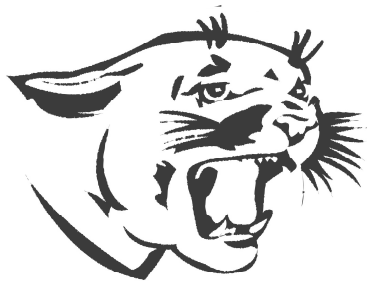


Palm Bay Academy School Handbook

2016 – 2017



Excellence is our goal!

Elementary

Traditional

Phone: 321-984-2710

Fax: 321-984-0799

Immersion

Phone: 321-728-4218

Fax: 321-953-5160

Middle

Phone: 321-726-9920

Fax: 321-726-3938

www.palmbayacademy.org

Mission

Palm Bay Academy is dedicated to serving the needs of its students by providing an opportunity for an enriched academic environment and acting as an extension of the Brevard County public school system to serve each student with excellence as the standard.

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1. Welcome

Welcome to Palm Bay Academy, where excellence is our goal! We are delighted that your child is enrolled in our school and we look forward to working with you and your family. We are confident that we can serve your child's needs, instill in them the qualities of a leader and the assurance to excel in their school work.

Our goal is to provide the best possible learning experience for every child. Our test scores indicate that we have been achieving our goal. We feel that every child is important and our staff strives to identify and meet the needs of each and every one.

We have found over many years that children of parents who are involved in their education do better academically and socially. Please make it a goal of yours to meet new families this year and "join hands" in supporting our children as they learn and grow.

This handbook is designed to provide you with a better understanding of the school so you will be informed about your child's school day and the learning environment we have created. It is important that the responsibilities and guidelines detailed here are embraced by everyone. Our partnership with you is essential to your child's success.

Please feel free to contact me should you have any questions or concerns. I look forward to a great year.

Madhu Longani
Principal
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2. Enrollment

Enrollment

All children entering Palm Bay Academy are subject to the policies and regulations of the school. Children entering Kindergarten must be 5 years old by September 1 of that year. Children entering Grade 1 must be 6 years old by September 1 or have successfully completed Kindergarten at an accredited public or private school. Exceptions to this must be approved through the school administrator. All students enrolling at Palm Bay Academy must submit and have on record the items listed below. All forms must be filled out completely and signed/dated when indicated.

- Student Registration Form
- Annual Student Declaration
- Student Information Form
- Release Authorization
- Home Survey
- Parent/Guardian Contract
- Grades K-12 Adult Registration Addendum
- Up to date Immunization Record
- All Consent/Permission Forms
- Copy of Social Security card and Birth Certificate
- Physical (Beginning of school year – good through August of that school year, During school year – dated within one year)
- If transferring from another school, transferring records must be provided
- Parent/Guardian Information Pack

Withdrawing

Parents should notify the school and their child's teacher of their plans of withdrawal or transfer as soon as possible prior to the last day of attendance. The notification should include:

- the last day of attendance
- the next school the child will be attending

You will be asked to fill out a withdrawal form. The form will be completed by staff in 24 hours. Before the withdrawal or transfer is completed, all school property must be turned in or accounted for, and all charges paid.

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3. *Student Attire*

School Uniforms

School uniforms are mandatory for all students and parents must ensure conformity with uniform requirements. Please review the dress code carefully and discuss it with your child. All students are expected to come to school in clean, neat uniforms. All uniforms must display the Palm Bay Academy logo and be purchased from:

All Uniform Wear
2585 W. New Haven
West Melbourne, FL

Phone (321) 608-3845

Palm Bay Academy's uniform policy is as follows:

In general, athletic shoes or loafers, non-slip soled shoes (NO patent-leather), gray, black or navy socks, Palm Bay Academy T-shirt (Physical Education only, unless otherwise directed) to be purchased from All Uniform Wear. And specifically:

- * Traditional Elementary School - Navy blue bottoms, gray, black or navy socks/tights, and a white Palm Bay Academy shirt. Outerwear will be navy or white. No hoodies
- * Language Immersion Elementary School – Beige khaki bottoms, white or navy socks/tights, and a navy Palm Bay Academy shirt. Outerwear to be navy or beige khaki. No hoodies
- * Middle School - Beige khaki bottoms (no skirts allowed) and a hunter green Palm Bay Academy shirt. Outerwear will be beige khaki, or hunter green. No hoodies.

NOTE: For other areas not specifically mentioned, PBA follows Brevard County (Florida) Bylaws & Policies, policy [#5511 – Dress and Grooming](#). These policies do not supersede the PBA policies listed in this section.

The Board understands that due to cooler weather, students need to dress warmer. The Board will give leniency for bottoms not purchased from All Uniform Wear, however, **JEANS ARE NOT PERMITTED! BRIGHTLY COLORED/PATTERNED TIGHTS ARE NOT PERMITTED! HOODIES ARE NOT PERMITTED!** Tights, long pants and sweat pants need to be the appropriate color for the designated program's school uniform bottoms. **Hoodies (pullovers with a hood) and pull over sweaters are not allowed!** (zip up jackets of an appropriate size for the student with hoods are allowed but the hoods cannot be worn up and the jackets must be open so the uniform can be seen). Button up sweaters and PBA logo sweaters/sweatshirts can also be worn.

REWARDS AND DEMERITS: A reward and demerit system has been established. *Pride in Me* points will be awarded and awards given for consistent adherence to uniform policy.

Uniform (dress code) infractions:

First infraction: the parent will receive a note from the teacher.

Second infraction: the parent will receive a note from the teacher and the parent will receive a reminder call from the school administration.

Third infraction: the parent will take the child home and be allowed to return wearing a Palm Bay Academy uniform. Refusal to pick up your child may result in further consequences as listed for "Further Infractions".

Chronic Violations: will result in the student's inability to:

(a) dress down during non-uniform day/spirit day, (b) attend his or her club of choice on club day; (c) participate in athletics which require a change of school uniform; (d) travel on field trips; (e) participate in special fundraising activities in which the reward allows for a free dress down day; and/or (f) consequences such as out of school suspension.

NOTE: If your household income falls below the [poverty level](#) as defined by the United States Congress and adopted by the Brevard County School board, financial assistance may be granted for school uniforms upon application to and approval by the Palm Bay Academy Board of Directors. Please submit a letter of need to the front desk listing your qualifications. It will be reviewed.

NUT Days

NUT (No Uniform Today) Days are announced periodically. We may be raising money for an event, rewarding a set of students, or it might just be for fun. Normally, a NUT Day will be announced a day or two ahead of time. If a *Food Drive NUT Day* has been initiated (such as before Thanksgiving), 2 canned food items can be substituted for the 2.00 fee. This is for the food drive only, not regular NUT Days. Please follow these guidelines when choosing acceptable attire for a NUT Day:

- * No torn clothing
- * No objectionable messages
- * No mini skirts or short shorts (skirts/shorts/skorts must be longer than the student's extended fingertips when their arms are relaxed straight at their sides)
- * No bare tummies
- * No spaghetti straps or visible bra straps

- * No flip flops or backless sandals
- * Clothing must be clean and well maintained

Holidays

It is understandable that on certain holidays children will wish to alter their dress. Acceptable alterations to uniform dress for holiday wear are as follows:

- * Halloween Day – If it is decided that costumes will be permissible for this holiday, we allow costumes as long as they do not include masks, paint, capes, and items such as wands, boom boxes, fairy dust/glitter, or violent/scary themes. Please do not allow children to wear any important or valuable items that might be lost.
- * Religious Days – Uniforms are to be worn on these days unless a NUT Day has been announced. Acceptable alterations are a change in socks (colored or themed), holiday oriented hair decorations (hair ties, bows, barrettes, etc.), colored, themed outer wear (jackets, sweaters, etc.) or marks associated with the holiday. Religious holidays are to include major holidays for all faiths.
- * Fall, Winter, and Spring Oriented Holidays – Uniforms are to be worn on these days unless a NUT Day has been announced. Acceptable alterations are the same as for the religious holidays except they will be celebration, not religious oriented.

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4. Responsibilities

Attendance, Attire, and School Day Readiness

The foremost responsibility of our parents is to have their students at school on time (*see section 5. Attendance*), in the designated uniform (*see section 3. Student Attire*) and prepared to start their school day. Proper rest and nutrition is essential for a student to be at their best and able to learn successfully.

Textbooks/Workbooks

All textbooks and workbooks are the property of Palm Bay Academy. Unless otherwise instructed, students should **NOT** write in the textbooks. If the textbooks are vandalized or lost, the student will be responsible for the cost of replacement (cost over \$80.00).

Homework and Make Up Work

It is expected and critical to your student's success that they complete and hand in their homework when due.

A minimum amount of time should be set aside each night for your child's homework. Recommended study times are:

Second - Sixth Grade:	1.5- 2.5 hours
Kindergarten - First Grade:	30 - 60 minutes

We follow the Brevard County Schools policy 5200 (Attendance) concerning make up work. That policy states:

"Students may be able to make up any work missed for grade or credit within the nine (9) days per semester or the (4) days within a nine (9) week period for schools on a block schedule. All educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have a reasonable amount of time, left up to the discretion of the teacher, to complete make-up work. Principals may grant extensions to make-up time limit for extenuating circumstances.

The principal shall determine, in consultation with teachers, when appropriate, whether the student should be given the opportunity to make-up schoolwork and course requirements missed while absent due to out-of-school suspension.

If this privilege is given, the student shall have a reasonable amount of time left up to the discretion of the teacher following suspension to complete the schoolwork missed and shall do so on his or her own initiative."

Report Cards/Academic Progress Reports

Report cards will be issued as dictated by the Brevard County School Calendar. A calendar will be available during the mandatory orientation, and on the Brevard School Board website for parent reference. A link is also supplied on the Palm Bay Academy website on the Home page and under "**Links**". Progress reports will be issued at the midpoint of each nine-week grading period. These interim reports are to be signed and returned to your student's teacher. Please keep a copy for your own records.

Prescription Medication

Prescription medication will only be administered as approved by a physician (must have prescription label on bottle/box). Two forms (Parent Request to Administer Medications and Medication Administration Record – available at the Front Desk) must be filled out and signed for the school to administer any over the counter or prescription medications. These forms must be filled out every school year. Over the counter medication must be in an unopened, new container. If assistance with non-prescription or over-the-counter medications is requested for periods of time over 3 days the school will require approval of a physician.

The parent must give written permission to the school office, including an explanation of the necessity for the medication during the school day, and/or for the student who may be away from school property on official

school business (forms are available at the front desk). The administrator will designate person(s) to be responsible for accepting, counting and administering medication. The designated person(s) will complete a medication log for each student when medication is administered. Medication will be counted and stored properly in the ORIGINAL CONTAINER under lock and key. Medication may be left at the school overnight in cases where the physician and parent make a request for high frequency and lengthy dosage requirements. Medication shall not be carried on a student's person on the school grounds. All medication left in the clinic at the end of the school year will be disposed of per Health Department guidelines.

Head Lice

Florida schools have been known to have outbreaks of head lice due to children's close contact. Palm Bay Academy feels a strong commitment to providing a safe and clean environment for each child while safeguarding personal privacy. Please notify the school if your child(ren) are found to have head lice, so prompt attention can be conducted. No child shall be admitted to the school with evidence of live head lice. Students identified with live head lice must be checked by school personnel and have proof of treatment (i.e. treatment container and/or receipt) before returning to class. Further action may be required as deemed necessary by administration.

If you would like more information regarding [head lice](#), please see the front office for additional literature.

Clinic Rules

Children who are ill or injured will be brought to the clinic (minor issues will be cared for in the classroom). Children will be returned to the class after they are treated or

have rested in the clinic for 10 minutes. Parents will be contacted and asked to pick up children with elevated temperatures, upset stomachs and injuries not treatable with band-aids.

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5. Attendance

School Hours

Our school schedule is as follows...

Elem. School Campus	7:15 – 7:35	Cafeteria
Elem. School Campus	7:35 – 8:00	Morning Work in Homeroom
Elem. School Campus	8:00 – 2:15	Regular Curriculum
Language Imm. Campus	8:00 – 2:15	Regular Curriculum
Middle School Campus	9:30 – 4:15	Regular Curriculum

Brevard Schools has designated Wednesdays (except for the first day of school) as early release days. Other early release days (such as exam days or the last three days of the semesters) are noted on the Brevard Schools calendar. On early release days, the time for student pick up is 1:15 for Elementary and 3:00 for Middle School.

Field Trips

Field trips occur periodically during the school year to enhance classroom curriculum and the overall learning experience of the students. Field trips are planned by school staff and approved by the administrator.

All children must have a signed parental permission slip for each field trip. A standard permission slip will be sent home requesting signature and permission of attendance. Filed trip permission slips and field trip monies are due by the date noted on the permission slip and/or accompanying information note. If the child

does not have a signed slip and monies due paid by the due date, he/she will not be able to attend the field trip. If your child does not attend a scheduled field trip, he/she must still attend school, or it is reflected as an absence.

If the field trip requires a payment, it must be submitted, **in cash**, by the deadline in order for the school to pay for the trip. Trip monies are paid to the field trip site in advance. If, for any reason, your child does not attend, the monies paid are **non-refundable**. Uniforms will be worn on all field trips unless otherwise announced. Bag lunches may be required. Other items may be required and/or specific conditions may apply for the field trip. These will be noted either on the field trip permission slip and/or accompanying information note. It is possible for students to lose field trip privileges due to disciplinary issues and/or uniform non-compliance.

Background Checked and Fingerprinted

Palm Bay Academy requires that all parents/guardians be background checked through Brevard Schools. If you plan on chaperoning field trips, volunteering on school grounds or at events, you must be finger printed as a **Level A Plus volunteer** (through Brevard Schools in Viera). Fingerprinting through any other organization (including the FBI, CIA or any other county, state or corporate organization) is not accepted by Brevard Schools.

We require that all our volunteers have Brevard Schools issued badges. The cost of the badge is an additional \$3.00 to the cost of the A Plus level fingerprinting. Please request to have a picture badge made through Brevard Schools Security Office, you will need to be present at the Security Office to have your picture taken and pay the \$3.00 fee. Brevard Schools does not require charter school parents to have badges, but in the interest of

student security, Palm Bay Academy has added the badge requirement to our security policy.

To begin your fingerprinting process, go to:
http://www.edline.net/pages/Brevard_County_Schools/BPS_Links/Volunteer_Information and follow these steps...

LEVEL A PLUS AT DISTRICT SECURITY ONLY (4 STEPS)

Cost: \$45.25 via credit card or Money Order

STEP 1: Make Payment, Click Here: [**VOLUNTEER LEVEL A PLUS PAYMENT**](#)

STEP 2: Complete Keepn'track Volunteer Application, Click Here: [**LEVEL A PLUS APPLICATION**](#)

STEP 3: Come into District Security for fingerprinting

Location: 2700 Judge Fran Jamieson Way, Viera, Florida 32940

Hours: Monday - Thursday 8 a.m. - 4:00 p.m. (NO APPOINTMENT NECESSARY)

STEP 4: After 5-7 business days contact your **VOLUNTEER COORDINATOR** at your home school for your approval status ([**School Volunteer Coordinator List**](#))

Please note, while you are having your finger prints taken, please request a Brevard A Plus volunteer badge (it will cost \$3.00). The District Security office personnel will need to take your photograph. If they inform you that a badge is not required, please let them know that Palm Bay Academy has added the badge requirement to our security policy and you will have to wear the badge whenever you are volunteering.

Tardies and Signing In

Please encourage your child to develop the good habit of being on time. Tardiness will be excused **ONLY** for illness and medical appointments, if a **written notice** from the doctor is provided to the teacher and the front office.

Students are escorted to their homerooms at 7:35 to begin morning work. New curriculum starts promptly at 8:00 am. A child is considered tardy if they are over five minutes late per official school time (8:06 am is tardy). Official school time is the time on the front desk computer.

If your child is tardy or if you suspect they may be tardy, **you must accompany your child to the front desk and sign them in.** This includes being late to school for any reason. Once signed in, your child will be given a tardy slip in order to enter the class room. If you do not accompany and sign in your child, we will keep the child in the office until you return and do sign them in.

Excessive tardiness (five tardies) will result in an unexcused absence being entered into your child's attendance record.

If your child is tardy or if you suspect they may be tardy, and they require a school lunch, please call in before 8:30 am and order a lunch with the cafeteria. Once lunches are called in, we can not add additional lunches to the count.

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Absences and Doctor's Notes

Palm Bay Academy follows the Brevard County Schools policy for attendance. All students must be in attendance a minimum of **four** (4) hours of **instructional** time to be considered present each day. Kindergarten students must be in attendance for a minimum of 162 days as a criterion for progression to first grade. The principal may in consultation with the teacher, deny promotion based on this criterion.

A student, who is absent more than **nine** (9) days within a semester or more than **four** (4) days within a nine (9) week period for schools on a block schedule, will not

receive a passing grade for the semester. Absences **not** counted in the nine (9) days/four (4) days attendance policy are:

- ♦ court dates
- ♦ religious holidays
- ♦ illness with medical documentation
- ♦ chronic and extended illness

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Student Checkout

To ensure your child's safety, the following procedures have been established for any change(s) in your child's dismissal from school/change in transportation home:

- ♦ Students will not be allowed to leave school prior to the normal dismissal unless Parent/Guardian comes to the school and checks out the student through the front office.
- ♦ Parent/Guardian may be asked by the office staff to show photo identification when signing students out of school.
- ♦ They may also be asked additional student identification questions.
- ♦ According to School Board Policy, students are released to the Parent/Guardian of the record only. A Parent/Guardian must give **advance written, dated, and signed notice using the "Transportation Change Form"** to the Front Desk when requesting a child be released to someone other than the designated person(s) **or** for any other change made in transportation means. Please note it is not the responsibility of the homeroom teacher to make sure the "Transportation Change Form" is delivered to the Front Desk. **There will be no exceptions.**
- ♦ In order to reduce congestion in the front office, no students will be checked out after 1:50 p.m. or 12:45 on early release days, (3:50 regular or 2:35 early release for Middle).
- ♦ If you are taking your child out early and are requesting school work, please give the teacher adequate notice

to prepare materials (at least two days).

- ◆ Please do not expect the teacher to prepare materials at the time of pick up without prior notice
- ◆ **Dismissal Changes (changes in Pickup Transportation):**
Please remember the following:

1. Due to the Jessica Lunsford Act, we are no longer able to accept transportation changes verbally, via phone calls/messages, text message, email, or voice mail. A Parent/Guardian must give **advance written, dated, and signed notice using the "Palm Bay Academy Transportation Change Form"** to the Front Office when requesting a child be released to someone other than the designated person(s) **or** for any other change made in your child's transportation means. Incomplete forms will not be honored. **There will be no exceptions.**
2. Changes must be made a minimum of 24 hours prior to pick up/dismissal. All changes must be made using the Palm Bay Academy Transportation Change Form and be signed by the parent/guardian designated in the school's database. If the transportation change form is not received by the front office by 11:00 am the morning of the change, the child will follow the previously arranged transportation. It is not the teacher's responsibility to make sure the change form reached the front office. If you choose to send the transportation form via your student and it is not received by the front desk, the child will follow the previously arranged transportation. This form is critical and is for your child's protection.
3. A form must be filled out for each change and will only be in effect for that date(s) or, if it was marked permanent, until the next form is received. If changes have been frequent, the last form received (with the latest date) will be considered the "normal" mode of transportation to be followed. If changes are for more than 5 consecutive days (1 week Mon-Fri), mark the change Permanent. Please

fill out the necessary forms to cover the time needed (i.e. If the dates of change = 10-24 through 10-27-16 and 10-31, two forms will need to be filled out. For changes 10-24 through 10-28-16 consecutively, only one form is needed).

Transportation Change Form Questions...

1. When should I fill out this form – The Transportation Change Request Form is to be used whenever your child has a change in the normal mode of transportation home from school.
2. What is considered "Normal mode of transportation" – the means of transportation home that is usually taken everyday by the student
3. What is a "permanent change" – any change that supersedes a previously normal mode of transportation for an extended period of time
4. When do I need to fill out more than one "Transportation Change Form" – if the means of transportation you wish your student to take home is different than the last note sent in or different from the means of transportation home that is usually taken everyday by the student (i.e. if student usually takes the bus, then for a few days is a car loop pick up, then is back on the bus, this would require two notes.
5. Where can I find a copy of the "Transportation Change Form" – this form can be found online at www.palmbayacademy.org or at the Front Desk.

Visiting Students in School

As of 12-20-12, Palm Bay Academy, instituted additional security measures...

- ◆ Student visitation rights are allowed only for parent or legal guardian (must be designated as such in our computer system with court or other legal documentation on file).
- ◆ Parent or legal guardian can designate other individuals to visit students, but this notification must be in writing

clearly stating the designee is allowed to visit the student in the classroom, the date of visitation, signed by the parent/legal guardian. Visitation under this designation must still follow security protocol; ID required no impromptu visits, etc.

- ♦ No adults, including parents/guardians will be allowed beyond the interior front office doors unless they have previous authorization.
- ♦ Early pick-up cannot be any later than 1:50 on regular school days and no later than 12:45 on early release days (3:50 regular or 2:35 early release for Middle).
- ♦ Impromptu meetings with teachers and administration can no longer be allowed especially at the beginning of the school day and at dismissal – please schedule a meeting or a conference call.

Any violators of these security procedures will be reported to the Brevard School Board.

These policies and procedures are to ensure that our students are safe and that the teachers are able to remain with their students at all times. We understand that these measures may cause inconvenience to some, but the safety of our students must take first priority.

Habitual Truant

For those students that become identified as habitually truant, notification will be sent to Brevard County School Board. The School Board's policy concerning truancy is as follows:

As defined in F.S. 1000.01, a "habitual truant" is "a student who has fifteen (15) or more unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent/guardian, and who is subject to compulsory school attendance."

Any student who accumulates a total of fifteen (15) days of unexcused absence in a period of ninety (90) calendar days will be considered habitually truant. The

student and his/her parent shall be informed of excessive absences as well as the district's intent to file a complaint with the Circuit Court Juvenile Division and notify the Department of Highway Safety and Motor Vehicles (DHSMV).

Extended Time Away

It is understood that there may be times when students will be away from school for extended periods (chronic illness, family emergencies, etc.). These cases will be reviewed individually. Written notification of extended absence must be given and approved of in advance. It is expected that students make up missed work.

9 Week Periods

9 Week Periods for 2016-2017

1st 9 WEEKS	08-10-16	10-13-16
2nd 9 WEEKS	10-14-16	12-21-16
3rd 9 WEEKS	01-09-17	03-14-17
4th 9 WEEKS	03-15-17	05-24-17

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6. Discipline

Zero Tolerance Policy

There is a zero-tolerance policy for verbal or physical threats to another member of the school community. Threats of violence are grounds for expulsion.

Behavior and Discipline

Each teacher has classroom rules to control their environment and correct misconduct. Prevention of behavior problems is enhanced by close communication between the administrator, parents, teachers and students. The following is a brief set of rules students attending Palm Bay Academy are expected to follow:

- ♦ To tell the truth
- ♦ To respect every person regardless of age
- ♦ To follow directions
- ♦ To take pride in personal appearance and to wear the school uniform in a neat manner
- ♦ To take care of school property
- ♦ To arrive at school promptly
- ♦ To refrain from carrying objects that are considered to be weapons
- ♦ To be considerate of classmates and teachers
- ♦ To refrain from using offensive language
- ♦ To complete assignments on time

Actions by students which are insubordinate or show disrespect for others or general misconduct which disrupts the learning process shall not be tolerated. If the situation escalates and cannot be handled by the teacher, it shall be referred to administration. Definite corrective action appropriate to the individual situation shall be taken.

1st offense	Parent contact; time out with administrator
2nd offense	Parent contact; in school suspension
3rd offense	Parent contact; in-school suspension
4th offense	Parent contact; out of school suspension (1-10 days)

The teacher's may hold after school detention at their discretion. Times will be decided by the teachers. Transportation of students following detention is the responsibility of the parent. All other offenses will fall under the guidelines established by the Brevard County School Board.

Conferences and Parent Grievance Procedure

Parent/Teacher conferences are available once per semester. Notices will be given and appointments scheduled for the convenience of both parents and

teachers. The allotted time for a conference will be 15-20 minutes. Teachers and classes are NOT to be disturbed during the day for an unscheduled conference. If you need to speak with a teacher before scheduled conferences, please call the office to arrange an appointment, or write a note to the teacher requesting a meeting. If a meeting with the Administrator is needed, please make arrangements through the office. **Impromptu meetings are disruptive, please be courteous and make an appointment.**

Should a parent/guardian of Palm Bay Academy have any concern, comment, question, or suggestion they may report them to the teacher of their child without delay. If no satisfactory resolution is reached, the parent should make an appointment with the principal/administrator. If such meeting does not resolve the situation, the parent should contact any of the Board Members at the phone numbers listed in the Student Handbook which is listed on our website. If access to the internet is not possible, a copy can be requested at the front desk.

A current contact list can be found on our website (www.palmbayacademy.org). Click the "Contact PBA" tab on the navigation bar near the top of the home page. The Board of Directors information is located in Section 11 of this document.

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7. Volunteering

A very important aspect of Palm Bay Academy and your child's education is parents/guardians becoming an active part of the environment. It is through dedication and hard work of volunteers that our students' educational needs are met. Based on this concept,

Palm Bay Academy expects each family to volunteer a minimum of 20 hours during the school year. All volunteer hours MUST be documented in the volunteer log located in the school office. Any discrepancies should be reported to the school office. The Board of Directors will address families not meeting the volunteer standard.

Examples of Approved Methods of Volunteerism

- * Attendance of PTO meetings
- * Involvement in school fundraisers
- * Involvement in school committees
- * Approved classroom assistance
- * Assisting as a "Lunch Parent"
- * School grounds clean up
- * Or any other approved method such as; making copies, readying classroom supplies, picking up or delivering items, chaperoning, painting signs, etc.

There are many volunteer opportunities for working parents. Remember, your child will reap the benefits of your involvement in his or her education.

For information on becoming an A Plus level volunteer refer to section "5. Attendance, Background Checks/ Fingerprinting".

Families with extenuating circumstances may be waived from the volunteer standard. Any family desiring a waiver must request to be added to the board agenda.

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8. Emergency Policies

School Closings

There may be times that Palm Bay Academy will be closed due to weather or emergency conditions. We will be closed when Brevard County Schools close for hurricanes, brush fires, or other emergencies. You will be notified by a pre-recorded call from Brevard County

Schools of these closings.

In times of severe weather, dismissal may be delayed. Children may be held in the classroom by their teacher to avoid dangerous conditions. Parents need to be patient while waiting for dismissal. Teachers will dismiss children when conditions improve.

Fire Drills

Fire drills are performed on a monthly basis. Fire drills monitor the school's effectiveness in ensuring the safety of all students.

Lockdowns

At times, Police Authorities may advise that we lockdown the school due to certain activity in the area. If that occurs, the school will follow Brevard Public School rules concerning lockdowns which includes (but is not limited to) no traffic in or out of the school until we receive a release from the Police Authorities. Parents will not be allowed onto school grounds nor will students be able to leave school grounds until that "all clear" comes from the Authorities.

FSA and District Testing

All public schools and public charters in Florida will participate in FSAs (Florida Standardized Assessments, grades 3-8). Testing days will be announced via your student's homeroom teacher.

Please be sure ...

- Your children get plenty of sleep during the Florida Assessment testing period.
- They receive a good breakfast every morning.
- They limit intake of sugary snacks and drinks.
- They arrive at school early (before 7:35 am) and ready to start.
- They leave electronics and cell phones at home or in the front office.

Talk to your child about the importance of the tests! Don't place so much pressure on doing well that the child panics the day of the test. Your child has been learning what they need to know since the first day of school. Make sure your child gets enough sleep the night before the tests (and all other days, as well). Help your child start test mornings as positively as possible. If disorganization is an issue, make sure that pencils, papers and clothes are ready the night before. A few extra minutes of time may be beneficial so that the child will be more relaxed instead of "rushed".

Electronic devices are not permitted in the testing room. Students must leave cell phones at home.

Students arriving late will not be permitted in the testing rooms and will be asked to wait in the front office until the testing period is completed. They will have to make up the test being administered at that time on the designated retake days.

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9. Fund Raising

There are a number of fund raisers the school and the PTO plan during the year. Administration does it's best to have these events planned at regular intervals and not immediately following each other. Occasionally, scheduling overlaps will arise due to the restrictions placed on us by the companies supplying the materials for the events. Possible events sponsored are:

- * Read-A-Thon
- * Class Pictures
- * Individual Uniform Pictures
- * Cookie Dough Sales
- * Spring Pictures
- * Pizza Kit Sales

PTO Sponsored

- * Fall Festival
- * Holiday Shop
- * Mother's Day Shop

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10. Holiday Celebrations & Birthday Parties

Holiday Celebrations

Teachers will be responsible for coordinating classroom holiday celebrations. They will contact you of their plans and needs for these celebrations.

Birthday Parties

The teacher coordinates birthday recognition in the classroom. Please contact the teacher ahead of time (at least 24 hours) to plan an in school party. In school parties must include all children in the class.

If you are planning a private birthday party, and do not plan on inviting the entire class, please mail the invitations to the children. Do not give private invitations to your child to hand out in school.

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11. Other Palm Bay Academy Organizations

The Board of Directors

A board of directors governs Palm Bay Academy, and each member avails themselves to the public. Regularly scheduled meetings are conducted. All interested persons are welcomed to attend. Notice of meetings will be posted at the school. As of June 2016, the board members for Palm Bay Academy are:

- Pres. – Jennifer Wolf
321-412-0567 Jenno100@aol.com
- V. Pres. – Manhar Shah
321-727-3932 Mls_mvm@zero.net
- Parent Liaison – Allison Cunningham
718-810-0622 Alstars94@yahoo.com
(also Secretary/Treasurer)
- Board Member – Brendan Purcell
404-579-5714 Bren1302@gmail.com
- Board Member – Vacant

The Board of Directors is here to serve Palm Bay Academy, our vision and goals for the future. The quality education of your child is part of that vision, please feel free to speak to any board member should you have a question, comment or concern. Occasionally, our board members change. Current members are always listed on our website. A copy of the current members can be obtained from our front desk personnel.

PTO

Palm Bay Academy is proud to offer a PTO for all parents and involved citizens to join. Attendance at PTO meetings is not required but is encouraged for all parents regardless of their membership status, but only members are allowed to vote on issues.

The PTO has proven to be a strong and positive group for parents to become involved with and has been very successful in supporting Palm Bay Academy's goals. Don't be hesitant to get involved!

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