

# Parkway Christian School Panthers

## Parent/Student Handbook



1200 South Flamingo Road  
Davie, Florida 33325

## **Administration**

Head of School – Nikki Koski  
Assistant Head of School – Rebecca Bossman  
Director of Elementary School – Kyle Aubrey  
Director of Discipline and Elementary Curriculum – Christina Lucas  
School Counselor – Lisa Garcia  
Director of Athletics – Danielle Kitsteiner  
Senior Business Officer – Rhiannon Aubrey

## **School Board**

Chairperson, Hyacinth Holness  
Past Chairperson, Steve Patella  
Jack Bialczak  
Darcy Blythman  
David Peters  
Donna Riles  
Jim Young  
Daniel Torres  
Nicole Ruwe  
Nancy Gemma  
Eddy Hernandez  
Sofia Mallardi  
Arnold Ramos  
Larry Yost

Office Phone Number	954/424-6425
Preschool Office Phone Number	954/424-2700
Church Office Phone Number	954/476-0020
School Fax Number	954/424-6761

## **Table of Contents**

<b>Topic</b>	<b>Page</b>
Mission Statement	6
Mission Statement in Action	6
Portrait of a Graduate	6
Discrimination Statement	6
Parkway Christian Church Philosophy	6
Educational Objectives	7
Foundational Objectives	7
Parent Code	7-8
<b><u>General Parent/Student Handbook - All Grades KP-8</u></b>	<b>8</b>
Acceptable Use Policy for Information Technologies	47-53
Accreditation	8
Achievement Testing	8
Admission	8
AI Usage Policy	8
Allergies	9
Arrival/Dismissal/Carline Procedures	9-10
Attendance/Absence/Tardy Policies	10-11
Behavior – Bathroom, Cell Phone, Cheating, Gum Chewing, Hallway,	11-12
Behavior – Lunchroom, Profanity, PDA, Uniform Infractions	11-12
Capital Fee	12
Celebration of Birthdays/Party Invitations	12-13
Celebration/Observation of Holidays	13
ChildCare	13
Communication	13
Contact Information	13
Continuous Enrollment Contract	59-64
Continuous Enrollment Contract Acceptance	
Curriculum	13-14
Discipline	14
Discipline Infraction Definitions and Specifics	41-43
Divorce and Custody Issues	14
Early Sign-out/Late Sign-in	14
Email/Written Communications Rating System	14-15
Emergency Closing Procedures	14
Enrichment Opportunities	14
Fees	14
Field Trips	15-16
Financial Aid/Scholarships	16
Fire/Safety Drills	16
Forms	16
Guidance	17
Health Requirements and Records	17
Illness	17
Injuries/Elevator Use	17
Items that Interfere with a Learning Environment	17-18
Legal Authorities	18
Lost and Found	18
Lunch Program	18
Media Books	18
Media Release	18-19
Medications	19
Medications Exceptions-Emergency Medications	19
NEHS	19
Parent/Teacher Communication	19-20
Parent/Student/Family Portal	20
Parking & Parking Security Tag	20

<b>Topic</b>	<b>Page</b>
Predator Information	20
Profanity	20
Report Cards/Interim Grades	20
Reporting Abuse	20
Reading Programs	20
Returning to Classrooms After Dismissal	20-21
School Directory	21
Security	21
Search Policy	21
Speech Therapy/Occupational Therapy	21
Sports/Athletics	21
Student Conduct	22
Student ID Badges	22
Student Promotion Criteria	22
Student Promotion/Retention	22
Student School Supplies	22-23
Tardy Passes	23
Technology – Devices, Email, and Requirements	23
Textbooks	23
Thursday Folders	23
Tuition and Accounts Receivable	24-25
Tutoring	25
Uniform Standards and General Dress Codes	25-26
Visitors	27
Volunteer System	27
Volunteer Alternatives-Campus Enhancement Fund	27
Withdrawals	27
<b><u>Elementary Specifics - Grades KP-5</u></b>	28
Chapel	28
Grading Scale	28
Homework	28
Student Awards Grades 1-5	28
Technology Requirements	29
Responsibility & Discipline Plan	30-31
Elementary Honor Code	32
<b><u>Middle School Specifics - Grades 6-8</u></b>	33
Attendance and Tardies-MS	33
Birthdays	33
Bullying	33
Chapel	33
Classroom Expectations	33
Middle School Honor Code	34
Discipline/Infractions - MS	35-36
Electronic Transmissions	36
Extracurricular Activities	37
Grade Point Average	37
Grading Scale	37
Graduation Fee	37
High School Credit	37-38
Homework/Class Assignments	38
ID Badges/Uniforms	38
NJHS	38-39
Parent/Student/Family Portal	39
Parent Volunteers	39
Quarterly/Semester Exams	39
Service Learning Requirements	40
Service Learning Requirements Guidelines	45

<b>Topic</b>	<b>Page</b>
Service Learning Requirement Log Sheet	46
Snacks	40
Student Interaction	40
Summer Assignments	40
Tardy to Class	40
Textbooks	40

**Forms/Information**

Acceptable Use Policy for Information Technologies Agreement Signature Page	54
Continuous Enrollment Contract Acceptance Signature Page	65
Discipline Infraction Definitions and Specifics	41-43
Parent Cooperation Agreement Signature page	57
Service Learning Requirement Log Sheet	46

**The following forms are included with and completed during online enrollment:**

Continuous Enrollment Contract	59-64
Continuous Enrollment Contract Acceptance	65
Parent Cooperation Agreement	55-56

## **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**

At Parkway Christian Church, we confess that Jesus is the Christ, the Son of the living God, and we proclaim Him as Lord and Savior. By His grace and in His name, we accept our mission to serve and witness to all people.

We believe in God, the Creator of heaven and earth, and in the covenant of love that unites us with God and with one another. Through baptism, we enter a new life in Christ and become part of God's family. Through the Holy Spirit, we are joined together in discipleship and called to follow Christ in faith and obedience. We receive the gift of ministry, the light of Scripture, and the privilege of serving God whose kingdom has no end. To God be blessing, glory, and honor forever. Amen.

Christian spirituality is a daily way of life shaped by Christ and empowered by the Holy Spirit. We encourage growth through prayer, Bible study, worship, stewardship, service, Christian learning, and hospitality. Our ministries are designed to help children, youth, and adults grow in Christ-like character and purpose.

Parkway Christian School is an important ministry of our church. We are committed to excellence in both spiritual and academic development. Our goal is to prepare students to live confidently and responsibly in a diverse world while remaining grounded in Christ's love, teaching, and example.

To God be blessing, glory, and honor 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*

All parents must read the entirety of the Parent/Student Handbook. Students should read all sections/topics that pertain to students and then discuss the student-relevant topics with their parents to help gain a deeper understanding of what is expected of them as a Parkway student. For those students that haven't yet learned to read, parents should explain and inform the student about all relevant sections that pertain to them.

In the 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 all other relevant student items. Other annually required forms tied to the Parent/Student Handbook and school policies may also be required to be signed as part of the enrollment packet.

## *Schoolwide 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 and/or class shadowing. 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.



## **AI Usage Policy for Students**

Please see *Parkway Christian School Acceptable Use Policy for Information Technologies* located at the end of this Handbook.

## **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 during carline.

**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.

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.

### **School Start Times:**

Grades 6 - 8: 7:50 a.m.

Grades 4 - 5: 8:00 a.m.

Grades Kindergarten Prep - 3: 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.

### **School Dismissal times:**

Kindergarten Prep and Kindergarten: 2:05 p.m.

Grades 1 - 5: 2:30 p.m.

Grades 6 - 8: 3:00 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 unexcused 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 unexcused 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 in

Students 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](mailto: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 without a doctor's note.**

### **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. Consequences align with the elementary disciplinary plan. Administration reserves the right to tailor the consequence to the offense.

### **Behavior - 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, consequences will apply.

#### **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. Consequences align with the disciplinary plan. Administration reserves the right to tailor the consequence to the offense.

### **Behavior - Cheating**

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
- Using AI technology inappropriately or irresponsibly; not citing AI usage

Consequences align with the disciplinary plan. Administration reserves the right to tailor the consequence to the offense. 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.

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

### **Behavior - Gum Chewing**

**There is NO** gum chewing at any time on school property. This includes before-care, after-care, field trips, etc. Consequences align with the elementary disciplinary plan. Administration reserves the right to tailor the consequence to the offense.

### **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

Failure to use above listed behavior in any designated lunch area align with the elementary disciplinary plan. Administration reserves the right to tailor the consequence to the offense.

### **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 align with the elementary disciplinary plan. Administration reserves the right to tailor the consequence to the offense.

### **Behavior - 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. Including, but not limited to, swearing, use of the Lord’s name in vain, strong abusive language, etc. align with the elementary disciplinary plan. Consequences align with the elementary disciplinary plan. Administration reserves the right to tailor the consequence to the offense.

### **Behavior - Public Display of Affection**

Parkway promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, including, but not limited to, hugging, kissing, hand holding, etc., are not permitted in school, at school dances, or at any school event. Consequences align with the elementary disciplinary plan. Administration reserves the right to tailor the consequence to the offense.

### **Behavior - Uniform Infractions**

Uniform infractions are issued to students not following the Parkway uniform rules and standards.

- Elementary parents will be notified of uniform infractions, including repeated un-tucked shirts.

Consequences align with the elementary disciplinary plan. Administration reserves the right to tailor the consequence to the offense.

**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, Bat Day, a Fall Festival or a Farm Breakfast. 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.
- 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.
- 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.

### **Child Care**

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 8<sup>th</sup> 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 – 5<sup>th</sup> grades which may include Art, Music, Physical Education, Spanish, STEM, and Media. Grades 6<sup>th</sup> – 8<sup>th</sup> offer a variety of non-core classes.

Parkway participates in the Accelerated Reader Program, which is designed to encourage reading at home and school, as well as the optional *Sunshine Math* program in Grades K-5.

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 - 5 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 and will follow their grade's Responsibility and Discipline Plan, the Elementary Panther Honor Code or 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."

### **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**

Report to security and your child will be called from class for you. A staff member will escort your Elementary student to you. 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. 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 a.m.** and may not leave before 12:00 p.m. 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.

<b>Level:</b>	<b>Description:</b>	<b>Response:</b>	<b>Answered by:</b>
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 annually 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.

State Scholarships will be applied as a credit to your child's tuition; payment of any remaining balance after the scholarship is applied will be the responsibility of the parents. Should Parkway not receive any portion of your child's scholarship, payment of that portion will become the responsibility of the parents.

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 and acknowledgments may be 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:

- Continuous Enrollment Contract
- Continuous Enrollment Contract Acceptance
- Parent Cooperation Agreement
- Illness Policy Acknowledgement
- "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.

## **Health Requirements and Records**

As per current 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 6<sup>th</sup> grade must have a scoliosis screening and students entering the 7<sup>th</sup> 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](mailto: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. Consequences align with the disciplinary plan. Administration reserves the right to tailor the consequence to the offense. 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 – 5<sup>th</sup> 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. (For more information, see **Uniforms – Personal Appearance** on page 26.)

### **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 with SLA's payment processing company LINQ Connect at <http://www.linqconnect.com/> and funded by parents and kept in good standing by depositing funds regularly.

**Parents are responsible for monitoring their child's SLA/LINQ Connect account balance online via their website or app 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. Completed No. 5 Forms are required annually at the beginning of each school year. Parent permission to dispense medications to students is also part of enrollment forms or via a Student Permissions-Meds form.

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. Completed No. 5 Forms are required annually at the beginning of each school year.

## **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.

- **Eligibility for Invitation**

Students in 6th grade may be invited to complete an intent form if they:

1. Maintain a **3.6 cumulative GPA** in core classes (Math, Language Arts, Science, Social Studies) and Spanish; this is calculated from 5th grade final report card and first quarter of 6th grade
2. Demonstrate behaviors that exemplify **scholarship, responsibility, service, and leadership**
3. No disciplinary actions

- **Selection Process** - a Faculty Council reviews each candidate's intention application

1. Intent and information forms
2. Handwritten student letter
3. Two adult recommendation letters (one MUST be a non-Parkway staff)

Inductions take place once a year.

- **Member Expectations**

1. Maintain a **3.6 GPA** in core and Spanish classes
2. Attend meetings
3. Participate in school service projects, including **at least 6 hours with one organization**
4. Demonstrate exemplary **scholarship, responsibility, service, and leadership**
5. Pay annual membership dues

Members who do not meet expectations in any NEHS standard—leadership, service, character, and citizenship—may face disciplinary action or dismissal as determined by the Faculty Council. **School disciplinary consequences will also apply when appropriate.**

## **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 Kindergarten 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.

### **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).

### **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. Parents acknowledge that this directory is not to be used for their personal commercial use nor distributed by parents to any person or entity other than another School family.

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. Please refer to the Elementary and Middle School specific sections to see details on each group’s behavior and conduct expectations under their respective Responsibility and Discipline Plans.

### **Student ID Badges**

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.**

### **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 the school or via a vendor provided by the school, the cost of which may be billed to parents via FACTS and/or paid directly by parents to the vendor. 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. Parents may also have the option or purchase supplies via a vendor provided by the school. 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; annual (July) and semi-annual (July/December) options are also available. 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\* - (Applicable to youngest upper school child) Second and subsequent children receive a 10% tuition discount.
- 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 currently incur fees of 3.05% 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, may be 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 3<sup>rd</sup> 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 account payments are not both set on auto-pay.

**Regardless of the tuition 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, diplomas 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, including SLA, the hot lunch vendor.

**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 Standards and General Dress Code**

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

#### **General Dress Code:**

Parkway Christian School is a uniform school and will continue to contract with Risse Brothers Uniforms in Plantation or online at <https://www.rissebrothers.com/> to provide our uniform needs. Uniforms must be worn at all times during school hours unless otherwise specified.

This includes:

- Shirts with the correct Panther logo
- Skorts, shorts, pants, and jumpers
- PE uniforms (including sweatpants)
  - Joggers (Adult Sizes ONLY) available for sale through our school website ([www.pcs-fl.net/pcs-store](http://www.pcs-fl.net/pcs-store)).
  - Joggers may be worn for PE or on cold weather days (temperature does not go above 70 degrees).
- Jackets, sweaters, and fleeces
  - Hoodies and sweatshirts available for sale through our school website ([www.pcs-fl.net/pcs-store](http://www.pcs-fl.net/pcs-store)).
- Closed toe shoes
- Student ID Badges for 5<sup>th</sup> - 8<sup>th</sup> students
  - For security reasons, students must wear their ID badges at all times while at school.

The following schedule outlines when t-shirts sold and/or provided by Parkway may be worn.

- Monday – School-wide Theme Shirt
- Thursday – Any Parkway T-Shirt (Including Retro Shirts and Church Shirt)
- Friday – Class Shirts (Elementary); House or MS School Shirt (MS)

#### **Uniform Rules and Standards:**

Parkway's uniform rules and standards are in place to maintain consistency, modesty, and focus in the academic environment. The following information and guidelines must be followed when purchasing or altering uniforms.

- Length requirements:
  - Skirts, skorts, shorts, and jumpers must be fingertip length or no shorter than 2 inches above the knee (whichever is longer).
  - Failure to comply may result in the Administration requesting new uniforms be purchased or requiring students to wear long pants.
  - Sweaters, hoodies, jackets, etc., must be short enough for shorts, skorts, jumpers, and dresses, etc. to be seen below the bottom of the sweater, hoodie or jacket.
- Fit:
  - Shorts must be loose enough to allow a two-finger gap between the shorts and leg.

- Alterations must be done ONLY through Risse Brothers and must still meet all dress code standards after alterations.
  - Contact Administration before making any adjustments.
  - Failure to comply could result in the Administration requesting new uniforms be purchased or requiring students to wear long pants.
- Cold Weather is defined as a day where morning temperatures are below 70 degrees and/or the daily average is below 85.
  - Cold weather options from Risse Brothers may be worn in the building, including sweatshirts, jackets, sweaters, sweatpants, and long pants.
  - Joggers (Adult Sizes ONLY), hoodies and sweatshirts sold through the school website.
  - White or Navy tights (available from Risse Brothers) may be worn under dresses/jumpers for female students in KP through Fifth Grade.
  - T-shirts, leggings, compression shirts/leggings, etc. are not allowed under short sleeved shirts, shorts, skirts, skorts, etc.
- Students are required to wear a uniform top under their sweaters, hoodies, jackets, etc.
- ALL Elementary students must wear belts if belt loops are present and keep shirts tucked in. Middle School students will follow this policy on designated Professional Days.

### **PE Uniforms:**

- On PE days, all students must wear the PE uniform from Risse Brothers:
  - Gray t-shirt with school logo
  - Navy shorts with school logo
  - Joggers (Adult Sizes ONLY) with logo (purchased through school website [www.pcs-fl.net/pcs-store](http://www.pcs-fl.net/pcs-store))
  - Sweatpants with logo (cold weather days only - temperatures are below 70 degrees and/or the daily average is below 85)
- Athletic sneakers and socks are required.
- No compression wear may be worn underneath the PE uniforms.
  - Coaches may request specifics for team sports.

### **Prohibited Items:**

The following are NOT allowed at any time, including on dress down/outreach days:

- Ripped jeans or clothing with tears, holes, or rips
- Open-toe shoes, sandals, slippers, crocs, slides, mini uggs, slip-ons, etc.
- Leggings, jeggings, or biker shorts (unless under skirts/dresses and may not be visible)
- Spaghetti straps or revealing tops
- Shorts that do not meet the length/fit requirement
- Clothing fit that appears to be too small or "overly tight"
- Writing/graphics on the back or bottoms of clothing
- Hats, bandanas or coats indoors
- Viewpoint-specific political or graphic clothing
- Permanent/semi-permanent hair adornments

### **Out of Uniform Attire:**

On designated Outreach, or any dress down days, attire must be on the conservative side. Students are asked to wear clothing specific to their gender on dress down days.

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

### **Personal Appearance:**

- NOT ALLOWED: Tattoos, Henna, facial piercings, excessive piercings, unnatural hair colors, or writing on the body.
- Hair must be neat, well-kept, and natural in color (boys and girls).
  - Boys: Hair must be above the ears, eyebrows, and collar and vertical height is limited to a three-inch lift measured from the scalp. Dreadlocks must be tied back and not exceed shoulder blade length.
  - Girls: Hair must not cover the face or eyes.
- Make-up and Accessories
  - No make-up for girls KP-5 or boys KP-8.
  - MS girls may wear minimal make-up and conservative nail polish.
  - No large hoop earrings or distracting jewelry.
    - Boys: No piercings or nail polish of any kind.

### **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, either during the current school year, and/or after accepting continuous enrollment for a future school year, you must notify the Business and Admissions Offices in writing, immediately. If your child is not returning for the next school year, it is imperative to notify the school by any posted enrollment deadlines to possibly avoid any applicable withdrawal fees. Please refer to the *Continuous Enrollment Contract* and *Continuous Enrollment Contract Acceptance* at the end of this handbook for more information on withdrawal deadlines and any withdrawal fees.

**A withdrawal fee of 2 months tuition will be applied, per student, to the account of any family withdrawing from Parkway after the June 1st withdrawal deadline 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.**

**A withdrawal fee of \$500 will be applied, per family, to the account of any student/family withdrawing from Parkway between the enrollment period deadline and June 1st for any student(s) that is enrolled for the next school year.**

Parkway recognizes that family plans change. For unique circumstances, determined at the discretion of PCS, students withdrawing after the announced contract deadline of June 1<sup>st</sup>, but before the first day of school will be exempt from the 2 months tuition penalty. Unique circumstances may include, but may not be limited to:

- Moving/Relocation 25+ miles away from Parkway Christian School supported by documentation.
- Educational needs of the student that can no longer be met at Parkway Christian School, as determined by the PCS Administration.
- Withdrawal at the request of Parkway Christian School.
- Family status changes supported by court documentation.
- Military service orders supported by documentation.

All financial obligations must be current before any official school records are released.

## 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. Students are not dismissed during worship 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

#### 1<sup>st</sup> through 5<sup>th</sup> 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 (may include 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 (may include 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 (may include 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 (may include 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* section under the School-wide Information **and** the PCS *Acceptable Use Policy for Information Technologies* section later in this handbook.

# 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  
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  
Public Display of Affection  
Tardy to Class (MS only)

#### **Level 2 Infractions** - Major

Bullying  
Cyber Bullying  
Destruction/Misuse of School Property  
Discourteous Language/Behavior  
Disrespect of a staff member  
Fighting  
Non-Compliance  
Possession of alcohol, drugs, cigarettes/e-cig, etc.  
Stealing/Theft  
Threatening/Intimidation of a Student or Staff  
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

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.

**Grades KP – 2:**

The responsibility plan focuses on teaching independence and accountability for personal actions and focuses on students learning class, school, and life guidelines, rules, and social etiquette. Individual classroom specifics regarding consequences, incentives, and communication vary. Teachers will communicate with parents when concerns arise. Students in KP will receive "Think Sheets", when needed and communication to parents comes daily through the folder and quarterly through the "Personal/Social Habits" gradebook and the student's report card. Kindergarten through Second Grades will also use "Think Sheets" when needed. In addition, students may receive an "Attitude and Work Habits" sheet that is designed to communicate with parents and students any areas a student may be struggling with in the classroom or during transitions. These areas are reflected in the quarterly gradebook "Attitudes and Work Habits" and the student's report card.

**Grades 3 – 5:**

As students enter the upper elementary grades, a higher level of academic and behavioral responsibility is required and expected and focuses on some of our non-academic goals that students will learn valuable lessons at Parkway even if the lessons come with failure and disappointment and to help students make connections between their behavior and consequences. These areas are reflected in the quarterly gradebook "Attitudes and Work Habits" and the student's report card.

**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

Knows the value of "YET"

**ATTENTIVE**

Focuses during lessons

Active listener

Encourages others to stay focused

**NOBLE**

Honest

Trustworthy

Reliable and follows through

**TEAM WORK**

Respectful

Works and plays well with peers

Cooperates with the group to meet goals

**HUMBLE**

Puts the needs of others before their own

Listens to the ideas of others

Honors Christ in words and actions

**EXCELLENCE**

Gives 100% effort

Turns work in on time

Always tries their best

**RESPONSIBLE**

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. Students are not dismissed during worship services.

### **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



## **P**OSITIVE

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

## **A**UTHENTIC

ARE NOT AFRAID TO BE THEMSELVES  
ACCEPT THE DIFFERENCES OF OTHERS

## **N**EVER GIVES UP

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

## **T**RUSTWORTHY

HAVE INTEGRITY AND TELL THE TRUTH  
ARE RELIABLE AND FOLLOW THROUGH

## **H**UMBLE

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

## **E**XCELLENCE

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

## **R**ESPECT

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

## **S**UCCESSFUL

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  
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  
Public Display of Affection  
Tardy to Class (MS only)

### **Level 2 Infractions** - Major

Bullying  
Cyber Bullying  
Destruction/Misuse of School Property  
Discourteous Language/Behavior  
Disrespect of a staff member  
Fighting  
Non-Compliance  
Possession of alcohol, drugs, cigarettes/e-cig, etc.  
Stealing/Theft  
Threatening/Intimidation of a Student or Staff  
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.

**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.
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>6<sup>th</sup> through 8<sup>th</sup> 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, which recognizes outstanding 7th and 8th grade students. To be eligible, students must have attended Parkway for at least one full school year.

- **Eligibility for Invitation**

Students in 7th or 8th grade may be invited to complete an intent form if they:

1. Maintain a **3.6 cumulative GPA** in core classes (Math, Language Arts, Science, Social Studies) and Spanish
2. Demonstrate behaviors that exemplify **character, service, leadership, and citizenship**
3. No disciplinary actions

- **Selection Process** - a Faculty Council reviews each candidate's intention application
  1. Intent and information forms
  2. Handwritten student letter
  3. Two adult recommendation letters (one MUST be a non-Parkway staff)

Inductions take place once a year.

- **Member Expectations**
  1. Maintain a **3.6 GPA** in core and Spanish classes
  2. Attend meetings
  3. Participate in school service projects, including **at least 6 hours with one organization**
  4. Demonstrate exemplary character, service, leadership, and citizenship
  5. Pay annual membership dues

Members who do not meet expectations in any NJHS standard—scholarship, leadership, service, character, or citizenship—may face disciplinary action or dismissal as determined by the Faculty Council. **School disciplinary consequences will also apply when appropriate.**

### **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 apprised 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 may be 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/mailed 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 Child Care.

**Cheating** - 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/or distributing it to others
- sharing assignments as collaborating or group work when specific directions were given to work independently
- academic dishonesty in any form
- Using AI technology inappropriately or irresponsibly; not citing AI usage

**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, rude, insensitive, disrespectful or offensive language; swearing alternatives; hand gestures and/or vocal noises that imply sexual innuendos; aggressive language that bullies or mocks others based on race, creed, sexual orientation, or ethnicity, 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 Bathroom Behavior** - including, but not limited to, disruptive behaviors such as excessive noise, lingering, damaging or defacing bathroom fixtures and property, drawing/markings/writing on bathroom walls, stalls, mirrors, floors, or inappropriate use of bathroom supplies such as toilet paper, soap, or paper towels, 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, "brain rot words", name calling, joking, slang used to demean or make fun of students, 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.

**Non-Compliance** - including, but not limited to, repetition of minor behavioral infractions such as disrupting class, inappropriate hallway/bathroom/lunch behaviors, dress code violations, 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.

**Public Display of Affection** - including, but not limited to, hugging, kissing, hand holding, 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](mailto: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.
- f. **Appropriate and Responsible AI Use for Middle School**

The purpose of the statements below is to provide a guideline for the appropriate and responsible use of Artificial Intelligence (AI) by Middle School students at Parkway Christian School. AI technologies offer significant educational opportunities, and this policy aims to ensure that students leverage AI tools in a safe, ethical, and productive manner. Each assignment should identify if and how students are allowed to use AI. Assignments that

fall within the green or red light statements must indicate the level of AI usage that is allowable. Assignments using yellow light statements will include the specific statement to direct students on the appropriate use of AI for that assignment.

### AI Statements

#### Green Light Statements

Teacher statement:

Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as School AI or Magic School) on this assignment if that use is properly documented and credited. Failure to acknowledge the AI-generated contributions will be treated as cheating.

Student statement:

I acknowledge and embrace the responsible use of Artificial Intelligence (AI) as a tool for assistance in this assignment. I commit to utilizing AI in a manner that upholds academic integrity and originality, ensuring that my work reflects my own understanding and efforts. I understand that any undocumented use of AI in my assignment may lead to academic consequences in accordance with Parkway Christian School's Discipline Policy.

#### Yellow Light Statements

Teacher statement to be used on assignment:

Students may use advanced automated tools as directed by the teacher, to help prepare for this assignment (i.e. XXX). Students must explain how AI tools informed their process and are responsible for the accuracy of the ideas that are used. Failure to acknowledge AI-generated contributions will be treated as cheating.

When using the above statements, teachers are expected to explicitly state the approved use of AI in the assignment. Examples provided below should be copied to replace XXX:

- Concept development; Brainstorming and refining your ideas; Fine-tuning research questions; Drafting an outline to organize your thoughts; Checking grammar and style; Etc.

Student statement:

I understand and commit to using AI tools responsibly for XXX in this assignment. I will maintain academic integrity by ensuring that the content I produce reflects my own understanding, while appropriately crediting and citing any AI-generated content. I recognize that any violation of these principles may result in academic consequences in accordance with Parkway Christian School's Discipline Policy.

#### Red Light Statements

Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as Magic School or School AI) on this assignment. Each student is expected to complete each assignment without assistance from others, including automated tools. Any violation may result in academic consequences in accordance with Parkway Christian School's Discipline Policy.

I affirm that I will not utilize Artificial Intelligence (AI) tools or applications for any aspect of this assignment. I understand that the use of AI in my assignment is strictly prohibited and that any violation of this policy may result in academic consequences in accordance with Parkway Christian School's Discipline Policy. I commit to completing my assignments through my own efforts, ensuring academic integrity and the authenticity of my work.

### 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 2026-2027

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.

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 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 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.

Parkway Christian School believes that a positive and constructive working relationship between the School and parent/guardian is essential to the fulfillment of the School’s educational purpose and responsibilities to its students. **If the parent’s or other family member’s behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the School’s policies, methods of instruction, or discipline, or otherwise seriously interferes with the School’s safety procedures, responsibilities, or accomplishments of its educational purpose or program, the School reserves the right to dismiss the family from the community.** This includes if a parent or other party files a lawsuit or threatens litigation against the School for a perceived wrong by the school.

In addition, the School reserves the right to place restrictions on parents’ or other family members’ involvement or activity at School, on School property, or at School-related events if the parent or family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community. **There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of this contract. If, for any reason, it is in**

**the best interest of the School, the School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed enrollment contract.**

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  
2026-2027**

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 enrollment forms that are electronically signed by parents/guardians.**





## Parkway Christian School Continuous Enrollment Contract

This contract is between Parkway Christian School, Inc. (hereinafter “School”) and the parent(s) or legal guardian(s) (referred to as “Parent”, which term includes the singular or plural, as applicable) of the child listed in the Enrollee Information section of this enrollment packet (hereinafter “Student”). Parent understands that all persons responsible for paying the Enrollment Fee and/or Tuition and Fees under this Contract must execute the Contract and that all such persons are jointly and severally liable for the Tuition and Fees and Enrollment Fee set forth herein. At the end of this document you will be asked to provide a signature. By doing so, you will be agreeing to the terms and conditions of this Continuous Enrollment Contract.

Your electronic signature is legally binding under the Florida Uniform Electronic Transaction Act, Section 668.50, Florida Statutes. The School will treat the signature(s) on this document below, in all respects, as having the same force and effect as non-electronic or “wet” signatures.

Parent signature(s) and/or initials on this Contract evidence Parent’s understanding and agreement to the Terms of this Contract, as follows:

**Continuous Enrollment:** Parent understands that Parent will not be asked to sign another Enrollment Contract for the remainder of the years that Student attends the School. Rather, the terms of this Contract, as may be amended by the School from time to time, will continue in effect as long as Student remains enrolled in the School. The school agrees to notify Parent in writing (or electronically) of any significant changes made to the Contract prior to or concurrent with enrollment each academic year. The School will maintain a digital copy of the Continuous Enrollment Agreement in force (containing all amendments) in its student information database.

Parent understands that on or about December 1<sup>st</sup> of each academic year, the School will notify Parent of the amount of the Tuition and Fees and Enrollment Fee for the next academic year and the date by which the Enrollment Fee must be paid to reserve a place for Student for the next academic year. The School will assume that Parent intends to re-enroll Student for the next academic year on the same payment plan and method as elected on the FACTS Tuition Management Account unless the School has received a contrary notification in writing (either about enrollment or the election of the payment plan or method) from Parent prior to the end of January each year. The School will bill the Parent for the Enrollment Fee on or about February 1<sup>st</sup> of each year. If Parent does not pay the Enrollment Fee by the end of February of each year, Student's space will be offered to other applicants to the School.

Student will be enrolled for the **2026-2027** academic year in their applicable grade. Parent is aware that a final determination of grade/classroom placement will be made each year by the School in accordance with the School’s standard admissions or retention practices and that curriculum changes/decisions are made at the School's discretion.

**Enrollment Fee:** Parent understands that to reserve a place for their Student for the **2026-2027** academic year, Parent must submit the original executed Contract included within the enrollment packet along with the Enrollment Fee, currently in the amount of **\$885.00**, by any posted deadlines.

After the **2026-2027** academic year, the Parent will be billed for the Enrollment Fee (at the rate then determined by the School) via FACTS Tuition Management. To reserve a place for their Student for years subsequent to the **2026-2027** academic year, Parent must pay the Enrollment Fee by the end of February of each subsequent year.

If Parent does not pay the Enrollment Fee when due for any year covered by this contract, Student's space will be offered to other applicants to the school.

Parent understands that the above Enrollment Fee is earned by the School immediately upon Parent's submission of the Contract and Enrollment Fee to the School and the School's placement of the Student's name in the School's records for the academic year. **Parent further understands that the Enrollment Fee is not refundable or transferable under any circumstances.**

**Tuition:** Parent selects and enrolls in their desired payment plan for tuition via FACTS Tuition Management in accordance with the School's Schedule of Tuition and Fees issued each year and expressly incorporated into the terms of this Contract. All other School fees (non-tuition) including, but not limited to, field trips, childcare, class activity fees, etc., are to be paid when due. Parent understands and accepts their responsibility for payment of tuition and fees. Parent understands and accepts that tuition and fees must be paid via FACTS and will have to create and maintain a FACTS account that carries an annual fee. Parent understands that Tuition and Fees will be established each year by the School Board. Parent will be advised of the Tuition and Fees for subsequent years on or about December 1<sup>st</sup> of each year.

**Tuition Obligation:** Once Parent submits an executed Continuous Enrollment Contract and the required Enrollment Fee, Student will be enrolled for the **entire** academic year. In years after Parent first executes the Contract, Student will be enrolled for the subsequent entire academic years once the required Enrollment Fee is paid for the particular year. Parent further understands that the overhead expenses of the School do not diminish with the departure of students during the course of the school year and agrees that it is impossible for the School to determine the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. Therefore, once this Contract has been submitted to the School with the set Enrollment fee, Parent becomes liable for the entire year's tuition UNLESS Parent terminates this Contract in strict accordance with the **Termination Procedures** set forth below. If Student is withdrawn, absent or involuntarily separated, for any reason, including without limitation, change of residence, health, withdrawal, or expulsion, after the termination procedures set forth below, Parent is contractually obligated to pay two month's tuition, per student, not including the month of withdrawal. No Student may re-enroll in the School or receive financial aid if there is an unpaid balance from the previous school year. Student records, graduation certificates and reports will not be released until all tuition and fees are paid in full.

**Termination Procedures:** Parent may terminate this Contract by submitting a **written** Termination Notice to the Director of Admissions by the date indicated below (the Termination Date). The Termination Notice must (a) be dated, (b) state the Student's name, (c) provide a reason for the termination of the Contract; and (d) be **received** by the Director of Admissions on or before the Termination Date. If such Termination Notice is timely received, Parent will be relieved of all Tuition and other payments and fees that would have come due **after** the Termination Date, except for the non-refundable Enrollment Fee. Even if this Contract is terminated pursuant to the terms of this paragraph, Parent understands that the School will not refund any portion of the Student's Enrollment Fee as set forth in the Enrollment Fee section.

**Termination Date for 2026-2027 academic year: June 1, 2026**

Termination Date for subsequent years: June 1 of such subsequent year

Contracts submitted after June 1 of any year: No termination option available

Any withdrawals after the enrollment period has ended but before June 1<sup>st</sup> will not be liable for any future years' tuition and fees, but there will be a \$500 withdrawal fee charged per family. For withdrawals after June 1<sup>st</sup>, Parent is contractually obligated to pay two month's tuition, per Student, not including the month of withdrawal.

**School Mission:** Parent acknowledges that the School offers an educational experience based on Christian principals and values. Parent also acknowledges that the Student will be taught from a Christian world view.

**School Rules:** Student's enrollment at the School is subject to the general statements, rules, regulations, conditions, traditions, and financial terms contained in the School's Parent/Student Handbook and other published documents, which may be amended from time to time without prior notice. By signing this contract we acknowledge that we have read and understand all the contents of the Parent/Student Handbook and agree to abide by and follow all directives and will support School policies.

**School Directory:** The Parkway School Directory may be found on the Parent/Family portal. Parent may choose to make parent name, address, phone numbers and email address visible to other school families. If activated by the school, directory items are visible by default in the Parent/Family portals unless Parent has changed an item's visibility. Changes to directory visibility settings must be made by Parent by logging in to their parent FACTS Family Portal account and changing directory information and visibility preferences. Parent acknowledges that this directory is not to be used for their personal commercial use nor distributed by Parent to any person or entity other than another School family.

**State of Florida Scholarship Awardees:**

Parkway currently accepts some State of Florida Scholarships for payment of tuition. A list of accepted State Scholarships may be found in the Parent/Student Handbook. Parent understands and acknowledges all of the following in relation to awarded State of Florida Scholarships.

- Acceptance of State Scholarships by the School may change at any time.
- Parent is responsible for payment of any remaining tuition balance that an awarded scholarship does not cover. This includes the School not receiving any portion of Student's awarded scholarship.
- School may have limited scholarship seats available and an award of a scholarship does not guarantee use of the scholarship for payment of tuition.
- Parent must notify the School annually if a scholarship is being used for payment of tuition and the School will determine if a scholarship seat is available.
- Parent is responsible for providing Student's unique and specific scholarship information to the School annually in a timely manner in order for the School to be able to register Student under the School with the State of Florida before any State set annual deadlines.
- A State scholarship is considered a discount and Student may lose other available discounts if using a state scholarship for payment of tuition.

**School Records:** All financial obligations to the School and its vendors, including SLA Management, must be paid in full before records, grade reports, diplomas, and transcripts can be released or transferred to other schools. Access to School portals may be restricted if Parent has outstanding financial balances. Student will not be allowed to continue to attend classes, childcare, athletics or activities that carry a fee, unless tuition and fees are paid by stated deadlines. The School shall have the right to take such legal action as it may deem appropriate to collect all amounts which are not paid when due. In the event that the School takes legal action to enforce the terms of this Contract, Parent shall be responsible for all costs, including reasonable attorney's fees (whether incurred before, during, or after the filing of a lawsuit).

**Late Fees:** Parent understands and agrees that a late charge of \$25.00 will be added for **any** delinquent payment (which is defined as a payment not received within 10 days after the due date). Further, as to any account more than 60 days in arrears, the School reserves the right to accelerate the total unpaid balance of

tuition and fees due under this enrollment agreement. **After accounts are more than 60 days in arrears, the account will be referred to the School's collection agent and/or counsel for satisfaction.**

**Termination of Attendance:** The School has the right to suspend or terminate the attendance of any student for reasons set forth in the Parent/Student Handbook (or other published document), for reasons that the School administration considers detrimental to the School community, Student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance (including any amounts charged on Student's account with the School).

**Photos and Images:** Parent has the option via a signed Media Release Statement to allow or deny the School to use the Student's recognizable photograph, voice, image, likeness, video, and information in the School's illustrations, publications, promotional materials, social media accounts, and websites without compensation and without prior notice. Parent releases and holds the School harmless from any liability stemming from the use of the Student's likeness, photograph, voice, image, video, or information.

**Medical Authorization:** In the event or circumstance that the Student has an extreme health emergency that requires emergency medical attention while at school, at a school sporting event, or on a school sponsored field trip, Parent acknowledges that the School or appointed staff members will call 911 even if the School has not been able to get in contact with a parent/guardian or emergency contact. The School will continue to make every effort to get in contact with Student's parent/guardian or emergency contact.

Parent has the option via a signed Medical Release to allow or deny the School to do the following in the event or circumstance that the Student has an extreme health emergency that requires emergency medical attention.

If Student needs medical or surgical services which require Parent's pre-authorization or consent, Parent hereby authorizes, appoints, and empowers the School to act as Parent and furnish such consent on Parent's behalf when no parent, guardian, or other member of the immediate family or persons listed on the emergency contact list can be contacted. Parent hereby releases and holds the School or Parkway Christian Church or their designees harmless and free from any and all liability which might arise from the granting of such consent and authorization as Parent confirms that it is Parent's desire that Student be furnished with such medical or surgical services as soon as reasonably possible after the need arises if doctor(s) deem that delay in initiation or provision of emergency medical care or treatment would endanger the health or physical well-being of the Student.

Parent agrees to be responsible for payment of any and all medical services rendered under their authorization and to reimburse the School for any medical expenditures made on Student's behalf.

Parent acknowledges that the School has been made aware of any of Student's medical information or needs that would be necessary to know in case of a medical emergency and will update the School as soon possible if any information changes.

**Insurance:** The Parent hereby acknowledges that Student is covered by some form of medical insurance, the details of which are provided on Medical Information forms.

**Student's Satisfactory Completion of Current School Year:** This Contract is conditioned upon the Student successfully completing the current academic year (as then applicable) in good standing (both academically and behaviorally), and a positive recommendation of the current School for new students. If, after completion of the current school year, the School determines in its sole discretion that Student has not met this requirement, the School has the right to unilaterally cancel this Contract and to refund to Parent all tuition paid for the next academic year.

**Release of Student Records:** Parent consents and holds the School harmless for the release of Student's records and information upon request by an educational institution or law enforcement agency. Parent also releases and holds the School harmless from any liability stemming from the use, disclosure, or release of Student's records or information.

**Promotional Materials/Statements:** The School continually strives to ensure the accuracy of all written materials, including, but not limited to, promotional information, catalogs, brochures, handbooks, and advertising. In an effort to do so, however, information included in the materials (including class sizes, student-to-teacher ratios, School accreditation, teacher qualification, specialization, and length of service, etc.) may change as programs grow and as staff changes. Prior to relying on any written materials in making your decision to enroll Student in the School, please verify the accuracy of information with the Office of Admissions. Please also understand that even if the information was accurate at the time that you enrolled Student, the information may change prior to commencement of classes or during attendance at the School. Please also note that only the Head of the School (or Head's designee) has the authority to make commitments regarding the nature of the program, specific arrangements for Student, or other changes from the School's regular curriculum.

**Governing Law:** This Contract shall be governed under the laws of the State of Florida. The venue of any action hereunder shall lie exclusively within the Circuit Court of Broward County, Florida, and the parties hereto consent to personal jurisdiction and **expressly waive all rights to trial by jury.**

**Force Majeure:** The School's duties and obligations under the Contract may be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, natural occurrences, war, government action, terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract may be suspended or postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, Parent acknowledges and agrees that the sole financial remedy for a force majeure event is future delivery of educational services and not a tuition refund.

**Domestic Disputes:** Parent understands and agrees that the School's primary purpose is to provide educational opportunities to the students within its institution. Parent also understands that it is disruptive to the School for a Parent to involve the School (or any of its employees) in domestic legal disputes between the Parents and that the School often must pay for legal fees and costs associated with such issues. Therefore, Parent agrees to promptly reimburse the School for all expenditures incurred by the School as a result of Parents' domestic legal disputes, including, but not limited to: parental disagreements about Student's education or placement; divorce proceedings; custody proceedings; and/or modifications of custody proceedings. Costs incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; communications with Parent or Parent's counsel, guardians ad litem or attorneys ad litem; respond to subpoenas; draft letters or motions; and perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expenses. Parent agrees to reimburse the School for such fees/costs within thirty (30) days of School billing Parent for such expense. Any dispute between the Parents regarding which Parent may owe which portion of the bill should be resolved between the Parents so that the bills for reimbursements to the School can be paid on a timely basis. Parent's failure to pay such fees/costs promptly will result in dismissal of the family from the School.

**Representations:** Each party represents and warrants to the other that (1) it has full power to enter into and perform its obligations under this Contract; and (2) this Contract constitutes its legal, valid, and binding obligation, enforceable in accordance with its terms. Parents in two-parent households agree that each is acting as agent for the other. Modification of this agency relationship shall be in writing and delivered to the school. No oral modifications will be recognized or accepted.

**Understanding of Terms:** By signing below, Parent acknowledges that Parent understands the terms of this Contract, Parent's obligation to pay tuition, the Parent's option to terminate, and all other obligations set forth herein.

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





## Parkway Christian School Continuous Enrollment Contract Acceptance

1. I hereby opt into Continuous Enrollment ("CE"), beginning with the 2026 - 2027 school year. This means that my Parkway Christian School ("PCS") student will return to PCS every year until graduation of Grade 8, or, if necessary, the official PCS withdrawal procedures are completed.
2. I understand I have until January 31<sup>st</sup> each year to notify PCS' Admissions or Business Office, ***in writing***, of any changes in my plans for CE for my child.
3. I understand the CE Enrollment Fee for the following school year will automatically be charged to my FACTS account on February 1<sup>st</sup> each year unless I have notified PCS, ***in writing***, by the January 31<sup>st</sup> non-returning deadline. If notice of intent not to return is received after January 31<sup>st</sup>, I am contractually obligated to pay the CE Enrollment Fee.
4. I understand that all enrollment permissions, agreements, and financial contracts signed for the 2026 - 2027 school year will apply to all years going forward until such time as I have notified PCS of any changes or my plans to withdraw my child.
5. I understand that the CE Enrollment Fee is ***non-refundable*** and ***non-transferable***.
6. I understand that if my account has a balance due, PCS will not release school records, diplomas, transcripts, report cards, etc. or complete recommendations until such time as the account is brought current. This includes any balances with PCS vendors, including SLA Management. My child's attendance, as well as access to FACTS Family Portal may also be restricted.
7. I understand that if my family's plans change between the January 31<sup>st</sup> non-returning deadline and June 1<sup>st</sup>, I must immediately inform the Admissions or Business office ***in writing***. In such circumstances, the CE Enrollment Fee remains ***non-refundable*** and ***non-transferable***, but I will not be held liable for any portion of tuition for the upcoming school year. There will be a withdrawal fee of \$500 charged per family.
8. I understand that if I breach this contract by withdrawing after the June 1<sup>st</sup> deadline, I will be contractually obligated to pay two months' tuition, per student, which does not include the month of withdrawal.
9. Parkway Christian School recognizes that family plans change. For unique circumstances, determined at the discretion of PCS, students withdrawing after the announced contract deadline of June 1<sup>st</sup>, but before the first day of school will be exempt from the 2 months tuition penalty. The CE Enrollment Fee will remain ***non-refundable*** and ***non-transferable***, but any tuition and other fees paid may be refunded. Unique circumstances may include, but may not be limited to:
  - Moving/Relocation 25+ miles away from Parkway Christian School supported by documentation.
  - Educational needs of the student that can no longer be met at Parkway Christian School, as determined by the PCS Administration.
  - Withdrawal at the request of Parkway Christian School.
  - Family status changes supported by court documentation.
  - Military service orders supported by documentation.

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