



2016-2017

JAGUAR HANDBOOK

Welcome

Welcome to The Parke House Academy! We are excited to start the 2016-2017 school year, one that is sure to be filled with lasting memories and academic accomplishments. Please read this newly revised PHA Jaguar Handbook (formally called Parent Handbook) in its entirety. After completion, please complete and return the Handbook Acknowledgment Form.

About Us

The Parke House Academy values the structured learning approach in a nurturing environment, and we are proud to be accredited by the Florida Council of Independent Schools (FCIS) and the Florida Kindergarten Council (FKC).

Student achievement is facilitated by highly qualified and caring instructors who understand the necessity to educate the whole child. The curriculum is guided by elevated academic standards grounded in a strong foundation of reading, writing and mathematics. The school also offers a strong academic program in the areas of science and social studies. Technology, library, etiquette, foreign language, physical education, art and music complete the curriculum. Children's stages of growth and development are considered when planning the cohesive learning program.

Employees ensure that the students are safe, confident, joyful, respectful and fully prepared. The staff also appreciates the role that parents play in their child's education. Teachers and administration effectively interact with parents on a one-to-one basis, always focusing on student goals and accomplishments. Interactions among the staff, with administration, parents and students are fair, positive and constructive. The strong partnership among home, school, educators and community ensures a caring family atmosphere at The Parke House Academy.

PHA school has two main buildings. The Preschool, Jr. Pre-K, and Pre-Kindergarten classes are located in the Lower Division (LD) building. The Kindergarten through 5th Grade classes are located in the Upper Division (UD) building.

The administration and staff are committed to providing care and consideration to all our families and will be available to help with questions or concerns.

~Directors

Megan Francis (Upper) mfrancis@theparkehouseacademy.com

Danelle Evans (Lower) devans@theparkehouseacademy.com

~Business Manager

Christy Boyette cboyette@theparkehouseacademy.com

~UD

Office Manager

Kelly Bradford pha@theparkehouseacademy.com

PHA SECURITY

For the safety of our PHA staff, students and families, the school is monitored continuously with cameras in various locations. In addition, all doors are locked during the school day. All visitors need to ring the bell for admittance to The Parke House Academy. We appreciate your patience after ringing the bell for entrance.

TADS & TUITION

PHA families submit payment for their child's tuition through TADS, our online tuition management system.

Questions regarding TADS should be directed to Christy Boyette at cboyette@theparkehouseacademy.com.

Tuition amounts are based on an academic year plan and may be paid in 10 equal monthly payments. To secure a spot for the next school year, a re-enrollment deposit in the amount of one month's tuition is due in February. The deposit is non-refundable and will be credited to May's tuition for the following year. An annual materials fee is due in May for the following school year. This fee covers curriculum materials used throughout the school year.

All parents/guardians are required to sign a Tuition Agreement each school year, which is filed with the student's records. The Tuition Agreement explains in detail the deposits, policies and fees due during the school year. Deposits for the following school year are to be paid by a check made payable to The Parke House Academy.

MATERIALS FEE

The annual materials fee pays for textbooks, consumable materials and workbooks used throughout the year. One Spirit Day t-shirt will be provided to each student at the beginning of each school year, and is included in the materials fee. The materials fee does not include ancillary charges such as uniforms, field trips, transportation to field trips, or after-school activities. Parents are required to provide a backpack, PHA uniforms, and a daily lunch. Graduation caps and gowns for Pre-Kindergarten and 5th Grade are not included in the materials fee, and are required for graduation ceremonies. Yearbooks will be available for purchase at the end of each school year for a nominal fee.

SCHOOL SUPPLIES

The annual materials fee pays for the consumable materials and workbooks used throughout the year. Teachers may provide a "wish list" of additional materials for the school year. Each student is required to have a backpack, PHA uniform and lunch accommodations daily.

SCHOOL HOURS

Please take notes on the following information regarding PHA's drop-off and pick-up times for different grade levels. Please refer to the detailed schedule of times when planning your day. We truly appreciate your consideration!

*Our parking lot and drop-off lanes are cell phone free lanes.

*The safety of our students and families is always our main concern.

UPPER DIVISION START TIMES/TARDIES

- UD students should arrive to school between 8:00 and 8:20am.
- Kindergarten students arriving to school between 8:00 and 8:20 are to report to the cafeteria.
- All 1st through 5th Grade students arriving to school between 7:30 and 8:20 are to report to the gymnasium.
- Classroom teachers will meet students at these locations at 8:20 to escort them to the classroom.
- Please do not enter your child's classroom prior to 8:30, as this is teacher's planning time. If you need to conference with a teacher, please schedule an appointment so we can assure you the quality time that you deserve.
- UD instruction time begins at 8:30am.
- All families are encouraged to use the UD drop-off lane located behind the gymnasium. The drop-off lane is open from 8:00-8:20. Please do not park in the drop-off lane.
- Students arriving after 8:20 are to enter through the front door only.
- Please do not wait in the hallway with students in the morning. This is disruptive to our arrival procedures.
- Students are tardy after 8:30. Five unexcused tardies will result in an unexcused absence. While we realize that there are occasions when children may be late, excessive tardiness is an issue. Students who are consistently tardy lose out on valuable learning time and may cause an interruption to those already on task. Parents will be contacted by school administration if a student is consistently tardy. All unexcused tardies are recorded on the student's report card.
- Morning-Care is available beginning at 7:30 in Upper and Lower Division.
- Lower Division students who do not have a sibling in Upper Division will be charged a daily fee for early care from 7:30-8:30. LD morning care is located in the LD library.

UPPER DIVISION DISMISSAL TIMES

Dismissal times are staggered for the purpose of keeping our students and families safe. For your convenience we have slated "windows" of time for pick-up for different grade levels. Please observe these times to minimize the traffic flow.

- Kindergarten and 1st Grade pick-up time-window is 3:10-3:20
- 2nd through 5th Grade pick-up time-window is 3:20-3:30

UD students not picked up by 3:30 will be in After-Care and fees will apply.

LOWER DIVISION START TIMES

- LD students should arrive to school between 8:30 and 8:45am.
- The LD classroom doors open at 8:30am and instruction begins at 9:00.
- All LD parents are welcome to walk their child into school every morning.
- An optional drop-off lane will be available from 8:30-9:00. This lane (the curb alongside LD) is to be used for drop-off only; please do not park.
- Please do not enter your child's classroom prior to 8:30, as this is teacher's planning time. If you need to conference with a teacher, please schedule an appointment so we can assure you the quality time that you deserve.
- Each LD classroom will have center time from 8:30-8:55. This is a great time for young children to get acclimated to their classroom environment and to greet their friends. Circle time begins at 9:00.
- Morning-Care is available beginning at 7:30 in the LD library for a minimal fee.

LOWER DIVISION DISMISSAL TIMES

Dismissal times are staggered for the purpose of keeping our students and families safe. For your convenience we have slated "windows" of time for pick-up for different grade levels. Please observe these times to minimize the traffic flow.

- Preschool & JPK pick-up time-window is 2:20-2:35
- Pre-K pick-up time window is 2:30-2:45

*LD students not picked up by 3:00 will be in After-Care and fees will apply.

RELEASING STUDENTS

If any student must be released from school early, the student must be signed out by a parent in the office. The office will notify the teacher. ALL adults picking up students must be listed on the Student Information Form. We will not release a student to any person not on the form. Please notify the office if someone other than the regularly scheduled person is to pick up a student, even if listed on the form. Please understand that we will request picture identification.

EXTRACURRICULAR ACTIVITIES/AFTER-SCHOOL ENRICHMENT CLASSES

The Parke House Academy offers many extracurricular activities (after-school enrichment classes). Participation in these activities is optional, and fees are in addition to the tuition fees. Fees for these classes will vary depending upon the activity and the number of sessions and special events provided. Most after-school enrichment classes are split up into two sessions. Packets with information and registration for each class are sent out twice a year. The first session begins after the first two weeks of school and ends in December. The second session starts after winter break and ends shortly before the last week of school. Dates, times and prices vary. Students are not allowed to participate in ANY afterschool activities if they have been out sick on the same day.

UPPER DIVISION AFTER-CARE

The Parke House Academy offers extended hours in our After-Care Program until 6:00pm. The YMCA After-Care Program is offered to our UD students, and the program is held on the PHA campus. All payments will be made to the YMCA. All families enrolled must follow payment, pick-up, and behavioral guidelines of the YMCA Program. All concerns or cancellations will go directly through the YMCA.

LOWER DIVISION AFTER-CARE

A separate After-Care Program is available to our students in the Lower Division. Families utilizing the Lower Division After-Care will be billed monthly per days used, and payment is made to PHA. A late fee of \$1.00 per minute will be charged for every minute after 6:00pm that your child remains at The Parke House Academy.

ATTENDANCE

Regular attendance is important and required by Florida Law (Section 1003.21, Florida Statutes) for students in Kindergarten through 5th Grade. Students who have had 15 or more unexcused absences within 90 calendar days may be subject to mandatory withdrawal from the school. This includes five tardies equaling one absence. Students with excessive tardies (more than 15 unexcused tardies per quarter) may be subject to mandatory withdrawal from school.

Five tardies to school equal one unexcused absence. Students may be excused for the following reasons:

- Medical appointments
- Counseling appointments
- Legal appointments
- Funeral of family member or closely related friend
- Family emergency
- Illness

*An excused note is required to be submitted within 48 hours of student return.

Please inform the school before 9:00am if your child will be absent. For students in Kindergarten through 5th Grade, a written note from the parent/guardian upon returning to school is required to explain the cause of absence. Parents are encouraged to schedule doctor's appointments before school, after school or during school break. It is the responsibility of the parent and child to obtain missed schoolwork from their teacher. In the event of a planned absence, classwork and homework should be picked up prior to departure and completed within a week of return. Students with medical conditions must provide documentation from their physician explaining health guidelines, if absences are reoccurring due to illness.

STUDENT PLACEMENT

Student placement is at the discretion of the administration. The Parke House Academy takes all elements into consideration when delegating classroom placement. Student placement requests are not accepted.

STUDENT FILES AND CUSTODY CONSIDERATIONS

The following registration and enrollment forms must be completed and returned prior to a student's first day of class:

- H.R.S. form 6800605 immunization record signed by licensed physician (PS, PK, 5-year-old, new students)
- Student physical health examination form 3040 signed by licensed physician (PS, PK, 5-year-old, new students)
- Birth Certificate
- Physical education form
- Student Information & Information Form
- Complete Admission Application
- Signed Tuition Agreement (yearly)
- Records from previous school including all test scores

If you have a change of home address, phone number or email address, please notify the office immediately as we will need to update the student's emergency contact information. Parents who have sole custody of a child with specialized court orders restricting a parent from coming into contact with the child need to notify The Parke House Academy of the circumstances. Legal documents concerning this matter must be included in the child's records. Your consideration in maintaining a safe place for academics is appreciated.

PARENT TEACHER COMMITTEE

The Parent Teacher Committee hosts meetings and school activities throughout the school year. The PTC's purpose is to expand communication, as well as to provide extracurricular programs, functions, and services for students, staff, and parents. Parents are encouraged to become active members. The PTC consists of several sub-committees with various functions to serve the students. A list of PTC committees and PTC by-laws are located in the office. Funds raised by the PTC are used to directly benefit all PHA students and distribution is voted on by the PTC board and members in attendance at the meeting.

VOLUNTEERS

Parents are encouraged to visit the school, donate their time and share their talents and knowledge with our PHA family. Volunteers are required to sign-in/sign-out at the front office and must wear an assigned volunteer badge while on school property. Each classroom teacher requests a "Classroom Coordinator" to help with various activities in their classroom throughout the year. Parents are asked to inform the teacher if they are interested in the position or can volunteer in the classroom. We love our volunteers!

LUNCHES AND SNACKS

Students will need to provide their own lunch from home each day. All lunches from home should be healthy and may not contain soda or candy. Please keep in mind that teachers cannot heat or refrigerate food brought in lunch boxes. It is suggested that you place a freezer pack in their lunch box to ensure the food and drink stay chilled and do not spoil. Please do not forget to pack appropriate utensils for your child's lunch. Students will also have at least one snack break. Your child's teacher will inform you of the snack schedule. All PHA children are required to display appropriate manners during mealtime. We ask that parents reinforce good manners at home.

REPORT CARDS AND PROGRESS REPORTS

Report Cards for completed four times a year for UD students and twice a year for LD students. UD students will also receive progress reports midway through each quarter to inform parents of a student's progress during the current quarter. There will be two teacher requested conference times for both Upper and Lower Division students. Parents or teachers may request additional conferences at any time to review a student's performance.

HOMEWORK

Homework is assigned in Kindergarten through 5th Grade. Students receive a Homework Planner, which will list all daily homework assignments. Parents, please check the planner daily to make sure all assignments have been completed. Parents are encouraged to designate a time, place, and support for their child to do the required work. It is important that parents work cooperatively with teachers to improve their child's study habits both at home and in school. Reading together or independently is always appropriate homework!

STANDARDIZED TESTS

All Upper Division students participate in standardized testing each spring. The test results are confidential and do not influence a student's standings at The Parke House Academy. Standardized tests are a tool used to measure student achievement and curriculum content.

ILL CHILDREN

Please do not send a sick child to school. Please call the office by 9:00am to inform us if your child will be absent due to illness. Unfortunately, there are times when a student may become ill during school hours and must go home. The school will contact the parents or guardian to arrange for pick-up of the child. The parent will be called first, and if we are unable to reach you, we will go through the emergency list to find an authorized person to pick up your child. We will not release your child to anyone that is not authorized on your emergency list.

Any child sent home with a fever, rash, diarrhea and/or vomiting may not return to school until the child has been without these symptoms for 24 hours. This policy is for the safety of all children, siblings and staff, and is strictly enforced.

The Parke House Academy encourages a healthy learning environment. If a student is absent with a contagious illness for longer than 72 hours, he/she will need a note from his/her physician to return to school. Again, this is for the safety of our PHA family!

HEAD LICE POLICY

- If a student has been identified with live head lice or nits, the parent(s) will be notified, instructed in treatment of head lice and asked to pick up their child as soon as possible.
- Following a confirmed case of lice, PHA families will be notified by administration via email; student names will not be mentioned.
- Student will be re-examined upon returning to school.
- Any student with head lice or nits will not be allowed to re-enter until they are lice and nit-free.
- A student who has been cleared of live lice and nits will be re-examined in 14 calendar days (or closest school day if 14th day falls on weekend or holiday).
- If the student is found to have live lice or nits on re-examination, the parent will will once again be notified.
- Designated staff members will conduct inspections for suspected cases.
- Parent of the classroom of the affected student will be notified via email student if it's an isolated case. If an additional student is affected, all classroom parents will be notified.
- Educational information will be given to parents about lice.

If parents are concerned about the presence of head lice, they are to be referred to the Lower or Upper Division office.

MEDICATION

It is extremely helpful when medication is administered before and after school hours. However, we understand that there are situations when daily administration of medication is needed. We are happy to assist you in following these guidelines:

- 1) All medications that are prescription and non-prescription (including cough drops, melt-a-ways, creams and lotions) MUST come to the front office (not to the teacher) for approval.
- 2) Parents/guardians must sign a medication release form for The Parke House Academy to administer medication to a child. All medication must remain in the office.
- 3) If prescription medication is to be administered, it must be in its original container and labeled with the child's name on the bottle, current date and the dosage/time of the medication to be given.
- 4) All allergies, health issues or health concerns must be documented on the Student Information Form provided to you. If your child has a severe allergy, requires epinephrine, or has any other serious health issue, we will complete an action plan with you.
- 5) All severe health conditions must be documented by a physician and placed in student's records.

DRESS CODE

Uniforms are required for all of The Parke House Academy students. The Parke House Academy feels this encourages unity. Compliance with the uniform requirement is required. Outerwear with The Parke House Academy logo must be purchased through the Land's End Catalog.

- Thursdays are formal days for the Upper Division. Boys are required to wear their blazers and girls must wear their jumpers or navy skirts. The top layer of each child's outfit must display The Parke House Academy logo.
- Fridays are Spirit Day. Students are invited to wear their Spirit Day t-shirts with the appropriate khaki pants, shorts, skirts, skorts, jeans, or jaguar print attire.
- Appropriate footwear must be worn at all times. Appropriate footwear includes black or brown dress shoes or sneakers. Students are not permitted to wear the following: open back shoes, cowboy boots, knee high boots, flip flops, crocs, high-heeled shoes, or specialty shoes (Wheelies, shoes that make noise or have lights, etc.).
- Students must wear white or solid colored socks. Girls may wear knee high socks as long as they are white or solid colors which are in line with the PHA uniform.
- Hats and hoodies must not be worn while indoors.
- Teachers and staff members may ask students to remove jewelry that become distracting to the classroom environment. Items will be returned to the parent.

EMERGENCY DRILLS

Fire drills are held monthly and may occur any time during the day. Tornado drills are also held throughout the year. All adults and children on campus are expected to comply quickly and quietly with the drill procedures. If a student is the cause of a false alarm, the parent will be responsible for a fine imposed by the fire department.

The Parke House Academy has established a Safe School Plan. The Safe School Plan cannot be viewed publicly, but is available for view upon request from a PHA parent. Please see PHA administration directly with any questions regarding this plan.

TUTORING

Tutoring before or after school hours can be recommended/requested by teachers and parents. Tutoring must be approved by the Director and should not last longer than one hour each day. Your child's classroom teacher can recommend tutoring, but he/she cannot tutor your child. Your classroom teacher will recommend another teacher in the school who will be available to tutor your child. Please ensure that you are paying the individual teacher for tutoring in a timely manner.

Tutoring Rates:

\$45 for 1 hour

\$35 for 45 minutes

\$25 for 30 minutes

CLASS PHOTOS

Individual black-and-white/color photographs will be taken of all students in the fall. Color class pictures and individual photographs will be taken in the spring. Purchase of these photographs is optional. From time to time, photographs are taken at our special events and shared with our families. If you have questions or concerns with regards to photos, please speak directly with administration.

BIRTHDAYS

To avoid conflict or heartache, we ask that all invitations for birthday parties be mailed from home. Please inform the classroom teacher if a special snack will be provided (cupcakes, etc. during snack time). PHA does not permit outside entertainment for birthday parties such as clowns or magicians.

COMMUNICATION

Home/school communication is vital to a student's success in any school environment. The PHA staff is dedicated to ensuring a trusting relationship with the parents. Methods of communication provided to parents are:

- Classroom emails
 - Flyers and individual websites and blogs are updated weekly
- Emails from administration and teachers
- Personal phone calls
- School-wide newsletter: Paw Prints
- The PHA website: www.TheParkeHouseAcademy.com
- Facebook posts
- Parent/Teacher Conferences

VOLUNTARY WITHDRAWAL

A parent wishing to voluntarily withdraw their child from The Parke House Academy must notify the office in writing. New school information should be provided to forward the student's records. The tuition agreement/contract outlines the financial obligations regarding withdrawal.

INVOLUNTARY WITHDRAWAL

The Parke House Academy reserves the right to withdraw any child from the school if the child cannot function in the classroom environment or disregards the Code of Conduct. The Parke House Academy reserves the right to withdraw a child whose parents repeatedly disregard the school's policies and/or tuition agreement. Failure to abide by the policies and procedures stated in this handbook may result in your child being withdrawn from The Parke House Academy.

The Parke House Academy Code of Conduct

Revised 2016

The Parke House Academy remains committed to educating students in a community that fosters and celebrates social and academic excellence through dignity and respect.

Our collective goal is for students to demonstrate:

- Honesty, integrity and good judgment
- A complement of basic and advanced skills -- linguistic, mathematical, scientific, artistic, physical and social
- An inquiring and discriminating mind and a desire for knowledge
- A strong self-esteem and high personal expectation
- Tolerance and respect for others

The PHA Expectations, Levels of Infractions and Responses have been established to help accomplish this collective goal and to help create a positive and safe learning environment. The PHA staff encourages good manners and appropriate behavior. Children receive redirection if behavior has the potential to lead to misbehavior. However, if an incident should arise, a time-out period is offered along with modeling and practice of communication skills in order to develop positive techniques and elicit solutions so that the child can solve his or her own situation. Under no circumstances is any type of physical or emotional punishment used.

STUDENTS ARE EXPECTED TO:

- Arrive at school on time and attend classes daily
- Interact with other students, teachers and administration with respect and dignity
- Respect the school property and the property of others
- Be honest and fair
- Make the effort to accomplish school work and homework
- Follow the directions provided to them by PHA staff and administration

PARENTS ARE EXPECTED TO:

- Participate in their child's education in a positive manner
- Volunteer when possible
- Attend conferences and other scheduled meetings
- Communicate with their child's teacher(s)
- Check homework, binders, and backpacks each day
- Refrain from discussing other students/staff while at school
- Use proper language on campus and at PHA events
- Share concerns with teachers and administration
- Take the needed action to facilitate their child's academic growth and positive behavior

Inappropriate behavior and misconduct have been divided into three levels, with corresponding possible and appropriate responses. All effort is given to listen and approach each incident in a clear and fair manner towards all students.

Level One Infractions

Possible Responses

- Not following classroom rules
- Not following PHA Jaguar Gems
- Not following instructions or procedures
- Providing false or misleading information
- Failure to complete schoolwork
- Failure to complete homework
- Inappropriate language
- Excessive tardiness/absenteeism
- Inappropriate behavior in special areas hallway, playground or lunchroom
- Showing disrespect towards other students, staff or administration

Teacher discussion
Redirection in classroom
Removal from activity
Removal from classroom
Parent contact

Level Two Infractions

Possible Responses

- Repeated offenses of Level One
- Bullying another student
- Harming or teasing another student
- Cheating
- Extreme disrespect

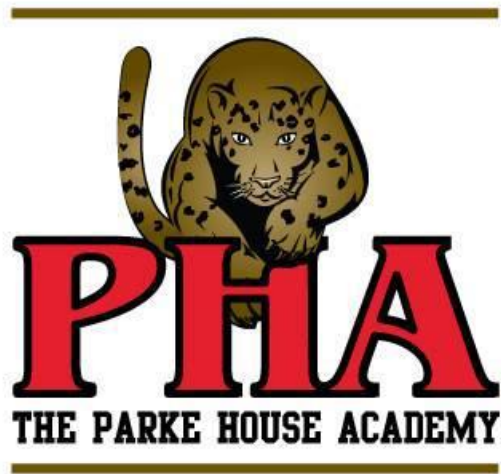
Teacher discussion
Removal from class
Director discussion
Parent contact
Early dismissal
Parent conference

Level Three Infractions

Possible Responses

- Repeated offenses of Level Two or One
- Destruction or vandalism
- Serious incident of disrespect
- Fighting
- Purposeful injury toward another
- Stealing of property

Parent conference
Director discussion
Removal from class
Early dismissal
Suspension
Involuntary withdrawal



**JAGUAR HANDBOOK
ACKNOWLEDGMENT FORM**

I have this day received a copy of The Parke House Academy Jaguar Handbook for the 2016-2017 school year and understand that this handbook replaces any and all prior handbooks.

I understand that it is my responsibility to read and be familiar with the information contained in the handbook. I understand and hereby agree to comply with all the policies contained in the handbook and any subsequent revision.

Student Name(s) (please print):

Parent Name (please print):

Parent Signature:

Date: _____