteer based on any results not in accordance with PCA standards or to revoke the volunteer's clearance based on subsequent information.

Volunteers requiring fingerprints must bring an Authorized Fingerprint Form from Parrish Charter Academy to the Human Resources Department at the Administrative Center, 215 Manatee Avenue West Bradenton, FL 34205, in order to be fingerprinted. The fingerprints must be submitted to and cleared by the Florida Department of Law Enforcement, the FBI, and the District before the volunteer is able to serve in a Level II capacity. Fingerprints will need to be retaken every 5 years to maintain Level II status

There is a cost of fingerprinting and a check or money order should be payable to the Manatee County Public Schools.

Please Note: No children under the age of 18 are permitted to accompany a volunteer anytime in the school or during field trips.

WITHDRAWALS

A Withdrawal Slip is necessary when a child leaves PCA during the school year. The teacher is responsible for completing a portion of the withdrawal form. The Office Manager will ensure that all school property has been returned by the child before said student leaves PCA. Parents/Guardians will be charged accordingly for any school property that is not returned.

IMPORTANT PHONE NUMBERS AND WEBSITES:

For the most up-to-date and accurate information including school closings coming directly from Manatee County Public Schools, please rely on the school district's emergency information sources:

Emergency Information Hotline – call 1-888-994-NEWS (6397) for toll free updates in English, Spanish, and Creole.

School District Website – log on to www.Manateeschools.com. Your 24/7 source for all school and school district information.

General State, District, and
School Websites:

www.myflorida.com

[www.tumblebooks.com-\(www.Manateeschools.com/sge/mediacenter.htm\)](http://www.tumblebooks.com-(www.Manateeschools.com/sge/mediacenter.htm))

<http://bookadventure.com>

<http://Google.com> - for research

These sites offer educational activities that primary students enjoy:

<http://www.iready.com>

<http://www.reflex.com>

<http://www.myon.com>
<http://funbrain.com/kidscenter.html>
<http://primarygames.com/default.html>
<http://www.Khanacademy.org>

Florida Standards Assessment preparation and research sites:

<http://www.fsassessments.org>
<http://kz.com/login.htm>
<http://go.grolier.com/>
<http://discoverer.sirs.com>

SAFETY AND SECURITY

Providing a safe and secure environment for students to learn, is a top priority of Parrish Charter Academy (PCA). Measures have been taken to ensure that staff and students are prepared if a crisis occurs in the school. A comprehensive Crisis Management Plan has been adopted below to guide staff through a wide variety of situations. Fire drills, tornado drills, lockdowns, evacuations are practiced. The routines and safety procedures are well established and familiar to all staff and students.

CRISIS MANAGEMENT PLAN - SAFETY CODES

When PCA responds with emergency measures, its sole priority is to keep all students, faculty and staff safe. Teachers and Substitute teachers must be cognizant of and prepared to follow and expedite all emergency procedures. Oftentimes, in cases of potentially serious school safety threats, students, faculty and staff remain in the building under a lockdown even after the school day has ended. These measures are often frustrating for parents/guardians who want to remove their children from the school during a threat. The parents/guardians of PCA need to appreciate that the school must protect itself from all potential incoming individuals-even if the incoming individuals are parents/guardians.

SUMMARY OF UNIVERSAL PRECAUTIONS

Blood-borne Pathogens

Universal Precautions are the steps taken to reduce the spread of blood-borne diseases from one person to another. It is very important that these steps be fulfilled within the school to protect children, staff members, vendors, visitors, and others who have contact with the facility.

1. It is a requirement to wear vinyl or latex gloves when touching body fluid.
2. Wash hands before and after all emergency procedures. If skin comes in contact with body fluid, wash the affected area immediately with soap and water.
3. If your skin comes in contact with body fluids, report the incident at once to a school

administrator or immediate supervisor. Not all reported situations will automatically be considered “exposure incidents.” Each situation will be handled on an individual basis, including the determination by OSHA standards whether the Hepatitis B vaccine will be offered.

4. Never recap, bend, or break needles. Dispose of needles in red sharps containers.

The Exposure Control Manual is in the main office of the building. If you have any questions about the prevention of the spread of blood-borne pathogens, speak with a school administrator.

PCA PARENT/GUARDIAN/STUDENT HANDBOOK AGREEMENT

Please sign and return this page of the Handbook the first week of school.

I have read, understand and reviewed the above policies with my child. I agree to abide by the policies. I understand that failure to comply with school policy may result in the dismissal of my child from PCA.



Parent/guardian/Student Handbook Agreement

Student Signature

Date

Student Grade

Teacher's Name

Parent/Guardian Signature

