

# PBA | PALM BAY ACADEMY

**A Proud Leader In Me School**

## **Student Code of Conduct 2020 - 2021**



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

**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:**

**321-633-1000 Ph**

**Palm Bay Academy School Web Site:  
Brevard Schools Web Site:**

**[www.PalmBayAcademy.org](http://www.PalmBayAcademy.org)  
[www.BrevardSchools.org](http://www.BrevardSchools.org)**

**NOTE:** Please be aware that some safety and security policies have been changed and/or superseded due to circumstances brought about by COVID-19. Please refer to the PBA Reopening Plan on the PBA website home page for current policies and procedures where noted.

## ***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***

**We Care More!**

**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.**

# ***PBA Spirit Cheer***

***Paws Up!  
Positive Attitude,  
Warrior Spirit,  
Unlimited Potential!  
Whoop! Whoop! Whoop!***



## 21st Century Learning and Beyond

Palm Bay Academy understands that with technology rapidly advancing in an information-based economy, there is no way to predict what the future of our world will look like. We know that what students learn today could be out of date tomorrow. We feel it is of the utmost importance that students learn how to learn, how to adapt, how to solve problems in order to meet the demands of the future. We intend to provide our students with the right skill-set today, in order for them to become tomorrow's leaders. PBA's 21st Century Skill Set includes...

- Leadership
- Accountability
- Responsibility
- Initiative and Self-Direction
- Creativity
- Innovation
- Problem Solving
- Critical Thinking
- Communication
- Collaboration
- Decision Making
- Goal Setting
- Teamwork
- Adaptability
- Cross-Cultural Skills
- Diversity
- Synergy
- Planning
- Literacy
- Citizenship
- Service
- Global Literacy
- Technology



# 8 Habits of Happy Kids

*Last but not least...*

Habit 8

FIND YOUR VOICE

Inspire others to find theirs

*Remember to take care of yourself...*

Habit 7

SHARPEN YOUR SAW

Balance feels best

*Then play well with others...*

Habit 6

SYNERGIZE

Together is better

Habit 5

SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

Listen before you talk

Habit 4

THINK WIN WIN

Everyone can win

*Start with you...*

Habit 3

PUT FIRST THINGS FIRST

Work first, then play

Habit 2

BEGIN WITH THE END IN MIND

Have a plan

Habit 1

BE PROACTIVE

You're in charge

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## *1. Welcome*

Welcome to Palm Bay Academy! 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.

Palm Bay Academy is a proud "Leader in Me" school! We utilize the Leader in Me principles as an introduction to personal leadership. PBA is the first school in Brevard to become a Leader In Me school. We are in excellent company with over 3600 Leader in Me schools in 50 countries, all committed to the cause of helping students develop the leadership and academic skills they need to survive and thrive in the 21st century.

The Leader in Me is based on a powerful premise — **every child possesses unique strengths and has the ability to be a leader**. The Leader in Me is a whole-school transformation process, developed in partnership with educators. The process includes student participation in goal setting, data tracking, leadership roles, Student-Led Conferences, leadership environments, and Leadership Events.

All students become active participants in the direction of the school and many of the decisions that are made. This shared leadership increases engagement and enables students, staff, and families to be self-confident and self-reliant, work effectively with others, and make meaningful contributions. This environment empowers students with the leadership and life skills they need to succeed in the 21st century.

The 7 Habits of Highly Effective People is the foundation of the Leader In Me process. When merged with the universal, enduring principles of personal, interpersonal, and organizational effectiveness such as responsibility, vision, integrity, teamwork, collaboration, and renewal, these leadership principles create a common language and culture within the school. Another of the foundational principals of this culture is for members to find their voice (their unique gifts and talents), and to help others find theirs. Once students find their voice, they are inspired and motivated. Inspired and motivated students are intrinsically motivated to do the right thing.

These principles are not taught as a curriculum, but instead are consistently modeled by all school personnel and incorporated into coursework, traditions, and existing systems. They serve as a foundational operating system for the school, improving relationships, transforming culture, and highly motivating staff and students.

Your student is embarking on an exciting journey and our hope is that you will ask your student how he/she is doing along the way. Having your student re-teach the content to you will give him/her an even deeper understanding and will give both of you an opportunity to learn together! When taught and practiced in a school environment, these 7 habits have been proven to improve academic engagement, comprehension, and performance by strengthening individual work habits and improving social interactions. They help improve student performance and support school success by helping to foster the qualities of independence (goal-setting, organization, time management, and planning); interdependence (teamwork, conflict management, creativity, and analytical skills); and renewal (fun, desire to learn, and good health).

The staff at Palm Bay Academy has made the commitment to model and implement the 7 Habits of Highly Effective People in order to provide a caring and nurturing learning environment for our students. Through the teaching of the 7 habits, our staff will be working together with students to create a school that maintains the dignity of children through productive interactions while fostering positive relationships with parents and other community members.

Sincerely,

Madhu Longani  
Director  
Palm Bay Academy, Inc.

## ***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
- Car Loop Acknowledgement Form
- Health Card/Security Card
- 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 will 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 pending charges paid.

For transfers within Brevard County: No student will be admitted from another school in Brevard County until he or she presents a transfer card/form from the school previously attended.

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## ***3. Pledge of Allegiance***

Palm Bay Academy students (grade 5) or personnel recite the "Pledge of Allegiance" every morning at the beginning of the day in accordance with Florida Statute, 1003.44, Patriotic Programs; Rules...

The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state."

In addition, pursuant to s. [1006.07\(2\)](#) we are informing you that students have the right not to participate in reciting the pledge. Upon written request by the parent/guardian, the student will be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect to the flag by standing at attention, placing the right hand over his or her heart, men removing the headdress, except when such headdress is worn for religious purposes.

#### **4. Student Attire**

##### **School Uniform Policy**

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

Heather gray polos with the new 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 worn at all times for all students K – 8 while attending school (in brick and mortar building or virtually as in Google Classroom) or any school-sponsored activity **during** the school day. Parents must ensure conformity with uniform requirements.

Please review the dress code carefully (posted on line at [www.palmbayacademy.org](http://www.palmbayacademy.org) and in the Mandatory Orientation PowerPoint presentation) and discuss it with your child. All students are expected to come to school in complete, clean, neat uniforms without tears or holes. The same is expected of those students attending PBA virtually. As of July, 2018, all uniforms, including PE uniforms must be purchased from:

**All Uniform Wear**  
2585 W. New Haven  
Melbourne, FL 32904

Phone (321) 608-3845

##### **Basic Uniform**

**Gray Palm Bay Academy polo, navy blue bottoms, gray/navy socks. Bottoms are to be plain, solid navy blue. If two pairs of bottoms are being worn, they must both be navy blue. Outerwear will be plain, solid navy blue or gray and must remain open from top to bottom so the gray PBA polo is visible. No hoodies or pullovers are allowed. Students wearing non-compliant outerwear are to be asked to remove their outerwear and put it in their backpack. Other items such as gloves, hats, and fanny packs are NOT to be worn inside the building.**

Boys: PBA Polo Shirt with PBA logo (tucked in), pants or shorts, non-slip athletic shoes of o 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 (Middle only), plain non-slip athletic shoes (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, 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/ 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).

Thin headbands may be worn but they must be plain plastic, wood, or cloth covered. 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.

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

**B. 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.

**C. 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 color, gray or navy, the appropriate size for the student and shall not be overly baggy or violate any other provisions of the dress code.

**D. 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, 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.

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, **Leggings, jeggings, khakis, stretchy pants, and tights are NOT permitted. JEANS ARE NOT PERMITTED! BRIGHTLY COLORED/PATTERNED TIGHTS/SOCKS ARE NOT PERMITTED! LIGHTUP SHOES OR WHEELIES ARE NOT PERMITTED!** Long pants and sweat pants are to be navy blue. **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.

#### **E. 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.

**NOTE:** 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 a student's 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. Parents should 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 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 skorts are allowed for Middle School students.
- \* No bare tummies
- \* No spaghetti straps or visible bra straps
- \* No flip flops or backless sandals
- \* Clothing must be clean and well maintained

## **HOLIDAY CELEBRATION ATTIRE**

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, face 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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## ***5. Responsibilities & Rights***

### **Student Responsibilities, Rights and Expectations**

These student responsibilities, rights and expectations are also hold true and are to be obeyed during innovative learning such as while in Google Classroom.

### **STUDENT RESPONSIBILITIES AND RIGHTS**

- A. Students have the responsibility to know and obey rules and laws which govern their conduct while at Palm Bay Academy, on school property, or on school related outings and are to expect consequences for any inappropriate behavior.
- B. Schools provide opportunities for learning. Students have the responsibility to learn and use the educational experiences provided for them.
- C. Students have the responsibility to respect the rights of other persons who may have different points of view on some issues.
- D. Students have an obligation to attend school and avail themselves of a free and appropriate public education.
- E. Students have the responsibility to inform the front office when they plan to withdraw or transfer from PBA as soon as possible prior to the last day of attendance.
- F. Students have a responsibility to respect other persons and the property of others in the school setting and at school activities.
- G. Students have the responsibility to conduct themselves so that disciplinary action will not be necessary.
- H. Students have the responsibility to take care of the property (e.g., textbooks, equipment, materials) provided to them by Palm Bay Academy.
- I. Students have the responsibility to show respect during the pledge of allegiance to the flag. Upon written request submitted by his or her parent/legal guardian, a student will be excused from reciting the pledge of allegiance, including standing and placing the right hand over his or her heart. When the pledge is recited, unexcused students must show full respect to the flag by standing at attention, placing the right hand over his or her heart, removing any headdress, except when such headdress is worn for religious purposes.

### **STUDENTS ARE UNDER CONTROL OF SCHOOL**

All students are under the control and direction of Palm Bay Academy's Principal(s), or designee and the immediate control and direction of the teacher or another member of the instructional staff or bus driver to whom such responsibility may be assigned by the Principal(s);

- A. while they are being transported to or from school by a Palm Bay Academy sanctioned vehicle
- B. when they are attending school (whether brick and mortar or innovative)
- C. when they are engaged in a school-sponsored activity either on a school property or away from school property
- D. during a reasonable time before and after a student is on a Palm Bay Academy property for attendance at school or for authorized participation in a school-sponsored activity and only when on the premises A "reasonable time" shall mean twenty (20) minutes before the school day or school-sponsored activity is scheduled or actually begins or ends; whichever period is longer

### **CHARACTER EDUCATION**

There are universal principles or character traits that foster a safe, orderly, and caring school environment. The character traits of emphasis for our school are caring, citizenship, fairness, integrity, perseverance, respect, responsibility, and trustworthiness. Specific qualities of these traits might be included in the following descriptions: (From MISR Language Schools – Pillars of Good Character)

**Caring** Showing understanding of others by treating them with kindness, compassion, generosity, and a forgiving spirit. Caring is also listening for understanding and communicating with each other about such feelings as concern and gratitude.

**Citizenship** Being law abiding and involved in service to school, community, and country. Honoring school rules, cooperating, respecting authority, and protecting the environment are qualities of a good citizen.

**Fairness** Practicing justice, equity and equality, cooperating with one another. A person who is fair plays by the rules, takes turns and shares, is open-minded, listens to the opinions of others and doesn't take advantage of others.

**Integrity** Having the courage and inner strength to do the right thing. A person of high integrity builds a good reputation for standing up for his/her beliefs and acts justly and honorably toward all.

**Perseverance** Pursuing worthy objectives with determination and patience while exhibiting fortitude when confronted with obstacles. One who perseveres is prepared, works hard, never gives up, is positive and enthusiastic, and doesn't get discouraged by negative people.

**Respect** Showing high regard for authority, other people, self, and country. A respectful person uses good manners, is tolerant of differences, is considerate of the feelings of others and uses respectful language, not hurtful words.

**Responsibility** Being accountable in word, choices and actions. A responsible person has a sense of duty to fulfill tasks to the best of his/her ability with reliability, dependability, and commitment. Acting responsibly is using self-control by knowing the right thing to do and doing it.

**Trustworthiness** Being dependable, telling the truth, and admitting wrong doing. A trustworthy person is honest, loyal and keeps promises.

**Courtesy Protocols** We expect students to display courteous behaviors that provide a respectful school environment. Expected courteous behaviors include...

- A. Respectful greetings, acknowledgments, smiles, or gestures.
- B. Social skills showing appreciation and respect such as please, thank you, excuse me, and good morning.
- C. Respectful and appropriate behavior to all. Knowing and practicing courtesy words appropriate to addressing elders and those in authority.
- D. Classroom etiquette such as entering on time; one person talking to the teacher at a time; honoring time lines; patiently waiting; respectful listening; and honoring classroom procedures.
- E. Hall etiquette such as orderly walking and talking; staying to the right of the hallway; leaving space for others to pass; courtesy words when someone is bumped.
- F. Cafeteria/lunchroom manners such as waiting in orderly lines; using words such as please, thank you to cafeteria personal and volunteers; eating with good table manners; leaving a clean area.
- G. Appropriate behaviors for particular situations such as being quiet and applauding appropriately at concerts or during school presentations; good sportsmanship at sporting events.

### **ELECTRONIC/WIRELESS DEVICES**

Palm Bay Academy is aware that wireless communication devices (WCDs) are used by students and parents to communicate with each other. However, the use of wireless communication devices (WCDs) on school grounds must be appropriately regulated to protect students, staff, and the learning environment. Please be aware of the following policy...

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions but

they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours.

Technology including, but not limited to, WCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the school principal. However, the use of a WCD to engage in non-education-related communications is expressly prohibited.

For purposes of this policy, "wireless communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("E-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones), smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), smart watches, telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use WCDs on school property or at school-sponsored activities to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during after school activities, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or activity sponsor. Under certain circumstances, a student may keep his/her WCD "on" with prior approval from the principal for the specific time/event designated by the principal.

Except as authorized by a teacher, administrator, or IEP Team, students are prohibited from using WCDs during the school day, including while off-campus on a field trip, to capture, record or transmit the words or sounds (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit, written consent for the capture, recording or transmission of such words or images. Using a WCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a WCD to violate the privacy rights of another person, may have their WCD confiscated and held until the end of the school day until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated WCD may be turned over to law enforcement.

"Sexting" is prohibited at any time on school property or at school functions. As set forth in State law, sexting is the knowing transmission or distribution to another minor by a computer or similar device any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possessing a photo of any person that was transmitted or distributed by another minor that depicts nudity. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

WCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principal have authority to determine other specific locations and situations where possession of a WCD is absolutely prohibited. Students shall have no expectation of confidentiality with respect to their use of WCDs on school premises/property.

Students may not use a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. As set forth in State law, sexting is the knowing transmission or distribution to another minor by a computer or similar device any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possessing a photo of any person that was transmitted or distributed by another minor that depicts nudity and is harmful to minors. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture, record and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using WCDs to receive such information.

Possession of a WCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g. child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the WCD may be turned over to law enforcement. In particular, egregious offenses involving the invasion of another person's privacy, the Board reserves the right to confiscate the WCD and hold it until the end of the school year. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with WCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a 34 designated length of time or on a permanent basis.

A person who discovers a student using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

## **LIBRARY BOOKS AND OTHER SCHOOL EQUIPMENT AND MATERIALS**

Children are expected to take proper care of books or materials. Lost or damaged books or materials are the financial responsibility of the parents and students. In addition, students will take proper care of all innovative equipment and materials. Lost or damaged innovative equipment (laptops or other digital equipment) or materials are the financial responsibility of the parents and students.

## **RACIAL SLURS, HATE SLURS, NAME-CALLING,**

Racial slurs, hate-related slurs, name-calling and put downs, intimidation, physical, verbal or written will not be tolerated at schools, school activities, on school buses or other school sponsored transportation. Students shall at all times refrain from using racial slurs, hate-related nicknames, bullying and any other name-calling or put downs.

## **WITHDRAWALS, TRANSFERS – NOTIFICATION,**

Parents should notify the school or 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 and the next school the child will be attending. Before the withdrawal or transfer is completed, all school property must be turned in or accounted for, and all 102 charges paid.

Transfer within Brevard County No student will be admitted from another school in Brevard County until he or she presents a transfer card from the school previously attended.

## **Attendance, Attire, and School Day Readiness**

The foremost responsibility of our parents and guardians is to have their students at school on time (see *section 6. Attendance*), in the designated uniform (see *section 4. Student Attire*) and prepared to start their school day. Innovative learners are also expected to be prepared and dressed in uniform to start the day. Proper rest and nutrition is essential for a student to be at their best and able to learn successfully.

## **Textbooks/Workbooks**

All textbooks or 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 (could be as much as \$90.00).

## **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:

Kindergarten - First Grade:	30 minutes
Second - Sixth Grade:	1 hour
Seventh - Eighth Grade:	1.5 – 2 hours

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 "**Information/Brevard School Links/Brevard Schools Calendar**". 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.

Palm Bay Academy posts student grades to FOCUS. If you need to activate your FOCUS account, please ask the front desk for a copy of your PIN letter. It is required that you come to the school personally to receive and sign for the copy of your PIN letter.

## **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.

“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.

If you would like more information regarding [head lice](#), you can access our website or 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.

## COVID-19

Please be aware that some safety and security policies have been changed and/or superseded due to circumstances brought about by COVID-19. Please refer to the PBA Reopening Plan on the PBA website home page for current policies and procedures where noted.

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## 6. Attendance

### School Hours

Our school schedule is as shown below. **Normal procedures for entry in and egress out of the building have been superseded by the PBA Reopening Plan as posted on the PBA website home page.**

#### NOTES:

- Parents should remain in their vehicles at all times unless prior authorization is given for escorting the child is granted by school administration.
- Children CANNOT be dropped at the side of the building. 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 while the new routine is incorporated.
- Temperature checks may be randomly performed during the week.
- Upon arrival student will remain in their vehicle, student's temperature may be checked while they are in their vehicle, if the check indicates their temperature is below 100.4, they will exit their vehicle, sanitize hands, and proceed to the cafeteria to pick up breakfast and/or directly to the classroom.

- If the student has a temperature of 100.4 or more, they will not be allowed to exit the vehicle, nor will any other student in the vehicle be allowed to exit. The whole car load must leave the school property.

Elementary Campus      7:10 (lobby doors open) - Students sanitize hands upon entry  
 7:10 – 7:35 (breakfast) NOTE: Breakfast will be eaten in the classroom  
 7:30 (**school begins**)  
 7:40 (students marked tardy)  
 7:40 - 2:20 (class curriculum)  
 2:00 (Lobby closed for dismissal procedures)  
 2:20 – 2:30 (dismissal preparation)

**For Early Dismissal**

7:10 (lobby doors open) - Students sanitize hands upon entry  
 7:10 – 7:35 (breakfast) NOTE: Breakfast will be eaten in the classroom  
 7:30 (**school begins**)  
 7:40 (students marked tardy)  
 7:40 - 1:05 (class curriculum)  
 12:45 (Lobby closed for dismissal procedures)  
 1:05 – 1:15 (dismissal preparation)

Middle School Campus      8:45 (lobby doors open) - Students sanitize hands upon entry  
 9:00 – 9:30 (breakfast) NOTE: Breakfast will be eaten in the classroom  
 9:30 (students marked tardy)  
 9:30 - 4:10 (class curriculum)  
 4:00 (Lobby is closed for dismissal procedures)  
 4:10 (dismissal)  
 As designated by student schedule (Leader In Me)

**For Early Dismissal**

8:45 (lobby doors open) - Students sanitize hands upon entry  
 9:00 – 9:30 (breakfast) NOTE: Breakfast will be eaten in the classroom  
 9:30 (students marked tardy)  
 9:30 - 3:00 on Early Release Days  
 2:45 (Lobby is closed for dismissal procedures)  
 3:00 (dismissal)  
 As designated by student schedule (Leader In Me)

Brevard Schools has designated Fridays 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 7:10 am. Breakfast is available for pick up between 7:15 and 7:30 am. Children cannot be admitted before that time as there is no supervision available. Breakfast is served at 7:15 and ends at 7:35 am. Children must be picked up before 3:00 pm on regular days and 1:45 on early release days. **After 3:00/1:45 pm we are authorized to either charge a fee (which is to be paid in cash at the time the child is picked up) or contact the local authorities to pick up the child.**

## Field Trips **(Suspended at this time)**

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. ***Please note that 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 filed trips, volunteering on school grounds or at events, you must be finger printed as a **Registered 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.

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.

To begin your fingerprinting process, go to the Brevard Public Schools website, click on the "Parents & Students" tab, and access the "Registered Volunteer Application" link or go to: [http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_A-J/District\\_and\\_School\\_Security/Volunteer/Registered\\_Volunteer\\_Applicati](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_A-J/District_and_School_Security/Volunteer/Registered_Volunteer_Applicati) and follow the instructions. Registered Volunteer will cost \$35.00 via Debit or Credit Card (payable at Brevard Schools Security, \$8.00 Annual Renewal Fee (payable online). District Security hours: Monday - Thursday 6:30 a.m. - 3:00 p.m. (No appointment necessary)

## 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 **with** a doctor's note. Students go directly to their classroom after picking up breakfast. New curriculum starts promptly at 7:40 am.

**Elementary students are considered tardy at 7:40.** Middle School breakfast starts at 9:10 am.

**Middle school students considered tardy at 9:32.** 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. PBA personnel will bring the Sign In Log to your vehicle to have you 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 sign in your child, we will keep the child in the front office until you return and do sign them in.

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## Absences and Doctor's Notes **(NOTE: This policy is under revision at this time. Please call for specifics)**

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

## Extended Absence due to COVID-19 Driven Circumstances

If it is required that your student remain home due to CDC recommendations, steps can be taken to make sure your child's education is not interrupted COVID-19 driven absences will not count against the student's attendance record since they will be engaged in innovative learning from home.

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## Student Checkout **Normal procedures for entry in and egress out of the building have been superseded by the PBA Reopening Plan as posted on the PBA website home page.**

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 a Parent/Guardian comes to the school and checks out the student with 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. **No other “note” will be accepted.** 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 2:00 p.m. or 12:45 p.m. 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 completed 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 you and 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 every day 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 every day 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](http://www.palmbayacademy.org) or at the Front Desk.

## Visiting Students in School

- ◆ 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 school, the date of visitation, signed by the parent/legal guardian. Visitation under this designation must still follow security protocol; photo ID required no impromptu visits, etc. Impromptu visits are not allowed. Appointments must be made with the teacher.
- ◆ 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 2:00 p.m. on regular school days and no later than 12:45 p.m. 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.

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.

## Picking Up Early

Early pickups at Elementary campuses must be made no later than 2:00 pm. **There are no exceptions.** Elementary buses arrive at 2:00 pm and the car loop lane must be clear at that time. If you arrive after 2:00 pm, you will be asked to wait until the buses have loaded before your children will be released.

Students must be in school at least **4** hours of **instructional** time to be marked present for the day. Elementary early pickups must be made no later than 2:00 pm on regular days or 12:45 on early release days, (4:00 pm regular or 2:35 early release for Middle). **There are no exceptions.** Our buses arrive at 2:00/12:45 pm and the car loop lane must be clear at that time. If you arrive after 2:00/12:45 pm, you will be directed to go through the car loop.

- Parents are to call the front office at the school to arrange picking up their early once they arrive at the school. Parents are not to call while in route. 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.
  - Children will be brought from class to the pick-up line, at which time the parent will sign their child out. PBA personnel will bring the Sign Out log to parents in the car loop.
  - Parents will remain in their vehicles. No loitering at the exit door is allowed.

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.

## Late Pick Ups

Elementary students are released from school at 2:30 pm (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 and 2:45. Palm Bay Academy is responsible for your children from 7:10 am - 2:45 pm (Elementary and Immersion campuses), and 9:00 am to 4:15 pm (Middle School campus). After 2:45 pm Elementary students will be considered "Late pick-ups". By 2:45 pm

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.

**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
- Between 1:30 and 1:45 pm teachers will contact parents to verify they are on their way
- The pick up time is 1:15 pm for Elementary, 3:00 pm for Middle School
- Late pick up fee begins at 3:00 on regular days, 1:45 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 on regular days and 4:30 pm for Middle, 1:45 for Early Release Days and 3:30 pm for Middle Early Release Days) will continue attempting to contact authorized persons.

## Out Sick

It is required that you call the school by 7:40 am (Elementary, 9:30 for Middle) and report when your child is out ill. 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.

## Withdrawals

Please keep in mind that when you withdraw your child you must fill out the withdrawal paperwork before they can attend another 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 Front Office and complete the necessary paperwork ahead of time.

## Habitual Truant **(NOTE: This policy is under revision at this time. Please call for specifics)**

For those students that become identified as habitually truant, notification will be sent to Brevard County School Truancy Office. 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).

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.

## 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 and with consideration of COVID-19 driven circumstances. 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 will be considered as a solution.

## 9 Week Periods

### 9 Week Periods for 2020-2021

1st 9 WEEKS	08-24-20	10-23-20
2nd 9 WEEKS	10-25-20	01-15-21
3rd 9 WEEKS	01-19-21	03-26-21
4th 9 WEEKS	03-29-21	06-03-21

Palm Bay Academy follows the Brevard Public Schools calendar. That calendar can be found either on the Palm Bay Academy website ([www.PalmBayAcademy.org](http://www.PalmBayAcademy.org)) or on the Brevard Public Schools website

<https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/4/2020-2021%20District%20Calendar.pdf>.

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## 7. 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.

A full description of the Discipline Plans for Elementary and Secondary appear in the Brevard Schools Student Code of Conduct which can be found on the Brevard Public Schools website, under Departments and Programs/Student Services at the bottom of the page under Documents/ Code of Student Conduct. The current Brevard Schools Code of Student Conduct direct link is...

<https://www.brevardschools.org/site/handlers/filedownload.ashx?moduleinstanceid=6196&dataid=21332&FileName=2019-2020Code%20of%20Student%20Conduct%20November%202019%2011.25.2019%20Final.pdf>

**NOTE:** At the time this document was last published (08.13.20), this manual had not been updated to the 2020/21 School Year version.

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 Schools' Discipline Plan.

## Conferences and Parent Grievance Procedure

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 15-20 minutes. **Teachers and classes are NOT to be disturbed during the day for an unscheduled conference. In addition, conferences may not be scheduled or initiated during student morning drop-off (7:15 – 7:40 a.m.) or during afternoon car loop times (2:00 – 3:00 p.m. for regular days, 1:00 – 2:00 p.m. 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 under COVID-19 guidelines, 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 this Student Handbook in Section 11 of this document.

A current contact list can also be found on our website ([www.PalmBayAcademy.org](http://www.PalmBayAcademy.org)). Click the "Contact" icon near the top of the home page. If access to the internet is not possible, a copy can be requested at the front desk.

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## 8. Volunteering *(On-site volunteering is suspended due to COVID-19 safety guidelines)*

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 volunteers must be Registered Volunteers (For specific information see section 6. Attendance, under **Background Checked and Fingerprinted**). 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 a Registered Volunteer refer to section "6. Attendance, Background Checks and 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 of Directors' agenda.

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## ***9. Emergency and Testing 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 Public Schools closes for hurricanes, brush fires, or other emergencies. You will be notified by a pre-recorded call from Brevard County Schools of these closings and by email and text from Palm Bay Academy.

PBA will responsibly inform local health officials of any COVID-19 exposure and if a closing should be required due to COVID-19 circumstances, PBA will follow guidelines for school board procedures to inform staff, and families of the situation.

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 periodically. 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 the “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 nutritional breakfast every morning.
- They limit intake of sugary snacks and drinks.
- They arrive at school early (before 7:25 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 uniforms are ready the night before. A few extra minutes of time may be beneficial so that your 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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## ***10. Fund Raising***

### **School or Class Sponsored**

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
- \* Spring Pictures

### **PTO Sponsored**

- \* Holiday Shop
- \* Mother's Day Shop

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## 11. *Holiday Celebrations & Birthday Parties*

### Elementary Holiday Celebrations

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

### Elementary Birthday Parties **(On-site parties are suspended due to COVID-19 safety guidelines)**

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.

**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. **Due to COVID-19 safety guidelines outside snacks, party food, or cakes are not allowed.**

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## 12. *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 2020, the board members for Palm Bay Academy are:

- Chairman – Jennifer Wolf                      321-213-0567                      [mwolf@palmbayacademy.org](mailto:mwolf@palmbayacademy.org)
- Parent Liaison – Allison Cunningham      718-810-0622                      [acunningham@palmbayacademy.org](mailto:acunningham@palmbayacademy.org)  
    (also Secretary)
- Board Member – Brendan Purcell            404-579-5714                      [bpurcell@palmbayacademy.org](mailto:bpurcell@palmbayacademy.org)
- Board Member – Margaret Wilson           321-698-4774                      [mwilson@palmbayacademy.org](mailto:mwilson@palmbayacademy.org)

In addition...

School Director – Madhu Longani            321-779-1353                      [Longanim@palmbayacademy.org](mailto:Longanim@palmbayacademy.org)

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 depends on its parents and involved citizens to organize and run the PTO organization. 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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