

# Parent/Guardian Information Acknowledgement Form '24 – '25

Fee Collected

\_\_\_\_\$10 (E)

\_\_\_\_\$20 (MS)

Welcome to Palm Bay Academy. In this information pack you will find some of the procedures you may need to reference. This is not a complete list. Also included are important contacts for your information (please see cover). Please refer to the [www.PalmBayAcademy.org](http://www.PalmBayAcademy.org) website and access the links under "Students/Student Code of Conduct" for additional information. The new version for the upcoming school year will be posted soon. As part of the orientation process, you are asked to sign and return this attached form. Please read the packet completely. If you have any questions please ask your student's teacher or the front desk personnel. Please become familiar with all the information which is available on-line at [www.PalmBayAcademy.org](http://www.PalmBayAcademy.org) and keep up to date with our website "Calendar". **Valid email addresses are mandatory for you to receive important communications and to access grades. We no longer have paper based communication.**

**Please fill out and return this page to the school representative...**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Legal Guardian Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone

Parent Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone

Address: \_\_\_\_\_

Email: \_\_\_\_\_  
Valid email addresses are our primary means of contact and only means to access grades, therefore, mandatory.

I, \_\_\_\_\_ have read and understand the information in the Parent  
(Print name of guardian/custodial parent)

Guardian Information Packet and will abide by the procedures listed within. I understand that these procedures are necessary for the efficient running of the school and safety of the students.

\_\_\_\_\_  
1. (Signature of first guardian/custodial parent)

\_\_\_\_\_  
(Date)

## **If 2 Households (50/50 custody)...**

2<sup>nd</sup> Legal Guardian Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone

Parent Name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone

Address: \_\_\_\_\_

Email: \_\_\_\_\_  
Valid email addresses are our primary means of contact and only means to access grades, therefore, mandatory.

I, \_\_\_\_\_ have read and understand the information in the Parent  
(Print name of guardian/custodial parent)

Guardian Information Packet and will abide by the procedures listed within. I understand that these procedures are necessary for the efficient running of the school and safety of the students.

\_\_\_\_\_  
2. (Signature of second guardian/custodial parent)

\_\_\_\_\_  
(Date)

***Palm Bay Academy  
Parent/Guardian Information  
2024 – 2025***

**PBA**

**PALM BAY  
ACADEMY**

***Forging Tomorrow's Leaders!***

***Mission:*** Palm Bay Academy is dedicated to serving the needs of its students by providing an opportunity for an enriched academic environment and to serve each student with excellence as the standard.

***Vision:*** Palm Bay Academy's vision is to continue its role as a pioneer in education by establishing community partnerships to enhance its resources so as to inspire and stimulate the intellectual growth of its students.

***Important Phone Numbers and Web Sites***

Palm Bay Academy Elementary and Immersion:	321-984-2710 Ph 321-984-0799 Fax
Palm Bay Academy Middle:	321-726-9920 and 9005 Ph 321-726-3938 Fax
Brevard Schools District Office:	321-633-1000 Ph
Palm Bay Academy School Web Site:	<a href="http://www.PalmBayAcademy.org">www.PalmBayAcademy.org</a>
Brevard Schools Web Site:	<a href="http://www.BrevardSchools.org">www.BrevardSchools.org</a>

Chairman – Jennifer Wolf	321-213-0567	<a href="mailto:mwolf@palmbayacademy.org">mwolf@palmbayacademy.org</a>
Vice Chair – Brendan Purcell	404-579-5714	<a href="mailto:bpurcell@palmbayacademy.org">bpurcell@palmbayacademy.org</a>
Secretary – Margaret Wilson	321-698-4774	<a href="mailto:mwilson@palmbayacademy.org">mwilson@palmbayacademy.org</a>
Board Member – Jeanne Cunningham	321-243-3799	<a href="mailto:jhozier@palmbayacademy.org">jhozier@palmbayacademy.org</a>

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## Notification from PBA

This information packet is a shortened and condensed version of the Student Code of Conduct and by no means contains all the pertinent information you will need. Please take the time to review the complete information on line at our website, [www.PalmBayAcademy.org](http://www.PalmBayAcademy.org).

Please take the time to review the Mandatory Orientation Parent Presentation. This PowerPoint can be viewed by scanning the QR code...



## PBA Website [www.PalmBayAcademy.org](http://www.PalmBayAcademy.org)

On the Palm Bay Academy (PBA) Home Page you can find links for...

- ◆ PBA Services tab (under Services tab)
  - Bus Transportation Services
  - Food Services - Lunch/Breakfast Menu and Wellness Program
  - Title I information
  - Title IX Information
- ◆ Contacting PBA (under Contact tab)
  - Includes Board of Directors, Administration, and Staff information
- ◆ Palm Bay Academy Calendar (under Calendar tab)
- ◆ Brevard Schools Calendar (under the Information tab/Brevard Schools Links)
- ◆ Important Updates - Appears below the Global Icons on the Home page
- ◆ Latest Updates, "Announcements" - Appears at the bottom of the Home page
- ◆ Student Code of Conduct (under the Information/PBA Links & Students tab)
- ◆ Title I Newsletter - PBA Elementary Newsletter (under Title I tab)
- ◆ School Activities - Clubs, Athletics (under the Students tab)
- ◆ Essential Information - PBA forms, school status information and reports, policies, Parent Portal (under either the Information tab/PBA Links or under the Information tab/Brevard Schools Links)

## School Communications & Student Records and Information (FOCUS)

All of PBA's communications, notifications, event announcements, transportation updates, reminders, and all other notifications are on-line and distributed via FOCUS Communication emails and texts. This is part of Brevard School's move to a completely on-line parent-school experience. No paper communications or notifications will be sent home.

PBA also posts student grades to FOCUS. **Valid email addresses are mandatory for you to receive important communications and to access grades.**

Please be sure to activate your Parent FOCUS account by registering your FOCUS PIN number. Your PIN number and setup instructions are available upon request at your school's Front Office. You will need to sign for the information (please bring a valid form of ID with you). Remember to opt in to receive notifications on your cell phone. Please note: as per District policy we cannot provide this information via phone calls/messages, text message, email, or voice mail.

## School Hours

Our normal school schedule is as shown below. Morning drop-off for the Elementary Campus is at the front of the building (North side facing Palm Bay Road). Morning Drop off for the Middle Campus is at the East side of the campus. Elementary 7 am – 3:30 pm. Middle 8:45 am – 4:30 pm.

### NOTES:

- Do not block the left side of the car loop lanes. This is for emergency use only.
- Children CANNOT be dropped at the side of the building (Elem) or outside the fence (Middle). Vehicles MUST go through the car loop. It is advisable to give yourself extra time in the morning as drop-off may take more time than usual during the first part of the school year.
- If the student has a temperature of 100.4 or more, parents will be called and the child sent home.

### Elementary Campus

Afternoon pick-up for grades K-1 is at the West side of the building and pick-up for grades 2-5 is at the front of the building. Pick-up and drop-off during the school day is at the front of the building.

7:00 am (lobby doors open)  
7:00 am – 7:30 am (breakfast) NOTE: Breakfast will be eaten in the classroom  
7:30 am (**school begins – after this time students are marked tardy**)  
7:30 am - 2:20 pm (class curriculum)  
2:00 pm (Lobby closed for dismissal procedures)  
2:20 pm – 2:30 pm (dismissal preparation)

#### For Early Dismissal

7:00 am (lobby doors open)  
7:00 am – 7:30 am (breakfast) NOTE: Breakfast will be eaten in the classroom  
7:30 am (**school begins – after this time students are marked tardy!**)  
7:30 am - 1:05 pm (class curriculum)  
12:45 pm (Lobby closed for dismissal procedures)  
1:05 pm – 1:15 pm (dismissal preparation)

### Middle Campus

8:45 am (lobby doors open)  
9:00 am – 9:30 am (breakfast)  
9:25 am (students proceed to homerooms)  
9:30 am (students marked tardy)  
9:30 am - 4:10 pm (class curriculum)  
4:00 pm (Lobby is closed for dismissal procedures)  
4:15 pm (dismissal)

#### For Early Dismissal

8:45 am (lobby doors open)  
9:00 am – 9:30 am (breakfast)  
9:30 am (students proceed to homerooms)  
9:30 am (students marked tardy)  
9:30 am - 3:00 pm on Early Release Days  
2:45 pm (Lobby is closed for dismissal procedures)  
3:00 pm (dismissal)  
As designated by student schedule (Leadership classes)

Brevard Schools has designated Friday as early release days. Other early release days (such as exam days or the last three days of the semesters) are noted on the PBA website calendar.

Elementary School doors open at 7:00 am. Breakfast is available between 7:00 am and 7:30 am. Children cannot be admitted before those times as there is no supervision available. Children must be picked up before 3:00 pm on regular days and 1:45 on early release days. **After 3:00 pm/1:45 pm we are authorized to either charge a fee (which is to be paid in cash at the time the child is picked up) and/or contact the local authorities to pick up the child.**

Middle School doors open at 8:45 am. Breakfast is available between 9:00 am and 9:30 am. Children cannot be admitted before those times as there is no supervision available. Children must be picked up before 4:30 pm on regular days and 3:30 on early release days. **After 4:30 pm/3:30 pm we are authorized to either charge a fee (which is to be paid in cash at the time the child is picked up) and/or contact the local authorities to pick up the child.**

## Coming In Tardy

**ELEMENTARY STUDENT NOTE:** If your child will be arriving after **8:00 am**, please remember to call the front office and order a lunch for your child. Lunches are ordered for students at 8:15 am for that day. If your child is not present before 8:00 am, a lunch will **not** be automatically ordered for them.

Please encourage your child to develop the good habit of being on time. Tardiness will be excused ONLY for illness and medical appointments **with** a doctor's note. Students go directly to their classroom after picking up breakfast. New curriculum starts promptly at 7:30 am. **Elementary students are considered tardy at 7:31am.** Middle School breakfast starts at 9:00 am. **Middle students considered tardy at 9:31 am.** A child is considered tardy if they are late per official school time. 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** sign your child 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 sign in your child, we will keep the child in the front office until you return and do sign them in.

## Picking Up Early

Palm Bay Academy follows the Brevard County Schools policy for attendance (Brevard Schools Policy 5200: Attendance). Elementary early pickups must be made no later than 2:00 pm on regular days or 12:45 on early release days. Middle early pickups must be made no later than 4:00 pm regular or 2:35 early release days. **There are no exceptions.** Buses arrive at a scheduled time and the car loop lanes must be clear at that time. If you arrive after 2:00pm or 12:45 pm (Elementary) or 4:00pm or 2:35 pm (Middle), you will be directed to go back through the car loop behind the buses.

Parents cannot call the school ahead of time (while in route) to have their student wait in the front office until they arrive. If the parent's car is not in the pick-up zone, student(s) will not be brought to the front office for check out. All checkouts must be coordinated with the front office, not the student's teacher. Parents come into the front office in order to sign out their children.

As a reminder for Elementary campus parents/guardians, parking is prohibited on both sides of Tropicana and in the business parking lot on the east side of Tropicana. This private lot is a tow away zone and is protected by security cameras.

## Truancy

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. This does not apply to Kindergarten students under the compulsory age of attendance. More information is available at this link: <http://www.fldoe.org/how-do-i/attendance-enrollment.stml>.

Brevard County School Policy states that 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 will not receive a passing grade for the semester unless they go through the Appeals Process. Parents must submit an Appeals Packet to PBA Administration for review by the Board of Directors.

Absences **not** counted in the nine (9) days/four (4) days attendance policy are:

- ◆ Illness with medical documentation.
- ◆ Court appearance of the student.
- ◆ Medical appointment of the student (see Policy 5751).
- ◆ Pregnancy related issues of the student.
- ◆ Approved school activity.
- ◆ Insurmountable conditions. Insurmountable conditions are extreme weather conditions, communicable disease outbreaks, and local conditions determined by the School District which, after taking into account the material circumstances, would render impracticable a student's attendance at school. (F.A.C. 6A-1.09513)
- ◆ Other absences with prior approval of the principal or designee.
- ◆ Attendance at a center under Children and Families Services supervision.
- ◆ Significant community events with prior permission of the principal or designee.
- ◆ Religious instruction or religious holiday.
- ◆ Death in the immediate family.
- ◆ Appointments for a therapy service provided by a licensed health care practitioner or behavior analyst certified pursuant to Florida law for the treatment of autism spectrum disorder including, but not limited to, applied behavioral analysis, speech therapy, and occupational therapy.
- ◆ Chronic and extended illness.

As defined in F.S. 1000.01, an "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).

Please note that if a student has been absent for three days due to illness, they will not be allowed to return unless they have a doctor's note stating that the student is not contagious and that they are allowed to return to school.

## Late Pickups

Elementary students are released from school at 2:30 pm and 4:15 pm for Middle (except for early release days which are 1:15 pm for Elementary, 3:00 pm for Middle School). Regular pick up time for Elementary students is between 2:30 pm and 2:45 pm and 4:15 pm – 4:30 pm for Middle. Palm Bay Academy is responsible for your children from 7:10 am - 2:45 pm (Elementary School campus), and 9:00 am to 4:15 pm (Middle School campus).

Teachers will contact parents to verify they are on their way. If parents cannot be reached, teachers will call other contacts listed on their students contact list until an authorized person can be reached and is on their way to the school. After the times noted, students will be considered "Late pick-ups" and late pick-up fees will be incurred. Fees are per each student and due upon parent arrival in CASH. Partial payment not accepted.

**NOTE:** All of the above also applies for Early Release Days as detailed below...

- PBA is responsible for your Elementary students until 1:45 pm (Elementary) and 3:30 pm (Middle)
- Between 1:30 pm and 1:45 pm (Elementary) and 3:15 pm and 3:30 pm (Middle) teachers will contact parents to verify they are on their way
- The pickup time is 1:15 pm for Elementary, 3:00 pm for Middle School
- Late pick up fee begins at 3:00 pm on regular days, 1:45 pm for Early Release Days and 3:30 pm for Middle Early Release Days

If necessary, local authorities contacted to pick up "Late pick-ups" (3:00 pm on regular days and 4:30 pm for Middle, 1:45 pm for Early Release Days and 3:30 pm for Middle Early Release Days) will continue attempting to contact authorized persons.

## Absences

It is required that you call the Elementary school by 7:30 am and the Middle school by 9:15 pm and report when your child is out ill. We also require a written notice from parents/guardians following absences, stating the date(s) and reason. In addition, if your child is out for 3 or more days a doctor's note releasing your child for school is required for your child to return to school. Excessive absences will require a doctor's statement.

Brevard County School Policy stipulates that a student who is absent more than nine (9) days within a semester will not receive a passing grade for the semester unless they go through the Appeals Process. Parents must submit an Appeals Packet to the Attendance Committee for review.

## Extended Absence

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 by Administration in advance in order for absences to be excused. It is expected that students make up missed work in order to have the absences excused. Our innovative learning option is no longer available, but "paper and pencil" options are available and must be requested through the student's teacher and/or PBA Administration.

## Changes In Pickup Transportation

Due to the Jessica Lunsford Act, we are no longer able to accept transportation changes via phone calls/messages, text message, email, or voice mail. A Parent/Guardian must give **advance written (24 hours), 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 or classroom teacher to make sure the "Transportation Change Form" is delivered to the Front Desk. **There will be no exceptions.**

## Vehicle Entry and Exit to Car Loop

Please do not use your cell phone for either talking or texting while in the area of the school – we have walkers and bikers who we need to keep safe and your full attention is needed.

The City of Palm Bay sanctioned traffic plan for entry into the **Elementary** school area is...

- Approach area either going south on Knecht from Palm Bay Rd or coming north on Knecht from Port Malabar.
- Turn east onto Michels or Roc Rosa.
- Turn north onto Tropicana.



- Reduce speed on Tropicana to 20 mph during drop off and dismissal times per City of Palm Bay signage.
- In the morning, enter the southernmost entrance into the school and drop off at the north side (front facing Palm Bay Rd).
- In the afternoon pull to the east (right) side of Tropicana and wait (facing north) for the car loop to begin. This is the approved procedure per the City of Palm Bay. Wait in line until PBA personnel direct otherwise. Once all the school buses have loaded and departed and the day care vans have loaded and begin to depart, cars will be directed by PBA through the car loop. Pick up for grades K-2 is at the west side of the building. Pick up for grades 3-5 is at the north side (front facing Palm Bay Rd) of the building.

During drop off and dismissal for Elementary, **DO NOT approach the school entrance from Palm Bay Rd heading south on Tropicana.** Residents of the immediate area have this as their right of way. Please do not enter the car loop before the buses have arrived. School buses and daycare vans have priority for dismissal. At NO TIME is anyone allowed to pull around the buses or other cars in the car loop and exit using the second lane.

Our traffic plan for exit from the Elementary school area is...

- \* Turn north onto Tropicana
- \* Do not try to turn left and cross Palm Bay Rd. This slows the car loop and blocks traffic on Tropicana.
- \* Turn right onto Palm Bay Rd and make a U turn in front of where the fire station used to be
- \* Again, please do not use your cell phone while in the area of the school

Please be conscious of children playing outside and of classes during PE. We utilize the school's outside areas during normal school hours. The road is normally marked off with cones during these times.

The traffic plan for entry into the **Middle** school area is...

- \* In the morning, enter via the eastern most entrance (closest to Babcock), drive around the loop and drop off in the courtyard area.
- \* In the afternoon, enter via the eastern most entrance (closest to Babcock).
- \* If the buses have not yet arrived, do not drive around the loop, wait at the loop curve parked snug against the right side of the road.
- \* Wait until the buses have loaded and are leaving before proceeding around and picking up at the courtyard area.
- \* If you need to enter the front office, you may park either in the car loop area or at the Administration Building. To park in the Administration Building area, use the western most entrance.

## Car Loop and Parking (Elementary Campus)

Palm Bay Academy's Elementary Campus has only one designated drop off and pick up area during the school day (there are two pick up zones during dismissal). It is located in the car loop at the north side of the building. **If you plan on coming into the building you must park your vehicle in a parking spot.** Parking is prohibited on both sides of Tropicana (except as designated for the dismissal car loop) and in the private lot on the east side of Tropicana. We do not have a designated cross-walk area so **you can not drop your children on either side of Tropicana to walk up to the school.** We must reduce foot traffic during drop off and pick up as much as possible to maintain student, parent, and school personnel safety. If you are asked by school personnel or a designated car loop volunteer to move your car and join the car loop line in the designated manner, please follow their instructions.

The City of Palm Bay has informed us that vehicles found parked in these areas will be ticketed and/or towed at the expense of the vehicle owner. In addition, the school can be cited for parking non-compliance. If your vehicle is stopped (even with you in it), your vehicle is considered parked.

## Extended Time Period From School

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 by Administration (not the teacher) **in advance** in order for absences to be excused. It is expected that students make up missed work in order to have the absences excused.

## Withdrawals

Please keep in mind that when you withdraw your child you must fill out the withdrawal paperwork before they can attend another school. This includes withdrawal in order to attend home school. It takes at least 24 hours to prepare the student's Cumulative folder and electronic files for the next school. If you know when your student's last day will be, please come to the Elementary (withdrawal from K-5) or Middle (withdrawal 6-8) Front Office and complete the necessary paperwork ahead of time.

## Field Trips

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. Field 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. ***Please note that it is possible for students to lose field trip privileges due to disciplinary issues and/or uniform non-compliance.***

## Security Policy

Palm Bay Academy follows Brevard Schools guidelines concerning school and student security. Some, but not all of PBA's security's policies are listed below. These may be suspended or altered at any time due to extenuating circumstances...

- \* All exterior doors are locked at all times. They may only be open with Administration authorization and must be manned while open (doors cannot be propped).
- \* A Parent/Guardian must give **advance (24 hours) written, dated, and signed notice using the "Transportation Change Form"** to the school (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**. No other means of notification will be accepted (Not Accepted; emails, handwritten notes, text message, phone calls, voice mail, or any other electronic means of notification).
- \* No adults, including parents/guardians will be allowed beyond the interior front office doors (Elementary Campus) or the lobby area (Middle) unless they have previous authorization for entry at that specific date and time. If permission was granted once, this does not mean it is granted for the future. This includes drop off in the morning and entry into the cafeteria/cafetorium.
- \* Early pick-up cannot be any **later** than 2:00 pm (Elementary), 4:00 pm (Middle) on regular school days and no later than 12:45 pm (Elementary), 2:35 pm (Middle) on early release days. **There will be no exceptions.**
- \* Impromptu meetings with teachers and administration are not allowed especially at the

beginning of the school day and at dismissal – please schedule a meeting or a conference. Call in advance to schedule an appointment (conferences cannot be scheduled during dismissal).

## School Uniforms

**NOTE:** Palm Bay Academy is a uniform school. Students at all campuses are to wear ...

Heather gray polo with the Palm Bay Academy logo,  and navy blue bottoms.

Palm Bay Academy chooses to be a uniform school in order to create equanimity among students and to foster an environment conducive to learning. PBA believes that students wearing uniforms are free to express their individuality through personality and achievement. Uniforms create a sense of community and school pride creating an atmosphere that encourages self-confidence and accountability. Students in uniform are instantly recognizable enhancing safety on and off campus. School uniforms are mandatory and are to be worn at all times for all students K – 8 while attending school or any school-sponsored activity **during** the school day. Parents must ensure conformity with uniform requirements.

Please review the dress code carefully (the fully detailed version is posted on line at [www.palmbayacademy.org](http://www.palmbayacademy.org) in the Student Code of Conduct under the Students tab) and discuss it with your child. All students are expected to come to school in complete, clean, neat uniforms without tears or holes. As of July, 2018, all uniforms, including PE uniforms must be purchased from:

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

Phone (321) 608-3845

**A. Basic Uniform (Please refer to the Student Code of Conduct on the PBA website for more detailed information): Gray Palm Bay Academy polo, navy blue bottoms, gray/navy socks. Outerwear will be navy or gray. No hoodies or pullovers are allowed.**

Boys: PBA Polo Shirt with PBA logo (tucked in), pants or shorts, non-slip athletic shoes of a plain color (black or white color), plain socks (navy or gray)

Girls: PBA Polo Shirt with PBA logo, pants (tucked in), shorts or skorts (Elementary only) or capris ending below the knee (Middle only), non-slip athletic shoes of a plain color (black or white color), plain socks (navy or gray)

**Clothing must be the appropriate size for the student, not be oversized or** undersized. The waist of the garment shall be worn so that the waistband is worn at the waist and not below the waist. Students may not wear baggy/saggy pants. If belt loops are part of the pants/shorts/skorts/ below the knee capris, a plain belt must be worn (color is to be black or navy blue).

Shirts must cover midriff, back, and sides at all times; should be fastened with no visible cleavage or undergarments.

Shorts/skorts below the knee, capris shall be worn no shorter than "mid-thigh." Mid-thigh is determined by extending the arms to the sides of the body and finding the tip of the longest finger (using normal posture).

**B. PE uniforms will be the same for all students and purchased from the designated uniform store.**

**C. Exceptions**

If a student enters Palm Bay Academy after the start of the school year, there will be a grace period of ten (10) school days before being required to wear the school uniform.

Students may wear special clothing necessary for a school-sponsored activity, as permitted by the principal.

**D. Outer Wear**

Outerwear is to be a plain, solid color (navy or gray) and must remain open from top to bottom so the gray PBA polo is visible. Students may wear coats, jackets, button down sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons. The outer garments must be uniform colors, gray or navy, the appropriate size for the student and shall not be overly baggy, too tight, or violate any other provisions of the dress code.

**E. Students may not wear:**

1. Any color other than the gray PBA polo and navy blue bottoms
2. Leggings, jeggings, khakis, and stretchy pants
3. Jeans of any type or color
4. Brightly colored, patterned, or striped socks
5. Tights of any kind
6. Clothing that is not properly fastened
7. Clothing or hairstyles that disrupt the orderly learning environment
8. Clothing that is torn, has holes, or pants that are frayed
9. Athletic shorts, cut-off pants, jeggings, short-shorts, or running shorts
10. Clothing that exposes body parts in an indecent and vulgar manner
11. Clothing that is unlined or sheer
12. Clothing that is form fitting (leggings, tights, tank tops)
13. Visible undergarments, sleepwear or outer garments traditionally designed as undergarments such as boxer shorts or bras
14. Sandals, flip flops, crocs, roam rubber shoes, foam rubber water shoes, cowboy boots, patent leather shoes, or any shoes that don't enclose the foot and are securely fastened (manufacturer's logo/image is acceptable)
15. Outer garments or accessories (such as backpacks, jewelry, and purses) which have slogans, signs, images, or symbols that:
  - a. Promote drugs, alcohol, tobacco, gang identification, weapons, or lewd sexual behavior or
  - b. Denigrate or promote discrimination for or against an individual or group on the basis of age, color, disability, national origin, sexual orientation, race, religion or gender.
16. Hats, bandannas, sweat bands, headgear, or other head coverings, inside the school building, except when approved by the principal/designee
17. Headbands with any adornment such as but not limited to cat ears, rhinestones, puff balls, or bows.
18. Body piercings, except for earrings on the ears. All other body piercing jewelry must be removed or concealed
19. Jewelry or accessories that may be used as weapons, such as chains, spiked jewelry or arm bands
20. Combs, curlers, or hair picks
21. Sunglasses inside the school building
22. Other items such as gloves, hats, and fanny packs are NOT to be worn inside the building. Thin headbands may be worn but they must be plain plastic, wood, or cloth. Color must be solid navy, gray or black and free of any adornment such as but not limited to cat ears, rhinestones, puff balls, or bows.

#### F. Financial Considerations/Assistance

Students will not be denied attendance at school or be otherwise penalized for failing to wear clothing that complies with the school uniform if such failure is due to financial hardship.

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.

#### G. Discipline: Uniform (dress code) infractions

First infraction: Infraction is reported to the front desk and a verbal warning given to the student. A Non-Compliance Form is initiated.

Second infraction: Teacher reports infraction to the front desk, will call the parent to find out why the student is out of uniform, and remind the parent of the uniform policy and the possible consequences. Front desk adds the infraction to the Non-Compliance Form.

Third infraction: Teacher reports infraction to the front desk. The front completes the Non-Compliance form and prepares the form for delivery to the parent. The student will be unable to participate in the following: (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/attend 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.

### Panther Dress Down Day (PD3) – formally known as NUT Days

PD3 (Panther Dress Down Day) 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 PD3 will be announced a day or two ahead of time. Title I PD3s are listed on the PBA calendar which can be found at [www.PalmBayAcademy.org](http://www.PalmBayAcademy.org) under the Calendar or Services/Title I tabs. If a Food Drive PD3 has been initiated (such as before Thanksgiving), 2 canned food items can be substituted for the fee. This is for the food drive only, not regular PD3. Please follow these guidelines when choosing acceptable attire for a PD3:

- \* No torn clothing
- \* No objectionable messages
- \* No miniskirts 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
- \* No oversized jackets or sweaters
- \* Clothing must be clean and well maintained

### Conferences

Parent/Student/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 20 minutes. **Teachers and classes are NOT to be disturbed during the day for an unscheduled conference. Conferences may not be scheduled or initiated during student morning drop-off (Elem - 7:00 am – 7:40 am, Middle – 8:45 am – 9:30 am) during afternoon car loop times (Elem - 2:00 pm – 3:00 pm for regular days, 1:00 pm – 2:00 pm for early release days, Middle – 4:00**

**pm- 4:10 pm, 2:45 pm – 3:00 pm for early release days).** If you need to speak with a teacher before scheduled conferences, please call the office to arrange an appointment. If a meeting with the Administrator is needed, please make arrangements through the office. **Impromptu meetings are disruptive and pose a safety issue, please be courteous and make an appointment.**

## Discipline

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.

A full description of the Discipline Plans for Elementary and Secondary appear in the Brevard Schools Elementary and Secondary Student Code of Conduct which can be found on the Brevard Public Schools website under the Parents and Students link, then select Code of Student Conduct in the C section. It can also be found on the PBA website under the Information link, Brevard Schools Links, click on Brevard Schools Links on the next page, scroll down to Brevard Schools Elementary and Secondary Code of Student Conduct to access.

**NOTE:** At the time this document was last published (07.19.24), the Brevard Schools Code of Student Conduct had been updated to the 2024/25 School Year version.

## Keep Student Contact Information Current

It is imperative for your child's safety to keep your contact information up to date in FOCUS. In the case of an emergency, we must be able to contact you quickly. In addition, if the status of your child's health changes, please remember to let the Front Desk know. In some cases (i.e. severe allergic reactions), a doctor's note must be supplied so our staff can be fully informed. To view your current information log into FOCUS and navigate to My Information/Addresses & Contacts. To submit a change of information, please contact the Front Desk and please bring a written, signed note detailing the change(s). Only primary contact parents/guardians can add/remove contacts from the pickup list.

## Medications

Two forms (Parent Request to Administer Medications and Medication Administration Record – available at the Front Desk) must be filled out and signed by the parent/guardian 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, original, new container. Prescription medication will only be administered as approved by a physician (must have prescription label on bottle/box). 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 (doctor's prescription). 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). 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

"If a child is identified as having live head lice, the child must be treated at home and must be accompanied to the school clinic the next day with the parent/guardian to check for live head lice. Additionally, a Head Lice Statement letter must be sent home with the parent/ guardian.

In order for a child to be readmitted to school following a live head lice infestation, he/she must be checked, have no live lice, and have the Head Lice Statement signed by the parent/guardian that treatment was completed. If no nits are found, further rechecking will not be done. If nits are found, the student will be readmitted and rechecked in 8-10 days. If live lice are found, the student will not be readmitted and the entire procedure will be repeated.

### **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.

## **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. For information on becoming an **Approved Volunteer** refer to the next section, "Background Checks/Fingerprinting".

## **Background Checks/Fingerprinting**

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 an **Approved 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.

To begin your fingerprinting process, go to the Brevard Public Schools website, click on the "Parents & Students" tab, and access the "Volunteer Information" link or go to:

<http://www.BrevardSchools.org/Departments and Programs/District and School Security/> and follow the instructions. Click on the Volunteer link and follow the instructions for an "Approved Volunteer".

Chaperones for field trips will be chosen by the classroom teachers. Only 1 chaperone per 10 children is required (i.e. a class of 19 will have the teacher and 1 chaperone). As a chaperone, you may be assigned to a group other than your child's.

Brevard Schools District badges have been discontinued by Brevard Schools. In the interest of student security, we now require that all our volunteers keep a copy of their driver's license or Florida picture ID on file with PBA Front Offices and be verified as fingerprinted through the RAPTOR Identification Verification system before being allowed to chaperone field trips or events.

## **Holiday Celebrations & Birthday Parties**

### **Holiday Celebrations**

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 PD3 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 PD3 has been announced. Acceptable alterations are the same as for the religious holidays except they will be celebration, not religious oriented.

## Birthday Parties

The teacher coordinates birthday recognition for the classroom. Please contact the teacher ahead of time (at least two days) to plan an in school party. In school parties must include all children in the class and will be held in the cafeteria during their regular lunch time.

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.

**NOTE:** Due to changes in Brevard School's security **homemade snacks are not allowed**. All snacks must be store bought, be in the original container, and be labeled with the store's list of ingredients.

## Parent Grievance Procedure

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.

A current contact list can be found on our website ([www.palmbayacademy.org](http://www.palmbayacademy.org)). Click the "Contact" tab on the navigation bar near the top of the home page. If access to the internet is not possible, a copy can be requested at the front desk. The Board of Directors information can also be found on the cover of this document.

**NOTE:** Our **Board of Directors** can be contacted at any time to address any concern, question, or issue you may have.

## Questions and Contacts

Who to talk to on questions about...

- ◆ Transportation (Busing) – Front Desk of student's campus
- ◆ Breakfast Lunch Program – Janet Esteves
- ◆ Title I – Joanne Vasquez
- ◆ Elementary Discipline– Marilyn Kinsel
- ◆ Elementary Curriculum – Karen Williams
- ◆ Middle School Discipline – Tara Pearce
- ◆ Middle School Curriculum - John Harrison
- ◆ Exceptional Student Education – Daniel Scott
- ◆ Elementary Registrar – D'etra Campbell
- ◆ Middle Registrar – Sabrina Coney
- ◆ School Website and Communications – Donna Moore
- ◆ Events – Website & Front Desk of student's campus
- ◆ Field trips – Your student's homeroom teacher