

***Palm Bay Academy
Parent/Guardian Information
2017 – 2018***



Excellence is our goal!

Mission

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

Important Phone Numbers and Web Sites

Palm Bay Academy Elementary:	321-984-2710 Ph 321-984-0799 Fax
Palm Bay Academy Immersion:	321-723-4218 Ph 321-953-5160 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:	www.PalmBayAcademy.org
Brevard Schools Web Site:	www.BrevardSchools.org

Chairman – Jennifer Wolf	321-213-0567	Jenno100@aol.com
Parent Liaison – Allison Cunningham (also Secretary)	718-810-0622	Alstars94@yahoo.com
Treasurer – Cheryl Beck	321-368-3141	cherylbeck21@gmail.com
Board Member – Brendan Purcell	404-579-5714	bren1302@gmail.com
Director - Madhu Longani	321-779-1353	Longanim@palmbayacademy.org

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Web Info Page www.PalmBayAcademy.org

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

- ◆ School Services
 - Food Services - Lunch/Breakfast Menu and Wellness Program
 - Title I information
- ◆ Contacting PBA
 - Includes Board of Directors information
- ◆ Palm Bay Academy Calendar
- ◆ Brevard Schools Calendar
- ◆ PBA Chatter - PBA Charter Chatter Newsletter
- ◆ Latest Updates, "*Important Notifications*" – Appears as a banner, under the navigation bar, middle of the page
- ◆ School Activities – Strings, Chorus, Cheer, Clubs, Sports
- ◆ Essential Information, "*Important Links – Please Review*" - PBA forms, handbooks, school status information and reports, policies, Parent Portal

Access to Edline

Palm Bay Academy posts student grades to Edline. Parents usually sign up for Edline access during Mandatory Orientation. If you still need to activate your Edline account, please ask the front desk for a copy of your activation code. It is required that you come in personally to receive and sign for the copy of your activation code.

School Hours

Our school schedule is as follows...

Elementary School Campus	7:25 – 7:35	Cafeteria
Elementary School Campus	7:35 – 8:00	Morning Work in Homeroom
Elementary School Campus	8:00 – 2:15	Regular Curriculum (Early Release 1:15)
Language Immersion Campus	8:00 – 2:15	Regular Curriculum (Early Release 1:15)
Middle School Campus	9:30 – 4:15	Regular Curriculum (Early Release 3:00)

Traditional Elementary School doors open at 7:25 am. Children can be admitted with Palm Bay Academy permission before that (7:15 am), but there is no supervision before 7:25 am. Breakfast is served at 7:25 and ends at 7:55 am. Children must be picked up before 2:45 pm on regular days and 1:45 on early release days. **After 2:45/1:45 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.**

Language Immersion Elementary School doors open at 7:15 am. The Breakfast Room opens at 7:30 am. Middle School doors open at 8:45 am and breakfast is served at 9:00 am.

Breakfast and Lunches

Breakfast is ordered the day before for the following morning. Lunch is ordered in the morning for the same day. Both meals are ordered by your student while attendance is being taken, first thing in the morning. Neither breakfast nor lunch is ordered automatically. Lunches are called into our Middle School kitchen at 8:30 am. If your student comes in later than 8:30 am, they will need to bring a lunch since they were not present to order it themselves. If you suspect you will be late, you can call in no later than 8:30 am and order a lunch for your child. **We must receive your call by 8:30 am in order to add the lunch** to the days lunch count.

Coming In Tardy

Tardiness will be excused **ONLY** for illness and medical appointments with a doctor's note. Students are sent to their homerooms at 7:35 to begin morning work. Breakfast is served until 7:55 in the cafeteria. New curriculum starts promptly at 8:00 am. Middle School breakfast starts at 9:10 am. Middle school students considered tardy at 9:32 am. A child is considered tardy if they are over five minutes 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** accompany your child to the front desk and sign them in. This includes being late to school for any reason. Once signed in, your child will be given a tardy slip in order to enter the class room. If you do not accompany and sign in your child, we will keep the child in the front office until you return and do sign them in. Excessive tardiness (five tardies) will result in an unexcused absence being entered into your child's attendance record.

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

Picking Up Early

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 1:50 pm on regular days or 12:45 on early release days, (3:50 pm regular or 2:35 early release for Middle). **There are no exceptions.** Our buses arrive at 1:40 pm and the car loop lane must be clear at that time. If you arrive after 1:50 pm, you will be asked to wait outside until the buses and day car vans have loaded before your children will be released.

As a reminder for Traditional campus parents/guardians, parking is prohibited on both sides of Tropicana and in Dominican Tire 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.shtml>.

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 (where the student was required to be present)
- ◆ religious holidays (signed documentation must be received from the religious organization/leader for each day missed)
- ◆ illness with medical documentation – illness of the student
- ◆ chronic and extended illness – illness of the student

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

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

Students are released from school at 2:15 pm (except for early release days which are 1:15 pm for Elementary, 3:00 pm for Middle School). Regular pick up time for students is between 2:15 and 2:45. Palm Bay Academy is responsible for your children from 7:30 am - 2:45 pm (Traditional and Language Immersion campuses), and 9:00 am - 4:30 pm (Middle School campus). After that designated time, students will be considered "Late pick-ups". Teachers will contact parents to verify they are on their way. If parents/guardians 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. **As a last resort, local authorities will be contacted to pick up "Late pick-ups" who will then continue attempting to contact authorized persons. Parents/Guardians with chronic late pick-ups (2:45 on regular days, 1:45 for Early Release Days and 3:30 pm for Middle Early Release Days) are subject to late pick up fees payable in cash at the time of pick up. Fees are \$10.00 for the first 15 minutes plus \$1.00 for every minute after the first 15 minutes.** Example: If a student is picked up 30 minutes late, the total fee would be \$10.00 + \$15.00 = \$25.00. Unpaid fees will be added to the next purchase/payment made to the school (i.e. field trip costs, school pictures, fund raising purchases, etc.).

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

- PBA is responsible for your 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 2:45 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" (2:45 on regular days, 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 elementary school by 8:00 am (9:15 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.

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, dated, and signed notice using the "Transportation Change Form"** to the Front Desk when requesting a child be released to someone other than the designated person(s) **or** for any other change made in transportation means. Please note it is not the responsibility of the homeroom teacher to make sure the "Transportation Change Form" is delivered to the Front Desk. **There will be no exceptions.**

Vehicle Entry and Exit to Car Loop (Traditional Campus)

Remember to reduce speed to 20 mph during drop off and dismissal times per City of Palm Bay signage. 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.

Our traffic plan for entry into the Traditional 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.
- Enter the southernmost entrance into the school.
- If arriving before car loop begins, please make sure to park in line along the south side wall of the building. Once all the school buses and day care vans are in position and begin to load, cars can pull up behind the last day care van. Cars are not to use the left hand lane. It is for buses, day care vans, and emergency vehicles. This lane should never be blocked.

During drop off and dismissal, **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. This lane is for emergency use only.

Our traffic plan for exit from the Traditional 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.

Car Loop and Parking

Palm Bay Academy's Traditional campus has only one designated drop off and pick up area. 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 and in the Dominican Tire 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 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.

Palm Bay Academy's Immersion campus has only one designated drop off and pick up area. Buses and daycare vans have priority to pick up first.

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 of **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. 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.

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

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 as follows...

- All exterior doors are locked at all times. They may only be open with Administration authorization and must be manned while open (doors can not 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 (unacceptable means includes; 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 (Traditional campus) or beyond the classroom doors (Immersion) unless they have previous authorization for entry at that specific 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 (Traditional) or breakfast room (Immersion).
- Early pick-up cannot be any **later** than 1:50 pm (Elementary) on regular school days and no later than 12:50 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.

School Uniforms

School uniforms are mandatory for all students and parents must ensure conformity with uniform requirements. Please review the dress code carefully (posted on line at 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. As of June 22, 2016, all uniforms, including PE uniforms must be purchased from:

ALL UNIFORM WEAR

2585 W New Haven Ave
Melbourne, FL 32904

(321) 608-3845

Palm Bay Academy's uniform policy is as follows: In general, athletic shoes or loafers, non-slip soled shoes (NO patent-leather), gray, Palm Bay Academy T-shirt (Physical Education only, unless otherwise directed). And specifically:

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

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

Uniform (dress code) infractions:

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

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

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

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

NOTE: If your household income falls below the [poverty level](#) as defined by the United States Congress and adopted by the Brevard County School board, financial assistance may be granted for school uniforms upon application to and approval by the Palm Bay Academy Board of Directors. Please submit a letter of need (hardship letter) to the front desk listing your difficulties. 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. Title I NUT Days are listed on the PBA calendar on www.PalmBayAcademy.org. If a *Food Drive* NUT Day has been initiated (such as before Thanksgiving), 2 canned food items can be substituted for the 2.00 fee. This is for the food drive only, not regular NUT Days. Please follow these guidelines when choosing acceptable attire for a NUT Day:

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

- No flip flops or backless sandals
- No oversized jackets or sweaters

Student Planners

Student planners are one of our means of communication between the parent and the teacher. Please check your child's planner daily for notes and updates. You can use the planner to send in doctor's notes, ask for conferences, or any other correspondence you may need to send to the teacher.

Teacher Conferences

Parent/Teacher conference nights are scheduled once per semester. Notices will be given and appointments scheduled for the convenience of both parents and teachers. Teachers and classes are NOT to be disturbed during the day for an unscheduled conference. If you need to speak with a teacher before scheduled conferences, please call the office to arrange an appointment, or write a note to the teacher via your student's planner requesting a meeting. Impromptu meetings especially at the beginning of the school day and at dismissal are disruptive and is a security risk, please be courteous and make an appointment.

Discipline Tree

It is not necessary for a behavioral issue to be repeated for one of these stages to be initiated. Higher stages can result from a variety of behavioral issues.

- Level 1:** Warnings and/or documented Phone Conv. w/Parent
- Level 2:** Documented Phone Conv. w/Parent
- Level 3:** Silent Lunch – No Warnings Necessary (this level & higher)
- Level 4:** 1st ISS*
- Level 5:** 2nd ISS
- Level 6:** OSS**

*ISS = In School Suspension

**OSS = Out of School Suspension

Threatened or actual violence = automatic suspension/expulsion

PLEASE NOTE: Certain misconduct that falls under the Zero Tolerance policy is not subject to the Stages of Discipline. Appropriate action will be taken immediately in these cases.

Keep Student Contact Information Current

It is imperative for your child's safety to keep your contact information up to date with the Front Office. 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 add/remove contacts from the pick up list, please supply a written, signed note detailing the change(s). Only authorized parents/guardians can add/remove contacts from the pick up list. In cases of 50/50 custody, both parents/guardians must agree upon any changes.

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, 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

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

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 concerning **A Plus level volunteer** status 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 a **Level A Plus volunteer** (through Brevard Schools in Viera). Fingerprinting through any other organization (including the FBI, CIA or any other county, state or corporate organization) is not accepted by Brevard Schools.

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 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.

Birthday Parties

The teacher coordinates birthday recognition in 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.

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 at the phone numbers listed in the Student Handbook which is listed on our website. If access to the internet is not possible, a copy can be requested at the front desk.

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

Questions and Contacts

Who to talk to on questions about...

- ◆ Elementary Transportation (Busing) – Amanda Thibaudeau
- ◆ Breakfast Lunch Program – Betsy Lifter
- ◆ Middle School Transportation (Busing) – Tracey Dean
- ◆ Elementary Discipline & Curriculum – Marilyn Kinsel
- ◆ Middle School Discipline & Curriculum – Jerry RunnerSmith
- ◆ Exceptional Student Education – Kim Gary

- ◆ Events – Website & Front Desk
- ◆ Field trips – Your student's homeroom teacher

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

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

A current contact list can be found on our website (www.palmbayacademy.org). Click the "Contact PBA" tab on the navigation bar near the top of the home page.