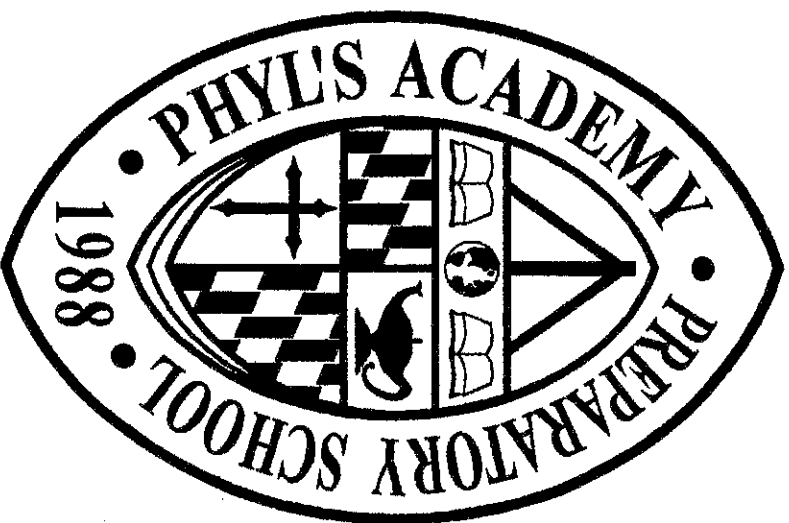


PHYL'S ACADEMY PREPARATORY SCHOOL



PARENT & STUDENT HANDBOOK (REVISED AUGUST 2020-21)

Phyl's Academy

Welcome to the new school year at Phyl's Academy. We appreciate the opportunity to share in helping to build your child's future. We accept the responsibility and assure you that we will do our best for all students and parents to ensure a progressive school year.

SCHOOL HOURS

Billing Office	9:00 a.m. – 5:00 p.m.
Preschool	8:00 a.m. – 5:00 p.m.
Kindergarten	8:00 a.m. – 3:00 p.m.
Grades 1-5	8:00 a.m. – 3:00 p.m.
Grades 6-12	8:00 a.m. – 3:00 p.m.
After School Care	3:00 p.m. – 6:00 p.m.

DEVOTION

Kindergarten - Grade 5 - starts promptly at
8:00am

Grade 6-12 - starts promptly at 8:00 am

LICENSED BY:

Child Care Licensing and Enforcement Division

REGISTERED WITH:

Florida State Department of Education

ACCREDITED BY:

Association of Independent Schools of Florida

SACS

National Council of Private School Accreditation
(NCPSA)

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PURPOSE OF HANDBOOK

The purpose of this handbook is to explain to the parents and students of Phyl's Academy our basic philosophy of education and our policies which will direct our relationship together throughout this school year. If any problems or situations arise that are not in this handbook, the administration and faculty will determine the course of action necessary.

OUR HISTORY

In 1979, Phyl's Academy was founded by a registered nurse, Phyllis Frempong-Boadu, in response to a pressing need for affordable quality daycare. Phyl's Academy provided a curriculum that challenged and nurtured the early student at tuition costs affordable for working parents who wanted the best for their children. This quality service quickly expanded doubling its initial enrollment in its first year. Since its modest start Phyl's Academy expanded to include Daycare, Elementary School, Middle School, After School Care, and Summer Camp, meeting the needs of hundreds of students and their families. In 1988, the first Fort Lauderdale branch of Phyl's Academy was opened, expanding our services beyond the New York City area.

OUR VISION

The students at Phyl's Academy will have the opportunity to realize their full academic potential, their hopes and their dreams supported by the nurturing Phyl's Academy learning community.

OUR MISSION

Our Mission is to provide an education that shapes the growth of each child's creativity, knowledge, and character, so that he/she may become a productive citizen of the changing society in which we live.

OUR PHILOSOPHY

At Phyl's Academy, we believe that a good education is one that shapes the growth of an individual's creativity, knowledge, and character. Our curriculum is designed to recognize individual differences and foster the development of each student's intellect and personality, meeting the needs of the whole child. Our inspiring environment enables students to reach their academic and social potential by developing and enhancing skills that create the foundation for a progressive future. Self-esteem develops as a child senses his/her accomplishments, and this enhanced confidence provides the necessary tools for a successful future.

ADMISSIONS

Phyl's Academy admits students of any race, color, and national or ethnic origin

REGISTRATION FOR FIRST TIME STUDENTS

A student is admitted to Phyl's Academy on the basis of former record, interview, standardized test scores, and entrance examinations. Registration may occur at any time if there are class openings.

ADMISSION PROCEDURES

Pre-School students are registered as space is available.

Tours are given by appointment from 9am – 11am daily. You will be required to fill out a basic data form at this time. Parents will be given a recommendation form to be filled by the administrator of the student's previous school. When we receive the recommendation by mail, we will call you to schedule a date for the assessment of your student. An appointment for the parent interview will be set up at that time and the test results will be discussed during that meeting. The application will be released upon acceptance of your student into our program. (Masks will be required). **Tour hours are subject to change******

All children entering K – 12 will be tested.

K – 12th Grade

After reviewing the test scores, parents will be informed where the child will be placed based on test scores. An appointment is scheduled where both parents and students will be interviewed. The student's behavior will be observed during testing and interviewing.

Please set up a registration appointment to complete the registration process. The following will be needed:

- a. Birth certificate
 - b. Medical forms (Physical Exam & Immunization Record)
 - c. Proof of health insurance
 - d. Permanent record request form
 - e. Uniform order form
 - f. Enrollment forms
 - g. Applicable fees
- Method of payment (all to be paid through tuition management)

RE-REGISTRATION FOR RETURNING STUDENTS

A student's status will be revised yearly and re-enrollment will be based on the student's academic progress, financial, and disciplinary record.

If a student fails reading and/or math, he/she will not be promoted to the next grade, and will be required to attend the summer tutorial to make up the failing subjects. At the end of the tutorial, the student will be tested and if the grades are satisfactory, he/she can be promoted.

Re-registration of a student is finalized when the following have been received.

1. Re-registration forms
2. Yearly medical examination
3. Re-registration fees, Tuition, and Book fees
4. Interview with an Administrator

CURRICULUM

The academic classes offered at Phyl's Academy provide exposure to a wide range of subjects to ensure that all students receive a well-rounded education and a strong foundation for the future.

School hours are 8:15 am – 3:00 p.m. Elementary School

School hours are 8:15 a.m. – 3:15 p.m. Middle & High School

Office hours are 8:00 a.m. – 4:00 p.m.

Subjects	Grades
Algebra I	7th -8th
Algebra II/Trigonometry	10th-12th
Art	2 yrs - High
Cognitive	2 yrs—Pre-K
Computer	Pre-K – High
Concert Band	4th - High
Creative Writing	K – High
English	K – High
Geometry	9th-10th
Health	2nd - High
History	2nd – High
Language Arts	2 yrs – High
Literacy	2yrs—Pre K
Mathematics	2 yrs – High
Music	2 yrs – 5th
Phonics	Pre-K – 8th
Penmanship	Pre-K – 8th
Physical Fitness	K – High
Science & Technology	2 yrs – High
Spanish	1st – High
Social Studies	2 yrs – High
Social Emotional The Arts	2 yrs—Pre-K 2yr old– High

EXTRA-CURRICULAR ACTIVITIES

Classes	Grades
Karate	Pre-K – H
Various Clubs	1st - H
Piano & Strings	4th – H
Drum Core	4th – H
Special Programs	Grades
Soccer	Pre-K – 8th
Basketball	2nd – 8th
Track & Field	3rd - H

GRADING SYSTEM

Pre-kindergarten	
E – Excellent	
G – Good	
S – Satisfactory	
N – Needs Improvement	

Kindergarten

E – Excellent	94-100
G – Good	85-93
S – Satisfactory	75-84
N – Needs Improvement	65-74
U – Unsatisfactory	64 and below

GRADING SYSTEM (CONT'D)

Grades 1 – 12		
Letters	%	GPA
A+	100	4.3
A	96-99	4.0
A-	94-95	3.7
B+	91-93	3.3
B	87-90	3.0
B-	85-86	2.7
C+	83-84	2.3
C	77-82	2.0
C-	75-76	1.7
D+	72-74	1.3
D	68-71	1.0
D-	65-67	0.7
F	64 and below	0.0

NOTE: Advanced placement courses receive a quality point increase of 1.0

Honors level courses receive a quality point increase of 0.5.

*College level courses receive a quality point increase of 1.5

Effort & Conduct

E – Excellent
G – Good
S – Satisfactory
N – Needs Improvement
U – Unsatisfactory

STANDARDIZED TESTING

A national examination, the Stanford Achievement Test, is administered each spring for Grades K – 12, to assess the students' academic performance. The results of this examination will be provided to the parents at the end of the school year. SSAT is administered to determine readiness for all our Pre-K students moving into kindergarten. High school students can take ACT, PSAT, SAT and AP. Please be aware that there is a fee for all Cambridge tests and AP exams.

REPORTING PERIOD

Report cards are sent home every 12 weeks. The report card issued at the end of the academic year (40 weeks) represents an average of all grades, this determines the annual grade. Interim reports are sent home every six (6) weeks. Students are expected to return these reports with a parent's signature the following Monday. Please make sure to check your child's book bag and journal every day for important school correspondence and general assignments requiring your prompt attention. It is imperative that you discuss with your child all progress report information. In the event of negative progress report, please contact the teacher immediately.

ATTENDANCE & ABSENCES

Regular attendance in school is necessary for a student to achieve the best possible education. Excessive absences and lateness can affect a student's grade and place his/her promotion in jeopardy. All absences and/or lateness are unexcused. If a legitimate reason exists for the absence or lateness, the office must be informed. Students with more than 18 absences per school year will be in danger of retention. No absence shall be recorded as excused unless the student has been ill, or there has been a death in the immediate family. No makeup tests can be given for unexcused absences.

COMMUNICATION

In addition to sending letters and notices home with students, Phyl's Academy has a system of distributing emails and text messages to parents—the content of which range from billing balances, to event updates and days off from school. It is vital that parents check email and text messages regularly and keep the school office updated as to new email addresses.

Gradelink is our online grading/homework system where homework assignments are posted and progress reports are available on a bi-weekly basis. Parents may sign up at any of our Open House events or by contacting the school office.

TARDINESS

Late students must report to the school office accompanied by a parent or guardian for a late pass. No students will be admitted into the classroom without a parent/guardian notice and a late pass. Tardies are entered into the computer and become part of the student's permanent record. Parents are not permitted to accompany students to class at this time. Three unexcused tardies equal one absence.

ARRIVAL & DISMISSAL

Allowing children to do things for themselves sets them on the road to independence. Socially mature children can arrive at school, carrying all items, enter their classroom, and place the items where they belong without anyone's help. Please do not carry bags, lunches or your child to class (except in great need or at the very beginning during transition time). If you arrive after school has started, please do not enter or disturb the class. Check in with the front desk and they will call into the classroom to ask the teacher to release the student.

Once a student arrives at school she/he is expected to remain in class throughout the day. If it is absolutely necessary to withdraw a student before the end of the day, the parent must report to the school office to sign the child out. Please do not disturb the routine of the class by going into the classroom. Students will not be signed out five to ten minutes prior to the end of the day. A disservice is done to the lesson when a child is removed early. Unless it is an emergency, please do not pick up your children before 3:00 p.m. for the Elementary and for Middle and High school. Except for children who ride the bus, all students are dismissed from their classroom. Dismissal time is promptly at 3:00 p.m. for Elementary and Middle and High. PLEASE NOTE: The school cannot provide supervision for your children after 3:00 p.m. Consequently, students who are not registered in our aftercare program must be picked up by 3:15p.m. A late fee of \$1.00 per minute will be assessed for any child/children not picked up by 3:30 p.m. This applies to child/children not picked up by 5:00 p.m. (Pre-school)

DRESS CODE

Uniforms are mandatory for daily wear and school trips. No student will be allowed to attend school trips without a full uniform. Please label all sweaters, coats, and any other personal items with your student's name for identification purposes. Phyl's Academy uniforms are available at Continental Uniform. Please make sure that you purchase the correct uniform. Other styles, though the fabric may be similar, are not accepted. Children who come to school out of code or correct uniform without emblems will be sent home. Any sweaters or jackets worn over the school uniform **MUST** be navy blue.

No shaved hair designs, No Mohawk or other trendy haircuts. No Long earrings or big hoops for girls and no earrings whatsoever for boys. No jewels or lights on

UNIFORM REQUIREMENTS

Boys (Nursery – 3rd Grade)

- Canary yellow knit shirt with Phyl's Academy emblem
- Navy Blue long or short pants
- Navy Blue socks
- Black shoes or black sneakers (no markings or other colors)
- Blue sweaters/PA emblem
- Black belt

Boys (4th – 5th Grade)

- Canary yellow oxford with PA emblem
- Navy Blue long pants
- Navy Blue socks
- Black shoes (no markings or other colors)
- Blue sweaters/PA emblem
- Black belt

- Black belt
- Plaid Tie

Boys (6th – 12th)

- Blue sweater Vest
- Plaid Tie
- Yellow oxford shirt
- Navy Blue long pants
- Black Belt
- Navy Blue socks
- Black shoes (no markings or other colors)

Girls (Nursery – 3rd Grade)

- Canary yellow Peter Pan collar blouse
- Plaid Jumper/PA emblem
- Yellow socks
- Black shoes or black sneakers (no markings or other colors)
- Blue sweaters with PA emblem only
- No Hair Beads and Nail polish
- Plaid vest/PA emblem
- Canary yellow Peter Pan collar blouse

Girls (4th – 5th Grade)

- Under shirts (vests) & shorts under skirts
- Plaid cross tie
- Plaid skirt
- Yellow socks
- Black shoes (no markings or other colors)
- Blue sweaters with PA emblem only
- No Hair Beads and Nail polish

Girls (6th – 12th Grade)

- Navy sweater vest or lightweight cardigan
- Navy Skirt, Plaid tie
- Yellow rounded oxford shirt
- Navy knee or ankle socks
- No Hair Beads and Nail polish
- Black Shoes (no markings or other colors)
- Blazer with PA emblem (optional)

Additional Uniforms

Uniform for Gym (4th – 12th grade)

- Yellow Phyl's Academy P. E. Shirt
- Blue shorts (Phyl's Academy issue) // Black or White Sneakers

Friday Uniform (Preschool - 12th grade)

- Phyl's Academy t-shirt and blue jeans
- Black shoes or black sneakers

Graduation Attire

Boys: White shirts, Navy blue Pants, Navy Blue Tie, and Black Shoes

Girls: White Dress, White Stockings and White Shoes

DISCIPLINARY POLICY

Elementary, Middle School & High School

To guarantee a good social and educational climate, students and parents must understand that an acceptable standard of behavior will be expected at all times. Disciplinary action will be taken when an individual's actions interfere with the rights of the teachers to teach and students to learn.

The following is a list of unacceptable behavior and the consequences of such behavior:

1. Insubordination to a teacher, administrator, or staff member. (1 pt.)
2. Use of profane/obscene language. (1 pt.)
3. Destroying or defacing school property. (2 pts.)
4. Play fighting, wrestling, hitting, spitting, and fighting among students including acts of bullying. (3 pts.)
5. Committing any act that degrades or disgraces another person. (3 pts.)
6. Improper approach to the opposite sex. (3 pts.)
7. Possession of obscene materials. (3 pts.)
8. Possession of matches, knives, weapons, or any dangerous instruments. (**Expulsion**)
9. Possession of prescription/non-prescription drugs without permission. (3 pts.)

10. Improper attire (e.g. not wearing uniform) during school hours. (1 pt.)
11. Possession of another student's property. (1 pt.)
12. Any act that goes beyond the basic moral values of our society. (1 pt.)
13. Leaving the premises without permission. (2 pts.)
14. Breaking any general rules listed in the handbook. (1 pt.)
15. Cheating during a test. (3 pts.) **Note:** Test will be disqualified!

The following list explains the consequences based on the point system:

1-2 points	Student will be counseled for unacceptable behavior, and parents will be contacted.
3-5 points	1-day suspension
6 points	2-day suspension
9 points	1-week suspension
9+ points	Expulsion

**** Causing bodily harm will result in automatic suspension.**

Any faculty member has the right to correct an unruly individual, but no parent should correct any student other than his/her own. Problems should instead be reported to the teacher or school office. Points will be added to the individual's house. Records of behavioral issues will be kept and reviewed at the time of re-enrollment.

As we observe our children, we must stop what is wrong and positively redirect the energies of the child. If a child comes to school with a background of permissive parenting and a lack of awareness of limits, the child may have social and behavioral challenges in our program.

Please keep in mind that we will take the time to discuss a child's behavior with his/her teachers and parents, and make all efforts to correct the problem before resorting to a mandatory dismissal.

Preschool

In the event that a child's behavior warrants some form of correction, the child will be spoken to by the teacher and redirection will be used. If this is not effective, then time out will be instituted. If this is not effective, the child will be brought to the office for counseling.

Preschool (Cont'd)

In case of a child who continuously exhibits poor behavior, and/or inflicts bodily harm on another child, the parents will be notified and brought in to discuss the situation. A record of the meeting will be kept. If a child's parents must be repeatedly notified or brought in for meetings, the child will be dismissed from our program. A record of such dismissal will be kept.

Preschool children (3 and over) that bite another child will be suspended and must be picked up immediately. He/she will remain out of school until the following day. Please keep in mind that we will take the time to discuss a child's behavior with his/her teachers and parents, and make all efforts to correct the problem before resorting to a mandatory dismissal.

CODE OF CONDUCT

The primary objective of requiring appropriate student behavior and self-discipline is to produce a positive and safe learning atmosphere in which there will be no interruption of the teaching/learning environment. Each student will: assume personal responsibility for his/her behavior and actions; develop appropriate self-control; exhibit self-discipline; and accept the responsibility and consequences of any inappropriate behavior. To accomplish this objective requires a cooperative effort from students, staff, and parents.

All students shall:

1. Respect the educational process through the display of appropriate language, attitude, and physical behavior.
2. Respect and honor the rights of the other students to learn in an environment free of intimidation or harassment.
3. Maintain satisfactory attendance.
4. Report to classes on time.
5. Comply with the dress code.

Consequences for non-compliance with the above expectations shall include, but not be limited to, the following list. The severity or the repetitive nature of a student's behavior will be given consideration when determining appropriate consequences.

- Point system – suspension
- Community or school service
- Detention
- Denial of privileges
- Intervention by professional school staff
- Parent contact or conference
- Referral to an administrative panel
- Referral to appropriate law enforcement or other governmental agency
- School probation
- Warnings
- Expulsion

Students, parents, teachers, counselors, administrators, and office staff all have important roles to play in our school. With so many people working together, problems may occur from time to time. Rules have been made to address these problems. Like laws, rules apply to everyone, and they work only when everyone knows what they are.

This booklet lists the rules for students at Phyli's Academy. The rules apply to all activities occurring on school grounds, on other sites being used for school activities and for any vehicles authorized for the transportation of students. Please read them. Parents, students, school faculty and staff need to know the rules. Parents or guardians can be held responsible for the actions of their children. It is important that they are aware of the rules and consequences if the rules are broken.

Parents need to become involved in the education of their children and have the responsibility to provide the school with current emergency contact person and/or telephone numbers. They also have the responsibility to notify the school of anything (such as medical information) which may affect their child's ability to learn, to attend school regularly, or to take part in school activities. Parents should take special notice of the Attendance and Tardiness sections of this code as well as the Suspension and Expulsion provisions.

CODE OF CONDUCT (CONT'D)

The school system must have proof that every student and every parent/guardian has had a chance either to read this Code of Student Conduct or hear it read aloud. The Handbook Receipt/Code of Conduct Agreement form will be attached to this handbook. Please sign this page and send it back to the school. Signed forms must be part of every student's record. Your signature does not mean that you agree or disagree with the rules, but rather that you have reviewed the rules.

ACADEMIC EXCELLENCE POLICY

HONOR ROLL POLICY

Phyli's Academy has always awarded Honor Roll to students who are eligible. The criterion for receiving such an award is determined by the following:

1. Academic excellence throughout the year.
 2. Character
 3. Attendance
 4. Good citizenship
 5. SAT scores
 6. Students should have received no points or have had any behavioral problems for the school year.
 7. Valedictorians and salutatorians must be honor roll students receiving no infractions for the year.
- Students who have acquired academic excellence throughout the year will receive a Certificate of Academic Excellence.

FIELD TRIPS

All field trips will be adequately supervised by official chaperones. Parents may also volunteer as chaperones. Field trip permission slips are sent home with the student. The form must be signed and returned to the school by the due date noted on the form, along with any applicable fees. Forms and/or money received after the due date will not be accepted by the administrative office. Students may be excluded from field trips due to poor behavior.

EMERGENCIES

Please immediately inform us of any changes to the student's telephone number and/or address. In case of emergency every attempt will be made to call the family first. Keep your child's records updated on all emergency contacts, including yourself.

LOST & FOUND

Please be sure your child's name is on all personal possessions, such as wallets, purses, sweaters, lunch boxes, raincoats, backpacks, etc. Lost articles may be claimed in the school office if properly labeled.

TEXTBOOKS

All soft cover textbooks and workbooks are to be covered with clear contact paper and the child's name should be written clearly across the front of the book. The soft cover textbook workbooks are to be kept at the end of the year.

Textbooks are on loan from the school at a minimal cost. Textbooks and library books are furnished to your child by the school on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of books. Please work with us to ensure that all books are returned in a timely manner and in excellent condition. If you have any suggestions for library book titles to be included in our media center, please notify us. We will also gladly accept donations.

All hard cover textbooks need to be covered in brown paper or book covers with the child's name written clearly inside the front cover. The hard cover textbooks are to be returned at the end of the school year in good condition. **A fee will be levied for any damage or unreturned hard cover textbook. This fee will be added to your general school account.**

FOLDERS/PLANNERS

Each student has a folder or planner (depending on their grade level) which is taken home every day. It contains academic work of students and announcements of current events. Parents are asked to sign the form verifying that they have read the contents and return the folder to the teacher each day.

LUNCH PROGRAM

Students may bring their own lunch to school. Lunch is available to all students who wish to be a part of the lunch program. To enroll in the lunch program you are required to do the following:

1. Lunches are pre-ordered and prepaid for the following week.
2. Pay a monthly lunch fee with order.
3. Parents will write student's name, teacher's name and amount of order on an envelope and turn it in to the cafeteria.
4. In the interest of promoting good nutrition we ask that you do not send soda or sugary snacks.

If students do not have lunch on a given day, lunch will be provided and the cost will be added to your general account.

Please do not get in the habit of bringing your child's lunch to school later in the day. Allow children to learn habits of responsibility by allowing them to help prepare and remembering to bring their lunch.

Please note that we **do not** use microwaves and will not be able to warm up food for students. Please utilize flasks or thermoses if you are sending hot lunches with your children. Please note that we do not accept cash payments.

AFTER-SCHOOL PROGRAM

Phyl's Academy after-school program is a creative and stimulating academy enhancement program that provides a means of social and intellectual growth. The program operates Monday through Friday, beginning at 3:00 p.m. and ending at 6:00 p.m. sharp. Children must be picked up no later than 6:00 p.m. Special consideration will be given to siblings. Late Pick-up Fees are: Fifteen dollars (\$15.00) for each fifteen (15) minutes after 6:00 p.m. – payment due upon pickup. All students must be registered and a payment plan chosen in order to receive after-care services. Please call the administrative office if you are interested in enrolling your child.

ILLNESS

If a child is sick, he/she **should not** attend school. If a student has a temperature, diarrhea, or vomiting, his/her parents will be contacted to take the student home. The student must be free of fever and symptoms before returning to school. Contagious diseases require a medical note before returning to school.

MEDICATION

Teachers are not allowed to administer medication to any student - it is against the law. If it becomes necessary for a student to take medicine during school hours, it must be given by the office administrators only. All medication must be in its original prescription bottle with the student's name, name of medication, amount to be administered, and the frequency of administration. In order for medication to be administered, parents should fill out the #5 Medication Authorization form.

TRANSPORTATION

It is the parent's responsibility to provide regular transportation for a student. For students who are normally picked up late, in event the parent cannot be contacted, the emergency person will be called, or as a last resort, HRS will be contacted. For emergencies, 911 will be called to assess the situation and provide transportation, if needed. Bus services are provided for students at an additional cost.

SCHOOL BUS RULES

1. Seat belts are to be worn at all times while on the bus and when provided.
2. Obey the bus driver.
3. Walk as you get on and off the bus Absolutely no running
4. No jumping on or over the seats.
5. Keep the isles clear of legs, books and bags
6. No eating or drinking on the bus.
7. Talk quietly.
8. No yelling or screaming on the bus.
9. Keep hands and feet to yourself.
10. Always stay in your own seat.
11. Keep your head and hands inside of the bus.
12. No hitting or fighting on the bus. (Automatic Suspension).

13. Cross carefully, looking both ways when you get off the bus.
14. Absolutely NO chewing of gum on the bus or at school.
15. Please be courteous to each other i.e.: (Use words such as Please, Thank You, Excuse Me and Sorry).

Consequences: You will receive 3 warnings, if a fourth incident occurs, you will receive a point. If a student accumulates three points, a suspension will result.

GRADUATION

Graduation is held in June each year for the Kindergarten, 5th, 8 AND 12TH grade students. Kindergarten students can enroll in the Elementary School Program. Graduating 5th and 8th grade students are encouraged to take entrance examinations for placement in specialized programs. Please note that there are fees and activities associated with graduation.

RELEASE OF RECORDS

No report cards, transcripts, or academic records will be released at the end of any semester if a balance remains on a student's account.

GENERAL RULES

- **No gum chewing** is permitted in school or during school trips.
- **No littering.** All waste must be disposed of in garbage cans.
- **No loitering.** Any student found in the building outside of class without permission will be brought to the office.
- **No personal items** are to be brought to school.
- **All textbooks and notebooks must be kept in decent order.** Three sharpened pencils, plus any books or supplies needed for classes on a given day **MUST** be brought to school on that day. Not having textbooks, notebooks, sharpened pencils or needed supplies for class will affect the student's performance.
- **No running or unruly behavior in the hallways** for any reason.
- **Good personal hygiene is a must.** We expect students to come to school clean and in uniform, and to keep themselves neat in school and on school trips.

- Students will be inspected daily for uniform and cleanliness. Students not in uniform will be sent home. **In accordance with CDC (Center for Disease Control) advisory, all students must wash their hands upon arrival, before entering classrooms.**
 - **No leaving the premises.** Students will not be permitted to leave the building for any reason except dismissal. Going to the store, going out for lunch unsupervised, waiting for bus drivers off premises, etc., will not be permitted. Any student found leaving the premises without permission will face disciplinary action.
 - **No trips without written parental consent and uniform.**
- Some infractions of the general rules are subject to the point system.

VISITORS

All visitors and parents need to report to the office for a pass before coming to the classrooms during the hours of 8:30 a.m. – 3:00 pm. All Visitors must adhere to our appropriate dress policy when visiting our building. Please use designated parking areas in the front of the building. **Please note that during this Pandemic we will not accept visitors without a valid appointment . No visitors will be allowed to enter the classrooms during this time.**

PERSONAL PROPERTY

Students are not permitted to bring personal items that have no bearing on, or use in the educational process. Radios, game systems, jewelry, hair beads, portable players, cell phones, etc. should be left at home. If students bring such items to school, the items will be confiscated. Any items that are permitted in school should be fully labeled in the event they are misplaced.

WITHDRAWALS

All withdrawals from school will be handled by the school office. A written note from the parents will initiate the withdrawal process. All financial obligations must be current before any information is released. If the child is withdrawn, the parent is responsible for all payments due on chosen payment plan as specified in the contract. Please notify us as soon as you decide to withdraw.

STAFF CREDENTIALS

All workers at Phyl's Academy are fingerprinted and are screened through criminal background checks, and child abuse registry, and are cleared by city and state agencies. It is a requirement that all workers submit valid medical forms biannually. Our teaching staff consists of well-qualified individuals who have not only the training, but the caring attitude necessary to impart a detailed curriculum such as ours.

Phyl's Academy educational directors all have many years of experience as well as B.A., M.A., Ed.D and/or qualifications in specialized areas necessary for managing the educational program. With such highly qualified and dedicated staff, it is no wonder that our students consistently excel.

FUNDRAISING

At Phyl's Academy it has always been our concern to keep tuition costs affordable. This has become increasingly difficult. To subsidize our program without astronomical fee increases, we conduct two fundraising drives each year. Our outdoor equipment, computer lab, science lab and many other wonderful features in our facility are the result of wholehearted fundraising on the part of our parents, students, and staff. We expect and encourage all parents and family members of students in our school to make an effort to assist us during these drives by fully participating in our fundraising events. Families that cannot participate will be required to make a \$100.00 payment toward the fundraising program. These contributions will be added to the general student account.

PARENT PARTICIPATION

Parents are encouraged to become active participants in the school, as homeroom parents, directly working with the teacher on projects for students, or in support of PTO sponsored events. The school appreciates the time, talent and treasures contributed by our busy parents.

Phyl's Academy has an active Parent-Teacher Organization (P.T.O.), and with our open door policy, parents are welcome to come in at any time. We want parents to volunteer, actively assisting us in educating their children. There are mandatory Parent-Teacher Conferences held each year directly after grading periods. We expect all parents to attend. During these conferences, the teacher will discuss each student's progress with the student's parents to assist them in helping us to reach their child's full potential. Families are assessed \$20.00 per year as their contribution to the P.T.O. Fund which helps the teachers with their classes.

PAYMENTS

All payments are to be made with Tuition Express system. If for some exceptional reason we accept a personal check from you, we expect that check to clear as of the date of issue. Any returned checks will not be re-deposited as payment from the client and late fees will be applied. Re-member, financial status must be in good standing to be readmitted into the program.

PICK UP

Parents picking up students from school should keep their children with them at all times. Children should not play on equipment or wander around the school grounds at pick-up time. Use designated parking areas for drop off and pick up as directed by campus administration.

DROP OFF

Parents dropping off students to school should use the designated entrances as directed by campus administration. Please be reminded to park **ONLY** in the areas designated for drop off.

GRIEVANCE POLICY

Concerns arise at times if:

1. A parent has concerns regarding the classroom or school event, they should discuss the area of concern with the teacher.
2. The parent is not satisfied with the outcome of this conference; an appointment to discuss the matter should be made with the principal to resolve the situation.
3. A parent accosts a member of the staff verbally or physically. The same will result in termination of services.

TELEPHONE USE

The telephone is not for student use. Students are not allowed to make or receive calls without the permission of the principal or elementary school manager.

CELL PHONE USE

Cell phones may NOT be used AT ANYTIME WHILE AT SCHOOL – Phones must be turned off and kept out of sight as per the following:

- During school hours, including during any additional time students are in school for detention, extended learning opportunities, during lunch, in hallways, in the restrooms, etc.

- On single-day field trips in the absence of a safety-to-life issue.

- On multiple-day field trips except before and after the planned activities (generally evenings and early mornings).

- On school buses in the absence of a safety-to-life issue.

Consequences for Cell Phone Violations

1st Offense - Cell phone will be held until the end of the school day.

2nd Offense - Parent contacted

3rd Offense - Phone Confiscated

ACCEPTABLE USE POLICY

Phyl's Academy Preparatory School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration – a vital skill for our 21st century learners. Students at Phyl's Academy utilize laptop computers and iPads on a wireless network. Laptops and campus computers are strictly for educational use consistent with the educational goals of Phyl's Academy. Along with this opportunity this provides comes responsibility.

This Acceptable Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of laptops as well as other computers on the Phyl's Academy campus. The underlying premise of this policy is that all members of the Phyl's Academy community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior.

We expect our students to exercise good judgment and utilize the following technology with integrity.

Email

The use of email during class is prohibited unless authorized by faculty or administration

- Students should always use appropriate language in their email messages.
- Email services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate email is allowed including derogatory, obscene, or harassing messages. Email messages of an abusive or harassing nature will be regarded as a major violation and will be subject to disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from assessing anyone else's email account without first receiving explicit permission from the account holder.
- Email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved mail programs may be used for student mail.
- School email addresses are **not** to be given to any websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school email system.

Chatting and Blogging

- Instant messaging is prohibited on campus except as a part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized on campus and only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

Audio and Video

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music with earphones is only permitted on campus with teacher permission for a school-related activity.