

PARKWAY CHRISTIAN SCHOOL

Parent/Student Handbook



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Table of Contents

Preface	6
Mission Statement	6
Mission Statement in Action	6
Portrait of a Graduate	6
Discrimination Statement	6
Parkway Christian Church Philosophy	6-7
Educational Objectives	7
Foundational Objectives	7
Parents' Code	7
<u>General Parent/Student Handbook</u> -school info for all Grades	8
Accreditation	8
Achievement Testing	8
Admission	8
Allergies	8
Arrival/Dismissal/Carline	8-9
Attendance/Tardy Policy	9
Band/Strings Program	9
Before or After School Care	9
Behavior	10
Capital Fee	10
Celebration/Observation of Holidays	10-11
Cell Phones	11
Communication	11
Contact Information	11
Curriculum	11
Discipline	11
Divorce and Custody Issues	11-12
Duke TIP Program	12
Early Sign-out/Late Sign-in	12
Email/Written Communications Rating System	12
Emergency Closing Procedures	12
Enrichment Opportunities	13
Fees	13
Field Trips	13
Financial Aid/Scholarships	13
Fire/Safety Drills	13
Forms	14
Guidance	14
Health Requirements and Records	14
Illness	14
Injuries/Elevator Use	14
Items that Interfere with a Learning Environment	14
Legal Authorities	14-15
Lost and Found	15
Lunch/After-School Snack Program	15
Media Books	15
Media Release	15
Medications	15
Online Posting	16
Panther Pride	16
Parent/Student/School Agreement	41-42
Parent/Teacher Communication	16
Parent Portal	16
Parking & Parking Security Tag	16

Personal Appearance	16
Predator Information	16
Report Cards/Interim Grades	17
Reporting Abuse	17
Reading Programs	17
Returning to Classrooms/Lockers after Dismissal	17
School Directory	17
Security	17
Search Policy	17
Speech Therapy/Occupational Therapy	17
Sports	17-18
Student Conduct	18
Student Promotion/Retention	18
Supplies	18
Tardy Passes	18
Technology – Devices, Email and Requirements	19
Textbooks	19
Thursday Folders	19
Tuition and Accounts Receivable	19-21
Tuition Payment Agreement	39
Tutoring	21
Uniform and General Dress Code	21
Use of Technology Policy	21-23
Visitors	23
Volunteer System	23
Volunteer Alternatives	23
Withdrawals	23-24

<u>Elementary Specifics</u>	24
Celebration of Birthdays/Party Invitations	24
Chapel	24
Grading Scale	24
Homework	24
Student Awards	24
Technology Requirements	24
Responsibility & Discipline Plan	25-26
Responsibility & Discipline Flow Chart	27

<u>Middle School Specifics</u>	28
Behavior – Bathroom, Fire Drill, Hallway, Lunchroom	28
Birthdays	28
Bring Your Tablet Devices	28-29
Bullying	29
Chapel	29
Cheating	29
Classroom Discipline/Rules	29
Code of Conduct Flow Chart	35
Electronic Transmissions	29-30
Extracurricular Activities	30
Grade Point Average	30
Grading Scale	30
Graduation Fee	30
Gum Chewing	30
Handwriting	30
Heading for Assignments	30
High School Credit	30-31
Homework/Class Assignments	31

Lockers	31
NJHS	31
Parent and Student Portals	32
Parent Volunteers	32
Plagiarism	32
Profanity	32
Projects	32
"Thursday Folders" Email	32
Semester Exams	32-33
Service Learning Requirements	33
Service Learning Requirements Guidelines	37
Service Learning Requirement Log Sheet	38
Snacks	33
Student Interaction	33
Summer Assignments	33
Tardy to Class	33
Textbooks	33
Uniform Policy	33-34
Middle School Code of Conduct Flow Chart	35

Forms

Service Learning Requirement Log Sheet	38
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The following forms are due to the school office with annual enrollment

PCS Tuition Payment Agreement	39
Parent/Student/School Agreement	41-42

Preface

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

Mission Statement

The mission of Parkway Christian Schools 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 Christian School 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 Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, disability, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Parkway Christian Church Philosophy

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

Christian spirituality is a way of life that relates to who and what we are and to whom and what God is as revealed in Jesus Christ and as experienced through the Holy Spirit. We encourage one another in the spiritual disciplines and practices through which we open ourselves to being shaped by God. Those disciplines include prayer, Bible study, worship, stewardship, service, study of the church's tradition and hospitality to strangers. Our spiritual development ministries range from teaching children to love Jesus to helping adults live Christ-like lives.

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

Educational Objectives

- To provide a Christian education to all students of our community.
- To provide a curriculum that is Christ centered, accelerated, and that strives towards excellence in all areas.
- To facilitate each student's development as a well-rounded child of God.
- To provide a program rich in educational programs that educate the student's spiritual, mental, physical, social, cultural, and emotional development.
- To instill in the heart of our students a strong love for Christ, family, school, community, and country.
- 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 an innovative 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 promote teamwork among the entire Parkway family that will enhance our community spirit.
- To encourage and enhance student, parent, and family relationships.

Parents' 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, that he or she may love and serve the Lord Jesus Christ all of his or her life.
- I will pay all of my financial obligations to Parkway Christian School on or before the date due. If I am unable to pay on time, I will notify the bookkeeper in advance, (1) giving a reasonable explanation for the delay, and (2) stating when the payment will be made.
- I will undertake volunteer duties and responsibilities as opportunities arise and as God provides the time and strength.
- 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), guidance counselor, or appropriate administrator.
- 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.)
- I will seek the advancement of Parkway Christian School in all areas: spiritually, academically, and physically.

Parent/Student Handbook

School-wide Information for all Grades

Accreditation

Parkway Christian School is fully accredited by the Florida Council of Independent Schools (FCIS) and the Florida Kindergarten Council (FKC) by meeting all of their requirements and observations. All teachers are certified and qualified professionals dedicated to the academic excellence of Parkway Christian School students. All staff members believe that Jesus Christ is the Son of the Living God and accept Him as their Lord and Savior.

Achievement Testing

All students in grades 1-8 will be administered a standardized test. The test 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 piece of the puzzle.

Admission

Parkway Christian School does not discriminate because of race, color, national or ethnic origin, gender, or disability in the administration of educational policies, admission policies, or other school administered programs. We do reserve the privilege of setting and maintaining standards for student conduct, dress, cleanliness, and scholarship. 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 in grades Kindergarten and up are assessed for admission via an entrance assessment. A copy of the birth certificate and prior school records 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, and if PCS can meet the student's individual needs. Assessment results are not provided in writing.

Allergies

In an effort to ensure the safety of our students with severe, life threatening food and nut allergies, certain 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. Please inform the office if your child has any allergies and if an EpiPen is required to be kept at school. Sharing of food among students during lunch/snack times is discouraged.

Arrival/Dismissal/Carline Procedures

Carline takes place at the designated carline area in the covered entrance in front of the main school building, and should be used to drop-off and pick-up students of all grades. **Drop off or pick up in front of the church is prohibited; it creates a hazardous situation and violates FCIS's accreditation standards and policies.**

While on school property, you must slow down to 15 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 anytime. During drop-off your child will be met by a teacher's assistant and will line up to wait for the bell or be walked to class by a member of our Safety Patrol. 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.**

Students may also be dropped off and picked up via 'walk-up' in the breezeway by parking in the front parking lot and following walk-up procedures: K. Prep - 1st parent must walk students to breezeway; 2nd – 8th students may walk in alone. Parents are not allowed to escort their children to class or pick them up at their classroom door. During pick up, to keep our students safe, parents are asked to wait in the breezeway and wait for their child to be called. Walk-ups are called 5 - 7 minutes **after** carline starts.

Middle School students (6th - 8th grades) may begin arriving at 7:45 a.m. Classes begin at 8:00 a.m.

Kindergarten Prep. through 5th grade students may begin arriving at 7:55 a.m. Classes begin at 8:20 a.m.

If a student arrives after their respective start time, you must park in the front parking lot and walk them into the administrative office and sign them in. They will receive a tardy pass for entrance into class.

Kindergarten Prep and Kindergarten are dismissed at 2:05 p.m. Grades 1 - 5 are dismissed at 2:30 p.m. Grades 6- 8 are dismissed at 3 p.m.

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

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.

For safety reasons, PCS 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/Tardy Policy

In order for PCS 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 PCS. It is also necessary that we conform to Florida attendance laws. The PCS Tardy Policy is as follows: Upon the third tardy, your child will receive a warning notice. The fifth tardy will require a \$25 administrative detention. Every accumulation of five tardies in a quarter will result in a \$25 administrative detention. The policy starts over every quarter. 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. Tardy warning notices and tardy detention letters are emailed to the email address PCS has on file for the parent/guardian. 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. **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.** Being tardy truly starts the students off on the wrong foot and sets them up to feel behind all day. **If your student is arriving to school tardy for any reason, you must park your car and escort your child to the front office to be signed in.**

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 in to the office.

We believe excessive absences keep students from achieving the most success possible from the program. 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 administration as soon as possible. It is our intent to keep the spreading of these conditions to a minimum.

Any student missing 18 or more days of school in a school year may be required to repeat the entire year. A student missing school may not attend after school or enrichment activities on the day they were absent. Absences are not excused.

If your child is going to be absent, please call the school office before 9 am, and they in turn will notify the teacher. Make-up work will be sent home upon request for elementary students 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. Middle school students are responsible for getting their make-up work directly from their teachers. All students must complete work and take no more than two days per day absent to complete and hand in. **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.**

Band and Strings Program

PCS offers a band program and a strings program, for an additional cost, through Paul Effman Music Service. Band is open to students in grades 3 and up and strings is open to students in grades 1 and 2 for beginners and grades 3 and up for intermediate players. Both programs are on campus, with weekly lessons taking place during the school day. Band and strings students may be asked to perform at various school functions throughout the school year.

Before or After-school Care

Before care is available starting at 7:15 a.m. at a charge of \$6 per day. Aftercare is available from 2:05 p.m. until 6:00 p.m. at a charge of \$6.75 for the first hour and/or \$12.75 per day after the first hour or \$1,600 for the year paid over 10 mos. Childcare Registration Forms and a per child/family fee are required annually. Any child left in aftercare past 6:00 p.m. will be charged an additional \$15 for the first 15 minutes past 6:00 p.m. and \$10 per each 5 minutes thereafter. All prices and fees are subject to change. There may **not** be **before 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. All students must be signed in to before 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 before or after-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.

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, or scaling the stall walls, etc. The bathrooms are used for taking care of necessary business, not for hanging out or meeting with friends.

Behavior – Fire/Safety Drills

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

Behavior – Hallway

Appropriate hallway behavior is expected at all times. The following list of procedures must be followed while in the hall:

- Students must remain quiet
- If you need to talk, your voice must be low.
- Students must walk at all times.
- No “hanging out” in the halls.

If students are asked to wait in the hallway or outside of a classroom, they must line up against the wall and remain quiet until given permission to enter the classroom by the teacher.

Behavior – Lunchroom

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

- Respect the servers and lunchroom volunteers. Do not forget to say “please” and “thank-you.”
- Decide where you want to sit at your assigned table and sit with whom you wish to eat. 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.
- If you must exit the lunchroom for any reason, you must get permission from one of the teachers in the lunchroom.
- Please use the restroom during or immediately after eating lunch after getting permission from an adult.
- 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.
- Students in grades third through fifth will be asked to wipe tables and sweep the floor.

Failure to use above listed behavior in the lunchroom will result in appropriate consequences.

Capital Fee – The Parkway Annual Capital Fee is a required annual fee per family due by the end of July before the school year starts. . Various payment arrangements available; Contact the bookkeeper. The fee may only be waived by making a Campus Enhancement Donation of equal or greater value of fee to Parkway Christian Church no later than 7/31/19. If fee not paid in full or waived via donation to PCC by the due date, your account/tuition express account will be billed/debited for the outstanding balance of fee on 8/1/19. Please refer to the current year’s Fee Schedule for the current amount of the fee.

Celebration/Observation of Holidays

Parkway Christian School observes the following holidays in the following manners:

- Halloween is not observed. We hold fall-related activities; for example, a Fall Festival or a Farm Breakfast, as some of the classes study farms during this month. Some of the teachers study different types of books during October and hold a Book Character Day.
- Thanksgiving is celebrated. The curriculum revolves around being thankful for our blessings. Each grade level celebrates Thanksgiving in a different manner.
- Christmas is celebrated as the birth of Jesus. We plan our teachings around this wonderful occasion. There are, however, times when some secular art projects and songs are included simply for the fun of the season. Not all families observe the secular side of Christmas; however, at Parkway, Santa represents the spirit of giving. This does not take away from or replace the true meaning of Christmas taught at Parkway Christian School.
- Valentine’s Day is celebrated as a holiday of love for one another. It is not in any way presented as the celebration of a saint. If a teacher chooses to allow her/his students to exchange Valentines, they must include everyone in the class.
- St. Patrick’s Day is celebrated in a fun manner. There is nothing taught to support the teachings of witchcraft or any type of spells. The clover is often used in teaching the trinity. History tells us that when St. Patrick came from Scotland to Ireland to teach the Irish to read, he brought the Bible.

- Easter is observed as the death and resurrection of Jesus, our Lord and Savior. Resurrection eggs are used to tell the story. Easter eggs, bunnies, chicks, and flowers mark spring and new life. These are also part of the Easter season.

Teachers will give students the option not to participate in any craft or activity that would be contrary to family values.

Cell Phones

Elementary students are not allowed to bring cell phones, fitbits, or watches that integrate with phones or act as a phone to school. Middle school students must turn in their powered off cell phones to the office upon arriving at school. They may be picked up at the end of the school day. If a student is found to have a cell phone with them during the school day or a powered on cell phone in Before/After care, they will be given a \$25 administrative detention. **Cell phones are not allowed to be taken on Field Trips.**

Communication

Communication to parents from the office will be sent through our administrative software and through a parent portal such as PlusPortals which requires a working e-mail address. Please make sure you have a live working email address that you check on a consistent basis on file in the office and in PlusPortals. The office maintains a binder with office communications in hard copy form.

Contact Information

Any changes in address and/or contact information should be communicated to the office immediately as this information is used by the school for contacting parents and for various school mailings and sending of information.

Curriculum

The goal of Parkway Christian School is to provide an academic program for Kindergarten Prep through 8th grades with a Christian worldview. Our curriculum begins with a strong phonics based reading program. Texts in all disciplines are regularly reviewed and chosen that will challenge and meet the needs of our students. We offer "specials classes" for Kdg. Prep – 5th grades in Art, Music, Physical Education, Spanish, Science Lab, Media/Computer and Technology. Grades 6th – 8th offer electives. Our small class sizes enable us to offer a balanced program aimed at each student's individual needs. Our teachers also use educational-based centers and computers in their teaching.

Parkway Christian School participates in the Accelerated Reader Program and optional *Reading Across Broward* and Pizza Hut *Book-It* programs that are designed to encourage reading at home, and the optional *Sunshine Math* program. Teachers may also use centers, interactive white boards, document cameras and/or various computer programs and apps to enhance learning.

As Christians and as educators, Parkway Christian School 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 Christian School 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 follows Parkway's Discipline Flow Chart. Guidelines for discipline will incorporate principles from 1 John 1:9 of confession, apology, and forgiveness. **1 John 1:9** "If we confess our sins, He is faithful and just and will forgive us our sins and purify us from all unrighteousness." Each student and family must read or have read to and agree to the Parent/Student Handbook, sign and have parent signature notarized the Parent/Student School Agreement and return it to the school office. Notaries are available in the school office.

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, PCS will presume that both parents have custodial rights and may be in contact with their child(ren). PCS 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 both parents 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.

Duke TIP Program

PCS participates in the Duke University TIP program, a non-profit program that helps identify, focus on and provide innovative opportunities to students with advanced academic abilities. This program is available to qualified students in grades four through seven. To qualify for the program students must score in the 95th percentile or higher on a subtest of the Iowa Test of Basic Skills (Iowa's). Participation in Duke TIP is not mandatory, but it is a great honor and opportunity for students that qualify. Some of the program benefits that challenge and motivate students are book clubs, writing contests, above level testing, classes, and more. Students in the seventh grade can register to take the ACT or SAT. Qualified students are notified in the fall and given information on the program fees and registration process. For more information on the Duke TIP program, go to tip.duke.edu.

Early Sign-Out/Late Sign-In

If you know that you will have to sign your child out of school early, please send a note or email to your child's teacher specifying the time they should be ready. Do not go to your child's classroom. Report to the front office and your child will be called from class for you. If early sign-out comes unexpectedly, please come to the front office and your child will be called for you. We ask that no early sign-outs occur after 1:45 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 in the office before leaving campus early.**

If your student is late for any reason, you must park your car and escort your child to the front office to be signed in. Do not go or send your child directly to the classroom. If necessary, a member of our staff will escort an elementary child to his/her classroom with a tardy pass.

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 Christian School has developed an email/message rating system that will foster only professional and productive emails/messages between staff and parents.

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

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

Emergency Closing Procedures

Parkway Christian School follows the Broward County School District's emergency dismissal procedures. If the Broward County schools are ordered to close, PCS will also close. However, PCS DOES NOT follow the same reopening procedures as the Broward County School District. PCS may reopen earlier or later based on our own requirements. Our main method of communication during possible school closures and reopening is through our parent portal, currently PlusPortals or through our Administrative software. Make sure all phone numbers and email addresses in the PlusPortals and in the school office are accurate and working at all times. In the event that the school will close we will contact parents via the methods listed above and may include email, text, and recorded message. Emergency closing and opening information will also be available on the school website, www.pcs-fl.net and on our recorded school message.

Enrichment Opportunities

Enrichment classes may be offered by PCS 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 field trips off campus as well as 'in-house field trips' on campus during the school year. The location and the details 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. Efforts will be made to give parents an opportunity to chaperone at least one elementary field trip during the school year by dividing the parents among the planned trips. There are times that the organization providing us with the trip places limits on how many children and/or adults may attend. Chaperones are 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. **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. 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 which are approximate. These out of town field trips costs may vary from year to year. Overnight trips: Fourth grade students visit St. Augustine at a cost of approximately \$730 per person attending as part of the Social Studies curriculum. Sixth grade students currently attend a Dude Ranch at a cost of approximately \$600. Eighth grade students visit Washington, D.C or Boston in support of their Social Studies curriculum at an approximate cost of \$1,500. Fundraisers may help with some of these costs. Fifth and seventh grades have annual out of town day trips that vary at an approximate cost of \$180-\$200.

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. For 'in house field trips', if PCS 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 Christian School reserves the right to deny a student permission to participate in a field trip due to disciplinary problems 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 while on a field trip, parents will be contacted and asked to pick up their child and take them home at parents' cost.

Financial Aid/Scholarships

Limited PCS Financial Aid and Scholarships are available on a first come, first served basis. Please see bookkeeper for details and application information. Parkway also accepts the McKay (www.fldoe.org) or (www.floridaschoolchoice.org) and the FTC Income Based Step-up (www.stepupforstudents.org) State of Florida scholarships. Limited number of FTC Step Up scholarships seats are accepted per school year on a first come, first served basis based on acceptance for admission and completed enrollment. A copy of the official scholarship award letter must be turned in to the bookkeeper in order to secure your scholarship space. Please visit their websites for more information or to apply.

Fire/Safety Drills

PCS 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 forms are required to be filled out annually and are due with enrollment or before the beginning of the school year. These may include, but are not limited to Parent/Student/School Agreement, Tuition Payment Agreement, "Blue" and "Yellow" Health Forms (see *Health Requirements and Records* below) and Sports Physicals. If required forms are not received, Report Cards, access to the Parent/Student Portal and participation in Sports or school activities will be held/restricted until 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 student to be able to participate in games.

Guidance

PCS has a full time Guidance 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. The guidance program can be seen in action throughout the school via numerous programs such as Panther Pride, Panther-Cub Mentoring Program, 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 State of Florida law, student immunizations must be up-to-date to attend Parkway Christian School. 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 school if they do not have an up-to-date immunization record or exemption on file. Also required is the School Entry Exam Form, Form DH3040 (yellow form). Both may be obtained from your child's doctor or the Health Department. Students entering the 6th grade must have a scoliosis screening and students entering the 7th grade must complete the TDap immunization requirements.

Illness

At Parkway the health and welfare of our students and staff are very important. If your child is sick please keep them at home to prevent the spread of illness to others as illnesses are very easily transmitted in a school environment. If your child is staying home sick, inform the school before 9 am that your child will be absent. Your child should be **illness/fever free for a minimum of 24 hrs** before returning to school. If your child has a fever at school, you will be called for pick up. If your child has developed any type of contagious illness that has been diagnosed by a doctor, e.g. chicken pox, flu, etc. or any other contagious conditions, e.g. lice, etc., you must notify the office immediately and give 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.

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 PCS students are not to bring anything to school that is not requested by the classroom teacher. For example: cell phones, I-pods, electronic 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 check in the phone to the office upon arrival, and pick it up at the end of the school day. Students found to have any of these listed items will receive an immediate/automatic \$25 administrative detention.

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.

PCS also requests that girls in grades Kinder. Prep – 5th not wear makeup. 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, permanent/semi-permanent hair adornments, and tattoos are not allowed for any students.

Legal Authorities

Staff at PCS 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 principal 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, dependent on the decision of the investigator or officer.

Lost and Found

All student belongings, including lunch boxes and sweaters, should be clearly and legibly labeled with your child's name. Please remind your child to look for their lost items by checking the lost & found located outside the main office. Parents please regularly check your child's belongings to make sure another student's items were not taken home by mistake. Lost and found is periodically cleaned out and unlabeled items are donated or thrown away.

Lunch and After-School Snack Programs

Hot lunches and aftercare snacks are available and provided by an outside catering service for an additional cost. You may choose to order a 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 and snack account with a declining balance as hot lunch/snacks are purchased. If your child will be purchasing hot lunch and/or snacks, accounts must be setup by parents with the catering service and kept in good standing by depositing funds regularly. **Parents are responsible for monitoring their child's account balance online via the catering service's website and are required to keep funds available for use in the account.** If your child's lunch/snack account runs out of funds causing the balance to be in the negative, you may receive communications from the school or catering company 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 child 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. Lunch/snack accounts in arrears will also cause a student's report cards, etc. to be held and 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 video 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 or any likeness of your child/children via a Media Release Statement on the Parent/Student/School Agreement or via online forms. No one is compensated for use of their image or likeness. We cannot determine if the pictures or video used will be of your child. However, 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 that take pictures or video at school sponsored events or have access to closed site photos and videos of PCS students, to respect the privacy of other PCS families, please keep in mind that Parkway Christian has no control over what parents may choose to do with photos/videos of PCS students.

Medications

Students are not allowed under any circumstances to carry any medication with them. **Medications include, but are not limited to, prescription medications including Epi-pens, over-the-counter medications, cough drops, antacids, etc.**

If a student needs to have prescription or over-the-counter medication administered during school hours, parents must complete a No. 5 Form with all required information. Form and medication must be handed in to office personnel to be kept and dispensed in the clinic by office personnel. A record is kept documenting the dispensing of all medications to students. The safety of all our students is Parkway's main concern.

A \$2 fee will be charged when a parent/guardian requests the clinic/school to provide a student with medication for the second and additional times. To avoid this fee, send in medication for your child to be kept in the clinic following the above procedure. 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.

Online/Public Posting

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.

Panther Pride

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

Parent/Teacher Communication

Parent/teacher communication is essential for a successful program. We have found that the most effective manner of school/home communication in the elementary grades 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 in the Middle School grades is via PlusPortals and email. 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 PlusPortals from Kindergarten Prep through eighth grades. Elementary grades will have a minimum of two conferences with the teacher during the school year.

Parent Portal/PlusPortals

PlusPortals is a school portal/site open to PCS students and families. Students' grades in grades KP and up are documented in PlusPortals. School and classroom communications and information will go through and be available on PlusPortals and it is an excellent resource for forms, school calendar, events and general school information. Paper communication is used less and less each year. **All families are required to activate their PlusPortals account with an active live email address in order to keep in contact with school personnel and to keep informed of events going on at school.**

Parking and Parking Security Tag

All vehicles visiting campus regularly are required to display the PCS 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.

Personal Appearance

Boys' hair should not be below the top of their polo shirt collar or in their eyes. A haircut needed notice is issued to a student if hair is too long with one week given to comply. Girls' hair should be neat and kept away from covering their face and eyes. Colored hair in non-naturally occurring hair colors and permanent/semi-permanent hair adornments are not permitted. **There will be no writing, marking or piercing on students' bodies.** Shirts are to be tucked in at all times and a belt worn, if pants have belt loops. Students in primary grades may wear pants with cut off belt loops until they master using a belt. All students must adhere to the PCS uniform and dress policy.

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

All students will receive a paper Report Card once per quarter. Elementary Report Cards are to be signed and are due back to school the next day. Middle School Report Cards do not need to be returned. Electronic copies of Report Cards will be made available on the PlusPortals and may be viewed if all accounts are current. A \$5 fee will be charged if the school needs to reprint and send home another copy of the Report Card.

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

Book-It program for elementary grades runs from Oct - Mar and is an independent reading program that students complete at home. Parkway provides incentives.

Reading Across Broward for elementary grades is an independent reading program that runs April 1st - March 31st. RAB logs are available to download on Edline and must be turned in to the Media Center by the due date assigned by the Media Specialist.

Accelerated Reader is an independent data driven computer reading program that allows students to take computerized tests that correlate to books they have read.

Books read may be applied to requirements for all programs.

Returning to Classrooms/Lockers after Dismissal

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

School Directory

The PCS School Directory may be found on the PlusPortals parent portal. Directory items that parents may choose to make visible include parent name, address, phone and email address. **By default, directory items are not visible in the Parent PlusPortals and must be changed by the parent account owner in order to be visible to other PlusPortals parents.**

Security

In order to make sure our campus is a safe place, we have a minimum of one full-time security guard, 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 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 Christian Campus, including parking areas and all buildings, is monitored by security video cameras. Security cameras are also present inside the main school building. If any incidents occur, videos may be used as a disciplinary tool.

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 PCS 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 but students that 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.

Sports

Parkway Christian School participates in competitive sports against other schools. PCS is a member of the Independent Athletic League (IAL) sanctioned by the FHSAA. Because PCS 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 PCS sports teams/squads: be in grade 5 and up (exception: Cross Country is grade 6 and up), have a "C" or above in academics, be current in all accounts receivable

accounts, have had a sports physical dated after June 1 of the current year and turned in the required FHSA Sports Physical Form completed by a doctor, 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 PCS 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 "C" or above in academics during the sports season, be current in all accounts receivable accounts during the sports season, have had a sports physical dated after June 1 of the current year and turned in all required school forms including the required FHSA Sports Physical Form completed by a doctor, 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 PCS athletes are required to 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.

Student Conduct

Appropriate student conduct is expected at all times at PCS. Respect is a virtue that demonstrates the honor and integrity of each of our students. Respect should be demonstrated at all times from all students to all students and to all staff members. Below is a general list of behaviors that will not be tolerated at PCS (list not all-inclusive):

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

Student Promotion/Student Retention

Upon successful completion of the required course work and with the recommendation from the teacher 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 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 fails 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. 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.

Supplies

Elementary students may be required to purchase some or all school supplies through the school. If not required, students may have the option to purchase some/all of their school supplies through a vendor provided by the school or from a list. Supplies are intended to last through most of the year but students may run out of some supplies and will need to purchase replacements. If an optional supply kit is not purchased by the published deadline or the school runs out of a grade's supply pack, students will have to purchase those school supplies using a provided list.

A general supply list for middle school students will be provided. Individual Middle School teachers will advise, on the first day of school, what specific items are needed for their class. During the school year, your child may run out of certain supplies that you will need to replenish. Please inquire of your child(ren) if supplies need to be replenished.

Tardy Passes

For those families that have any type of PCS Tardy Pass, the Tardy Pass must be presented in the office on the day being used when a student is signed in late and will not be accepted retroactively. Lost passes will not be reissued.

Technology - Devices, Emails and Requirements

Technology is integrated into the daily teaching and learning at Parkway. Teachers utilize Google's collaborative tools among other programs and apps. Students in grades 4 and up create and use a Parkway email through Google Apps for Education. Students may use jump drives and 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 PlusPortals, ebooks or do research, etc., a printer and Microsoft Office products 2007 or later 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.**

Please be sure that home computers/devices have sufficient virus protection so that jump drives are not exposed. The school's virus protected network/system will not allow an infected jump drive to be opened. Please see PCS's Technology Policy for more detailed information.

Parkway has a Bring Your Own Tablet Device program that has evolved to include students in grades 5 to 8. **Students in grades 5 through 7 are required to have and bring an iPad to school.** Students in grade 8 **may bring** a tablet device of their choice to school. Cell phones, laptops, netbooks, iPods, etc. are not allowed. Use of tablet devices in the classroom will be limited to educational sites and apps, ebook usage, organizational tools (i.e. agenda, calendar), etc. Students are accountable for the content, usage and keeping of their devices. 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. All students participating in the Tablet Device program, and their parents, must sign a Technology Agreement prior to any tablet devices being allowed on campus. Parkway's Tablet Device program will become mandatory in phases, based on grade. An iPad will become the required tablet for our students and will be phased in until 2020 as listed below.

2019-2020

- 5th - 7th grade students are **required** to have an iPad
- 8th grade students may bring a tablet of their choice

2020-2021

- 5th - 8th grade students are **required** to have an iPad

Parkway has a few iPads available for students, with extenuating circumstances and approval from administration, to borrow for use during class time. Prior to borrowing a school iPad, all students needing to use the iPad are required to have a signed PCS iPad Agreement, outlining the responsibilities and guidelines for iPad use.

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 lost or damaged books. Textbooks remain the property of PCS and are not given to the student upon completion of the school year/or withdrawal. All students in grades 4th – 8th must have textbooks covered at all times or they will be given a \$25 administrative detention. 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.

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. Please refer to the Middle School specifics section for Middle School Thursday Folders policy.

Tuition and Accounts Receivable

At PCS, 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 Christian School to meet its payroll and financial obligations in a timely manner, it is important that tuition payments arrive on or before the 1st of each month. Tuition statements are emailed monthly. Yearly tuition is averaged into 10 (August – May) or 12 (June - May) monthly payments. Please refer to the applicable year's Tuition and Fees Information schedule for Tuition costs.

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

- 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
- Clergy Discount - 10% tuition discount for children of the Clergy
- Military Discount - 10% tuition discount for children of active military members
- Sibling Discounts* - 15% sibling discount for the second child; 50% sibling discount for the third and every additional child.

*Church member and sibling discounts may not be combined on the same student

Tuition must be paid using Tuition Express, an auto-pay or online method using your bank account or credit card. Other expenses billed through your tuition account may also be paid using Tuition Express.

Tuition Express bank account auto-pay, where tuition is automatically deducted from your bank account on a set date every month, does not incur any fees. Tuition Express online payment where parents log in to their account and use their bank account for tuition payment also does not incur any fees as long as tuition is paid on time.

Tuition Express credit card auto-pay, where tuition is automatically billed to your Visa, Mastercard or Discover credit card on a set date every month, incurs fees of 2.5% of the payment made automatically added to your amount due for every month of tuition paid. Tuition Express credit card online payments, where parents log in to their account and use their credit card (Visa, Mastercard or Discover) for tuition payment, incurs fees of 2.5% of the payment made automatically added to your amount due for every month of tuition paid.

Tuition Express is Parkway's required method of payment for tuition and if the school generated *auto-pay* method is chosen, PCS will allow parents to divide monthly tuition into two payments if necessary. If the *online* Tuition Express method of payment is chosen, tuition must be paid in 1 payment by the 1st of every month.

If Tuition Express is not used for payment of tuition, an administrative tuition payment fee of \$10 per tuition payment made will be added to your tuition account.

Parents, or the person(s) contractually responsible for payment of tuition, are required to fill out and sign a Tuition Payment Agreement and return it to the bookkeeper during the enrollment process every school year. If applicable, a completed Tuition Express enrollment form is also due with the Tuition Payment Agreement. If the Tuition Express online payment method is chosen, PCS will provide instructions to the parent(s) that includes a Tuition Express ID number for parent online account setup.

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

1. After 7 days, a family will be informed that a late charge of \$65 has been assessed. There will be no exceptions on late fees.
2. If your auto-pay or online methods are not accepted for lack of funds or denied credit, you will be charged a return item fee of \$25 and you will be required to pay with cash, cashier's check or money order.
3. If there is a default by failing to make agreed upon tuition payments in a timely fashion and it becomes necessary for Parkway Christian School to hire a 3rd party debt collector, it is agreed that you will accept responsibility for all collection fees, court costs, and attorney fees.
4. If an account is not settled with the collection agency in a timely manner, student will be dismissed from PCS and the family will still be responsible for monies due.

Besides your tuition account, Parkway also uses an Activity Account to process other payments besides tuition and childcare. These items include uniforms, student groups, etc. Your activity account may be paid by cash, check, online or may also be processed via your tuition express account at your request.

The following apply to **all** Parkway accounts receivable accounts:

- If a check is returned for any reason, a \$50 fee will be assessed.
- If two checks are returned for any reason, a \$50 fee on each check will be assessed, and future 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 ITBS scores and awards, etc., will be held and access to the Parent Portal restricted for any student whose balance in any Parkway account is in arrears.

An early withdrawal fee of two months' tuition will be charged to any family leaving PCS prior to the end of the current school year. Fee is per student.

The duties and obligations of PCS may be suspended immediately without notice during all periods that the school is closed because of force majeure events including, but not limited to, fire, natural occurrences, war, government action, terrorism, epidemic, pandemic, or any event beyond PCS's control. If such an event occurs, PCS's duties and obligations may be suspended or postponed until such time as PCS may safely re-open. 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.

Uniform and General Dress Codes

It is imperative that students adhere to the school's dress code. Uniforms are required to be worn by all students.

PCS approved complete uniforms to be worn at school must be purchased from Debbie's School Uniforms (<https://www.debbiesschooluniforms.com/>) in Plantation. Complete school uniforms include school polos and bottoms, with jumpers, dresses and skooter options for grades KP-2, and a grade specific PE uniform consisting of a top and a bottom for PE days.

Students wishing to wear any outerwear in school may only wear PCS approved items purchased from Debbie's School Uniforms. Outerwear includes items such as sweaters and jackets, with sweatshirt and sweatpants options for elementary grades, and a jogger type pant option for middle school.

Boys and girls must wear belts, if belt loops are present, and keep their shirts tucked in at all times. Girls' skirt length should be no shorter than two inches above the knee and shorts should be bermuda style in length. Denim jeans are not acceptable on uniform days.

Students may not wear sandals or slip-ons of any kind and must wear closed shoes.

On PE days, students must wear the PCS grade appropriate PE uniform purchased from Debbie's School Uniforms, with athletic sneakers and socks.

Cold weather attire such as coats and hats, when necessary, may be worn when students are outside of the school building only. Leggings may be worn by grades KP-2 students under dresses and jumpers, and must be solid navy, gray, or white and may not have any graphics, writing, stripes or designs.

Uniform infractions are issued to students not following the PCS uniform code. Elementary parents will be notified of uniform infractions, including repeated un-tucked shirts. Students will receive a \$25 administrative detention on every fourth uniform infraction in a quarter.

"Spirit Day" or any "dress down day" (out of uniform) attire must be on the conservative side. The following items are not allowed at any time: open shoes, sandals, slippers or slip-ons of any kind, girls' skirt length no shorter than two inches above the knee, spaghetti strap tops, 'short' shorts, overly tight clothing, writing/words/graphics on the backside of bottoms, clothing items with tears/rips/holes, bandannas, or any head dress or hats, unless specifically stated for any special occasions, while inside.

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

Use of Technology Policy

This policy is in place to protect our students. All parents of students and students in grades three and up using approved devices at school (includes school owned devices/computers and student owned approved devices), must read and understand this policy and sign a separate acknowledgement form stating such. All Parkway students use computers and/or devices at school. Students and staff members using any devices, including but not limited to, tablets, computers, laptops, netbooks, phones, watch phones, fitness/activity trackers, etc., while on the school campus, during school or school sponsored events and activities are subject to the terms and conditions outlined here and are accountable for their use.

Responsible use policy: Parkway Christian School is responsible for securing its network and computer systems to prevent unauthorized access and abuse, while making these resources accessible for authorized and legitimate users. This responsibility includes informing the teachers, parents and students of the expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the rules and provisions will result in the appropriate disciplinary actions set forth by Administration.

Computer/Device Usage Policy:

Parkway Christian School (PCS) will provide computer access to all teachers. The computers/devices are for education purposes, classroom activities, and self-discovery activities. These items are not to be used for accessing social media websites or conducting personal business. PCS maintains the right at any time to exclude access to a school computer/device from a student or teacher for any reason. Students or parents are not allowed to install any software or additional

components to any PCS computer/device. Students, staff or parents must not deliberately damage, alter, or cause malfunction to any PCS computers or devices and will be held accountable for any deliberate attempt to circumvent PCS's technology security and supervision. No food, candy or beverages should be consumed while using computers or devices.

Network Policy:

Parkway Christian School (PCS) has a wireless network available to all faculty, staff, and students. The teacher or student is solely responsible for all actions taken while using the network. It is understood that PCS staff may monitor student, staff and school devices and device activity while connected to PCS network resources, and may ask to directly access any equipment or device being used at school or school sponsored activities.

*Students are not allowed to share any passwords with any other person with the exception of the following situation. PCS School Administration reserves the right to ask students or staff members for device passwords or access credentials to search their device and its files if they feel school rules have been violated or illegal actions have taken place, which include but are not limited to, audio and video recordings and photographs taken on campus or at a school sponsored event or activity that violates the privacy of others, inappropriate files or other issues regarding possible bullying, etc. In the event that a teacher or student does share their password with another person, they are still responsible for the actions of the other person.

* Students will not delete, view, copy, or purposely modify files and/or data that belong to other users.

* Students will not intentionally damage, disrupt, alter the performance, or cause any malfunction to their computer's or device's system or to any other students' computer or device system or to the PCS network.

Email and Internet Policy:

PCS will offer filtered access to the internet. The internet will provide a wide range of information and communication throughout the world. Use of the internet for educational projects will assist in preparing students for success in life and work. It is possible that a student may find material on the internet that could be considered objectionable. Although staff will supervise student's use of the internet, we cannot guarantee that students will not gain access to inappropriate, objectionable and/or offensive material. If this situation occurs, students are to report the occurrence to their teacher or the nearest staff member immediately. We encourage you to use this as an opportunity to have a discussion on values and your family expectations about how your values should guide your students' activities while he or she has access to the internet. PCS will maintain web protection software and continually monitor and update it in order to secure access to the internet as much as possible. The level of access to the internet provided will vary according to the educational purpose and the filtering program's definitions.

Unacceptable uses:

*Students are not permitted to post personal contact information about themselves or other people. This includes but is not limited to address, telephone, school address, work address, pictures, etc.

*Students are not permitted to meet with anyone online while using the PCS network or internet.

*Students are responsible for notifying their teacher or administrator of any inappropriate messages they receive.

*Students are responsible for reporting incidences of improper usage of a computer or device. Examples include, but are not limited to, sharing of passwords, abuse of social network sites in and out of school.

* Students are not permitted to gain unauthorized access to the PCS network or to any other computer system through the PCS network. This includes attempting to log on to the network via another person's account or attempting to access another person's files. These actions are illegal.

*Students are not permitted to use the PCS network to engage in any inappropriate or illegal acts, including but not limited to, cyber bullying, "sexting" or threatening the safety of another person.

*Students are not permitted to make any deliberate attempts to disrupt the computer or network systems or destroy data by spreading computer viruses or by any other means. These actions are illegal.

*Students 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 or school sponsored events and activities unless they have permission from both a staff member and those whom they are recording.

*Students are responsible for keeping their 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 effects that are impacted in similar situations. It is recommended that custom touches are used to physically identify devices from others and protective cases for devices are strongly encouraged.

*Students are responsible for their individual digital presence and should take all reasonable precautions to prevent others from being able to use their accounts.

*Teachers will immediately notify an administrator if they have identified a possible security problem.

*The teacher will set the appropriate time and content for all educational activities.

*Students may use devices, either school or student owned, during class only with the teacher's expressed permission.

- *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.
- *Students must not plagiarize works found on the internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were your own.
- *Students will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by copyright.
- *Users will not use the PCS network to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- *If a student mistakenly accesses inappropriate information, he or she should immediately tell their teacher or nearest staff member. This will protect the student against further consequences.

Legal Issues:

- * 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.
- *Students should expect only limited privacy for the contents of their personal files on the PCS network and/or on computer or device hard drives.
- *Routine maintenance and monitoring of the PCS network, computers and devices may lead to the discovery that the student has violated this policy, the disciplinary code, or the law.
- *An individual search will be conducted if there is reasonable suspicion that a student has violated this policy.

Due Process:

- *PCS will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the PCS network.
- *In the event that a student violates the PCS disciplinary code using the PCS network or internet, restrictions may be placed on the student's access to any PCS computer or device resource.

Consequences:

- *Anyone found to be improperly using school equipment or devices, the PCS network and/or the internet will be subjected to strict disciplinary measure. 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 the students until the problem is fixed. Incidents of improper usage of the network and/or the internet may be reported to the authorities which could result in legal charges being filed.

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. Teachers will require a limited number of volunteers for parties and special events and will try to use all parents who wish to participate. The number of classroom volunteers needed will be determined by the classroom teacher; therefore, 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 administrative 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, please notify the front office immediately. All financial obligations must be current before any official records are released. **A withdrawal fee of 2 months tuition will be applied per student to the account of any family leaving Parkway prior to the end of the current school year.** If a family is being relocated because of employment, the 2-months' fee will be waived. If your child will not be returning to Parkway the following school

year, please notify the school as soon as possible or during the re-enrollment process in order to free up a spot for a prospective student.

Elementary Specifics in addition to the School-wide Information

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

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 in school. Otherwise, invitations must be mailed or handed out outside of school. Parkway's celebration policy will be as follows:

- After clearance with the student's teacher on a date, parents may send in a treat with their child in the morning. The treat should be a single item (approved by the teacher) and enough for the entire class. Prepackaged drinks are preferred, if you choose to send one. The teacher will distribute the birthday treat at a time that works into the class's daily schedule.
- Do not plan any additional celebration at school, including gifts, goodie bags, games, etc.

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 welcome to attend the elementary chapel.

Grading Scales

Kindergarten Prep:

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

Kindergarten:

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

1st through 5th grades:

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

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 PlusPortals.

Student Awards for Grades 1-5

A Honor Roll

Students who earn all A's in academics and all Satisfactory (S) and above in behavior and Specials, will qualify for the A Honor Roll and be awarded a Certificate of Achievement.

A/B Honor Roll

Students who earn all A's and B's in academics and all Satisfactory (S) and above in behavior, and Specials, will qualify for the A/B Honor Roll and will be awarded a Certificate of Achievement.

Technology Requirements

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

Parkway Christian School

Responsibility & Discipline Plans for Elementary Students

“Building Leaders through Christ, Character, and Community”

Parkway Christian School develops each student’s academic, spiritually, social, physical, and emotional potential in a safe supportive, Christian learning environment. We strive to instill in our students the characteristics reflected in the Portrait of a Graduate. This objective can be accomplished with a partnership between home and school. In order 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 Christian School 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. 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 that help reinforce positive responsibility.

Examples of infractions are as follows:

Minor Infractions

Disruption
Horseplay anywhere in/on the school grounds
Incomplete homework or class work
Lying
Cheating

Tardiness (1-4 per quarter)

Violation of dress code

Major Infractions

Direct and overt defiance
Disrespect of a staff member
Overt profanity

Threats/Bullying

Fighting

Habitual cheating

Habitual lying

Excessive dress code violations

Destruction of property

Grades KP – 1:

The responsibility plan is outlined with colors and numbers that allow each teacher to communicate in detail.

Responsibility Plan:

Pink – exceptional academic responsibility

Green – great behavior and academic responsibility

Yellow – student needed several warning and reminders regarding appropriate behavior and/or responsibilities

Blue – student needed extensive warnings and reminders to redirect

Red – student needed excessive warnings and reminders to redirect or major infraction such as physical altercation or disrespectful/defiant behavior

Purple – Administration was called

* When students have a color change, a number will be written in order to give specific communication:

- | | | |
|-------------------------------------|---|--|
| 1. noisy/disruptive/talkative | 6. out of uniform | 11. missing/incomplete homework |
| 2. unable to follow directions | 7. not telling the truth | 12. inappropriate behavior in specials/cafeteria |
| 3. hands/feet/objects not to self | 8. verbally/physically hurting a friend | 13. inappropriate behavior in chapel |
| 4. not participating during lessons | 9. incomplete seatwork/classwork | 14. disrespectful/defiant |
| 5. out of seat/center area | 10. unsigned/missing folder | |

Grades 2 – 5:

As students enter the upper elementary grades, a higher level of academic and behavioral responsibility is required. The responsibility plan outlined for grades second through fifth reflect academic and behavioral expectations. The responsibility plan is outlined with colors that allow each teacher to communicate with parents.

Responsibility Plan:

Green – excellent behavior

Red – noisy/disruptive/talkative

Blue – out of uniform

Orange – unable to follow directions

Purple – disrespectful/defiant

Gold – outstanding and/or exceptional work/effort

Yellow – hands/feet/objects not to self

Pink – unprepared for class/missing homework

Brown – out of seat/center area

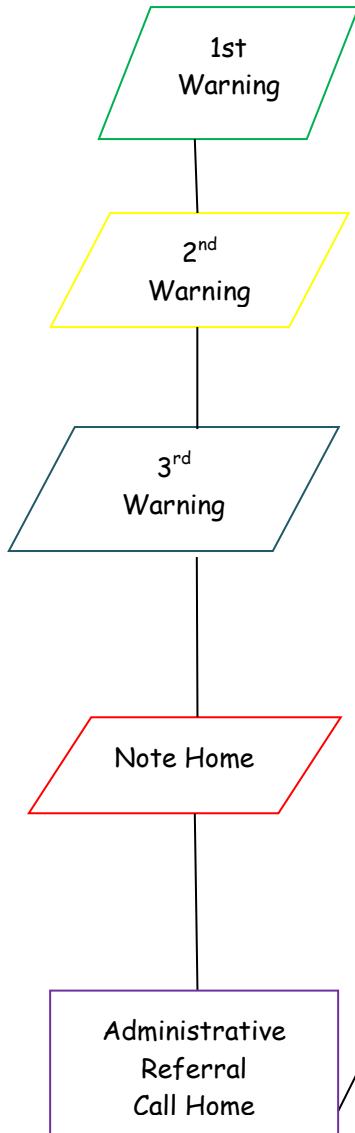
Procedure for a student that has a color change to Purple:

- Discipline Referral to Administration – The teacher will send your child to administration with an administrative referral. At this time, you may be called and your child's visit to administration may be recorded in our discipline file.
- \$25.00 Administrative Detention – After a referral to administration, your child may receive a detention. If necessary, a detention letter will be sent home for you to sign and return. Your child will have to attend the next available after school detention: 3:05 – 4:05 p.m.
- In School/Out of School Suspension will be reserved for major infractions.
- Expulsion – based on the severity of the infraction.
- **Note: Any major infraction can result in an automatic note home, administrative referral, suspension or expulsion.** Administration reserves the right to determine individual consequences based on the severity of the offense.

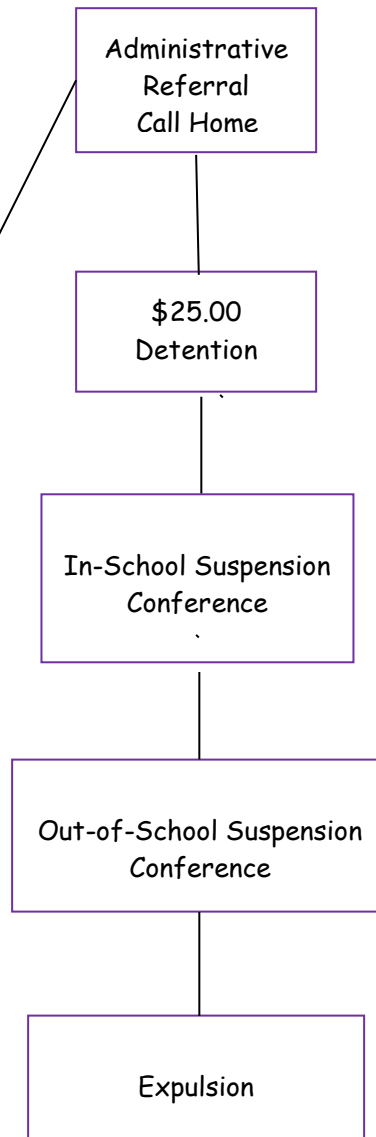
Please review the Responsibility and Discipline Plan with your child/children.

Parkway Christian Elementary Discipline Flow Chart

Teacher



Administration



**The administration reserves the right to determine individual consequence based on the severity of the offense.

*In order to reinforce your child's behavior and responsibility, please keep this chart in an accessible area.

Middle School Specifics in addition to the School-wide Information

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

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, or scaling the stall walls, etc. The bathrooms are used for taking care of necessary business, not for hanging out or meeting with friends.

Behavior – Fire/Safety Drill

Talking or out-of-control behavior will not be tolerated during a Fire/Safety Drill. Students demonstrating this behavior will be given a teacher detention.

Behavior – Hallway

Appropriate hallway behavior is expected at all times. The following list of procedures must be followed while in the hall:

- Students must remain quiet
- If you need to talk, your voice must be low.
- Students must walk at all times.
- No "hanging out" in the halls.
- Students may go to their lockers during their assigned locker times or to their next class.

If students are asked to wait outside of a classroom or outside the modulars, they must line up against the wall or on the ramp and remain quiet until given permission to enter the classroom/modulars by the teacher.

Behavior – Lunchroom

Middle School Lunch is for Middle School Students Only

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

- Respect the server. Do not forget to say "please" and "thank-you."
- Decide where you want to sit and sit with whom you wish to eat. 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.
- If you must exit the lunchroom for any reason, you must get permission from one of the staff members in the lunchroom.
- Please use the restroom during or immediately after lunch. You have five minutes before class to go to the restroom and/or get water.
- If you are requested to go to the office or to see another adult to take medication, serve a detention, etc., you must get permission from a staff member to leave the lunchroom.
- Every so often, each student will be asked to wipe tables and sweep the floor. This should take no more than five minutes.

Failure to use above listed behavior in the lunchroom will result in appropriate consequences.

Birthdays

Administration suggests that Middle School birthdays not be celebrated in school. However, cupcakes or cookies for the entire grade may be dropped off in the office and administration decides when to distribute.

Bring Your Own Tablet Device Program

Parkway has a Bring Your Own Tablet Device program that has evolved to include students in grades 5 to 8. **Students in grades 5 through 7 are required to have and bring an iPad to school.** Students in grade 8 **may bring** a tablet device of their choice to school. Cell phones, laptops, netbooks, iPods, etc. are not allowed. Use of tablet devices in the classroom will be limited to educational sites and apps, ebook usage, organizational tools (i.e. agenda, calendar), etc. Students are accountable for the content, usage and keeping of their devices. 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. All students participating in the Tablet Device program, and their parents, must sign a Technology Agreement prior to any tablet devices being allowed on campus.

Parkway's Tablet Device program will become mandatory in phases, based on grade. An iPad will become the required tablet for our students and will be phased in until 2020 as listed below.

2019-2020

- 5th - 7th grade students are **required** to have an iPad
- 8th grade students may bring a tablet of their choice

2020-2021

- 5th - 8th grade students are **required** to have an iPad

Parkway has a few iPads available for students, with extenuating circumstances and approval from administration, to borrow for use during class time. Prior to borrowing a school iPad, all students needing to use the iPad are required to have a completed PCS iPad Agreement, outlining the responsibilities and guidelines for iPads.

Bullying

Bullying in any form will not be tolerated at Parkway Christian School. This includes, but is not limited to, belittling, teasing, joking, cyber bullying, and physical altercations. 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 when inside the house of God, quiet 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.

Cheating

If a student chooses to cheat, they will receive a "0" for the assignment and receive an office referral with a \$25 detention. The student **must still complete the assignment**, but will not receive credit. Parents are encouraged to help their children with assignments and projects. However, if a parent completes a student's work, it is considered cheating and the above policy will go into effect. Giving your work to another student to copy and/or using another student's work to copy from are considered cheating. All work must be done in the student's own handwriting. If it is not, it is cheating, because they are handing in someone else's work.

Classroom Discipline/Rules

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.

If a student **does not follow** the class rules listed, the following will occur:

- 1st offense - Warning - Name on board
- 2nd offense - (one check) 15 minute teacher given detention
- 3rd offense - (two checks) 30 minutes teacher given detention
- 4th offense - (three checks) 45 minute teacher given detention and parents notified
- 5th offense - (four checks) 60 minute teacher detention and office referral.

If staff members determine that cumulative extreme behavior or excessive detentions have taken place within all classrooms, an immediate office referral will result. Administration reserves the right to determine individual consequences based on severity of infraction.

Teacher-given detentions will take place after school on a designated day at 3:05 p.m. There is no cost for a teacher-given detention. However, if a student fails to show up for a teacher-given detention, he/she could be referred to the office and required to serve a \$25 administrative detention. \$25 administrative detentions take place after school on a designated day from 3:05 – 4:05 p.m.

Electronic Transmissions

Any inappropriate use of computers and/or communication devices is a violation of the Code of Student Conduct. 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, "Instagram", "Face Book," "X-Box Live," 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 Use of Technology Policy 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 may be suspended from participation in certain extracurricular activities due to poor grades, disciplinary problems or account balances in arrears.

Grade Point Average

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

Grading Scale

6 th through 8 th grades:	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.

Gum chewing

There is NO gum chewing at anytime on school property. If a student is found chewing gum, he/she will be required to serve a 1 hour teacher-given detention, at which time he/she will be required to clean in the school. This includes before-care, after-care, field trips, etc.

Handwriting

Students will be required to write in cursive on all assignments and tests unless otherwise noted by the teacher.

Heading for Assignments

All students in 6th – 8th grades must use the following school-wide heading for all assignments. This heading should be located in the top right-hand corner of their paper.

----- Name
----- Date
----- Subject

High School Credit

Due to the academic rigor in Parkway's math and spanish curriculum, PCS offers eighth grade students the opportunity to earn high school credit for Algebra I, by taking a HS level Algebra I yearlong class, and to earn Spanish I high school credit by qualifying to take the Spanish I comprehensive exam administered at the end of the school year.

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 sixth AND seventh grade math at Parkway (Math Course 2 and Math Course 3)
3. Earn a 90% or higher all four quarters in sixth AND seventh grade math class
4. Score at or above the 80th percentile on the Iowa Assessments
5. Signed parent consent form
6. Application reviewed and accepted by administration

Eighth grade students, who meet the eligibility requirements, will be invited to apply to our high school Algebra I class which meets from 7:00-7:45 a.m. Monday through Friday. There is a fee for this class that is in addition to tuition. The class curriculum is set at a faster pace than our regular MS Algebra I class, and students will be required to pass a midterm and final exam which will be weighted. Grades earned in Algebra I will be reflected on the student's transcript and if a student successfully completes the coursework with a passing grade, an Algebra I High School credit will also appear on their

transcript. Algebra I is NOT an honors high school math course. Students who qualify and choose to attend JumpStart Math at ArchBishop McCarthy HS are enrolled in an honors high school math course.

Spanish I Requirements

In order to qualify for the opportunity to take the Spanish I exam and earn HS credit, the student must meet all three criteria in either Option 1 or Option 2 listed below.

Option 1:

1. Complete seventh and eighth grade Spanish at Parkway
2. Earn an 80% or higher all four quarters in seventh AND eighth grades
3. Earn an 85% or higher on the Spanish I comprehensive exam.

Option 2:

1. Complete eighth grade Spanish with current Spanish teacher recommendation.
2. Earn an 85% or higher all four quarters.
3. Earn an 85% or higher on the Spanish I comprehensive exam.

The Spanish I comprehensive exam is a subject mastery test and does not affect nor take the place of the 8th grade Spanish final exam. A Study Guide is not provided. The exam is offered after school on a date to be determined for a fee. Students have 2 hours to complete the exam. If a student meets all three criteria of Options 1 or 2, a Spanish I High School credit will appear on their transcript.

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 their agendas. 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 participation 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 they return.

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.

Lockers

All students will be given a locker at the beginning of the year. Students must keep a lock on their locker at all times. Students will forfeit their locker and may not use it until a lock is present. All lock combinations must be given to administration before placing a lock on the locker. Students will **not** be able to go to their lockers between each class. They will be given a locker schedule during Middle School Orientation. All students may go to their lockers before school and at the end of the school day.

Students may not go through another student's locker for any reason. This behavior will result in a \$25 administrative detention.

Reminder – Students should arrive early enough in the morning so they have enough time to go their locker and have appropriate materials for their classes. If they do not make it on time to class, they will be marked tardy.

NJHS

PCS participates in the National Junior Honor Society, a national organization established to recognize outstanding middle level students. PCS middle school students become eligible for membership in the Panther Chapter of NJHS after the second semester of their 6th and 7th grade years. In accordance with national standards set by NJHS, students **first** qualify for an invitation for membership through their demonstration of success in the area of scholarship. Students in 7th or 8th grade with a cumulative GPA of 3.6 in core classes (Math, Language Arts, Science, Social Studies) and Spanish on a 4 point scale receive an invitation to fill out an intent form. A Faculty Council chooses prospective students for NJHS induction based on the intent form, information form, handwritten letter by the student, 2 recommendation letters from adults and whether the Faculty Council feels the student has demonstrated excellence in the areas of scholarship, leadership, service, character and citizenship. Inductions are held once a year.

Once inducted, members are expected to maintain a 3.6 GPA in their core and Spanish classes, attend meetings, participate in various school sponsored service projects throughout the year, including a minimum of 6 hours of service with one organization, maintain exemplary behavior in the areas of leadership, service, character and citizenship and continue to show and grow in excellence. If a student fails to uphold the NJHS expectations in any one of standards of scholarship,

leadership, service, character and citizenship, the Faculty Council will decide if the member is to be disciplined or dismissed. NJHS members are required to pay annual membership dues.

Parent and Student Portals

Student assignments and grades are documented on the Plusportals site. Please check on a regular basis to keep apprised of your child's progress.

Parent Volunteers

We may need parent volunteers in the following areas:

- Social Events
- Stage Performance
- Fundraisers
- 6th Grade parent coordinator/room mom
- 7th Grade parent coordinator/room mom
- 8th Grade parent coordinator/room mom
- National Junior Honor Society

Plagiarism

Plagiarism in any form (literary theft) will not be tolerated and will result in an immediate \$25 administrative detention. The student will still be required to complete the assigned work, but receive "0" credit. Additional offenses will result in suspension.

Profanity

There will be absolutely no written profanity allowed on any visible part of the body, any personal property, personal notes, class assignments or on school property. There is also to be no profanity spoken while in school. Infractions will result in an automatic \$25 administrative detention.

Projects

Projects are an important part of a student's learning and classroom grade. Students will be given 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 to teacher.

"Thursday Folders" Email

Middle School students do not have a physical Thursday Folder. Any notices, information, etc. from the school office sent schoolwide is emailed to parents in a "Thursday Folder" email every week.

Semester Exams

Middle School students at Parkway are administered Semester 1 midterm exams and Semester 2 final exams. Core subject (Social Studies, Science, Math, or Language Arts) classes' midterm and final exams are administered on days set aside specifically for midterm and final exams near the end of each semester. Select non-core subject classes' midterm and final exams are administered during regular class time near the end of each semester.

In order to help students prepare and study for and learn the process of taking midterm and final exams, each semester students must complete subject study guides provided by their teachers. Ample time is provided for completion of study guides which are worth twice as many points as the respective midterm and final exams. Each semester all students are required to turn in completed study guides by the due date provided.

MS students may earn test exemptions from two of their four core classes' midterm and final exams (Social Studies, Science, Math, or Language Arts) if they meet one of the two following criteria:

1. A student must earn a minimum grade of 94 in both first and second quarters in a core subject class to exempt a first semester midterm for that class and a minimum grade of 94 in both third and fourth quarters in a core subject class to exempt a second semester final exam for that class.

OR

2. A student must earn a minimum *average* grade of a 94 in the first semester (first and second quarter grades averaged together) in a core subject to exempt a first semester midterm exam for that class and must earn a minimum *average* grade of a 94 in the second semester (third and fourth quarter grades averaged together) to exempt a second semester final for that class. The average grade for each semester is not rounded up as the individual quarter grades have already been rounded up.

Specific detailed information regarding when study guides are handed out and due back, when 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 and posted on the portals 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: Student Government, 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 Record 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 after their final Log Sheet is turned in for the current school year and during the summer. 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 healthy, nutritious snack keeping in mind *Nut Free Zones*, or **if available**, purchase one during homeroom or a designated period each day. Students can only bring in water to drink or drink from the water fountain with permission from the teacher. **If available**, snacks cost \$1 each, and must be purchased with cash. Monies collected from snacks purchased will go to benefit middle school clubs/classes or athletics.

Student Interaction

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

Summer Assignments

Middle school students are required to complete summer assignments that may include a summer reading assignment and/or a math assignment. Details will be distributed at the end of the current school year. The assignment(s) will be due at the beginning of the following school year and will be counted as a grade. The assignments will be mailed/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 may lose participation points 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. Therefore, in an effort to keep the books in excellent condition, we require that all textbooks be covered at all times. Uncovered books will result in a \$25 administrative detention.

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 of \$80.00 to replace the textbook.

No writing or highlighting on or in any 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.

Uniform Policy-Middle School

All students must adhere to the PCS Uniform Policy. Middle School students are required to wear a school uniform. PCS approved complete uniforms to be worn at school must be purchased from Debbie's School Uniforms (<https://www.debbiesschooluniforms.com/>) in Plantation. Complete school uniforms include school polos, bottoms, and a PE uniform consisting of a top and a bottom to be worn on PE days.

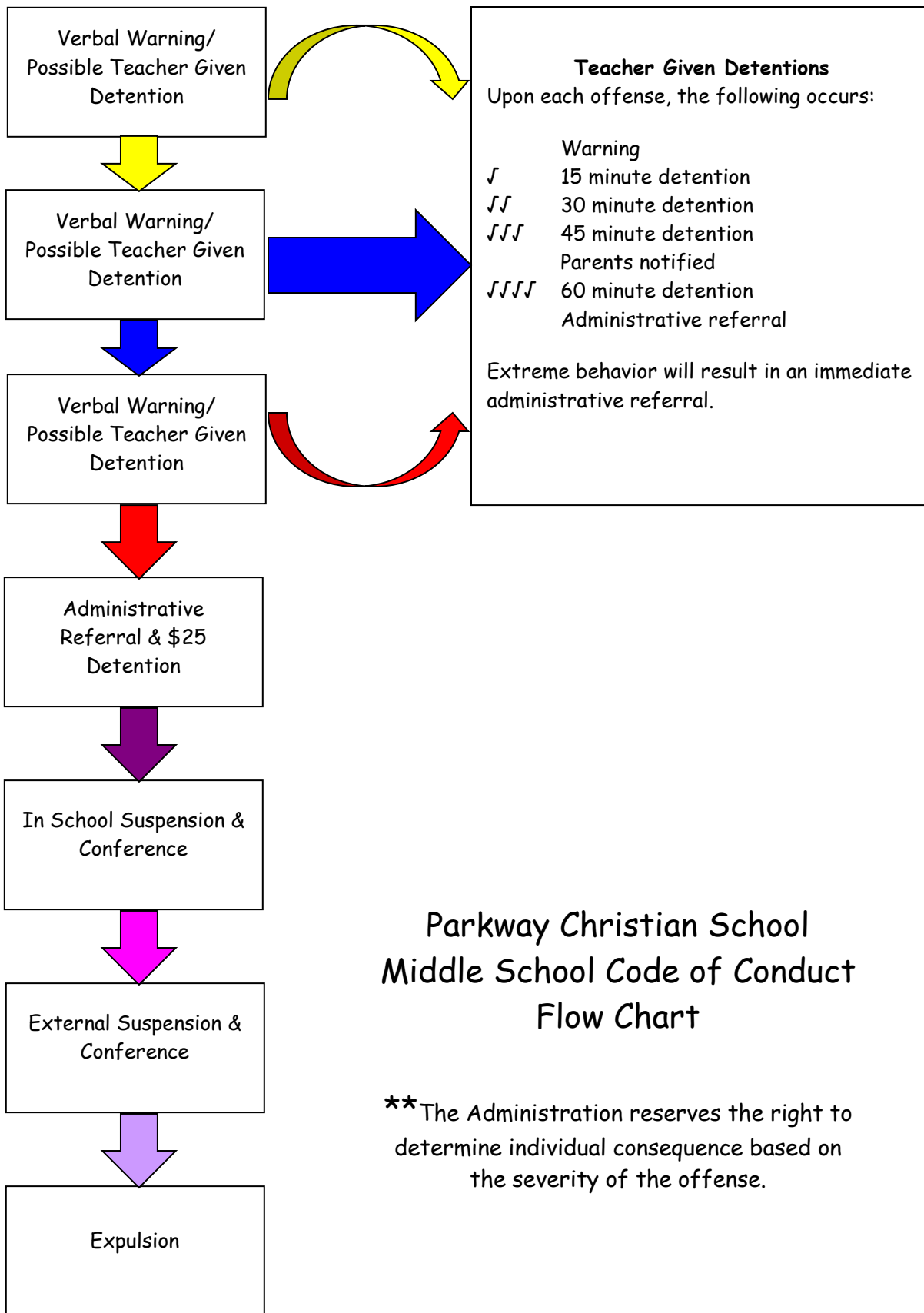
Students wishing to wear any outerwear such as sweaters, jackets or jogger type pants in school may only wear PCS approved items purchased from Debbie's School Uniforms. Uniform shirts must be worn underneath any approved jacket/sweater.

Middle School students are required to wear a belt and have their shirts tucked in at all times. In addition, do not cut the belt loops off your child's pants or shorts. Students may not wear sandals or slip-ons of any kind and must wear closed shoes.

On PE days, students must wear the MS PE uniform with appropriate athletic sneakers with socks.

A teacher/staff member will give a uniform infraction if the student does not tuck in his/her shirt when asked or if he/she consistently has a shirt not tucked in. If a student is in violation of the uniform policy, her/she will receive a uniform infraction. Upon every fourth uniform infraction in a quarter, the student will receive a \$25 administrative detention.

12/2018



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

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

Parkway Christian School
Service Learning Requirement Log Sheet

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

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

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

Total Hours: _____ Date _____

Service Coordinator's Signature _____

Remember to make a copy for yourself!!!!



Parkway Christian School Tuition Payment Agreement 2019-2020

I understand and accept my responsibility to pay the tuition that is due the first day of each month.
 I understand the procedures for tuition payments, late payments, and submission to collection agency as stated in the Parent/Student Handbook.
 I understand that my child may not be permitted to attend classes if my accounts are 30 days or more in arrears.
 I understand that Report Cards, school records, and access to portals will be held/restricted if my accounts are in arrears.
 I understand that school records, graduation certificates, and reports will not be released until all financial obligations to Parkway Christian School have been fulfilled.
 I understand there is a fee for withdrawing my child before the end of the school year. The fee is 2 months of tuition and is per student.

 Print Name of Person Contractually Responsible
 for Payment of Tuition

 Signature of Person Contractually Responsible
 for Payment of Tuition

 Date

 List Student(s) Full Name(s)

Completed Tuition Payment Agreement along with any applicable Tuition Express Forms must be turned in annually upon enrollment regardless of payment plan.

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

Limited number of scholarships accepted per school year on a first come, first served basis based on acceptance for admission and completed enrollment. **Scholarship award letter must be turned in to the bookkeeper in order to secure your scholarship space.**

1. Choose Your Tuition Payment Plan: choose one plan

_____ **Staff Only – Payroll Deduction**

_____ **Payment in Full for the Year:** 3% Discount will apply. Full payment of annual tuition must be received no later than the first day of school to qualify for discount.

_____ **Academic Year – 10 payments (annual tuition cost split into 10 payments: August – May)**

_____ **Calendar Year – 12 payments (annual tuition cost split into 12 payments: June – May)** must be set-up prior to end of May

2. Choose Your Tuition Payment Method: *Tuition Express is required for payment of tuition.* If tuition express is not used, an administrative tuition payment fee of \$10 per tuition payment made will be added to your tuition account.

Choose one method:

_____ ***Tuition Express/ACH – Bank Account** (tuition automatically deducted from bank account)

_____ Pay in 1 payment (2nd week of each month)

_____ Pay in 2 payments (2nd & 4th weeks of each month)

_____ ***Tuition Express/ACH – Credit Card** (2.5% of amount due convenience charge per student per payment made; tuition automatically charged to credit card)

_____ Pay in 1 payment (2nd week of each month)

_____ Pay in 2 payments (2nd & 4th weeks of each month)

_____ ***Tuition Express Online** – Log in and pay your tuition online using your bank account or a credit card (2.5% charge applies to credit card payments). Requires account setup after receiving code from the school. Tuition payments are due on the 1st of the month and must be paid in 1 payment only. Late fees will be added to your account if tuition payment is late.

*Must complete Tuition Express Authorization Form

_____ Completed Tuition Express Form is attached **OR**

_____ Tuition Express already set-up in a prior year (No Tuition Express form is necessary unless there is a change to account being used for tuition payment)

PARKWAY CHRISTIAN SCHOOL
Parent/Student/School Agreement 2019-2020

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

1. I/We understand that Parkway Christian School offers an educational experience based on Christian principles and values. I also understand that my child will be taught from a Christian world-view.
2. I/We will support school policies **as stated in the Parent/Student Handbook**.
3. I/We will notify the school by 9:00 a.m., if my child is absent.
4. In the event my child becomes ill or is injured while under school supervision, I/We authorize school authorities to take the following steps:
 - Contact parent, guardian, or emergency contact of the student and follow his/her instructions.
 - In the event that parent, guardian or emergency contact cannot be reached, we will contact the student's physician and follow his instructions. If the school personnel deem it necessary, 911 will be called.
 - I/We authorize the medical facility and/or physician to provide and perform treatment as deemed necessary.
 - I accept all responsibility for payment for any and all medical services rendered under this authorization.
 - Further, I/We release Parkway Christian School and/or Parkway Christian Church or their designees from any and all liability which might arise from the granting of such authorization, it being my desire that my child be furnished with such medical or surgical services as soon as reasonably possible after the need arises. (This permission is required by the State of Florida for all students enrolled in public and private education.)
5. I/We understand and accept my responsibility to pay the tuition that is due each month. I/We also understand the procedures for tuition payment/late payments/submission to collection agency as stated in the Parent/Student Handbook. I understand that my child may not be permitted to attend classes, before/after care, extra-curricular activities that carry a fee, field trips and athletics if my accounts are 30 days or more in arrears. I/We also accept that access to the school portals may be restricted, and records, graduation certification, and reports will not be released until all financial obligations to Parkway Christian School have been fulfilled. I/We understand there is a fee for withdrawing my child before the end of the school year. The fee is 2 months of tuition and is per student.
6. I/We understand that the duties and obligations of PCS may be suspended immediately without notice during all periods that the school is closed because of force majeure events including, but not limited to, fire, natural occurrences, war, government action, terrorism, epidemic, pandemic, or any event beyond PCS's control. If such an event occurs, PCS's duties and obligations may be suspended or postponed until such time as PCS may safely re-open. I/We acknowledge and agree that the sole financial remedy for a force majeure event is future delivery of educational services and not a tuition refund.
7. I/We have made Parkway Christian School aware of any medical information or needs, for my child, that is necessary to know in the case of a medical emergency.
8. Parkway Christian School reserves the right to suspend or expel a student based on negative behavior, or if it is determined that Parkway Christian School is no longer able to meet the student's needs.
9. **Media Release** Choose one:

☐ Parkway Christian School **may use** and/or publish my child's likeness, photo or video in advertising and for promotional or informational purposes including, but not limited to, printed materials, on the school website or the school's social media. I/We understand that no one is compensated for the use of their photo.

☐ Parkway Christian School **may not use** my child's likeness, photo or video in advertising or on the school's website or social media.

Independently of answer above, I/We understand that students' pictures will be published in the school yearbook and pictures/video of them may be posted on the private school portal or other closed to the public site used by the school for internal private viewing by Parkway staff/families only. PCS encourages parents that take pictures or video at school sponsored events or have access to closed site photos and videos of PCS students, to respect the privacy of other PCS families, but please keep in mind that PCS has no control over what parents may choose to do with photos/videos of PCS students.

10. **PCS Parent Directory Information Authorization:** The PCS Parent Directory is available on the Parent Portal and must be activated and items made visible by parents in their Parent Portal account. However, if directory is not activated which of the following directory items may we share with other parents? **Check all that apply.**
[] Parents' Name(s) [] Home address [] Home phone [] primary parent cell phone [] primary parent email address **OR** [] I do not want any information (except my child's name) shared

11. **I/we, the parent(s)/guardian(s), have read the Parkway Christian School Parent/Student Handbook and agree to abide by and follow all directives.**

Date

Signature of Parent or Legal Guardian

Signature of Parent or Legal Guardian

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

Name of person acknowledged

Signature of Notary Public, State of Florida

Print or Type Name of Notary as Commissioned

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

ID Type _____

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

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

Date

Student 1 Signature

Student 2 Signature

Student 3 Signature

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

This completed form is due annually with enrollment