

Parkway Christian School Panthers

Parent/Student Handbook



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Davie, Florida 33325

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The following forms are included with and completed during online annual enrollment

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Preface

The purpose of the Parkway Christian School ("Parkway" or "the School" or "PCS") Parent/Student Handbook is to provide unity among our families, students, and staff. In doing this, we bring honor and glory to God. By uniting our families and staff in Jesus Christ, we are better able to reach the excellence for which we are striving. This Parent/Student Handbook serves as a means to orient families to the policies and procedures of Parkway and provide the framework for working together.

Mission Statement

The mission of Parkway is to create a community among our students, parents, staff and the church. This community provides a sound academic education integrated with a Christian view of God and the world.

Mission Statement in Action

Pursuing Academic Excellence and Reaching to Know God While Affirming Young Scholars

Portrait of a Graduate

Parkway's Portrait of a Graduate allows parents, constituents, and prospective students to get a snapshot of what our students look like when they graduate. Our goal is to create and maintain a partnership between home and school to develop the following qualities.

Poised	Self-Advocacy
Selfless	Goal Oriented
Virtuous	Forward Thinker
Confident	Character Driven
Motivated	Disciple of Christ
Relational	Global Awareness
Organized	Positive Digital Citizen
Respectful	Effective Communicator
Responsible	Critical/Analytical Thinker
Well Rounded	Involved in Community Outreach

Discrimination Statement

Parkway is designed for families of preschool, elementary, and middle school aged children who desire a faith-based education for their children with high standards in academics and student conduct delivered in a loving environment. Parkway admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, disability, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Parkway Christian Church Philosophy

As members of Parkway Christian Church, we confess that Jesus is the Christ, the Son of the living God, and proclaim him Lord and Savior of the world. In Christ's name and by His grace, we accept our mission of witness and service to all people. We rejoice in God, the maker of heaven and earth, and in the covenant of love, which binds us to God and one another. Through baptism into Christ, we enter into the newness of life and are made one with the whole people of God. In the communion of the Holy Spirit, we are joined together in discipleship and in obedience to Christ. Within the universal church, we receive the gift of ministry and the light of scripture. In the bonds of Christian faith, we yield ourselves to God who we serve, the One whose kingdom has no end. Blessing, glory, and honor be to God forever. Amen.

Christian spirituality is a way of life that relates to who and what we are and to whom and what God is as revealed in Jesus Christ and as experienced through the Holy Spirit. We encourage one another in the spiritual disciplines and practices through which we open ourselves to being shaped by God. Those disciplines include prayer, Bible study, worship,

stewardship, service, study of the church's tradition, and hospitality to strangers. Our spiritual development ministries range from teaching children to love Jesus to helping adults live Christ-like lives.

One of these ministries is Parkway Christian School. We are devoted to excellence in the spiritual development of the children attending, as well as their educational development. Our goal is to prepare students to live in a diverse society with their Christian faith centered on Christ's love, example, and teaching. Blessing, glory, and honor be to God forever. Amen.

Educational Objectives

- To provide a Christian education to all students of our community.
- To provide a curriculum that is Christ centered, accelerated, and that strives towards excellence in all areas.
- To facilitate each student's development as a well-rounded child of God.
- To provide a program rich in educational programs that educate the student's spiritual, mental, physical, social, cultural, and emotional development.
- To provide an equitable learning environment for all students.
- To instill in the heart of our students a strong love for Christ, family, school, community, and country.
- To foster positive student/teacher and peer-to-peer relationships.
- To meet the required academic attendance hours in accordance with State guidelines.

Foundational Objectives

- To aim to glorify God in all that we do.
- To build the foundation of our school on Christ, Character, and Community.
- To maintain a traditionally progressive curriculum that strives towards excellence.
- To demonstrate character traits and the Fruit of the Spirit from Galatians. We expect responsible, ethical, and Christ-centered behavior both personally and professionally.
- To encourage open communication and creative thinking.
- To foster responsibility and accountability when it comes to students' words and actions.
- To promote teamwork among the entire Parkway family that will enhance our community spirit.
- To encourage and enhance student, parent, and family relationships.

Parent Code

- I will pray earnestly for Parkway Christian School.
- I will cooperate fully in the educational functions of the school, doing my best to make Christian education effective in the life of each of my children.
- I will maintain as accurate and complete and update as necessary all information both for my student and for myself required for my student to attend Parkway.
- I will pay all of my financial obligations to Parkway Christian School on or before the date due.
- I will attend appropriate meetings and parent functions of the School.
- If I become dissatisfied with the school in any respect, I will attempt to resolve the issue with the person or persons involved within the proper chain of command, i.e., teacher(s), School Counselor, or appropriate administrator.
- Parkway requires that **all parents (married, unmarried, divorced, or separated)** cooperate with one another in the best interests of their child(ren)'s education.. Parkway will comply with all legal requirements and Court mandates but will not mediate or participate in any disputes or disagreements between parents or guardians except as may be required through a properly completed subpoena.
- Parents will **communicate, interact, and behave honestly and respectfully** with all school constituents at all times, including on and off campus, at school-sponsored events, and online (emails, social media posts, text messages, and messaging apps).
- Parents are expected to encourage their child(ren) to safely and appropriately address perceived inequities appropriately and independently, including reporting to the administration, if necessary. Parents should **encourage their child(ren) to make decisions on their own**, when age-appropriate. Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance in a timely manner.
- I will not spread criticism or hold a negative attitude in my heart, but will follow the Matthew 18 principle to resolve the matter. (Go to the one first; if he does not listen, then involve others.)
- We expect our community members to be kind, respectful, and positive on and off campus, when speaking about the school in any manner, and when interacting with one another. To maintain our conscientious community, Parkway reserves the right, in its sole discretion and as permitted by law, to dismiss a student and/or a student's family; to place restrictions on parents' or other party's involvement with, or activity at, the school, on school property, or at

school-related events; to not offer future enrollment; or, to withdraw an offer of future enrollment already made based on any of the following situations:

- If any interaction (verbal or written) is **disruptive, intimidating, aggressive, or reflects a loss of confidence, trust, cooperation, or disagreement** with the school (including, but not limited to, a disagreement with its policies, procedures, responsibilities, personnel, leadership, methods of instruction, or discipline) or otherwise interferes or voices disagreement with the school's responsibilities, health or safety procedures, guidelines for student behavior, or the accomplishment of its educational purpose or program;
- If a parent (or other party) **files a lawsuit or threatens litigation** against the school for a perceived wrong by the school without reasonable basis;
- If association with a parent (or other party) would **bring discredit to the school** or its community or **jeopardize the school's safety procedures** or the safety of any member of its community or
- If the parent (or other party) **engages in behavior or has a status** (including, but not limited to, a criminal conviction) that the School determines, in its sole discretion, would warrant such a restriction to secure the safety and well-being of any student or school personnel.

Parent/Student Handbook

School-wide Information for all Grades: KP - 8

Accreditation

Parkway is fully accredited by the Florida Council of Independent Schools (FCIS) by meeting all of their requirements and observations. All teachers are qualified professionals dedicated to the academic excellence of Parkway Christian School students. All staff members sign a statement of faith.

Achievement Testing

All students in grades K-8 will be administered an adaptive, NORM referenced test (MAP). The MAP scores are used in our school for three primary reasons. The first purpose is to see the growth of our students from year to year. The second purpose is to see if our curriculum is adequately covering topics necessary to prepare our children for standardized testing they will see as they continue in their school career. The third purpose is to see how our school as a whole is performing compared with other schools.

It is important to remember that MAP tests are one piece of the puzzle in your child's academic portfolio. Is it important for them to learn to take these types of tests and perform well? Yes, however, standardized tests cannot give a full picture of how any child is doing in school. Daily work, tests, and social/emotional growth are all vital parts to a child's complete academic portfolio. Testing is simply a tool for evaluating students, teaching, and our program. We do not use it as the sole indicator for any decisions in the education of the students. It is a part of the child's academic portfolio and assists in driving student instruction.

Admission

Parkway admits students of any race, color, national or ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, disability, national or ethnic origin, in the administration of its educational policies, admissions policies, scholarship programs, and athletic or other school administered programs. We do reserve the privilege of setting and maintaining standards for student conduct, dress, cleanliness, personal appearance, and scholarship, including as associated with the religious principles and beliefs of the School. We reserve the right to assess students before admission to identify the student's needs and the ability of PCS to meet them. After completion of the Admission Application and payment of the non-refundable application fee, all incoming students are assessed for admission via an entrance assessment/examination. All students are subject to interviews with Administration. A copy of the student's birth certificate and prior school records, if applicable, will be required for consideration of acceptance. A student's admission acceptance status, decided by the admissions team, includes but is not limited to, entrance assessment results, prior school and standardized testing records, teacher and administrative recommendation forms and if Parkway can meet the student's individual needs. Assessment results are not provided in writing.

Allergies

In an effort to ensure the safety of our students with severe, life threatening food and nut allergies, certain elementary grades classrooms may be designated as *Nut Free Zones*. If your child is in one of these classrooms a letter is sent home with specific information. You may also be informed of other life-threatening food allergies in your child's class and will be

asked to refrain from sending in food that is to be shared (such as for a class/school event, etc.) that contains any of these ingredients/allergens.

MS students that have any food allergies are encouraged to be responsible and notify others and advocate for themselves regarding their allergies. Teachers in all grades are made aware of students' allergies provided that parents have informed the school office and/or updated their child's allergies via their annual enrollment forms. It is imperative parents update and maintain their student's information regarding any changes to their child's allergies and if an Epinephrine auto-injector is required to be kept at school. Please refer to the Medications and Medications-Exceptions sections regarding medical equipment, including epinephrine auto-injectors kept at school. Sharing of food among students during lunch/snack times is discouraged but it is the School's expectation that parents will appropriately communicate with their students regarding such actions.

Arrival/Dismissal/Carline Procedures

Carline is the only option for dropping students off in the morning. With multiple carlines, we want to ensure the safety of all of our staff and families. **Parents may NOT park and walk** students to the breezeway.

Morning Drop Off - Middle school (MS) students (sixth - eighth grades) **ONLY** may be dropped off at the sidewalk closest to the athletic fields. MS students may begin arriving at 7:15 a.m. MS students are encouraged to arrive by 7:45 a.m. to avoid being tardy. Morning huddle begins at 7:50 a.m.

Elementary students (KP - fifth grades) may be dropped off at the breezeway which is located at the back of the campus. Teacher assistants and office staff will monitor the carline and assist with unloading cars. Please be patient the first few weeks as we iron out the details. Elementary students may begin arriving at 7:45 a.m. Elementary classes begin at 8:20 a.m.

Arrival After Start Time - If a student arrives after their respective start time, parents must check in with security.

MS students arriving after their start time may be dropped off in the breezeway and must check in with the MS Office before going to class.

For Elementary students arriving after their start time, parents must park and escort their child to the Elementary Office. Students will receive a tardy pass for entrance into class.

Please note that Parkway believes students have a more successful day when arriving at school on time. Late arrivals are a disruption to class. Students are not permitted to be dropped off as a late arrival after 11:00 am and may not leave before 12:00 pm for any after school activities which includes sports, MS dance, aftercare, etc.

Afternoon Pick Up - Carline is the only option for afternoon pick-up.

Parents may NOT park and walk to the breezeway to pick up students, and MS students may not walk out to the parking lot. Carline takes place at the designated carline area in the covered entrance in front of the main school building. Kindergarten Prep and Kindergarten are dismissed at 2:05 p.m. Grades 1 - 5 are dismissed at 2:30 p.m. Grades 6-8 are dismissed at 3 p.m.

During dismissal all parents must display a sign in the car's front window showing the child's name printed in bold, dark letters.

If your child is not picked up by the time their grade's carline ends, they will be checked in to aftercare at a cost to you. If the student has an older sibling, the student may wait in sibling care free of charge until the eldest child's dismissal time.

While on school property, you must slow down to 10 mph and use extreme caution. **Do Not use your cell phone or text during drop-off or pick-up times.** The safety of our students, staff, school property, and school families is our utmost concern.

There is no parking allowed in the carline area at any time. During drop-off, your child will be met by a staff member and will wait for the bell. Carline moves quickly, so please use caution and **do not block** the entrance or intersections or **pull in front of or around another car.**

Do not allow your children to use the trunk or back section of your car to store their backpacks, school items or equipment. For the safety of all our children and FCIS's accreditation requirements, **students are NOT allowed to stand/walk between cars or exit vehicles on the driver's side.**

For safety reasons, Parkway students are not allowed to be on campus unsupervised at any time. This includes, but is not limited to, waiting for school to start before arrival drop off times, waiting for pick up anywhere on campus, or during any school sponsored events on campus, including, but not limited to, sporting events, shows, family events, etc.

Attendance/Absence/Tardy Policies

In order for Parkway to maintain high academic standards, we ask that students maintain regular attendance. This is imperative for optimum progress and necessary for them to complete the daily academic requirements of Parkway. It is also necessary that we conform to Florida attendance laws.

In order to help students and families keep track of absences, Parkway has implemented an attendance policy with warnings. At 10 absences, parents will receive a letter stating the number of absences. Parkway acknowledges that illnesses occur, and students are sometimes asked to stay home due to their illness; these absences may be taken into consideration. Families with 15 absences may be asked to attend a meeting with the Director of Elementary, Director of Middle School, and/or Director of Discipline in order to sign an Attendance Success Plan and/or complete a school-approved accountability plan to ensure that students are in class and learning.

- We believe that a good start sets the tone for the day. Students should eat a healthy breakfast (low in sugar) and be on time for school. Being tardy truly starts the students off on the wrong foot and sets them up to feel behind all day.
- If a student is arriving to school tardy for any reason, parents must:
 - Check in with security upon arrival on campus
 - MS students may be dropped off in the breezeway and must go to the MS office to check in before going to class
 - Elementary students must be escorted by a parent to the elementary office to be signed inStudents arriving tardy will receive a tardy pass for entrance into class. If your child is tardy due to a doctor's office visit, the tardy will be excused only if a note from the doctor's office is brought into the office.
- **Students must be in their seats in their classroom and ready to work at their grades' assigned start time or they will be marked tardy.**
- **Tardy Policy: Upon the third tardy, your child will receive a warning notice. The fifth tardy will incur a \$25 administrative fee, with the additional option for the student to serve a one hour, after school, detention at the parents' discretion.** Each accumulation of five tardies in a quarter will incur the Tardy Policy consequences. The accumulation of tardies starts over every quarter.
- Tardy warning notices and tardy detention letters are emailed to the email address Parkway has on file for the parent/guardian. A student's complete attendance record is a part of their cumulative student file and all absences and unexcused tardies are reflected on report cards.
- **Attendance/Absence:** In order for Parkway to maintain high Christian and academic standards, we ask that students maintain regular attendance. This is imperative for optimum progress and necessary for them to complete the daily academic requirements of Parkway. It is also necessary that we conform to Florida attendance laws.
- We believe excessive absences keep students from achieving the most success possible from the program.
- If your child is going to be absent, a parent is required to email attendance@pcs-fl.net by 9 a.m. to notify the school.
- If your child is ill, we ask parents to keep their child at home. If your child has a serious infection, contagious skin rash or lice notify the school nurse as soon as possible. We are attempting to prevent the spread of these conditions as much as possible. In addition, if your student exhibits any of the symptoms below please keep him or her home.
The student will be required to stay home until the student is symptom-free without medications for 24 hours.
 - Cough, runny nose, fever, body aches, chills, headache, diarrhea, stomachache, vomiting, and eye discharge
- Make-up work will be sent home upon request for elementary students after they have been absent **2 or more days**. All requests for elementary student's class work must be made by 10 a.m. to be picked up after 3:00 p.m. Elementary students must complete all work including, but not limited to, all tests and quizzes no more than two days per day absent and no longer than 5 days to complete and hand in all other make up work.
- Middle school students are responsible for getting their make-up work by reaching out to their teachers and checking FACTS and Google Classroom. Middle school students' make-up work is due upon their return to school including, but not limited to, all tests and quizzes. MS Students with an illness that would prevent them from completing work MUST reach out to the school nurse.
- **Please refer to the Middle School Specific section for additional Middle School Specific policies on Absences, Tardies and Make-up work.**
- Students returning from a planned absence must hand in required work when they return and will not receive extended time, if work was given before the absence.
- **Elementary students who miss 18 or more days of school or MS students who miss 7 periods of a specific class may be required to repeat the entire year and/or class.**
- A student missing school may not attend after school or enrichment activities on the day they are absent. Students must be in attendance at least four class periods (or half of the school day) in order to participate in extracurricular activities. Any exception must have prior approval by an administrator.
- **Absences are not excused.**

Behavior - Bathroom

Proper behavior is expected of all students when using the bathroom. There will be times when the Middle School students will be using the same bathroom facilities as the Elementary students. Middle School students are to set a good example to the younger students at all times.

There is to be no turning lights off, peeking under the stalls, slamming doors, scaling the stall walls, and or any other behavior that can be categorized as disrespecting and/or defacing school property or that is disrespectful or inappropriate towards other students. The bathrooms are used for taking care of necessary business, not for hanging out or meeting with friends. Students should not bring laptops, iPads, cell phones, etc. into the restrooms.

Behavior – Fire/Safety Drills

Talking or out-of-control behavior will not be tolerated during a Fire/Safety Drill and will have consequences.

Behavior – Hallway

Appropriate hallway behavior is expected at all times. The following is a list of expected hallway behavior:

- Use appropriate voices and language
- Walk rather than run
- Keep hands and feet to yourself
- Act within the Parkway Honor Code

Behavior – Lunchroom

Appropriate lunchroom behavior is expected at all times. The following is a list of appropriate lunchroom behaviors:

- Respect the servers and lunch volunteers. Do not forget to say “please” and “thank-you.”
- Once seated, remain at the table until you have finished eating and drinking. When prompted, you may get up from the table to throw away your trash. Then, return to your seat.
- Do not touch anyone else’s lunch/food/drinks.
- If you must exit the lunchroom or lunch area for any reason, you must get permission from one of the staff members in the lunchroom/lunch area.
- If you are requested to go to the office or to see another adult you must get permission from an adult to leave the lunchroom/lunch area.
- Students in grades first through eighth will be asked to wipe tables and sweep the floor.

Failure to use above listed behavior in any designated lunch area will result in appropriate consequences.

Capital Fee – The Parkway Annual Capital Enhancement Fee is a required annual, per family, fee due by July 31st before the start of the new school year. The Capital Fee will be billed to your FACTS account during the summer. **The fee may be considered a tax-deductible donation if the payment is made payable to Parkway Christian Church no later than July 31st** before the start of the new school year. Please refer to the current year’s Fee Schedule for the current amount due.

Celebration of Birthdays/Class Party Invitations

A child who wishes to invite every child in his/her classroom to a party outside of school may hand out invitations at school. Otherwise, invitations must be mailed, emailed, or handed out outside of school.

Parkway’s birthday celebration policy will be as follows:

- In **Middle School**, parents may drop off lunch for the birthday student(s) only. Parents may not drop off treats to distribute to classmates.
- In **Elementary School**, parents may join their child(ren) for lunch. However, celebration and treats will occur in the classroom at the teacher’s discretion. In addition, parents may choose to send in the only school-approved treat of **nut-free mini cupcakes from Publix** with their child(ren) in the morning, which should be enough for the child(ren)’s class(es) only—not the entire grade level. The treat will be distributed to the students during the regular day in the classroom.

Celebration/Observation of Holidays

Parkway observes the following holidays in the following manners:

- Halloween is not observed. We hold fall-related activities; for example, a Fall Festival or a Farm Breakfast, as some of the classes study farms during this month. Some of the teachers study different types of books during October and hold a Book Character Day.
- Thanksgiving is celebrated. The curriculum revolves around being thankful for our blessings. Each grade level celebrates Thanksgiving in a different manner.
- Christmas is celebrated as the birth of Jesus. We plan our teachings around this wonderful occasion. There are, however, times when some secular art projects and songs are included simply for the fun of the season. Not all families observe the secular side of Christmas; however, at Parkway, Santa represents the spirit of giving. This does not take away from or replace the true meaning of Christmas taught at Parkway.

- Valentine's Day is celebrated as a holiday of love for one another. It is not in any way presented as the celebration of a saint. If a teacher chooses to allow her/his students to exchange Valentines(greeting cards), they must include everyone in the class.
- Ash Wednesday is observed as a school. KP - 2nd grade students are taught the meaning of Ash Wednesday during their weekly Chapel message. Third through 8th students are taught the meaning of Ash Wednesday and have the opportunity to receive ashes (with parent permission) during a Chapel service.
- St. Patrick's Day is celebrated in a fun manner. There is nothing taught to support the teachings of witchcraft or any type of spells. The clover is often used in teaching the trinity. History tells us that when St. Patrick came from Scotland to Ireland to teach the Irish to read, he brought the Bible.
- Easter is observed as the death and resurrection of Jesus, our Lord and Savior. Resurrection eggs are used to tell the story. Easter eggs, bunnies, chicks, and flowers mark spring and new life. These are also part of the Easter season.

Cell Phones

Elementary students are not allowed to bring cell phones, fitbits, air tags, or watches that integrate with phones or act as a phone to school.

Middle school students must drop off their powered off phones in the designated cell phone drop off area upon arriving at school. They may be picked up at the end of their school day which may include after sports, aftercare, or other after school activities.

If a student is found to have a cell phone with them during the school day, Before/After care, sports, or other school sanctioned after school activities, they will earn an administrative detention.

Cell phones are not allowed to be taken on Field Trips.

Parkway Christian School is not responsible for lost, stolen or broken cell phones left in their possession during the school day.

Cheating

If a student chooses to cheat, he or she will receive a "0" (zero) for the assignment and earn an office referral with a detention. The student **may still be required to complete the assignment,** but will not receive credit.

Administration reserves the right to tailor the consequence to the offense. While parents are encouraged to help guide their children with assignments and projects, if a parent completes a student's work in any capacity, it is considered cheating and the above policy will apply. Providing work to another student to copy and/or using another student's work to copy from are considered cheating. All work must be done in the student's own handwriting, excluding electronic assignments, which should be completed on the student's own device(s). If it is not, it is cheating, because they are handing in someone else's work.

Please refer to "Acceptable Use Policy" for use of AI and acceptable usage.

Child Care

At the publishing of this handbook, morning care is available starting at 7:00 a.m. Aftercare is available from 2:05 p.m. until 5:30 p.m. Please refer to the most current Child care Information Sheet for Child care times, costs, late fees and available plans. Child care Registration Forms and a per child/family fee are required annually. **All times, prices and fees are subject to change.**

There **may not be morning or after care** available the **first week** of school. There is no aftercare on any early release days (includes Middle School Mid-Terms/Finals days) or the **last day** of school. Child care may not be available on other select dates throughout the school year. Please refer to the Parkway School Calendar for these dates.

All students must be signed in to morning care and out of aftercare. Parents must park in a parking spot for sign in/out. Parking in the carline pick up/drop off area is not permitted.

Discipline during child care will follow the same procedures as outlined in this Parent/Student Handbook.

If your child is not picked up by the time their grade's carline ends, they will be checked in to aftercare at a cost to you.

Communication

Communication to parents from the office, staff and teachers will be sent through our administrative student information software which requires a working email address. Please make sure you have an active working email address that you check on a consistent basis on file with the school. **Parkway emails a weekly Panther Post with important school information that families are strongly encouraged to read.**

Contact Information

Any changes in address and/or contact information should be communicated to the school office immediately as this information is used by the school for contacting parents and for various school mailings and sending of information. Parents may also update their information via their FACTS Family Portal account under *Web Forms*.

Curriculum

The goal of Parkway is to provide an academic program for Kindergarten Prep through 8th grades with a Christian worldview. Our small class sizes enable us to offer a balanced program aimed at each student's individual needs. Our curriculum begins with a strong phonics-based reading program. Texts in all disciplines are regularly reviewed and are chosen with the intention to both challenge and meet the needs of our students.

We offer "specials classes" for Kindergarten Prep – 5th grades which may include Art, Music, Physical Education, Spanish, STEM Lab, Media/Computers. Grades 6th – 8th offer a variety of non-core classes.

Parkway may participate in the Accelerated Reader Program and the optional *Reading Across Broward* and Pizza Hut *Book-It* programs that are designed to encourage reading at home, and the optional *Sunshine Math* program.

Teachers reinforce curriculum through the use of adaptive technology and programs like IXL. Our teachers also use educational-based centers and digital components such as interactive white boards, and/or various computer programs and apps to enhance learning.

Handwriting is a graded subject for students in grades K-3. Grades KP-2 students write in print and it is mandatory for students in grades 3 - 8 to write in cursive on all assignments and tests unless otherwise noted by the teacher.

Projects are an important part of a student's learning and classroom grade. Students will be provided with a list of requirements for projects with due dates and a rubric explaining how the project will be graded. Parents are required to read and sign the project requirement sheet and return it to the teacher.

As Christians and as educators, Parkway uses secular science textbooks that include the "theory of evolution." We feel that our students need to be made aware of opposing beliefs so they can be prepared to counter the secular theory of evolution within a biblical reference. It is inevitable that our children will encounter this question. In Language Arts, Greek Mythology will be introduced. We will reinforce our teaching with appropriate scripture to support our belief as Christians. Parkway stands behind the Bible and its teaching of creation. Our students need to be prepared for standardized testing and for continuing their higher education elsewhere. They need to be able to defend their faith and belief in creationism within a biblical framework.

The overall Christian education of our students does not include doctrine, but does include teaching from a Biblical framework that includes Bible study and memorization of Bible verses, and teaching good character traits based on the Fruits of the Spirit from Galatians.

Discipline

Discipline will be administered whenever a student's behavior deems it necessary. The severity of the discipline will depend on the pattern of the student's behavior following Parkway's Elementary Responsibility and Discipline Plan, Elementary Panther Honor Code and the Middle School Panther Honor Code. Specifics regarding elementary and middle school may be found in their respective sections. Guidelines for discipline will incorporate principles from 1 John 1:9 of confession, apology, and forgiveness. **1 John 1:9** "If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness."

Each family, including students, must read the Parent/Student Handbook. For those students that haven't yet learned to read, parents should read to or inform the student about all relevant sections that pertain to students. In the annual enrollment packet, parents will attest to reading and agreeing to school policies stated in the Parent/Student Handbook and discussing with and/or informing their child(ren) about the school's policies regarding discipline, expectations of student behavior and other relevant items. Other annually required forms tied to the Parent/Student Handbook and school policies are also required to be signed as part of the enrollment packet.

Divorce and Custody Issues

Divorced parents should provide the school with a court certified copy of the custody section of their divorce decree. If the school is not provided a copy, Parkway will presume that both parents have custodial rights and may be in contact with their child(ren). Parkway will make a reasonable effort to ensure that students are released only to the appropriate parent or their representative according to court ordered custody arrangements. However, it is the parents' responsibility to inform the school and their children as to which parent should have physical custody of them on any given day.

Parkway follows the provisions of the Buckley Amendment in regards to the rights of non-custodial parents. Without a court order stating otherwise, if Parkway has current contact information on file, PCS will provide the non-custodial parent with access to school information and academic records pertaining to their child. It is the responsibility of all parents/guardians to keep current contact information on file with the school.

If a court order exists stating that no information is to be shared with the non-custodial parent, it is the responsibility of the **custodial parent** to provide the school with an official copy of the court order.

Early Sign-Out/Late Sign-In

If you know that you will have to sign your child out of school early, please send a note or email to your child's teacher specifying the time they should be ready, no later than the start of the school day. Report to security and your child will be called from class for you. A staff member will escort your Elementary student to you. If early sign-out comes unexpectedly, please report to security and your child will be called for you. We ask that no early sign-outs occur after 1:30 p.m. If signing out later than this time, your wait may be longer as preparation for dismissal and multiple ongoing carlines will delay the retrieval of your child. **Students must be signed out by office personnel before leaving campus early.** Please note that Parkway believes students have a more successful day when arriving on time to school. Late arrivals are a disruption to class. **Students are not permitted to be dropped off as a late arrival after 11:00 am** and may not leave before 12:00 pm for any after school activities which includes sports, MS dance, aftercare, etc.

If your student is arriving to school tardy for any reason, you must check in with security.

MS students arriving after their start time may be dropped off in the breezeway and must check in with the MS Office before going to class. For Elementary students arriving after their start time, parents must park and escort their child to the Elementary Office to sign them in.

The student will receive a tardy pass for entrance into class. Do not go to nor send your child directly to the classroom.

Students must be in attendance at least four class periods (or half of the school day) in order to participate in extracurricular activities. Any exception must have prior approval by an administrator.

Emails/Written Communications Rating System

Communicating via email and texting is easy and quick. However, at times what is being communicated may be misconstrued. In an effort to maximize productive communication, Parkway has developed an email/message rating system that will foster professional and productive emails/messages between staff and parents.

Emails/messages received at Parkway will be assigned a rating which correlates with the proper response and who may answer the email. The rating levels range from 1-3 and the descriptions of each rating are listed below.

Level:	Description:	Response:	Answered by:
One	Professional, non-offensive in content or presentation	Recipient can easily answer	Recipient
Two	On the border of unprofessional and offensive	Recipient needs administrator feedback before answering	Administrator and recipient
Three	Offensive, mean in nature, contains profanity or unkind accusations	Recipient is highly offended by content or tone	Administrative conference scheduled

Emergency Closing Procedures

Parkway attempts to follow the Broward County School District's emergency dismissal procedures. If Broward County schools are ordered to close, Parkway may also close. Be aware that Parkway DOES NOT follow the same reopening procedures as the Broward County School District. Parkway may reopen earlier or later based on our own requirements. Our main method of communication during a possible school closure and reopening is via email and/or text messages. **Make sure all phone numbers and email addresses on file with the school are up to date and accurate and working at all times.** In the event that the school will close we will contact parents via the methods listed above and which may include email, text, and recorded message.

Enrichment Opportunities

Enrichment classes may be offered by Parkway staff or outside vendors after school at a cost to you. These classes are voluntary and vary from year to year.

Fees

All fees are non-refundable. All fees including, but not limited to, enrollment fees, Parkway's Annual Capital Fee, field trips and school sponsored events are non-refundable.

Field Trips

Most classes will participate in day field trips off campus as well as 'in-house field trips' on campus during the school year. Some grades have overnight field trips. Locations and details of all field trips will vary. Field trips are not just always a "fun time away from school," but an extension of the classroom that gives an additional learning/teaching opportunity. There are times that the organization providing us with the trip places limits on how many children and/or adults may attend. Chaperones may be expected to help the teacher(s) supervise students and may be assigned to escort a particular group of

students for the duration of the field trip. Siblings are not allowed to attend field trips for any reason. All parents and students are required to follow all guidelines set up by the school/teacher(s) for each trip. Personal membership passes/tickets may not be used for field trips.

On a bus field trip, all students will ride the bus, even if the parent is asked to follow in their car. Only parents selected as chaperones to go on a field trip may attend. Some field trips may require a parent to attend with their child. Cell phones, smart watches, air tags, etc. are not permitted on field trips. **If a student does not attend a scheduled field trip, the student will not be allowed to attend school on the day(s) of the field trip and will be considered absent.** Appropriate academic work may be assigned to those students choosing not to participate in a field trip.

Parents and students attending a field trip to a water park or water play must dress modestly and conservatively. A one piece bathing suit for females is mandatory and male students are required to wear a swim shirt. If a bathing suit is deemed inappropriate for a school function, the student will be required to wear a t-shirt and/or shorts over it at a possible cost to you. Several grade-level out-of-town trips are planned with additional costs. These out of town field trips costs may vary from year to year.

All Field trip costs are non-refundable and may require non-refundable deposits. In addition, once a parent/guardian turns in a completed and signed field trip permission form indicating they and/or their child will attend, parents/guardians are responsible for paying the entire cost of the trip regardless of whether they or their child attend. This includes but is not limited to students who lose a trip due to disciplinary action. Payment must be received by the school within a minimum of 48 hrs. prior to the day of a day field trip or your child will not be allowed to attend and must stay home. For 'in house field trips', if Parkway does not receive a completed permission form and/or payment by the due date, it will be assumed your child is not attending and will stay home or be taken to another location during the field trip.

Parkway reserves the right to deny a student permission to participate in a field trip due to disciplinary problems and parents/guardians are responsible for all fees or unpaid school account balances prior to the date of the activity. The student may be required to complete assigned work.

If students become a disciplinary problem and/or sick while on a field trip, parents will be contacted and asked to pick up their child and take them home at parents' cost. All costs and fees are the sole responsibility of the parent/guardian and remain the responsibility of the aforementioned group even if disciplinary actions occur.

Financial Aid/Scholarships

Limited Parkway Financial Aid and Scholarships are available on a first come, first served basis. Please contact the Business Office for details and application information.

Parkway currently accepts the following State of Florida School Choice Scholarships. Be aware these may change at any time.

- Florida Tax Credit Scholarship (FTC)
- Family Empowerment Scholarship for Educational Options (FES-EO)
- Family Empowerment Scholarship for Students with Unique Abilities (FES-UA). This scholarship may have the stipulation that parents may be responsible for requesting reimbursement directly from the State of Florida after paying for their child's Parkway tuition.

Parkway may only accept a limited amount of these scholarships per school year which may be on a first come, first served basis. **Please verify with the Business Office that you will be able to use your scholarship for payment of tuition prior to the beginning of the school year.**

To secure your Parkway Business Office-approved scholarship space, it is the responsibility of parents to provide the Parkway Business Office with the information and details that are specific to your child's scholarship, for any awarded State of Florida scholarship. This required information must be provided in a timely enough manner for Parkway to register your child under Parkway with the State of Florida, before deadlines set by the State. If detailed scholarship information is not provided before state deadlines, the awarded scholarship amount may be reduced by the state.

Please visit the State of Florida's website for more information or to apply.
(<https://www.fldoe.org/finance/financial-aid-scholarships/>)

Fire/Safety Drills

Parkway conducts fire and safety drills throughout the year. During a fire drill everyone is expected to exit the buildings immediately. During safety drills, specific actions are required depending on the drill. Silence is required during all drills or emergencies.

Forms

Various completed forms are required annually, which may be included with the school's online enrollment packet or depending on the form, before the beginning of the school year. These may include, but are not limited to:

- Parent/Student/School Agreement
- Tuition Payment Agreement
- Parent Cooperation Agreement
- Blue" and "Yellow" Health Forms (see *Health Requirements and Records* below)
- Sports Physicals

If required forms are not submitted when due, Report Cards, access to the Parent/Student Portal and participation in Sports or school activities will be held/restricted until required outstanding forms are turned in. If participating in Sports, a completed Sports Physical Form is required annually and must be turned in to the school in order for students to be able to participate in games.

For forms signed electronically, be aware that an electronic signature is binding under the Florida Uniform Electronic Transaction Act, Section 668.50, Florida Statutes. Parkway's electronic forms/documents are signed when a party's signature is delivered by electronic medium. Parkway treats signatures on these documents as having the same force and effect as non-electronic or "wet" signatures.

Guidance

Parkway has a full time School Counselor on staff. Counseling is available when students need to talk about their feelings and/or events in their lives and is intended to be short term and solution focused. Students may be referred for individual counseling by their parents, teachers, peers or themselves. If serious concerns exist, parents will be notified.

Written parent permission is required in order for a student to be counseled. Permission is granted via annual enrollment forms under Student Permissions or the Parkway Student Permissions-Guidance form.

The guidance program can be seen in action throughout the school via numerous programs such as Panther Pride, Panther-Cub Mentoring Program, Gratitude and Kindness Campaign and classroom guidance lessons, etc. Individual counseling and guidance led classroom/group activities cover topics that address academic, social and emotional development.

Gum Chewing

There is NO gum chewing at any time on school property. This includes before-care, after-care, field trips, etc. If a student is found chewing gum, he/she will be required to serve a cleaning detention before/after school, at which time he/she will be required to clean.

Health Requirements and Records

As per State of Florida law, student immunizations must be up-to-date to attend Parkway. We must have a current Florida Certification of Immunization, Form DH680 ("blue" form) or a Certificate of Exemption, Form DH681 on file. **The Health Department can exclude students from attending school if they do not have an up-to-date immunization record or exemption on file. Also required is the School Entry Exam Form, Form DH3040 (yellow form).** Both may be obtained from your child's doctor or the Health Department. **Students entering the 6th grade must have a scoliosis screening and students entering the 7th grade must complete the TDap immunization requirements.**

Illness

At Parkway the health and welfare of our students and staff are very important. If your child is sick please keep them at home to prevent the spread of illness to others as illnesses are very easily transmitted in a school environment. If your child is staying home sick, inform the school before 9 a.m. that your child will be absent by emailing attendance@pcs-fl.net.

Your child should be illness/fever free for a minimum of 24 hrs., without the aid of fever reducing medications before returning to school.

In addition, if your student exhibits any of the symptoms below please keep him or her home. **The student will be required to stay home until the student is symptom-free without medications for 24 hours.**

- Cough, runny nose, fever, body aches, chills, headache, diarrhea, stomachache, vomiting, eye discharge

If your child develops a fever at school or vomits while at school, you will be called for pick up. If your student is sent home with a fever or because he or she vomited at school, he or she must stay home the next school day and may not return to campus until the student is symptom free, without medication, for 24 hours. If your child has developed any type of contagious illness that has been diagnosed by a doctor, e.g. Strep, pink eye, influenza, chicken pox or any other contagious conditions, e.g. lice, etc., you must notify the office or the school nurse immediately and provide details. Other families need to be informed that a contagious condition is present in their child's class and need to be on the lookout for symptoms. No specific child's name will be used for notifications. Classrooms are cleaned and sanitized/disinfected daily and all classrooms have hand sanitizer available. Sharing of food during lunch is discouraged.

Students absent due to illness will not be permitted to participate in sporting events, extracurricular activities or any on campus events taking place on the day(s) they are absent.

Injuries-Elevator Use

The school requires a valid note/letter from the doctor's office if a student has an injury or health condition that restricts use of the stairs and requires use of the school elevator. The note must clearly state the restriction(s) and the length of time of the restriction(s).

Items That Interfere With the Learning Environment

At Parkway students are not to bring anything to school or school sponsored events that are not requested by classroom teachers or the school. For example: cell phones, tablet and electronic devices, GPS tracker devices, games, watches with alarms, watches that integrate with phones or act as phones, toys, excessive jewelry, shoe-skates, accessories etc. If your middle school child must bring a cell phone to school, he/she must drop off the powered off cell phone in the designated cell phone drop off area upon arrival, and pick it up at the end of the school day. Athletes must follow specific guidelines outlined in the Parkway Athletics Handbook. Students found to have any of these listed items may receive an immediate/automatic administrative detention. Elementary students are not allowed to have cellphones at school unless prior authorization was given by administration.

Potent after-shave, cologne, and perfumes may be a distraction or affect allergies. Please apply sparingly, if needed. We ask that students be aware of personal hygiene and use deodorant daily.

Parkway also requests that girls in grades Kinder. Prep – 5th not wear makeup. Boys may not wear piercings or nail polish of any kind. For middle school girls, we ask that they wear minimal makeup, no large hoop earrings or other jewelry that would be a distraction. Nail polish must be conservative in color. Colored hair in non-naturally occurring hair colors, excessive piercings, facial piercings including nose, eyebrow, lip, etc., permanent/semi-permanent hair adornments, and tattoos are not allowed for any students.

Legal Authorities

Staff at Parkway will cooperate with any local, state or federal investigators or law enforcement officers who contact the school in the course of a criminal investigation. All investigators and law enforcement officers must present themselves to the Head of School or a member of administration and must show valid identification. Investigators and law enforcement officers may be granted access to records and information if they have appropriate legal authority. Investigators and law enforcement officers may ask to meet and speak to a student in the course of a criminal investigation. Any meetings that take place on campus will be supervised by or in the line of sight of a member of administration, depending on the decision of the investigator or officer.

Lost and Found

Parkway does not have a lost and found but will return labeled items to students. All student belongings, including lunch boxes and sweaters, should be clearly and legibly labeled with your child's name. Parents, please regularly check your child's belongings to make sure another student's items were not taken home by mistake. Unlabeled items are donated and/or discarded.

Lunch Program

Hot lunches are currently available and provided by SLA, an outside catering service, for an additional cost to you, payable to SLA directly. In addition to hot lunch, SLA also offers drinks, snacks and treats available for purchase.

You may choose to order/buy hot lunch at an additional cost to you or pack a nutritious lunch for your child. Each child is able to have a **prepaid** lunch/snacks/drinks/treats account with a declining balance as hot lunches, etc. are purchased.

If a student purchases hot lunch, drinks, snacks or treats, the student's SLA account must be set up <https://schoolpaymentportal.com/Login.aspx> and funded by parents and kept in good standing by depositing funds regularly.

Parents are responsible for monitoring their child's SLA account balance online via their website and are required to keep funds available for use in the account.

If your child's account runs out of funds causing the balance to be in the negative, you may receive communications from the school or SLA via phone call or email asking for the account to be brought back to good standing. For accounts with a negative balance of \$10 or greater, the catering company may choose to give your elementary student a cheese sandwich lunch at the regular lunch cost and no lunch to middle school students until the account is brought up to good standing.

SLA balances in the negative will also cause a student's report cards, etc. to be held and parents' portals access to be restricted.

If a student fails to order hot lunch or bring lunch, the school will not have food available for them.

Media Books

Students may check out books from the Media Center during scheduled Media times and are expected to handle them with the utmost care and respect and are required to keep books in good condition at all times. They are not to be marked on, written in, defaced, or mistreated in any manner. Students will have to pay to replace any lost or damaged books.

Media Release

In order to generate interest and enhance awareness of Parkway's continuing efforts in enrollment, fundraising, school events and information, we may take photos and videos of our students, staff, various activities, classroom situations, and of our facility. These photos and videos may be published and used for advertising, promotional or information purposes including, but not limited to, print, videos or on the school website or school social media. We request parental/guardian permission to use pictures and/or video or any likeness of your child/children where they are clearly recognizable, via a Media Release Statement on the Parent/Student/School Agreement or via online forms.

No one is compensated for use of their image, likeness, photo or video. As we cannot determine if any pictures or video taken or used will be of your child, we must have your permission or denial on file.

It is understood that students' pictures will be published in the school yearbook and their pictures/video may be posted on the private school portal or other closed to the public site used by the school for internal private viewing by Parkway staff/families only.

Even though we encourage parents and families that take pictures or video at school sponsored events or have access to closed site photos and videos of Parkway students, to respect the privacy of other Parkway families, please keep in mind that Parkway has no control over what parents/families may choose to do with photos/videos of those attending such events or from closed sites, including Parkway students.

Pictures, videos, etc. of **Parkway events should not be posted on the internet** or any public outlet without the permission of all parties involved or appearing in the media used to record the event. Please be respectful of other Parkway families' views on privacy. Please refer to the Use of Technology Policy for more specifics.

Medications

Students are not allowed to carry any medication with them unless they meet the exception listed in the next section. **Medications include, but are not limited to, prescription medications including epinephrine injectors, over-the-counter medications, cough drops, antacids, etc.**

If a student needs to have prescription or over-the-counter (OTC) medication(s) administered during school hours, parents must complete Parkway's No. 5 Medication Form(s) with all required information. There are separate No. 5 Medication Forms; one for prescription meds which must be signed by your child's physician and one for over-the-counter meds. Completed forms and medication(s) must be handed in to office personnel to be kept and dispensed in the clinic by the school nurse or designated office personnel. A record is kept documenting the dispensing of all medications to students. Parkway personnel cannot dispense medication to a student without a completed No. 5 form. Parent permission to dispense medications to students is also part of annual enrollment forms or via a Student Permissions-Meds form.

The safety of all of our students is Parkway's main concern.

Students' medications are to be picked up from the clinic at the end of the school year. Any medications not picked up will be considered donations to the school clinic.

Medications Exceptions - Emergency Medications

Section 1002.20(3)(h), Florida Statutes states that students must be allowed to carry metered dose inhalers on their person while in school, **with written parental and physician authorization.**

Section 1002.20(3)(i), Florida Statutes specifies that students may carry and self administer an epinephrine auto-injector while in school, during school-sponsored activities, or in transit to school or school-sponsored activities, **with written parental and physician authorization.** This statute also addresses safety provisions and liability indemnification.

Students in need of emergency medications must submit written authorization from their parent and physician to the school nurse. A completed Parkway No. 5 Form for prescription medications will fulfill this requirement.

Middle school students in grades 6-8 may carry their physician prescribed Epinephrine auto-injectors and metered dose inhalers on their person while in school after the school receives a completed No. 5 for prescription medications listing these particular prescribed medications.

NEHS

Parkway participates in the National Elementary Honor Society, a national organization established to recognize outstanding sixth grade students. Students must attend Parkway for one full school year in order to be eligible. In accordance with national standards set by NEHS, students **first** qualify for an invitation for membership through their demonstration of success in the areas of scholarship, character, leadership, and citizenship. Students entering 6th grade with a cumulative GPA of 3.6 in their fifth grade core classes (Math, Language Arts, Science, Social Studies) and Spanish receive an invitation to fill out an intent form. A Faculty Council chooses prospective students for NEHS induction based on the intent form, information form, handwritten letter by the student, 2 recommendation letters from adults, and whether the Faculty Council feels the

student has demonstrated excellence in the areas of scholarship, leadership, service, character, and citizenship. Inductions are held once a year.

Once inducted, members are expected to maintain a 3.6 GPA in their core and Spanish classes, attend meetings, participate in various school-sponsored service projects throughout the year, including a minimum of 6 hours of service with one organization, maintain exemplary behavior in the areas of leadership, service, character, and citizenship, and continue to show and grow in excellence. If a student fails to uphold the NEHS expectations in any one of standards of scholarship, leadership, service, character, and citizenship, the Faculty Council will decide if the member is to be disciplined or dismissed. NEHS members are required to pay membership dues.

Panther Pride and Panther Honor Code Honorees

The Fruit of the Spirit from Galatians and positive character traits are taught, reinforced, encouraged, and rewarded here at Parkway. Individual elementary students who have shown good character trait qualities throughout the day in the classroom, hallways, cafeteria, etc., will be recognized by signing our Panther Pride book in the office, listed on the Panther Pride bulletin board, and may receive a sticker, a hug or high five from staff. Middle School students who exemplify the Panther Honor Code will be recognized.

Parent/Teacher Communication

Parent/teacher communication is essential for a successful program. We have found that the most effective manner of school/home communication in the elementary grades Kinder Prep through third grade is the use of student folders and/or agendas. Students are responsible for showing their parent or teacher any notes included in their folder or agenda and obtaining appropriate signatures. The most effective manner of school/home communication is via the family portal and email in the Upper Elementary (Fourth and Fifth) grades and Middle School. All staff members have a school email address which may be used for communication. Please see the Email/Written Communications Rating System for a guideline on written messages.

If you have any questions or concerns, the preferable way to communicate is to email your child's teacher (48 hr. response time), place a note in your student's folder or leave a message for the teacher by calling the school office. You may request to schedule a conference with your child's teacher(s) at any time. Teachers do not have access to a telephone in their classrooms. We ask that you do not call personal cell or house phones to contact teachers. Please do not conference with your child's teacher at school functions, when you are volunteering or with the teacher assistants. Carline is not the place for an impromptu conference, as we need to keep the flow of traffic moving.

Provided that your accounts are not in arrears, your student will receive a report card every quarter and student grades are also regularly posted on the school portals from Kindergarten through eighth grades. Elementary grades will have a minimum of two conferences with the teacher during the school year.

Parent/Student/Family Portal

The FACTS Family Portal is a school portal/site open to all Parkway families and to students in grades 4 - 8. Student grades are documented live in the FACTS Family Portal; it is the responsibility of the parents and students to check grades frequently. FACTS financial tuition management and incidental charges are accessible by logging into the Family Portal. The Portal is also an excellent resource for forms, school calendar, events and general school information as paper communication is used less and less each year. **All families are required to sign into the FACTS Family Portal in order to keep track of and pay tuition and incidental charges due, keep in contact with school personnel and be informed of events going on at school.**

Parking and Parking Security Tag

All vehicles visiting campus regularly are required to display the Parkway Parking Security Tag on their rear view mirror. Parking tags announce to security that you belong on campus and are used for the safety of all. **Security will stop or follow you if the tag is not properly displayed.** Each family is given 2 parking tags. Anyone visiting campus must park in the front parking lot. Visitor parking is not allowed in spots labeled "Staff", "Reserved" or in the carline drop-off/pickup area.

Plagiarism

Plagiarism (literary theft) in any form will not be tolerated and will result in an immediate detention. The student will still be required to complete the assigned work, but receive "0" zero credit. Additional offenses will result in suspension. Please refer to the "Acceptable Use Policy" for details regarding plagiarism with AI.

Predator Information

Per State of Florida Law, this information must be made available. Parents, students, and employees should regularly visit the public registry to review it for individuals who may have prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332).

Profanity

There will be absolutely no written profanity or slurs allowed on any part of the body, any personal property, clothing, personal notes, class assignments, or on school property. There is also to be no profanity or slurs spoken while in school. This includes but is not limited to using the Lord's name in vain and/or slurs (racial or sexual). Infractions may result in an automatic detention, suspension, or other disciplinary action as outlined in the elementary and/or middle school specifics.

Public Display of Affection

Parkway promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which imply more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not appropriate behavior for Parkway.

Report Cards/Interim Grades

Student grades for K - 8th are available for viewing on the Family Portal. Parkway strongly urges parents to regularly check their child's grades as grades are live and updated frequently. Interim grades are available on the Family Portal approximately halfway through each quarter. All students are issued a Report Card once per quarter. If all accounts are current, an email that may contain a link to their child's report card, is sent to parents of K - 8th students. If a report card link is sent, parents are responsible for opening the link to view/print/save the report card before the link expires. KP students receive a paper report card which must be signed by parents and returned to school the next day. Electronic copies of Report Cards may be made available on the Family Portal and may be viewed if all accounts are current.

Reporting Abuse

Florida Law requires that school personnel that have reasonable suspicion of abuse, neglect or abandonment of a student are required to report the suspected abuse, neglect or abandonment to the Division of Children and Families. Failure to report suspected abuse, neglect or abandonment can result in criminal charges.

Reading Programs

Accelerated Reader is an independent data driven computer reading program that allows students to take computerized tests that correlate to books they have read. Students receive points for every AR test they pass and these points can earn them prizes.

Books read may be applied to requirements for all programs.

Returning to Classrooms after Dismissal

Students are NOT allowed to return to classrooms to retrieve forgotten books, homework, etc. after being dismissed from classrooms or entering aftercare.

School Directory

When activated by the school, the Parkway School Directory may be found on the parent/family portal. Directory items that parents may choose to make visible include parent name, address, phone numbers and email address. If activated by the school, **by default, directory items are visible in the Parent/Family Portals and must be changed by the parent account owner in order to not be visible to other portal parents.** Visibility of directory items may be updated via annual enrollment packets or by logging in to the parent FACTS Family Portal account and changing the directory preferences.

Be aware that the school may share some parent directory information, such as name, phone number and/or email address with the Parkway PTO and/or Room Moms for communication purposes to inform and keep parents up to date on school and classroom events. Parent Directory preferences set to 'Yes' to Block information, may exclude you from receiving these communications.

The school may also share parent name and email address with our school photographers, photography and yearbook vendors.

Security

In order to make sure our campus is a safe place, we have three full-time security guards, who may be armed/unarmed, patrolling school grounds during school hours. If your car does not have proper school identification, you will be stopped and clearance must be obtained from the school office before you are admitted to campus. School doors are locked at all times and access is granted by office personnel. All persons coming into the school building must first check-in/sign-in with the school office staff.

Parkway has a crisis management plan in place that is reviewed regularly.

The Parkway Campus, including parking areas and all buildings, is monitored by security video cameras. Security cameras are also present inside all school buildings. If any incidents occur, videos may be used as a disciplinary tool.

Students in Fifth - Eighth grades receive an ID badge, as part of their school uniform, that gains them access to the Elementary Building, Middle School building, MS classrooms and the Gym on school days during regular school hours. For security reasons, students must wear their ID badges at all times while at school. Failure to do so will result in a uniform infraction. Students should care for their badges by not storing them near other electronics. If an ID badge is lost or stops working, it must be reported immediately to the Middle School office, and the student's parent's FACTS account will be charged a fee for a replacement ID badge.

Search Policy

Administration reserves the right to access and search backpacks, lockers, bags, desks, devices, or any items brought on campus and to remove any items found that are illegal or violate school rules and/or policy.

Speech Therapy/Occupational Therapy

On campus speech therapy and occupational therapy (OT) services are available to Parkway students for an additional cost. Parents are notified if their child has been identified as needing speech therapy and/or OT. Participation is not mandatory unless noted in a conditional acceptance to Parkway and/or required by administration. Students who are identified as benefitting from these services are strongly encouraged and recommended to take advantage of these services in order to help and improve their success in school. Parents may use outside services as long as the services meet the stated requirements in the conditional acceptance and/or by administration.

Sports/Athletics

Parkway participates in competitive sports against other schools via memberships in local sports leagues. Because Parkway teams are competitive, cuts are made during try-outs and equal playing time is not guaranteed for all athletes.

Students that meet ALL of the following requirements are eligible to try-out for Parkway sports teams/squads:

- be in grades 3 and up depending on the available sports or unless noted otherwise for a particular sport
- have a "D" or above in academics
- be current in all accounts receivable accounts, which may include our hot lunch/food vendor
- be injury free i.e. no casts on, etc.

Try-outs are mandatory on all days for all prospective athletes.

Students that are members of any Parkway sports team/squad must meet the following requirements in order to play/participate in games:

- pay a fee to participate in each sport
- maintain a "D" or above in academics during the sports season
- be current in all accounts receivable accounts during the sports season, which may include our hot lunch/food vendor
- have a sports physical and turn in a valid required FHSAA Sports Physical Form, completed by a physician, that is dated within 365 days of the ending date of the sports season the student is participating in
- turned in all required school forms
- required to read and sign the Parkway Athletics Handbook
- be injury free i.e. no casts on, etc. during the sports season.

Administration reserves the right to restrict an athlete from trying out and/or playing due to violations of school policy and/or lack of effort such as "zeros" in assignments/class work/homework, etc.

Parents of Parkway athletes are required to complete athletics paperwork, read and sign the Parkway Athletics Handbook and have an active email address and text phone number set up to receive school messages. Parents may be required to transport their student athletes to off campus practices and may be asked to drive their student athletes to games.

All requirements and rules apply to all Parkway sports teams/squads.

Athletes must be in school no later than 11:00 am on a school day and may not leave before 12:00 pm to be eligible to play in any after-school games and/or practices.

Student Conduct

Appropriate student conduct is expected at all times at Parkway. Respect is a virtue that demonstrates the honor and integrity of each of our students. Students are expected to respect one another, all staff members, volunteers and school property while demonstrating the Elementary and Middle School Honor Codes. Below is a general list of behaviors that will not be tolerated at Parkway (list not all-inclusive).

- Classroom disruptions for both teaching and learning
- Fighting
- Bullying
- Lying

- Cheating
- Chewing gum
- Destruction of school property
- Continuous uniform infractions
- Excessive absences or tardiness
- Use of profane or vulgar language
- Any kind of item that could be used as a weapon
- Any kind of disrespect during the worship of God
- Lack of effort and participation in class
- Disrespect and defiant behavior

Please refer to the Elementary and Middle School specific sections to see details on each group's behavior and conduct expectations.

Student Promotion Criteria

Criteria for promotion to the next grade level is based on a student's academic performance. Many components are taken into consideration when a student is not earning criteria for promotion. However, failing a subject is determined by an average of all the quarters (2 for semester long classes or 4 for year long classes) cumulative total which must be higher than 59 (F) to pass the subject.

There are grade level Student Advocacy Committees (SAC) which consist of the Head of School, the School Counselor, the Assistant Head of School, Elementary Curriculum Administrator, Elementary Director, and support staff. Each committee meets regularly to ensure student success remains a priority.

Student Promotion/Student Retention

Upon successful completion of the required course work and with recommendation from the teacher(s) to the administration, a student will be promoted to the next grade level.

When a student is not progressing in a satisfactory manner, the teacher(s) will communicate regularly with the parents and administration. A conference will be scheduled with the parents and administration whenever necessary. In the event that a student does not meet the criteria of the established course requirements, the administration may recommend that the student be retained or repeat course work during the summer under the supervision of a tutor and/or school personnel. All costs incurred for summer tutoring will be paid by the family. If the course is not passed during the summer session, the administration reserves the right to retain the student in the present grade or decline re-enrollment of the student.

Student School Supplies

Elementary students may be required to purchase school supplies through a vendor provided by the school, the cost of which may be billed via FACTS and/or paid directly to the vendor by the parent. The school may also provide a school supplies list where parents may have the option to purchase school supplies themselves. If an offered school supplies pack is not purchased by any published deadline or the school runs out of a grade's school supplies pack, supplies will have to be purchased elsewhere using a provided supplies list.

A general supply list for middle school students will be provided to parents. Individual Middle School teachers will advise, during the first days of school, what specific items are needed for their class.

Supplies are intended to last through most of the year but students may run out of some supplies and will need to purchase replacements. Please inquire of your child(ren) if supplies need to be replenished.

Tardy Passes

For those families that have any type of Parkway Tardy Pass, the Tardy Pass must be presented to the appropriate school staff, during late sign-in on the day it is being used for, and will not be accepted retroactively. Lost passes will not be reissued.

Technology - Devices, Emails and Requirements

Technology may be integrated into the daily teaching and learning at Parkway. Teachers utilize Google's collaborative tools among other programs and apps. Students in grades fourth and up create and use a Parkway email through Google Apps for Education.

Students may use ebooks at school and are required to have the following at home: access to a computer or device that connects to the internet to be able to access the Family Portal, ebooks or do research, etc., and a working printer so they can complete and print assignments that may have been started at school or for homework. Not having an assignment printed at home to hand in when due is not an excuse for a late assignment. Students may not print their assignment at school on the day that it is due. However, students can have access to the school's computers/printers to complete or print assignments, **if they give the teacher two days' notice.**

Students in 4th and 5th grades will use a school owned and managed Chromebook device for use on school property only, for academic use each day. Middle School students are required to purchase a Chromebook that will be managed by the

school. Middle School families will be responsible for any loss or damage to personal devices. Chromebooks are a mandatory school supply and therefore are required to be charged and functioning at all times. **All students and parents/guardians in 4th - 8th grades must read and sign the Chromebook Use Agreement prior to Chromebook use.**

Devices such as cell phones, laptops, netbooks, iPads, apple watches, air tags, etc. are not allowed. Use of devices in the classroom will be limited to educational sites and apps, ebook usage, organizational tools (i.e. agenda, calendar), etc. Devices should only be used during appropriate times in the classroom and permission for use is up to the individual teacher. Our wireless network is secure and students will be blocked, to the best of our ability, from inappropriate websites and apps. Students and parents must read the *PCS Acceptable Use Policy for Information Technologies* and sign the *PCS Acceptable Use Policy for Information Technologies Agreement*.

Parkway has a few Chromebooks available for students, with extenuating circumstances and approval from administration, to borrow for use during class time.

All students at Parkway use technology in some form or another. The school's *Acceptable Use Policy for Information Technologies* is located at the end of the handbook. Students and parents must read and agree to the *Acceptable Use Policy for Information Technologies* including all of its policies, rules and directives, understanding that student policies differ depending on how each teacher uses technology in the classroom. Any violation or repeated violations of the *Acceptable Use Policy for Information Technologies* may result in the following disciplinary actions: suspension of network, technology, or computer/device privileges; notification to parents; detention or suspension from school and school-related activities; expulsion; legal action and/or prosecution.

Textbooks

Students may be assigned a set of textbooks at the beginning of each school year and are expected to handle them with the utmost care and respect and are required to keep textbooks in good condition at all times. Textbooks include novels that are read as a class as part of the curriculum. They are not to be marked on, written in, defaced, or mistreated in any manner. **Students will have to pay for any losses and/or damages to books assigned to or checked out by them.** Textbooks remain the property of Parkway and are not given to the student upon completion of the school year/or withdrawal. Since all middle school students and some elementary grades have individual access to e-books on the internet, many classes use a "class set" of textbooks in lieu of having textbooks issued individually to each student. These "class set" textbooks may be checked out to be taken home when necessary. Consumable workbooks are a part of the curriculum and are expected to be treated with respect and may not be defaced or mistreated. Students will have to pay for an additional consumable workbook if lost or damaged beyond use.

Thursday Folders

Thursday folders are a communication tool used between the school and parents. Thursday folders are sent home with elementary students every Thursday and contain important papers and communications. Parents are expected to read all communications, sign the folder and return to school the next day. All elementary students receive a Thursday folder at the beginning of each school year. There will be a \$5 fee to replace lost folders. Middle school students/parents receive their information digitally.

Tuition and Accounts Receivable

At Parkway, program excellence is a priority. Payment of tuition ensures the quality of our program. Tuition pays our teachers and other operating expenses. In order for Parkway to meet its payroll and financial obligations in a timely manner, it is important that tuition payments arrive on time each month.

Yearly tuition is averaged into 10 (August – May) or 12 (June - May) monthly payments. Please refer to the applicable year's Tuition and Fees Information schedule for Tuition costs.

Tuition discounts* are available and are listed below. Discounts are applied per student.

- Loyalty Discount - students enrolled at Parkway Schools for the 2019/2020 school year & maintained continued, uninterrupted enrollment. Elementary Students (K - 5th) receive a \$370 annual tuition credit per student; Middle School Students (6th - 8th) receive a \$520 annual tuition credit per student. Discount is lost permanently if child/ren withdraw from a school year they are enrolled in.
- Prepay Discount - 3% discount when paying the year's tuition in full before August 1.
- Friends of Parkway Discount - 10% tuition discount when you make a per student tax deductible donation equal to one month's tuition payable to Parkway Christian Church before August 1.
- Parkway Christian Church Member Discount – 10% tuition discount. Parkway Christian Church members must be active in church ministries and make regular contributions. Attendance and contributions are reviewed quarterly.
- Clergy Discount - 10% tuition discount for children of active Clergy. Must provide proof of active status.
- Military Discount - 10% tuition discount for children of active military members. Must provide proof of active status.
- First Responder Discount - 10% tuition discount for children of active firefighters, local and state law enforcement officers, EMT, and paramedics. Must provide proof of active status.

- Sibling Discounts* - 15% sibling discount for the second child; 50% sibling discount for the third and every additional child.
 - State of Florida Scholarships are considered discounts
- *Only one discount per student, with some exceptions.

Tuition must be paid using FACTS, an auto-pay, online method using your bank account, debit or credit card

where tuition is automatically deducted via ACH from your bank account, or charged to your debit/credit card on a set date(s) every month, depending on which tuition payment plan you choose. Debit and credit card payments incur fees of 2.95% per transaction. This fee is not set by Parkway and may change at any time.

Parents, or the person(s) contractually responsible for payment of tuition, are required to set up an online FACTS payment plan annually and sign a Parkway Tuition Payment Agreement during the enrollment process every school year.

Other expenses billed through your tuition account may also be paid using FACTS. FACTS charges an annual fee, the amount of which will depend on how many tuition payments are scheduled/made.

Parkway will allow parents to divide monthly tuition into two payments, if necessary, via FACTS with payments debited twice every month, for 10 or 12 months depending on the tuition payment plan chosen.

Failure to pay tuition on time will lead to the following:

- A late fee of \$25 will be assessed by PCS if a payment is late or returned. There will be no exceptions on late fees.
- If your auto-pay or online payments are returned for lack of funds or denied credit, FACTS will assess an additional \$30 fee after the first payment attempt. FACTS will attempt to collect the payment due an 2 additional times, with each attempt spaced 15 days apart. If after 3 attempts to collect the payment have failed, a manual payment must be made to pay the balance due.
- If there is a default by failing to make agreed upon tuition payments in a timely fashion and it becomes necessary for Parkway to hire a 3rd party debt collector, it is agreed that you will accept responsibility for all collection fees, court costs, and attorney fees.
- If an account is not settled with the collection agency in a timely manner, the student will be dismissed from Parkway and the family will still be responsible for monies due.

Besides tuition, FACTS will also be used to pay 'incidental expenses' such as childcare, field trips, etc. It is the parents'/payer's responsibility to log in to their FACTS account and make timely payments if the tuition and/or incidental expenses accounts payments are not both set on auto-pay.

Regardless of the payment plan chosen, all tuition and incidental expenses due must be paid before the last school day of the school year.

The following apply to all Parkway accounts receivable accounts:

- If a check is returned for any reason, a fee up to \$50 will be assessed.
- If two checks are returned for any reason, a fee up to \$50 on each check will be assessed, and replacement payments must be made by cash, cashier's check or money order.
- Students will not be allowed to attend or participate in, including but not limited to, childcare, extra-curricular activities that carry a fee, field trips and athletics until all accounts receivable balances are current.
- Report cards and/or student records, including standardized test scores and awards, etc., will be held and access to the Parent Portal restricted for any student whose balance in any Parkway account is in arrears.

An early withdrawal fee of two months' tuition will be charged to any family leaving Parkway prior to the student's completion of a school year in which the student is enrolled. Fee is per student. If a student has attended school for any part of a month, the early withdrawal fee will apply to the subsequent two months.

The duties and obligations of Parkway may be suspended immediately without notice during all periods that the school is closed because of force majeure events including, but not limited to, fire, natural occurrences, war, government action, terrorism, epidemic, pandemic, or any event beyond Parkway's control. If such an event occurs, Parkway's duties and obligations may be suspended or postponed until such time as Parkway may safely re-open. It is understood that the sole financial remedy for a force majeure event is future delivery of educational services and not a tuition refund.

Tutoring

If your child meets with a private tutor, our teachers will be happy to speak to him/her. You may give the school phone number, 954-424-6425, or the teacher's email address to the tutor. Please notify your child's teacher if you are requesting the tutor to contact him/her.

Tutoring may be recommended and can be coordinated through our School Counselor. Our School Counselor is also available to recommend tutors to families looking for on campus tutoring.

Uniform and General Dress Codes

All Parkway approved complete uniforms to be worn at school must be purchased from Risse Brothers School Uniforms <https://www.rissebrothers.com/> in Plantation.

Complete school uniforms with the correct logo which includes but is not limited to shirts, skorts, pants/shorts, PE uniform (including sweatpants and joggers), jackets and hoodies/sweatshirts must be worn at all times.

In order to ensure that our students stay uniform in their look and maintain levels of modesty while keeping a focus on academics, the following standards need to be followed when purchasing uniforms for your student.

- Skirts/skorts, shorts, and jumpers need to be fingertip length and/or no shorter than two inches above the knee whichever one is longer.
- Shorts should be loose fitting enough that there is a two finger gap between the shorts and leg.
- Sweaters, hoodies, jackets, etc., must be short enough for the shorts/skorts, jumpers, dresses, etc. to be seen below the bottom of the hoodie/sweater.
- Alterations to uniforms may only be completed by our current uniform vendor for fit purposes only, with the altered item adhering to the above listed standards after alterations have been completed. Parents may be asked to purchase new uniforms if these standards are not met. Please contact administration with any questions or concerns before having alterations made.

Denim jeans are not acceptable on uniform days.

Elementary students must wear belts, if belt loops are present, and keep their shirts tucked in at all times. MS students will adhere to this policy (shirt tucked in and belt) on Professional Day(s). These days will be communicated to MS students in advance.

Students may not wear sandals or slip-ons of any kind and must wear closed shoes at all times. This includes all spirit and dress down days.

On PE days, students must wear the Parkway grade appropriate PE uniform purchased from Risse Brothers School Uniforms, with athletic sneakers and socks. Compression shirts/leggings, etc. may not be worn under uniforms.

For cold weather, students must wear the cold weather options from Risse Brothers School Uniforms. This includes the sweatshirts, jackets, sweaters, sweatpants, long shirts, and long pants from the uniform store. **Students may not have t-shirts, leggings, compression shirts/leggings, etc. under their short sleeved shirts or shorts, skirts, skorts, etc.** Attire such as heavy coats and hats, when necessary, may be worn when students are outside of the school building only. White or navy tights purchased from Risse Brothers School Uniforms may be worn by grades KP - 5 students under dresses and jumpers.

Uniform infractions are issued to students not following the Parkway uniform code. Elementary parents will be notified of uniform infractions, including repeated un-tucked shirts. Students will receive a detention on every fourth uniform infraction.

ID badges for 5th - 8th grades are part of students' uniforms that gain them access to the Elementary building, Middle School building, MS classrooms and the Gym on school days, during regular school hours. ID badges also serve as a method of safety and security as it allows immediate access to the buildings and classrooms in the event of an emergency. For security reasons, students must wear their ID badges at all times while at school. Failure to do so will result in a uniform infraction.

Students missing their ID badge will be charged a fee for every replacement ID badge issued to them, which is billed to the parent's FACTS account, along with replacement lanyards and plastic ID coverings if needed. Lost/missing or non working ID badges must be reported immediately to the Middle School office, for safety and security measures to be taken. **Students should care for their badges by not storing them near other electronics.**

Out of Uniform Attire: Outreach dress down day or any "dress down day" (out of uniform) attire must be on the conservative side. In an effort to not distract from the learning environment, students are asked to wear clothing specific to their gender on dress down days.

The following items are not allowed at any time: open-toed shoes, sandals, slippers or slip-ons of any kind, girls' skirt length no shorter than two inches above the knee, spaghetti strap tops, 'short' shorts, overly tight clothing, writing/words/graphics on the backside of bottoms, any clothing items with tears/rips/holes, leggings, jeggings, bandannas or any hats, unless hats are specifically stated for any special occasions, while inside. In order to avoid creating an

impression that the school endorses a particular party or political view, the school requires dress down clothing and accessories to be viewpoint-neutral.

Administration reserves the right to determine if items of clothing are inappropriate. Parents may be asked to bring appropriate clothing when necessary.

Uniforms - Personal Appearance

Student's hair must be neat and well kept. Boys' hair should not be below the top of their polo shirt collar or in their eyes. A haircut needed notice is issued to a student if hair is too long with one week given to comply. Failure to comply may incur consequences. Girls' hair should be neat and kept away from covering their face and eyes. Parkway also requests that girls in grades Kinder. Prep – 5th not wear makeup. Boys may not wear piercings or nail polish of any kind. For middle school girls, we ask that they wear minimal makeup, no large hoop earrings or other jewelry that would be a distraction. Nail polish must be conservative in color. **There will be no writing, marking on student's bodies.** Colored hair in non-naturally occurring hair colors, excessive piercings, facial piercings including nose, eyebrow, lip, etc., permanent/semi-permanent hair adornments, and tattoos are not allowed for any students.

All students must adhere to the Parkway uniform and general dress code policies.

Visitors

All visitors coming into the school or onto school property must sign in at the front office and receive an official visitor badge/pass. Visits to classrooms or anywhere on campus where students are present must be pre-arranged with classroom teachers or school staff in advance of the visit and only those visitors that have prior authorization will be allowed into classrooms or areas of campus where students are present.

Volunteer System

All volunteers coming into the school to help must sign in at the front office and receive an official volunteer badge/pass before working. We do welcome and encourage classroom volunteering at the behest of the classroom teacher. The Head of School in conjunction with the classroom teachers require a limited number of volunteers for parties and special events and will try to have all parents who wish to, to participate. However, we do not guarantee the amount of volunteer time that a parent may or may not have. We ask that all families choose some capacity in which to volunteer.

Volunteer Alternatives – Campus Enhancement Fund

We know time is valuable. Due to hectic work schedules, many of you are unable to donate hours of volunteering at the school, but you may find it easier to contribute money. We would like the opportunity to introduce the Campus Enhancement Fund to you. Please ask someone in the business office for information. All contributions are tax deductible and you may choose to specify how your check or donation is distributed.

Withdrawals

If your child is withdrawing from Parkway during the school year, please notify the Business and Admissions Offices in writing, immediately. All financial obligations must be current before any official records are released.

A withdrawal fee of 2 months tuition will be applied, per student, to the account of any family leaving Parkway prior to the end of a school year a student is enrolled in. If a student has attended school for any part of a month, the early withdrawal fee will apply to the subsequent two months.

If a family is being relocated because of employment, the 2-months' fee will be waived. You may be asked to submit proof of relocation due to employment.

If your child will not be returning to Parkway the following school year, please notify Admissions as soon as possible or during the re-enrollment process in order to free up a spot for a prospective student.

Elementary Specifics in addition to the School-wide Information

Please make sure to read all of the School-wide Information for all grades, KP - 8, prior to reading this section.

Chapel

Chapel is a time of education, prayer, praise, and worship. It is held once a week and the lesson presented is reinforced in the classroom. Students are recognized during chapel for excellence in character, classes recite scripture memorization, and God is praised through music and singing. We require that students enter chapel with a spirit of reverence and honor to our God. Parents are sent invitations to attend specific elementary chapel services.

Grading Scales

Kindergarten Prep:

M = Mastered
GP = Making Good Progress
NI = Needs Improvement
N/A = Not Applicable at this Time

Kindergarten:

O = Outstanding
S+ = Exceptional Progress
S = Satisfactory Progress
S - = Below Satisfactory Progress
N = Needs Improvement

1st through 5th grades:

99-100 = A+	88-89 = B+	78-79 = C+	68-69 = D+
92-98 = A	82-87 = B	72-77 = C	62-67 = D
90-91 = A-	80-81 = B-	70-71 = C-	60-61 = D-
			59 and below = F

O = Outstanding
S+ = Exceptional Progress
S = Satisfactory Progress
S - = Below Satisfactory Progress
N = Needs Improvement

Homework

As a guide, regular weekly assignments may include: reading, spelling, Bible memorization, vocabulary, and test review. A reasonable time frame for homework/study would be 15 minutes per day per grade level (not including studying). Time will be given in class to allow students to complete the majority of their assignments. Class work not completed during school hours is expected to be completed at home and returned the following morning. Homework given for reinforcement and review of subject matter must be handed in on time. It will be graded promptly and returned to students for their benefit. Parents will be notified if students are negligent in handing in work. Chronic problems will be brought to the attention of the administration and parents. Homework assignments may be posted on the family portal.

Student Awards for Grades 1-5

Grades 1-3:

A Honor Roll

Students who earn the equivalent of all A's in academics and all Outstanding (O) or Exceptional Progress (S+) in Attitudes and Work Habits and Specials (currently Art, Music, PE, Spanish, STEM, Media), will qualify for the A Honor Roll. Honor roll status is printed on quarterly report cards.

A/B Honor Roll

Students who earn the equivalent of all A's and B's in academics and all Satisfactory Progress (S) and above in Attitudes and Work Habits and Specials (currently Art, Music, PE, Spanish, STEM, Media) will qualify for the A/B Honor Roll. Honor roll status is printed on quarterly report cards.

Grades 4-5:

A Honor Roll

Students who earn the equivalent of all A's in academics and Spanish, all Outstanding (O) or Exceptional Progress (S+) in Attitudes and Work Habits and Specials (currently Art, Music, PE, STEM, Media), will qualify for the A Honor Roll. Honor roll status is printed on quarterly report cards.

A/B Honor Roll

Students who earn the equivalent of all A's and B's in academics and Spanish, all Satisfactory Progress (S) and above in Attitudes and Work Habits and Specials (currently Art, Music, PE, STEM, Media) will qualify for the A/B Honor Roll. Honor roll status is printed on quarterly report cards.

Technology Requirements

Please refer to the *Technology – Devices, Emails and Requirements* and *Acceptable Use Policy for Information Technologies* sections under School-wide Information

Parkway Christian School

Responsibility & Discipline Plans for Elementary Students

“Building Leaders through Christ, Character, and Community”

Parkway Christian School’s goal is to educate and develop the whole child; academically, spiritually, emotionally and socially in a safe, supportive, Christian learning environment. We strive to instill in our students the characteristics reflected in the Portrait of a Graduate. Some of Parkway’s non academic goals include students learning valuable lessons even if the lessons come with failure and disappointment and helping students make connections between their behavior and consequences. Learning about and having the Growth Mindset also helps the attitude towards new challenges as well as how to accept failure and turn it into a learning opportunity These goals are developed and upheld through our responsibility plans and teaching that occurs in and out of the classroom.

In order to accomplish educating the whole child, a partnership between home and school is vital. To ensure and maintain a classroom environment conducive to learning, academic success and support for every child, the following responsibility and discipline plans have been developed. These plans are tailored toward our school’s individual needs. It allows administration, teachers, staff, students, and parents to reward responsibility and good citizenship. It also allows everyone to thoroughly understand the behavioral skills required to succeed at Parkway and throughout life.

Parents and teachers can foster a partnership by maintaining open communication. Teachers will communicate daily via a student’s responsibility plan. This plan includes behavior and work habits, in and out of the classroom, that help grow our students into great leaders. The responsibility plan is meant to be a snapshot of a child’s day and is designed to open the lines of communication between home and school giving parents the opportunity to dialogue with their child about their success and areas to improve, as well as an opportunity for the student to reflect on their work habits and behavior. Our goal is to work with parents as an extension of the home in growing and nurturing our children.

Classroom Responsibility Rules:

1. Listen carefully/pay attention
2. Follow directions
3. Be respectful and polite
4. Use time wisely
5. Work and play safely

The responsibility plans will be used at all times: in the classroom, in chapel, during Specials classes, during recess, transitioning between classes, and in the cafeteria. Students are provided with many opportunities throughout the day to earn positive reinforcement for great responsibility in behavior and academics. Each classroom has their own individual incentive plan that is designed to encourage each student to foster a sense of responsibility for their behavior and academics. Parkway Christian School has step-by-step procedures for children not following our school-wide rules which apply to both minor and major infractions. Major infractions will be referred to administration. Each classroom has their own set of consequences/rewards that help reinforce positive responsibility.

Please refer to the ***Parkway Discipline Infraction Definitions and Specifics*** pages following the Middle School section of this handbook for detailed definitions of infractions.

Level 1 Infractions - Minor

Cell phone
Cheating MS
Chewing Gum
Destruction/Misuse of School Property
Discourteous Language/Behavior
Lunchroom Behavior
Disrupting Class
Dress Code Violation
Dress Code Violation - Spirit Day
Electronic Infraction
Inappropriate Bathroom Behavior
Inappropriate language/noises
Physical contact on another student
Profanity/Swearing
Tardy to School and/or Class

Level 2 Infractions - Major

Bullying
Cyber Bullying
Disrespect of a staff member
Fighting
Possession of alcohol, drugs, cigarettes/e-cig, etc.
Stealing/Theft
Threatening/intimidation of a student
Vandalism
Wandering w/o permission, Roaming out of Bounds

Level 3 Infractions - Serious (automatic expulsion)

Possession of a weapon
Sexual Harassment
Use of a Weapon
Imminent Threat

Grades KP – 2:

The responsibility plan focuses on teaching independence and accountability for personal actions. Individual classroom specifics regarding consequences, incentives, and communication vary. Teachers will communicate with parents when concerns arise.

Grades 3 – 5:

As students enter the upper elementary grades, a higher level of academic and behavioral responsibility is required and expected. Parkway developed a unique responsibility plan that centers around an **Elementary Honor Code** (found on the next page). This code outlines characteristics of a successful Panther, and the goal of this code is to help the whole student learn and grow to reach their fullest potential. The words in the Honor Code spell out Panther and come from our Portrait of a Graduate as well as the Attitudes and Work Habits that our students are graded on throughout elementary school.

Students may be asked to complete a reflection sheet with parents when they are struggling in a specific area of the Honor Code. The reflection is meant to help students make the connection between their actions and the outcome.

Please review the grade applicable Responsibility and Discipline Plan(s) with your child/children.

PARKWAY CHRISTIAN ELEMENTARY SCHOOL

HONOR CODE

PERSEVERE

Works hard and doesn't give up
Overcomes obstacles

ATTENTIVE

Knows the value of "YET"
Focuses during lessons
Active listener

NOBLE

Encourages others to stay focused
Honest
Trustworthy

TEAM WORK

Reliable and follows through
Respectful

HUMBLE

Works and plays well with peers
Cooperates with the group to meet goals

EXCELLENCE

Puts the needs of others before their own
Listens to the ideas of others
Honors Christ in words and actions
Gives 100% effort
Turns work in on time

RESPONSIBLE

Always tries their best
Takes ownership of personal property
Treats the school and other's property with care
Uses time wisely

SUCCESSFUL

Positively impacts their peers and the world
Strives to love others like Christ
Exemplifies the Fruits of the Spirit



Middle School Specifics in addition to the School-wide Information

Please make sure to read all of the School-wide Information for all grades, KP - 8, prior to reading this section.

Attendance and Tardies - MS

MS Attendance is taken every morning in the gym. Middle School students must sign in prior to 7:50 a.m. and will be marked tardy if they sign in after 7:50 a.m. Each tardy will result in an infraction. **Refer to the Tardy Policy that is located under "Attendance/Absence/Tardy Policies" in the general section for specifics on tardy accrual and consequences.**

Students are required to be in class on time. Students who are tardy to class will receive a discipline infraction. Infractions accumulate and repeated infractions will result in a consequence.

Students are required to attend all classes. MS students who are absent are required to reach out to their teachers and check FACTS/Google Classroom to see what work they have missed. Makeup work is due upon their return to school, including, but not limited to, all tests and quizzes. **Students with an illness that would prevent them from completing work MUST reach out to the school nurse.**

Early sign out should be reserved for emergencies and appointments that cannot be scheduled after school hours. We understand that this is not always possible. Parents or guardians must provide an excuse when signing students out early. Unexcused sign outs could result in a discipline infraction.

Birthdays

Middle School birthdays may be celebrated in school with the least amount of disruption to the classroom environment. Birthdays are announced in Huddle and students' friends are welcome to recognize their friends' birthdays. Parents may drop off lunch for the birthday student(s) only. Parents may not drop off treats to distribute to classmates.

Bullying

Bullying in any form will not be tolerated at Parkway. This includes, but is not limited to, repetitive belittling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos/demeaning comments, pranks, social isolation, gestures, other verbal, written, and social conduct, and physical altercations. This also includes bystanders—students who, by their behavior, support another student's act of bullying. We consider these serious violations of our mission and commitment to Christ. Consequences may include a phone call to parents, detention, and suspension, if deemed necessary.

Chapel

Chapel is part of our curriculum; therefore, attendance of all students is required as well as appropriate behavior. Students are expected to be reverent and respectful during worship and prayer, while others are speaking, and not joking around. Disrespect will not be tolerated. If a student misbehaves during Chapel, he/she will be disciplined accordingly. Middle School chapel time is for students only.

Classroom Expectations

1. Be in your assigned seat and ready to work when class begins.
2. Bring required books and materials to every class.
3. Listen and stay seated when someone is speaking.
4. Follow directions the first time they are given.
5. Turn in assignments on time.
6. Treat everyone and their property respectfully.
7. Follow the Panther Honor Code.

PARKWAY CHRISTIAN MIDDLE SCHOOL
HONOR CODE



POSITIVE

BELIEVE HAVING A POSITIVE MINDSET LEADS TO POSITIVE OUTCOMES
ENCOURAGE AND BUILD ONE ANOTHER UP

AUTHENTIC

ARE NOT AFRAID TO BE THEMSELVES
ACCEPT THE DIFFERENCES OF OTHERS

NEVER GIVES UP

KNOW THAT WITH PERSISTENCE THEY CAN OVERCOME OBSTACLES
PERSEVERE TO REACH THEIR GOALS

TRUSTWORTHY

HAVE INTEGRITY AND TELL THE TRUTH
ARE RELIABLE AND FOLLOW THROUGH

HUMBLE

PUT THE NEEDS OF OTHERS BEFORE THEIR OWN
MAINTAIN MODESTY IN HOW THEY ACT, SPEAK, AND DRESS

EXCELLENCE

HONOR CHRIST IN ALL THEY SAY AND DO
ARE READY TO LEARN AND CONSIDER THE LEARNING OF OTHERS

RESPECT

RESPECT ADULTS, THEMSELVES, AND THE PROPERTY OF OTHERS
LISTEN BEFORE SPEAKING

SUCCESSFUL

POSITIVELY IMPACT THE WORLD AROUND THEM
KNOW WHO THEY ARE IN CHRIST

Discipline/Infractions - MS

In an effort to instill within our students a higher level of independence, responsibility and accountability, the school uses a value-based discipline model (demerits). Discipline infractions have a value assigned (demerits) that accumulates throughout the year and a level assigned which helps to determine consequences for repetitive behaviors. The value of the infraction depends on the severity and/or repetition of the infraction. To ensure we focus on forgiveness and learning from our mistakes, additional criteria for consequences are taken into consideration before a consequence is given.

Please refer to the ***Parkway Discipline Infraction Definitions and Specifics*** pages following the Middle School section of this handbook for detailed definitions of infractions.

Level 1 Infractions - Minor

Cell phone
Cheating MS
Chewing Gum
Destruction/Misuse of School Property
Discourteous Language/Behavior
Lunchroom Behavior
Disrupting Class
Dress Code Violation
Dress Code Violation - Spirit Day
Electronic Infraction
Inappropriate Bathroom Behavior
Inappropriate language/noises
Physical contact on another student
Profanity/Swearing
Tardy to School and/or Class

Level 2 Infractions - Major

Bullying
Cyber Bullying
Disrespect of a staff member
Fighting
Possession of alcohol, drugs, cigarettes/e-cig, etc.
Stealing/Theft
Threatening/intimidation of a student
Vandalism
Wandering w/o permission, Roaming out of Bounds

Level 3 Infractions - Serious (automatic expulsion)

Possession of a weapon
Sexual Harassment
Use of a Weapon
Imminent Threat

If an infraction occurs the following consequences could apply but are not in a specific order as consequences are determined by the severity of the infraction and repetition of the behavior.

Verbal warning
Classroom Consequence
Parent notification
Detention
Discipline Committee
Suspension
Expulsion

Detentions are a time of reflection and accountability for students. Detentions will take place before or after school on a day designated by a school administrator. **It is the responsibility of the student and his or her family to make sure he or she serves the detention when given.** Failure to show could result in additional disciplinary action and/or a fine of \$25 which will be billed to the student's FACTS account.

Outlined below is the accumulation of the demerit point policy that occurs as infractions are accrued.

Consequences of Demerit Accumulation:

5 demerit points (accumulation of points and/or an infraction equal to 5 points):

1. Parent notification by Director of Middle School (MS) and/or Director of Discipline
2. Student conference with Director of MS and/or Director of Discipline
3. Possible loss of privileges

10 demerit points (accumulation of points and/or an infraction equal to 10 points):

1. Parent Conference with Director of MS and/or Director of Discipline; student will be in attendance for a portion or the entire meeting.
 - a. Discipline contract issued during parent meeting
2. Loss of class trip
3. Possible loss of privileges
4. Disciplinary probation imposed (suspension is determined by severity of infraction and repetition of behavior)
 - a. **Merit Provision**
 - i. Students who accumulate 10 demerits have the opportunity to have 5 demerits rescinded from their record (merit added for 5 points).

- ii. If, after 20 school days of the date of the signing of their discipline contract, they do not receive the equivalent of one point in demerits, the accumulated number of demerits is reduced to 5.
 - iii. This provision is null if the student receives the equivalent to one point of demerits which could be an accumulation of demerits with lesser value while on probation and the accumulation proceeds 10.
 - iv. The merit provision can be used only once in a school year.
- b.

15 demerit points (accumulation of points and/or an infraction equal to 15 points):

1. Initiation of Discipline Committee Process
 - a. When a student accumulates 15 demerits and/or has been involved in an infraction equivalent to 15 points (level 3) the discipline committee process will commence.
 - i. Infractions and accumulation of points are determined by the Director of Discipline in consultation with the Head of School and Assistant Head of School
 - b. The student(s) involved in the infraction may not attend classes or participate in extracurricular activities until the full Discipline Committee Process has been completed.
 - i. The student will be suspended during this process.
 - c. **Discipline Committee investigations are CLOSED**
 - d. Discipline Committee meetings are usually held within one week of the issuance of the 15th demerit point or infraction that is equivalent to 15 points.
 - e. The Discipline Committee is made up of the Middle School Team Leader, the Director of Middle School and the Director of Discipline.
2. Parents have the option to withdraw their student or go to the Discipline Committee for review.
 - a. However, if the Discipline Committee proceeds, all decisions stand and an expulsion could be on the student record
3. **Discipline Committee Meeting**
 - a. The suspended student and up to two parents/guardians should be present during the Discipline Committee Meeting
 - b. After all pertinent details have been related to the Discipline Committee, a recommendation will be made to the Head of School regarding the matriculation status of the student at Parkway Christian School.
 - c. If the recommendation is expulsion, the student will be coded as "inactive" immediately and expulsion will be placed on the student record.
 - d. If the recommendation is continued matriculation, the student will be issued a new discipline contract.
 - i. A single infraction in violation of the contract during the balance of the school year will result in immediate expulsion.
 - e. The Director of Middle School will notify the parents the result of the Discipline Committee on or before the end of the school day on which the Committee was convened.
 - f. The decision of the Discipline Committee and the Head of School regarding the results is final.
4. Students dismissed from Parkway Christian School are not permitted to participate in school functions and may not be present on campus without prior permission from the Assistant Head of School.
5. Administration reserves the right to modify any portion of this policy at any time.

Electronic Transmissions

Any inappropriate use of computers and/or communication devices is a violation of the Panther Honor Code and the *Acceptable Use Policy for Information Technologies*. The advancement of technology has enabled students to have access and opportunity to commit offenses that violate the Code of Student Conduct. Any type of inappropriate content in text messaging, e-mail, Social Media such as "Instagram", "FaceBook," "X-Box Live," "TikTok", etc. sent outside of the school affecting any of our students or staff members in any shape or form will be considered a violation of the Code of Student Conduct.

Each offense committed by electronic means or through the use of technological resources will be evaluated/disciplined by a school administrator. Please refer to the *Acceptable Use Policy for Information Technologies* for more specifics/information.

Extracurricular Activities

As our middle school program grows, so will the amount of extracurricular activities: sports, clubs, and social events may be available for student participation. Please encourage your child(ren) to be involved in these activities. Students are not permitted to be dropped off as a late arrival after 11:00 am and may not leave before 12:00 pm for any after school activities

which includes sports, MS dance, aftercare, etc. Students may be suspended from participation in certain extracurricular activities due to poor grades, disciplinary problems or account balances in arrears. Students supporting extracurricular activities as a spectator and not participating, must be accompanied by an adult.

Grade Point Average

Students earning a GPA of 3.0 or better will be recognized on the quarterly Middle School Honor Roll.

Grading Scale

<u>6th through 8th grades:</u>	90-100	= A
	80-89	= B
	70-79	= C
	60-69	= D
	59 and below	= F

Graduation Fee

A graduation fee for all eighth grade students will be automatically billed to the tuition account. Please refer to the current year's fee schedule for the amount.

High School Credit

Due to the academic rigor of Parkway's curriculum, PCS offers students the opportunity to earn high school credit in several subjects. Students can earn high school credit for Algebra I or Algebra 1 Honors. Additionally, students can earn credit for Spanish I, as well as Personal Finance and HOPE, both of which are high school graduation requirements in the state of Florida. High school credit is awarded to students that earn a passing grade in their HS courses. See details below.

- **Algebra I**

Eighth grade students, who meet the eligibility requirements, will be invited to apply to our high school Algebra I or Algebra I Honors. The class/course curriculum is set at a faster pace than our regular MS Algebra class, and students will be required to take a midterm and final exam which will be weighted and which may not be exempted. Grades earned in Algebra I/Algebra I Honors will be reflected on the student's transcript, along with the corresponding high school credit if a passing grade is earned.

- **Algebra I Requirements**

In order to be eligible for the high school Algebra I class, students must meet the following criteria:

1. Teacher recommendation. Students must have a recommendation from their seventh grade math teacher to be eligible.
2. Complete seventh grade math at Parkway
3. Earn a "B" average or higher in seventh grade math
4. Earn a RIT score determined by the School on our standardized test in 7th grade
5. Signed parent consent form

- **Algebra I Honors Requirements**

In order to be eligible for the high school Algebra I Honors class, students must meet the following criteria:

1. Teacher recommendation. Students must have a recommendation from their seventh grade math teacher to be eligible.
2. Complete seventh grade math at Parkway
3. Earn an "A" average in seventh grade math class
4. Earn a RIT score determined by the School on our standardized test in 7th grade
5. Signed parent consent form

- **Spanish I Requirements**

In order to be eligible for the Spanish I high school credit, students must meet the following criteria:

1. Complete both 7th and 8th grade Spanish at Parkway
2. Required to take the final exam at the end of 8th grade Spanish. Exempt students must take the 8th grade Spanish final to be eligible for the high school credit. A study guide and review will be provided for the final exam.

Students who meet eligibility requirements will receive a transcript showing high school Spanish 1 credit if passing grades are earned.

- **Personal Finance**

Seventh grade students will complete a Personal Finance course that meets and exceeds the state graduation standards for Personal Finance. Grades earned in Personal Finance will be reflected on the student's transcript, along with the corresponding high school credit if a passing grade is earned.

- **8th Grade Health/PE - HOPE Credit**

Starting in the fall semester of their eighth grade year, students will take a semester-long class/course in PE and a year-long Health class/course to satisfy the HOPE high school graduation requirement. Grades earned in these two classes will be reflected on the student's transcript, along with the corresponding high school credit if passing grades are earned.

Homework/Class Assignments

Class work and homework assignments are to be completed in a timely manner. Students are responsible for writing their homework assignments, project requirements and due dates in an agenda. If a student chooses not to complete a class or homework assignment, he/she will receive a "0" grade. These assignments may be handed in the next scheduled class day and be considered one day late and a whole letter grade will be deducted from the earned grade. If a student completes the assignment past one day, it will result in a "0" grade. Being prepared for class is as important as being on time and completing assignments. If a student is unprepared for class, he/she may lose points. Middle School make-up work is the responsibility of the student. The student must speak with each of their teachers to get assignments. If a student has received an assignment in class then is absent the following days, the assignment is due when the student returns. **Students returning from a planned absence must hand in required work when they return and will not receive extended time, if work was given before the absence.** Please note that students may not print an assignment at school on the date that it is due.

ID Badges/Uniforms

Middle School (6-8) students and fifth graders receive an ID badge, as part of their school uniform, that gains them access to the Elementary building, Middle School building, MS classrooms and the Gym on school days, during regular school hours. ID badges also serve as a method of safety and security as it allows immediate access to the buildings and classrooms in the event of an emergency. For security reasons, students must wear their ID badges at all times while at school. Failure to do so will result in a uniform infraction. Students missing their ID badge will be charged a fee for every replacement ID badge issued to them, which is billed to the parent's FACTS account, along with replacement lanyards and plastic ID coverings if needed. Lost/missing or non working ID badges must be reported immediately to the Middle School office, for safety and security measures to be taken. **Students should care for their badges by not storing them near other electronics.**

Middle School students are expected to follow all uniform guidelines outlined in the "***Uniform and General Dress Codes***" section of the handbook which includes:

- Skirts/skorts, shorts, and jumpers need to be fingertip length and/or no shorter than two inches above the knee whichever one is longer.
- Shorts should be loose fitting enough that there is a two finger gap between the shorts and leg.
- Sweaters, hoodies, jackets, etc., must be short enough for the shorts/skorts, jumpers, dresses, etc. to be seen below the bottom of the hoodie/sweater.
- Alterations to uniforms may only be completed by our current uniform vendor for fit purposes only with the altered item adhering to the above listed standards after all completed alterations. Parents may be asked to purchase new uniforms if these standards are not met. Please contact administration with any questions or concerns before having alterations made.

Denim jeans are not acceptable on uniform days.

Middle school students are allowed to have shirts untucked and no belt EXCEPT on Professional Days where shirts must be tucked in and a belt worn if there are belt hoops present. Professional days will be communicated to students in advance. Therefore, middle school students must have a belt that fits in order to be in uniform on these days.

NJHS

Parkway participates in the National Junior Honor Society, a national organization established to recognize outstanding seventh and eighth grade students. Students must attend Parkway for one full school year in order to be eligible. In accordance with national standards set by NJHS, students **first** qualify for an invitation for membership through their demonstration of success in the areas of scholarship, character, leadership, and citizenship. Students in 7th or 8th grades with a cumulative GPA of 3.6 in core classes (Math, Language Arts, Science, Social Studies) and Spanish receive an invitation to fill out an intent form. A Faculty Council chooses prospective students for NJHS induction based on the intent form, information form, handwritten letter by the student, 2 recommendation letters from adults and whether the Faculty Council feels the student has demonstrated excellence in the areas of scholarship, leadership, service, character and citizenship. Inductions are held once a year.

Once inducted, members are expected to maintain a 3.6 GPA in their core and Spanish classes, attend meetings, participate in various school sponsored service projects throughout the year, including a minimum of 6 hours of service with one organization, maintain exemplary behavior in the areas of leadership, service, character and citizenship and continue to show and grow in excellence. If a student fails to uphold the NJHS expectations in any one of standards of scholarship, leadership, service, character and citizenship, the Faculty Council will decide if the member is to be disciplined or dismissed. NJHS members are required to pay annual membership dues.

Parent/Student/Family Portal

Student assignments and grades are documented on the FACTS Family Portal. Parents and students should check the portal on a regular basis to keep appraised of progress.

Parent Volunteers

We may need parent volunteers in the following areas:

- Social Events
- MS Musical Theater
- Fundraisers

Quarterly/Semester Exams

Sixth (6th) grade students are administered quarterly exams while Seventh (7th) and Eighth (8th) grades students are administered semester midterm and final exams.

Core subjects (Social Studies, Science, Math, Language Arts and Spanish) 7th & 8th grades classes' semester exams along with 6th grade's 2nd and 4th quarter exams are administered on days set aside specifically for exams near the end of each semester. Sixth grade's 1st and 3rd quarter exams take place during a normal school day. Non-core subject classes' may require semester projects as part of the curriculum.

In order to help students prepare and study for and learn the process of taking exams, students may be required to complete subject study guides. Ample time is provided for completion of study guides. If required to turn in completed study guides, students must turn them in by the due date provided.

MS students may earn exemptions from some of their core classes' and Spanish study guides and exams (Social Studies, Science, Math, Language Arts, Spanish).

First and second quarters ALL 6th grade students are required to complete study guides and take unit quarter exams. Third quarter ALL 6th grade students will complete study guides but may exempt one core class's exam if their grades follow the Exam Exemption Guidelines. Fourth quarter, 6th grade students may exempt study guides and exams in up to two core classes if their grades follow the Exam Exemption Guidelines.

Seventh and eighth grade students may earn study guide and exam exemptions for up to three core classes' midterm and final exams if they meet the Exam Exemption Guidelines.

Exam Exemption Guidelines: Seventh and eighth grade students must average a minimum grade of 94 in both first and second quarters in a core subject class to exempt a first semester exam for that class and average a minimum grade of 94 in both third and fourth quarters in a core subject class to exempt the fourth quarter exam or second semester final exam for that class. Sixth grade students must earn a minimum of a 94 when grades are pulled in a core class in order to be exempt from the exam (3rd & 4th quarters) and/or the study guide process (4th quarter).

Specific detailed information regarding when study guides are handed out and due back, when quarter/semester grades are pulled for exemption purposes, exemption notifications for students, and exemption form due dates, etc. will be made available to parents and students prior to the distribution of study guides to students.

Service Learning Requirements

Middle school students are required to complete a minimum of 10 service hours per year with at least 2 of those hours outside of the school and Parkway Christian Church. The purpose of this requirement is to acquaint our students with the need to become active participants in the school and community. Volunteering time to public, nonprofit agencies, civic, charitable and governmental agencies, religious institutions and their own school is an important part of the educational process that helps develop a sense of responsibility to society. School opportunities may include: NJHS and other school functions and/or opportunities.

Service performed over the summer or as part of an organization that is not school sponsored must meet the Service Hour Guidelines. All hours must be documented on the Service Hour Requirement Log Sheet and be turned in to the Service Hour Coordinator by the fourth quarter due date supplied by the Service Hour Coordinator. Students should make/keep a copy of this Log Sheet for their own records. Students may begin earning service hours for the next school year during the summer after they have been promoted to the next grade level. Service Hours Guidelines and forms to be completed will be available to students throughout the school year. Copies are included in this Handbook.

Snacks

Students will be allowed to bring in a snack keeping in mind *Nut Free Zones*, or **if available**, purchase one during a designated period on designated days. Students can only bring in water to drink or drink from the water fountain with permission from the teacher. **If available**, snacks may cost up to \$2 each, and must be purchased with cash.

Student Interaction

Students must display a positive and Christ-like attitude in their interactions with one another. They are to encourage one another and not participate in gossip or put down other students. Bullying of any kind will not be tolerated and will result in immediate disciplinary action. We expect our Middle School students to interact kindly and appropriately when they are around the elementary students and are to be a positive example at all times.

Summer Assignments

Middle school students are required to complete summer assignments that may include a summer reading assignment and/or a math assignment. Details will be distributed at the end of the current school year. The assignment(s) will be due at the beginning of the following school year and will be counted as a grade. The assignments will be mailed/emailed to new students.

Tardy to Class

Students will have a set amount of time to travel from class to class. Students are considered tardy if they are not in their seats when the teacher closes the door and begins class. Students will have a consequence if they are tardy to class.

Textbooks

Students may be assigned a set of textbooks at the beginning of each school year and are responsible for their care. Students will be required to pay for the replacement of any textbook that is damaged or lost. The missing textbook policy is as follows: Upon the first occurrence of not bringing the textbook to class, the student will be verbally warned. On the second occurrence, the student will be verbally warned and a parent will be notified. If the student does not bring his or her textbook or a borrowed classroom textbook to the next class, there will be a charge to replace the textbook.

No writing or highlighting on or in any PCS textbook is permitted. We understand that many students study over the summer in order to prepare for the next school year, but it is Parkway Christian School's policy that textbooks are not issued until the first day of school.

Parkway Christian School

Discipline Infraction Definitions and Specifics

Below are listed the definitions for infractions that students may earn. The level of severity of infractions may vary by grade level and are listed in each section of the handbook. Please refer to the appropriate section for your child's grade level.

Definitions of Infractions

Bullying - includes, but is not limited to, repetitive belittling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos/demeaning comments, pranks, social isolation, gestures, other verbal, written, and social conduct, and physical altercations. This also includes bystanders—students who, by their behavior, support another student's act of bullying.

Cell Phone - possession/use of a cell phone. Cell phones are not allowed to be with or used by a student including but not limited to school hours, sports, or After Care.

Cheating MS - includes, but is not limited to, giving work to another student to copy or using the work of others and submitting it as one's own. For example:

- electronically cutting-and-pasting information from another student, parent, etc.
- electronically cutting-and-pasting from the Internet or such resource
- failing to appropriately cite work from an external source (plagiarism)
- electronically accessing quiz or test questions/data and distributing it to others
- sharing assignments as collaborating or group work when specific directions were given to work independently
- academic dishonesty in any form

Chewing Gum - chewing gum on campus is not permitted in any location. Teachers should ensure that all candy or rewards handed to students does not include gum (e.g. blow pops).

Cyber Bullying - including, but not limited to, the misuses of digital technology to send or post inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites) which are used to belittle, intimidate, stalk, make slurs, rumors, jokes, false accusations and/or innuendos, demean, tease, or intimidate.

Destruction/Misuse of School Property - includes, but is not limited to, minor damages caused by marking, defacing, drawing on, cutting, removing pieces of furniture, toilets, sinks, water fountains, etc. on any item that belongs to the school.

Discourteous Language/Behavior - includes, but not limited to, swearing alternatives, hand gestures and/or vocal noises that imply sexual innuendos, etc.

Lunchroom Behavior - including, but not limited to, minor disrespect to staff, servers and/or lunchroom volunteers, failure to use manners, throwing food, liquids, and/or lunch utensils, running, shouting, refusing to clean when asked by staff, leaving the cafeteria without permission, etc.

Disrespect of a Staff Member - including, but not limited to, lying and/or direct disobedience of a staff member, blatant disregard for directions and/or instructions given by a staff member, swearing and/or foul language used while speaking to a staff member, etc.

Disrupting Class - including, but not limited to, minor interruptions to the classroom environment, including talking, noises, coloring/drawing, and any behaviors that interrupt the learning environment.

Dress Code Violations - infractions are earned and accumulated throughout the year. Every student is expected to abide by the dress code. Students are expected to be in uniform when they arrive on campus. Violations include, but are not limited to, students wearing a PE uniform on a non-PE day, rolling of shorts, drawing/markings on body, hair not following dress code (please see Parent/Student Handbook), etc.

Dress Code Violations - Spirit Day - refers to dress code violations on dress down or outreach days. These infractions accumulate per year. Students must adhere to PCS dress code standards and the theme of the dress down or outreach day.

Electronic Infractions - including, but not limited to, use of technology without the teacher's permission and/or any violation of the "acceptable use policy".

Fighting - including, but not limited to, major physical altercations, physical fighting with feet, hands, objects, etc.

Imminent Threat - including, but not limited to, the verbal and/or written targeted threat of mass violence towards the physical property, staff, faculty, and/or students; these threats may include guns, bombs, knives, etc.

Inappropriate Hallway Behavior - including, but not limited to, disruptive behaviors that distract from the learning environment such as running, shouting/yelling, horseplay, jumping to hit signs/doorways, minor pushing/shoving, not using the alcove learning area appropriately, spilling water and/or food and not cleaning, peering in classrooms to disrupt classes in session, etc.

Inappropriate Language - including, but not limited to, name calling, joking, slang used to demean or make fun of students, etc.

Physical Contact on a Student - including, but not limited to, minor physical altercations, pushing, shoving, etc.

Possession of Alcohol, Drugs, Cigarettes/E-Cigs - including, but not limited to, students possessing and/or using/consuming alcohol, drugs, cigarettes, e-cigs, vapes/pens, etc.

Possession of a Weapon - including, but not limited to, students who bring guns, knives, and/or any item used to threaten or cause bodily harm may be considered a weapon to school or have items in their possession (backpack, locker, on person, etc.).

Profanity/Swearing - including, but not limited to, swearing, use of the Lord's name in vain, strong abusive language, etc.

Sexual Harassment - including, but not limited to, oral and/or written communication or behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances.

Stealing/Theft - including, but not limited to, touching, moving, consuming, etc. the property of other students and/or staff without expressed permission.

Tardy to Class - coming to class after bell and/or start of the period without an authorized hall/tardy pass. This infraction accumulates throughout the year.

Threatening/Intimidation of a Staff Member - including, but not limited to, oral and/or written comments, including email messages, instant messages, and text messages meant to intimidate or threaten bodily harm.

Threatening/Intimidation of a Student - including, but not limited to, oral and/or written comments, including email messages, instant messages, and text messages meant to intimidate or threaten bodily harm.

Use of a Weapon - including, but not limited to, use of a gun, knife, and/or any item used to threaten or cause bodily harm.

Vandalism - including, but not limited to, major damages caused by marking, defacing, drawing on, cutting, removing pieces of furniture, toilets, sinks, water fountains, etc. and/or destroying school property or personal property of other students, faculty, and/or staff.

Wandering w/o Permission or Roaming Out of Bounds - including, but not limited to, a student being in a place other than where he/she is supposed to be at any given time, or in a place which is off limits to students such as parking lots, staff lounge, off property, teacher office, administrative offices, bookkeeping, etc.

10 HOUR SERVICE LEARNING REQUIREMENTS

Guidelines Specific to the 10 Hour Service Learning Requirement

1. All middle school students must complete 10 hours of service each year they attend Parkway Christian School as part of promotion requirements.
2. Students will have some opportunities to earn service hours at the school and at Parkway Christian Church; but, will be required to complete 2 hours of the 10 hours per year outside of school and Parkway Christian Church.
3. Suggested areas of service that are not part of school organizations are: nonprofit agencies; civic, charitable, governmental organizations; and/or religious institutions.
4. All Service Learning Hours must be documented on a Service Learning Requirement Log Sheet. Log Sheets must be returned to Mrs. Garcia, the Service Learning Coordinator, by the fourth quarter due date set by Mrs. Garcia. Log Sheets may be turned in prior to this date. Please put the completed Log Sheets in Mrs. Garcia's mailbox.
5. Students may begin acquiring service hours for the next school year during the summer.
6. Students who exceed the minimum of 10 service hours per year will be honored during graduation.
7. Students must remember to keep a copy of their Log Sheet for their records.

If you have any questions, you may contact Mrs. Garcia at lgarcia@pcs-fl.net.

Parkway Christian School Service Learning Requirement Log Sheet

Students must complete a minimum of 10 service hours per year.
All forms must be turned in to the Service Learning Coordinator.

Student's Name: _____ Grade: _____ School Year _____

Date	Organization	Hours Served	Responsibility	Contact Person's Name & Title	Contact Phone # / email	Supervisor's Signature

Total Hours: _____ Date _____

Service Coordinator's Signature _____

Remember to make a copy for yourself!!!!

Parkway Christian School Acceptable Use Policy

for Information Technologies

1. Purpose

The purpose of the Acceptable Use Policy (AUP) is to establish the acceptable use of information technologies in Parkway Christian School (PCS) in order to benefit the students, parents and staff of Parkway and better our learning community. PCS encourages the use of information technology in our schools and the public at large. The school believes that the understanding and proper use of these technologies enhance learning and help our student population develop into productive and responsible citizens. Understanding information technologies can help to create lifelong learners who conduct themselves responsibly and ethically. These technologies will be used to increase efficiency, collaboration, communication, critical thinking and creativity.

2. General Statement of Policy

This policy will provide an explanation, purpose and definition of acceptable use by students, parents and staff of the PCS community. This policy is required to be read prior to using or accessing any information technology in the school. Additionally, staff and fourth through eighth grade students must sign the (AUP) form and submit it to the Administrative Office annually before accessing any information technology prior to the beginning of the new school year. Parents must check the box indicating that they have read, understand and agree with this policy in the Parent/Student Handbook during completion of annual online enrollment form(s).

3. Implementation of this Policy

The Head of School or her designee(s), shall develop and implement administrative regulations, procedures, terms and conditions for use and user agreements consistent with the purposes and mission of PCS as well as with applicable laws and this policy. The review and update of this policy will be done annually by the Head of School and the IT Director.

4. Definitions

Electronic Communication: Any communication or interaction which occurs through electronic means. Electronic communications include communications that have no specific intended recipient (e.g., posting a blog entry or status update on a publicly visible website, depending on privacy settings, which may be viewed by the public or users of that website).

Student: Any individual currently enrolled in PCS.

Staff: All employees of PCS and any contractor or individual employed by a contractor who provides services in or to PCS.

Information Technology: Information Technology includes but is not limited to the PCS Network Infrastructure, wireless network, hardware, software, systems, electronic devices, computers, peripherals, website, electronic documents and files, storage devices, data, Internet, digital resources, blogs, podcasting, telephone including Voice over Internet Protocol (VoIP), email or any other device or equipment used to access, store, manipulate or transmit data.

Users: Any person using PCS information technologies

Devices: Any PCS-owned or leased device, students or staff-owned device or any device being used on school grounds and/or on the school's network including but not limited to tablets, computers, laptops, netbooks, phones, smart watches, fitness/activity trackers, etc.

5. Unacceptable Uses

- a. Users will not use PCS electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - i. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - ii. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;
 - iii. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
 - iv. Information or materials that could cause damage or danger of disruption to the educational process;
 - v. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any

- law;
- vi. Orders made by shopping online during time designated as off-limits by PCS unless purchasing is being made for the purpose of PCS business;
- vii. Personal photos, videos, files or music not related to educational purposes for any extended length of time with the exception of those stored in the apps provided by PCS Google Apps for Education
- b. Users will not use PCS electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- c. Users will not use PCS electronic technologies to engage in any illegal act or violate any local, state or federal statute or law.
- d. Users will not use PCS electronic technologies for political campaigning.
- e. Users will not physically or electronically vandalize PCS technologies nor use PCS electronic technologies to vandalize, damage or disable the property of another person or organization.
 - i. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
 - ii. Users will not tamper with, modify or change PCS electronic technologies software, hardware or wiring or take any action to violate the PCS security system.
 - iii. Users will not use PCS electronic technologies in such a way as to disrupt the use of the system by other users.
 - iv. Users may not add or remove any software from PCS-owned computers or devices nor modify the equipment, software configuration, or environment. [All electronic technology requests must go through the Office of Information Technology Work Order Email System.]
- f. Users will not use PCS electronic technologies to gain unauthorized access (hacking) to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- g. Users will not attempt to gain unauthorized access to PCS electronic technologies or any other system through PCS electronic technologies. Users will not attempt to logon through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means other than an individual's user logon and password is not permitted.
- h. Users will not use PCS electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- i. Messages, files and records on PCS electronic technologies may not be encrypted in such a way that the Information Technology Department cannot access them and without the permission of appropriate administrative school authorities.
- j. Users will not use PCS electronic technologies in any way that may violate trademark or copyright laws or usage licensing agreements:
 - i. Users will not use another person's property without the person's prior approval or proper citation;
 - ii. Users will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware;
 - iii. Users will not plagiarize works they find on the Internet or other information resources.
- k. Users will not use PCS electronic technologies for unauthorized commercial purposes or for personal financial gain unrelated to the mission of PCS. Users will not use PCS electronic technologies to offer or provide goods or services or for product advertisement, except as authorized by PCS administration. Using technologies in this way violates state ethics codes.
- l. PCS does not support personal hardware or software except when/where otherwise indicated. Users will not install any personal hardware or software on any PCS-owned systems including but not limited to printers, wireless access points or switches. Users will not use PCS resources, Internet access or network via hardwire connection to PCS network infrastructure. Users will not connect their home PC or Laptop to the wall plate network jack in any building for Internet access.
- m. Users will not use online proxy or VPN services to negate or otherwise bypass PCS Internet content filtering.

- n. There are many people and systems dependent upon a proper and optimal performance level of the network infrastructure. Frivolous, excessive and inappropriate use of these network resources by one or a few individuals should not compromise the performance for other individuals and will operate with consideration for all who use the shared resources. PCS may need to put quotas on storage or bandwidth as well as block websites or other online resources in order to maintain fairness of resource allocation for all PCS users.
- o. Users are required to keep their passwords private and secured. Failure to do so could result in the unauthorized access of sensitive PCS data. Users who do not secure their passwords could have their access to systems, temporarily or permanently removed, or suspended and face disciplinary action. Examples of insecure storage of passwords include writing a password on a piece of paper attached to a monitor, under a keyboard, or pinned to a wall.
- p. Users are not permitted to use any audio recording device, video camera, or camera or any device with one of these to record media or take photos during school and/or school sponsored events and activities unless they have permission from administration.
- q. All users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- r. Any inappropriate use of technology is a violation of the Panther Honor Code. The advancement of technology has enabled students to commit offenses that violate the Panther Honor Code. Any type of inappropriate context in text messaging, email, messaging, social media, chat rooms, or online gaming platforms, etc. sent outside of the school affecting any of our students or staff members in any shape or form will be considered a violation of the Panther Honor Code.
- s. Classroom policies for devices differ depending on how each teacher uses technology in the classroom. Teachers may allow students to use devices after tests or during study hall to listen to music, read, etc. but it is strictly up to the teacher and classroom rules.

6. Children's Online Privacy Protection Act (COPPA)

Congress enacted the Children's Online Privacy Protection Act (COPPA) in 1998 (U.S.Code §6501, et seq. (COPPA) , 1998). COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013. PCS works diligently to comply with COPPA requirements. PCS does not collect student personal information in order to transmit such information directly to online entities for the purpose of creating web-based accounts.

7. Content Filtering

PCS uses hardware and software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act (CIPA) (U.S. Code, 2000). PCS is aware that not all inappropriate information can be filtered and will make every effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age-appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. PCS educates students about appropriate online behavior, including how to interact with other individuals with regard to ethics, safety, security, responsibility and sensitivity.

8. Monitoring and Limited Expectation of Privacy

By authorizing use of PCS electronic technologies, PCS does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on PCS electronic technologies.

- a. PCS monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks.
- b. PCS will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of PCS.
- c. Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.
- d. Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the PCS Acceptable Use Policy, other school committee policies, state laws, or federal laws.

e. Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or PCS Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

i. Users should expect only limited privacy of the contents of their personal files on the PCS network and/or computer or device hard drive.

f. PCS will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with PCS policies conducted through PCS electronic technologies

9. Limitation on School PCS Liability

Use of PCS educational technologies is at the user's own risk and is provided on an "as is, as available" basis. PCS will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on PCS systems or for delays or changes in or interruptions of service, corruption in delivery or non-deliveries of information or materials, regardless of the cause. PCS is not responsible for the accuracy or quality of any advice or information obtained through or stored on PCS electronic technologies. PCS will not be responsible for financial obligations arising through unauthorized use of PCS educational technologies or the Internet.

a. Users are responsible for keeping their personal and/or school device(s) secure. PCS is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled similarly to other personal or school property that are impacted in similar situations. It is recommended that custom touches are used to physically identify personal devices from others and protective cases are strongly encouraged.

10. Responsibilities

The use of technology at PCS is a privilege and as such comes with certain responsibilities among users.

- a. If inappropriate information is accessed a student should immediately tell his or her teacher or the nearest staff member. Staff members should report the incident to the Head of School and/or the IT Director.
- b. Individuals are responsible for their individual digital presence and should take reasonable precautions to prevent others from being able to use their accounts.
- c. Users should immediately notify the Head of School and/or IT Director if they have identified a possible security problem.
- d. Teachers will set the appropriate time and content for all educational activities.
- e. Students may use approved devices, either school or student owned, during class only with the teacher's expressed permission.

11. Student Use

Currently, students in grades 6 through 8 are required to have and bring a Chromebook to school to be managed via a license by the school. Families are responsible for ensuring that the Chromebook is in working order since it is a school requirement for 6th - 8th grade students. Fourth and fifth grade students will be provided with a school owned and managed Chromebook for use while at school only. Use of any Chromebook, whether owned by the student or by the school, is subject to the Chromebook Use Agreement terms and conditions. Devices are meant to be used for educational purposes only.

- a. Cell phones, laptops, netbooks, iPods, iPads, etc. are not allowed.
- b. Posting on social media, messaging, emailing, etc. are not permitted on campus or during school related activities unless directly related to a project or activity the teacher has given.
- c. Students may use their devices within their classrooms only when instructed by the teacher.
- d. Students may NOT use their device during lunch, recess, before or after school, walking in the hallways, traveling to and from classes, etc. unless authorized by a teacher or administrator.
- e. Personal apps, games, social media, etc. are not to be used during school hours.
- f. Students will use their Parkway Gmail and Google Drive with Google Apps to enrich their education.
- g. Fourth - eighth grade students will have a user log in for the FACTS Family Portal and will be responsible for checking the Portal for messages, homework, grades, etc.
- h. Gaming, videoing, voice recording, picture taking, emailing, messaging, video messaging, etc. is strictly up to each teacher and depends on the requirements of specific assignments.
- i. The PCS network is considered a limited forum, similar to a school newspaper. Therefore, the school may restrict the student's speech for valid educational reasons.
- j. In the event that a student violates the Panther Honor Code using the PCS network or internet, restrictions may be placed on the student's access to any PCS computer or device resource.

12. AI Usage Policy for Students

By implementing an Artificial Intelligence (AI) policy, the school aims to promote responsible and ethical AI usage among its students, fostering a safe and productive learning environment. The school recognizes the educational benefits of AI, and in certain situations, AI tools may be used for educational purposes, including research, homework assistance, and skill/personal development.

This policy will be reviewed periodically to ensure its relevance and effectiveness in the ever-evolving landscape of AI technologies. The school reserves the right to revise this policy as technology and AI evolve. By following this AI Usage Policy, we aim to harness the benefits of AI while upholding our commitment to ethics, security, and responsible practices. Violations of this AI policy may result in disciplinary actions in line with the school's code of conduct.

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

- a. **Academic Integrity** - AI is not a substitute for schoolwork that requires original thought. While AI technology can provide valuable insights and assistance, it is essential to maintain academic integrity when using AI-generated content. Plagiarism, including directly copying AI-generated responses without proper citation, is strictly prohibited. Plagiarism, cheating, or dishonest use of AI for academic purposes is unacceptable and will be disciplined as cheating. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of faculty or administrators is strictly prohibited.
- b. **Acceptable AI Use**
 - i. Students should use AI-generated content as a supplement to their own analysis, critical thinking, and research. Assignments, papers, and assessments should primarily reflect the original thoughts, analysis, and research of the individual student. While AI can provide guidance and ideas, students should ensure that the final work demonstrates their own understanding and effort. Over reliance on AI-generated content may compromise the authenticity and educational value of the assignment.
 - ii. When using AI-generated responses, students should critically evaluate the information provided and consider it as one potential perspective among others. AI models like ChatGPT are trained on a vast amount of data, but they may not always produce accurate or up-to-date information. Students are encouraged to cross-reference information obtained from AI sources with reliable and credible academic resources.
- c. **Monitoring AI Use/Permissions**
 - i. Students are responsible for their behavior when using AI and should adhere to the school's code of conduct and ethical guidelines. Parents or guardians must oversee and guide their child's AI usage, ensuring it aligns with educational and ethical standards. Students must obtain permission from teachers before using AI in the classroom or for academic projects. If students have questions or concerns about AI generated content, they should consult with their course instructor for guidance and clarification. The instructor can provide specific instructions and guidelines regarding the acceptable use of AI as a source within the context of the assignment.
- d. **Ethical Personal Use of AI**
 - i. Students should use AI technology responsibly and ethically. This includes refraining from using AI to engage in harmful or unethical activities, such as generating false information, spreading misinformation, or engaging in malicious behaviors, including AI image or voice generator technology. The use of AI should align with the principles of academic integrity, honesty, and respect for others.
 - ii. Students must protect their personal information and not share it with AI systems or platforms. Be aware of privacy settings and permissions when using AI applications, and report any concerns to school staff.
- e. **Reporting AI Misuse**
 - i. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork, the school may monitor AI usage for security and compliance with this policy. Students must report any concerns or incidents related to AI misuse to school staff or administrators.

13. Violations of this Acceptable Use Policy

Anyone found improperly using school equipment or devices, the PCS network and/or the internet will be subjected to strict disciplinary measures. If deemed necessary, PCS staff may delete any files that are not for a classroom assignment and that violate school rules. Fines will be charged for the time spent investigating and repairing the problem. Additionally, services

will be discontinued for all users until the problem is fixed. Incidents of improper usage of network and/or the internet may be reported to the authorities which could result in legal charges being filed. Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Expulsion
- Legal action and/or prosecution

[Legal References](#)

17 U.S.C. § 101 et. seq. (Copyrights) 15 U.S.C. § 6501 et. seq. Children’s Internet Protection Act of 2000 (CIPA) 47 U.S.C. § 254 47 C.F.R. § 54.520 (FCC rules implementing CIPA) Title III of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §1601, et seq., as amended.



Name of Oldest Child (Please Print)

Parkway Christian School Acceptable Use Policy for Information Technologies Agreement

I have read and understand Parkway Christian School’s Acceptable Use for Information Technologies. I agree to follow the policies, rules and directives.

I understand that student policies differ depending on how each teacher uses technology in the classroom.

I understand that any violation or repeated violations of the Acceptable Use Policy for Information Technologies may result in the following disciplinary actions:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Expulsion
- Legal action and/or prosecution

Please sign and return:

Student #1 Signature

Date

Student #2 Signature

Date

Student #3 Signature

Date

Student #4 Signature

Date

Parent/Guardian Signature

Date



Parkway Christian School Parent Cooperation Agreement 2025-2026

Parkway Christian School believes that a positive, constructive, cooperative, and trusting working relationship between the school and the home (parents or other individuals interacting with the school and/or the school community by virtue of their relationship with the students/parents) is essential to our core values of “Christ, Character, and Community” and to the fulfillment of the school’s educational purpose and responsibilities to its students. In an effort to continually review, update, and amend as our school community grows while maintaining our core values and principles of Christ, Character, and Community, the administrative team has updated the Parent Code listed in the Parent/Student Handbook.

As a parent and a member of the Parkway Christian School community...

- I will pray earnestly for Parkway Christian School.
- I will cooperate fully in the educational functions of the school, doing my best to make Christian education effective in the life of each of my children.
- I will maintain as accurate and complete and update as necessary all information both for my student and for myself required for my student to attend Parkway.
- I will pay all of my financial obligations to Parkway Christian School on or before the date due.
- I will attend appropriate meetings and parent functions of Parkway Christian School.
- If I become dissatisfied with the school in any respect, I will attempt to resolve the issue with the person or persons involved within the proper chain of command, i.e., teacher(s), School Counselor, or appropriate administrator.

The Parkway family is *Christ*-centered. We are here for one another, and we strive to work together in all aspects of Parkway life. If disagreements arise, Matthew 18 reminds us to resolve the matter. (Go to the one first; if he does not listen, then involve others.)

- Parkway Christian School requires that **all parents (married, unmarried, divorced, or separated)** cooperate with one another in the best interests of their child(ren)’s education.
- Parents will **communicate, interact, and behave honestly and respectfully** with all school constituents at all times, including on and off campus, at school-sponsored events, and online (emails, social media posts, text messages, and messaging apps).
- Parents are expected to encourage their child(ren) to safely and appropriately address perceived inequities appropriately and independently, including reporting to the administration, if necessary. Parents should **encourage their child(ren) to make decisions on their own**, when age-appropriate. Students must learn to seek assistance from an adult on campus for academic, athletic, or other assistance in a timely manner.

At Parkway, building *character* is important. Therefore, we strive for our faculty/staff and parents to work together effectively, confidentially, and positively as problem solvers and partners in our students’ education. By doing so in a respectful way, we collaborate in promoting the qualities outlined in our **Portrait of a Graduate**.

- | | |
|--------------|--------------------|
| ● Poised | ● Respectful |
| ● Selfless | ● Responsible |
| ● Virtuous | ● Well Rounded |
| ● Confident | ● Self-Advocacy |
| ● Motivated | ● Goal Oriented |
| ● Relational | ● Forward Thinker |
| ● Organized | ● Character Driven |

- Disciple of Christ
- Global Awareness
- Positive Digital Citizen
- Effective Communicator
- Critical/Analytical Thinker
- Involved in Community Outreach

Above all, Parkway Christian School is a *community*, where unity among our families, students, and staff is crucial. We expect our community members to be kind, respectful, and positive on and off campus, when speaking about the school in any manner, and when interacting with one another. To maintain our conscientious community, Parkway reserves the right, in its sole discretion, and as permitted by law, to dismiss a student and/or a student's family; to place restrictions on parents' or other party's involvement with, or activity at, the school, on school property, or at school-related events; to not offer future enrollment; or, to withdraw an offer of future enrollment already made based on any of the following situations.

- If any interaction (verbal or written) is **disruptive, intimidating, aggressive, or reflect a loss of confidence, trust, cooperation, or disagreement** with the school (including, but not limited to, a disagreement with its policies, procedures, responsibilities, personnel, leadership, methods of instruction, or discipline) or otherwise interfere or voice disagreement with the School's responsibilities, health or safety procedures, guidelines for student behavior, or the accomplishment of its educational purpose or program;
- If a parent (or other party) **files a lawsuit or threatens litigation** against the School for a perceived wrong by the school without reasonable basis;
- If association with a parent (or other party) would **bring discredit to the school** or its community or **jeopardize the school's safety procedures** or the safety of any member of its community; or
- If the parent (or other party) **engages in behavior or has a status** (including, but not limited to, a criminal conviction) that the School determines, in its sole discretion, would warrant such a restriction to secure the safety and well-being of any student or school personnel.

As a school family, our goal is to help our students, families, faculty, and staff work together as a team. We partner together to educate the whole child. The administrative team is always humbled and honored to work with our families and various constituents. We look forward to our continued partnership with our returning families and establishing a partnership with all our new families.



**Parkway Christian School
Parent Cooperation Agreement
2025-2026**

Please sign and return this page, indicating that you have read, understand, and will adhere to Parkway's Parent Cooperation Agreement. All parents/guardians must submit a signed agreement.

Date

Parent/Legal Guardian Printed Name

Signature of Parent/Legal Guardian

Parent/Legal Guardian Printed Name

Signature of Parent/Legal Guardian

Names and Grades of Parkway Students

_____	_____
_____	_____
_____	_____
_____	_____

****An amended electronic version of this form is included in annual enrollment forms that are electronically signed by parents/guardians.**



Parkway Christian School Tuition Payment Agreement 2025-2026

I understand and accept my responsibility to pay the tuition that is due each month.

I understand and accept that tuition must be paid via FACTS, an online tuition payment company, and that I will have to create and maintain a FACTS account, which carries an annual fee.

I understand the procedures for tuition payments, late payments, and submission to collection agency as stated in the Parent/Student Handbook.

State of Florida Scholarship Awardees:

- I understand that I must pay any remaining tuition balance that an awarded scholarship does not cover.
- I understand that Parkway may have limited scholarship seats available and that an award of a scholarship does not guarantee use of the scholarship for payment of tuition at Parkway.
- I understand that I must notify Parkway if a scholarship is being used for payment of tuition and that Parkway will determine if a scholarship seat is available.
- I understand that I am responsible for providing my child's specific scholarship information to Parkway in a timely manner so that Parkway is able to register my child under Parkway with the State of Florida before the State set deadlines.
- I understand that a state scholarship is considered a discount and I/we may lose other available discounts if using a state scholarship for payment of tuition.

I understand that my child may not be permitted to attend classes, before/after care, extra-curricular activities that carry a fee, field trips and athletics, etc. if my accounts are 30 days or more in arrears.

I understand that Report Cards, school records, and access to any portals will be held/restricted if my accounts are in arrears.

I understand that school records, graduation certificates, and reports will not be released until all financial obligations to Parkway Christian School have been fulfilled.

I understand all fees are non-refundable.

I understand there is a fee for withdrawing my child before the end of a school year they are enrolled in. The fee is 2 months of tuition and is per student. If a student has attended school for any part of a month, the early withdrawal fee will apply to the subsequent two months.

Print Name of Person Contractually Responsible
for Payment of Tuition

Signature of Person Contractually Responsible
for Payment of Tuition

Date

List Student(s) Full Name(s)

Completed Tuition Payment Agreement must be turned in annually upon enrollment regardless of payment plan.

Please list any PCS accepted scholarships being used for payment of tuition: _____

Limited number of scholarships may be accepted per school year on a first come, first served basis based on acceptance for admission and completed enrollment. State of Florida scholarship award information must be communicated to the Business Office in order to secure your scholarship space and to register your child under PCS with the State.

A FACTS account is required for payment of tuition. A FACTS payment plan must be created every school year and carries an annual fee. Tuition Payments are made online via FACTS and may be made using a bank account, debit or credit card. Cards will be charged a 2.95% fee per transaction. This fee is set by FACTS and may change at their discretion.

Choose Your Tuition Payment Plan: choose one plan (these may be subject to change)

_____ **Staff Only – Payroll Deduction**

_____ **Payment in Full for the Year:** 3% Discount will apply. Full payment of annual tuition must be received no later than July 31st for discount.

_____ **Semi-Annual Payment:** 2 payments made. 1.5% Discount per payment will apply, for a total of 3%.

_____ **Bi-monthly Payment: Annual tuition cost split into 10 or 12 monthly increments: June - May** Payments made 2/mo.

_____ **Academic Year: Annual tuition cost split into 10 monthly increments: August – May** Payments made 1/mo.

_____ **Calendar Year: Annual tuition cost split into 12 monthly increments: June – May** Payments made 1/mo.

****An amended electronic version of this form is included in annual enrollment forms that are electronically signed by parents/guardians.**



Print Full Name of Oldest Student

Parkway Christian School *Parent/Student/School Agreement 2025-2026*

To be signed, notarized and submitted annually with enrollment. Incomplete forms will not be accepted.

1. I/We, (parent(s)/guardian(s)), understand that Parkway Christian School offers an educational experience based on Christian principles and values. I/We also understand that my child will be taught from a Christian world-view.
2. I/We, have read the Parkway Christian School *Parent/Student Handbook* and agree to abide by and follow all directives and will support school policies.
3. I/We will notify the school by 9:00 a.m., if my child is absent.
4. In the event my child becomes ill or is injured while under school supervision, I/We authorize school authorities to take the following steps:
Contact parent, guardian, or emergency contact of the student and follow his/her instruction. In the event that parent, guardian or emergency contact cannot be reached, we will contact the student's physician and follow their instructions. If the school personnel deem it necessary, 911 will be called.
I/We authorize the medical facility and/or physician to provide and perform treatment as deemed necessary.
I accept all responsibility for payment for any and all medical services rendered under this authorization.
Further, I/We release Parkway Christian School and/or Parkway Christian Church or their designees from any and all liability which might arise from the granting of such authorization, it being my desire that my child be furnished with such medical or surgical services as soon as reasonably possible after the need arises. (This permission is required by the State of Florida for all students enrolled in public and private education.)
5. I/We understand and accept my responsibility to pay the tuition that is due each month. I/We also understand the procedures for tuition payment/late payments/submission to collection agency as stated in the Parent/Student Handbook. I understand that my child may not be permitted to attend classes, before/after care, extra-curricular activities that carry a fee, field trips and athletics if any of my accounts are 30 days or more in arrears. I/We also accept that access to the school portals may be restricted, and records, graduation certification, report cards and reports will not be released until all financial obligations to Parkway Christian School and its vendors, including SLA Management, have been fulfilled. I/We understand that all fees are non-refundable. I/We understand there is a fee for withdrawing my child before the end of a school year they are enrolled in. The fee is 2 months of tuition and is per student. If a student has attended school for any part of a month, the early withdrawal fee will apply to the subsequent two months.
6. I/We understand that the duties and obligations of PCS may be suspended immediately without notice during all periods that the school is closed because of force majeure events including, but not limited to, fire, natural occurrences, war, government action, terrorism, epidemic, pandemic, or any event beyond PCS's control. If such an event occurs, PCS's duties and obligations may be suspended or postponed until such time as PCS may safely re-open. I/We acknowledge and agree that the sole financial remedy for a force majeure event is future delivery of educational services and not a tuition refund.
7. I/We have made Parkway Christian School aware of any medical information or needs, for my child, that is necessary to know in the case of a medical emergency.
8. Parkway Christian School reserves the right to suspend or expel a student based on negative behavior, or if it is determined that Parkway Christian School is no longer able to meet the student's needs.
9. I/we, the parent(s)/guardian(s), have read the Parkway Christian School Parent/Student Handbook and agree to abide by and follow all directives.
10. **Media Release** Choose one:
 Parkway Christian School **may use** and/or publish my child's clearly recognizable likeness, photo or video, in advertising and for promotional or informational purposes including, but not limited to, printed materials, on the school website or the school's social media. I/We understand that no one is compensated for the use of their photo/likeness or video.
 Parkway Christian School **may not use** my child's clearly recognizable likeness, photo or video, in advertising or on the school's website or social media.
Independently of answer above, I/We understand that students' pictures will be published in the school yearbook and pictures/video of them may be posted on the private school portal or other closed to the public site used by the school for internal private viewing by Parkway staff/families only. PCS encourages parents that take pictures or video at school sponsored events or have access to closed site photos and videos of PCS students, to respect the privacy of other PCS families, but please keep in mind that PCS has no control over what parents may choose to do with photos/videos of those attending such events, including Parkway students.
11. **PCS Parent Directory Information Authorization:** The PCS Parent Directory may be available on the Parent Portal and must be activated and items made visible by parents in their Parent Portal account. However, if directory is not activated, which of the following directory items may we share with other parents? **Check all that apply.**

Parents' Name(s) Home address Home phone primary parent cell phone primary parent email address **or**
I do not want any information (except my child's name) shared

Date

Signature of Parent or Legal Guardian

Signature

Sworn to and subscribed before me this _____ day of _____, by

Name of person acknowledged

Signature of Notary Public, State of Florida

Print or Type Name of Notary as Commissioned

Personally Known **OR** Produced Identification
(circle one)

ID Type _____

For your convenience, Parkway has notaries available in the office for you to **stop in** and have items notarized.

12. **I/we, the student(s), have read and/or had explained to us by our parents/guardians the Parkway Christian School Parent/Student Handbook and agree to abide by and follow all directives that apply to students.**

Date

Student 1 Signature

Student 2 Signature

Student 3 Signature

Parkway Christian School is designed for families of preschool, elementary and middle school aged children who desire a faith-based education with high standards in academics and student conduct delivered in a loving environment. Parkway Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, disability, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

This completed form is due annually with enrollment

****An amended electronic version of this form is included in annual enrollment forms that are electronically signed by parents/guardians.**