



Phyl's Academy Preparatory

Believe. Achieve. Succeed.

Phyl's Academy Preparatory is dedicated to providing a safe, supportive, and academically challenging environment where every student is empowered to reach their full potential and make a positive impact in the world.



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Margate, FL 33063



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PARENT & STUDENT HANDBOOK

AUGUST 2026

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PHYL'S ACADEMY PREPARATORY SCHOOL INC.

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	8:00 a.m. – 5:00 p.m.
Preschool	7:00 a.m. – 6:00 p.m.
Kindergarten	8:30 a.m. – 3:00 p.m.
Before School Care (K-12)	7:00 a.m. – 8:30 a.m.
Grades 1-5	8:30 a.m. – 3:00 p.m.
Grades 6-12	8:30 a.m. – 3:00 p.m.
After School Care (K-6)	3:00 p.m. – 6:00 p.m.

DEVOTION

Each class participates in daily school devotion by taking the time to invite the presence of the Lord into our midst through song and prayer thereby setting the pace for a peaceful and successful day

LICENSED BY:

Child Care Licensing and Enforcement Division

REGISTERED WITH:

Florida State Department of Education

ACCREDITED BY:

Association of Independent Schools of Florida (AISF)
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, High 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 based on availability of space.

Tours are conducted by appointment from Monday—Thursday from 9am – 11am.* You will be required to fill in 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 the recommendation is received by our school, we will call you to schedule a date for the prospective student's assessment (K-12).

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. At this time, masks are optional.

* Tour hours are subject to change.

Admission Procedures Continued

K – 12th Grade

All students entering Kindergarten—12th Grade are required to take an entrance examination. The fee is \$75. 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 return the application, applicable fees and required forms. The following will be needed:

- a. Child's birth certificate
- b. Current medical forms (Physical Exam & Immunization Record)
- c. Proof of health insurance
- d. Permanent record request form
- e. Last report card
- f. Enrollment forms
- g. Applicable registration fees
- h. Verified reference form

Method of payment* (all to be paid through the school's tuition management system). **Only debit and major credit cards accepted.*

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

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.

Algebra I & II	8th - 12th
Art	1yr - 12th
Biology & Chemistry	High
Civics	7 th - 12th
Cognitive Development	1 yr - PreK
Creative Writing	3 yrs - 12th
Economics / Financial Literacy	High
English	1 yr - 12th
Fine Motor Development	1 yr - 12th
Geometry	9th- 12th
Health / History	1yr - 12th
HOPE	9th- 12th
Language Arts	3yrs - High
Language Development	1yr - PreK
Leadership	6th - 12th
Mathematics / Music	1 yr - 12th
Phonics / Penmanship	3 yr - 12th
Phonemic Awareness	1yr - PreK
Psychology	9th - 12th
Physical Fitness	1 yr - 12th
Physical Development	1yr - PreK
Reading	1 yr - 12th
Self Regulation	1 yr - 12th
Science	1 yr - 12th
Spanish	K - 12th
Social Emotional Development	1yr - PreK
Social Studies	1 yr - 12th
U.S. Government	9th - 12th
Technology	3yr - 12th
Visual Arts	1 yr - 12th

Curriculum continued

Self Regulation	1 yr - 12th
Science	1 yr - 12th
Spanish	K - 12th
Social Emotional Development	1yr - PreK
Social Studies	1 yr - 12th
U.S. Government	9th - 12th
Technology	3yr - 12th
Visual Arts	1 yr - 12th

Grading System

PRESCHOOL

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

Grading System

Grades 1 – 5

Letters	%
A+	100
A	96-99
A-	94-95
B+	91-93
B	87-90
B-	85-86
C+	83-84
C	77-82
C-	75-76
D+	72-74
D	68-71
D-	65-67
F	64 and below

Grading System Continued

Grades 6 – 8

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

Grades 9 – 12

Letters	%	GPA	Dual/AP GPA
A	100-90	4.0	6.0
B+	89-87	3.5	5.5
B	86-80	3.0	5.0
C+	79-77	2.5	4.5
C	76-70	2.0	4.0
D+	69-67	1.5	1.5
D	66-60	1.0	1.0
F	59-0	0.0	0.0

Academic Excellence, Honor Roll, Valedictorian, Salutatorian

Academic Excellence Award

Phyl's Academy awards the Academic Excellence Award to students who demonstrate exceptional academic achievement in core subject areas at the end of the school year.

To qualify for the Academic Excellence Award, a student must meet the following criteria:

- **Core Subject Achievement:** Highest academic performance strictly in core subject areas (Mathematics, Science, English/Language Arts, and Social Studies). Elective subjects are excluded from this calculation.
- **Academic Criteria:** Evaluated strictly on academic performance within the designated tracking window for the student's grade level. (Note: For 5th Grade, evaluation is based on core subject percentage averages and letter grades, as numerical GPAs are not utilized).
- **Non-Academic Record:** Behavioral records, citizenship marks, attendance history, and standardized testing scores are not required or factored into this award.

Honor Roll, Valedictorian, & Salutatorian

Phyl's Academy has always awarded the Honor Roll to students who have the highest cumulative grade point average at the end of the school year.

The Valedictorian is the student with the highest cumulative GPA, and the Salutatorian is the student with the second-highest cumulative GPA.

To qualify for Honor Roll, Valedictorian, or Salutatorian, a student must meet all five criteria:

1. **Academic Excellence:** Highest/second-highest cumulative GPA for the designated tracking window.
2. **SAT Scores:** High performance on standardized testing.
3. **Attendance:** Outstanding or perfect attendance record for the school year.
4. **Good Citizenship:** Exemplary character and behavior inside and outside the classroom and school grounds.
5. **Disciplinary Record:** Zero points, behavioral problems, or infractions for the school year.

Residency Rule: Valedictorians and Salutatorians must be Honor Roll students who have attended Phyl's Academy for a minimum of one full school year and is in the graduating class.

NOTE* College level courses receive a quality point increase of 2 or more

Academic Excellence, Honor Roll, Valedictorian, Salutatorian Continued

Cumulative Tracking Windows by Level

To ensure administrative fairness, cumulative GPAs and behavioral histories are tracked as follows:

- 5th Grade (Elementary Promotion): Evaluates the present grade only (all grading periods of the 5th-grade year). Disciplinary and attendance reviews are for the current year only.
- 8th Grade (Middle School Promotion): Evaluates a two-year cumulative window (7th and 8th grade combined) for GPA. Disciplinary reviews focus strictly on the current 8th-grade year.
- High School (Graduation): Evaluates a four-year cumulative window (Grades 9–12 combined) for GPA. Disciplinary reviews look at the final senior year record alongside a clean overall high school career.

Policy on Accelerating Students (Skipping a grade)

Phyl's Academy preserves honors eligibility for students who can accelerate academically, under the following rules:

- Elementary/Middle School : The 1-year residency requirement is met if they complete a full school year at Phyl's Academy. Their cumulative GPA will be calculated using only their final year's grades (8th grade).
- High School Early Graduation: Students who accelerate coursework to graduate early (e.g., completing high school in 3 years instead of 4) are fully eligible. Their GPA is calculated using all (24) completed high school credits and they will be ranked alongside the graduating class they graduate with. They must complete their final full academic year at Phyl's Academy.

Explanatory Note for High School Acceleration:

In high school, "skipping a grade" is credit-based, meaning a student takes extra classes to graduate early. Because they still complete all required coursework (just at a faster pace), their cumulative GPA is based on 24 total accumulated credits, ensuring they are ranked fairly with their graduating peers.

Graduation

Graduation is held in June of each year for the **Kindergarten, 5th, 8th and 12th grade students**. Kindergarten students may enroll in the Elementary School program. Graduating 5th and 8th grade students may enroll in our middle and high school programs.

Please note that there are specific fees and activities associated with graduation.

Standardized Testing

A national assessment, 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. The Kindergarten Readiness Assessment is administered to determine readiness for all our Pre-K students moving into kindergarten. High school students can take the PSAT and SAT.

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 by 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 prior to the occurrence (per the FLDOE). 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 and phone numbers.

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. Three unexcused tardies equal one absence.

Drop off & Arrival - Preschool

Parent Responsibilities

Phyl's Academy is committed to providing a safe, orderly, and welcoming environment for all students. 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.

Sign In at Arrival daily

- **Arrival Deadlines:** To ensure a structured learning environment, timely arrival is mandatory:
 - Pre-K VPK Students: Must arrive no later than 8:30 AM.
 - All Other Preschool Students: Must arrive no later than 9:00 AM.
- **No Carrying Policy:** Parents must not carry bags, lunches, or their child/children to class (except in cases of emergency or during the initial transition time at the very beginning of the school year).
- **Late Arrivals:** If you arrive after class has started, parents must not enter or disturb the class. You are required to come to the front desk, and a staff member will make sure your child goes to class.
- **Daytime Attendance:** Once a student arrives at school, she/he is expected to remain in class throughout the day.
- **Mandatory Sign-In:** Parents are required to physically sign their student in at the designated arrival location for security and accountability.

Pick Up & Dismissal Preschool

Parent Responsibilities

Dismissal times and locations are strictly tied to your student's contracted schedule(11:30 AM / 12:00 Noon, 3:00 PM, or 6:00 PM).

Mandatory Sign-Out:

Parents are required to physically sign their student out at the designated dismissal location for security and accountability.

Staff Absence Contingency Rule:

In all cases, if there is no designated school personnel stationed outside, parents must park, ring the bell, and check in at the front desk to physically sign their students out.

Early Withdrawals:

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.

Policy Cut-Off:

Students will not be signed out 5 to 10 minutes prior to the end of the day. Unless it is an emergency, please do not pick up your children before 3:00 PM (for afternoon students).

Supervision & Campus Exit Post Pick-Up:

Once a parent or guardian picks up their child, **school staff is no longer responsible for their supervision.** For safety and security reasons, children are not permitted to wander, play, or re-enter classrooms, hallways, restrooms, playgrounds, or parking areas after dismissal. Families are expected to exit the campus promptly following pick-up.

Pick Up & Preschool Dismissal Continued

Late Fee & Program Placement Policy:

Any child not picked up by their contracted time or designated dismissal window will remain strictly within the preschool program under staff supervision.

Per the enrollment contract, a \$1.00 late fee per minute will be assessed and begin accumulating for any child remaining past their designated time.

1. The 11:30 AM & 12:00 Noon Midday Pick-Up (Front Desk Only)

Location: Pick-up for the 11:30 AM and 12:00 Noon contracted waves will take place strictly inside at the front desk.

- Process: Parents must report directly to the front desk to physically sign their child out. A staff member will verify your identity, collect your signature, and call your child forward from the classroom

2. The 3:00 PM General Dismissal (Outside Front of School)

- Location & Timing: The 3:00 PM dismissal will take place outside at the front of the school. All parents contracted for 3:00 PM must pick up their child during the designated window between 3:00 PM and 3:30 PM.
- Process: Parents must line up outside at the designated front area or drive up to physically sign their child out with the dismissing staff member.
- Late Transition: At 3:30 PM, the outside dismissal window closes. Any remaining children will remain safely in the preschool care area, and late fees (\$1.00 per minute) will begin accumulating from the 3:30 PM mark.

3. The 6:00 PM Aftercare Dismissal (Outside Front of School)

- Location & Timing: For students registered in our Aftercare Program, pickup will take place outside at the front of the school between 4:30 PM and exactly 6:00 PM.
- Process: Parents must report to the designated outside front area or drive up to physically sign their student out with the dismissing aftercare staff member. Late fees (\$1.00 per minute) will strictly begin accumulating at 6:01 PM.

Drop off & Arrival - Elementary K-5

Phyl's Academy is committed to providing a safe, orderly, and welcoming environment for all students. We encourage students to develop independence, self-efficacy, and personal responsibility. As part of this process, students are expected to carry their own belongings, enter their classroom independently, and put away their personal items upon arrival.

Except during the initial transition period (the first week of school) or in cases of special need approved by the school, parents and guardians are asked not to carry their child's backpack, lunch, or the child into the classroom.

Morning Drop-Off

- Students in **Kindergarten–Grade 5** may be dropped off at the **Elementary Arrival & Dismissal Gate** between **8:00 a.m. and 8:30 a.m.**
- Students should proceed directly to their classroom upon arrival.

Before-School Arrival

- Students arriving before **8:00 a.m.** will be placed in the **Before-School Care Program**.
- A fee of **\$10.00 per child, per day** will be assessed unless the student is enrolled in the Before-School Care Program.

Late Arrival

- Students arriving after the start of the school day must report to the **Front Office** before proceeding to class.
- Parents, guardians, and visitors may not enter classrooms once instruction has begun.
- Office staff will notify the teacher and assist with the student's arrival.

Classroom Access

To maintain a safe and productive learning environment:

- Parents, guardians, and visitors are not permitted to enter classrooms unless authorized by a School Director or accompanied by a staff member.
- Parent-teacher conferences and volunteer activities must be scheduled and approved in advance.
- Teachers will notify the Front Office of scheduled conferences.
- School Directors will notify the Front Office of approved volunteer assignments.
- All visitors must check in at the Front Office and follow the school's visitor procedures before proceeding to any approved location on campus.

These procedures help minimize disruptions to instruction while maintaining a safe, secure, and orderly learning environment.

Pick up & Dismissal - Elementary K-5

Early Pick-Up

Students are expected to remain at school for the entire instructional day.

If an early dismissal is necessary:

- A parent or authorized adult must report to the Front Office and complete the Student Check-Out Form.
- Students will not be released during the final 10 minutes of the school day except in the event of an emergency or with administrative approval.
- Unless there is an emergency or prior administrative approval, families are asked not to pick up students before 2:45 p.m.

Afternoon Pick-Up

- Regular dismissal is 3:00 p.m. to 3:30 p.m.
- All Kindergarten–Grade 5 students will be dismissed through the Elementary Dismissal Gate.
- Parents and guardians are expected to follow the school's designated dismissal procedures and remain in their vehicles unless otherwise directed by school personnel.

Late Pick-Up

Students not enrolled in the Aftercare Program must be picked up no later than 3:30 p.m.

Late Fees

- Students not enrolled in the Aftercare Program who remain on campus after 3:31 p.m. will be assessed a \$25.00 late fee per child, per day.
- The Aftercare Program concludes promptly at 6:00 p.m. Students remaining on campus after 6:00 p.m. are subject to the Aftercare Late Pick-Up Policy. Beginning at 6:01 p.m., a late fee of \$1.00 per minute per child will be assessed until the student is signed out by a parent, guardian, or authorized adult.

Drop off & Arrival - Middle & High 9-12

Arrival & Dismissal:

All students must be dropped off and picked up at the West Gate by 73rd Ave unless otherwise notified by administration. Students cannot be dropped off at the Temple Building.

The gate opens at 8:00 a.m. and closes at 8:30 a.m. If you arrive after school has started, please check in with the front desk and they will have the student properly escorted to their designated classroom.

Before-School Arrival

- Students arriving before 8:00 a.m. will be placed in the Before-School Care Program.
- A fee of \$10.00 per child, per day will be assessed unless the student is enrolled in the Before-School Care Program.

Late Arrival

- Students arriving after the start of the school day must report to the Front Office before proceeding to class.
- Parents, guardians, and visitors may not enter classrooms once instruction has begun.

Classroom Access

To maintain a safe and productive learning environment:

- Parents, guardians, and visitors are not permitted to enter classrooms unless authorized by a School Director or accompanied by a staff member.
- Parent-teacher conferences and volunteer activities must be scheduled and approved in advance.
- Teachers will notify the Front Office of scheduled conferences.
- School Directors will notify the Front Office of approved volunteer assignments.
- All visitors must check in at the Front Office and follow the school's visitor procedures before proceeding to any approved location on campus.

These procedures help minimize disruptions to instruction while maintaining a safe, secure, and orderly learning environment.

Pick up & Dismissal - Middle & High 6-12

Early Pick-Up

Students are expected to remain at school for the entire instructional day.

If an early dismissal is necessary:

- A parent or authorized adult must report to the Front Office and complete the Student Check-Out Form.
- Students will not be released during the final 10 minutes of the school day except in the event of an emergency or with administrative approval.
- Unless there is an emergency or prior administrative approval, families are asked not to pick up students before 2:45 p.m.

Afternoon Pick-Up

- Regular dismissal is 3:00 p.m. to 3:30 p.m.
- All Middle & High School students will be dismissed through the West Dismissal Gate.
- Parents and guardians are expected to follow the school's designated dismissal procedures and remain in their vehicles unless otherwise directed by school personnel.

Late Pick-Up

Students not enrolled in the Aftercare Program must be picked up no later than 3:30 p.m.

Late Fees

- Students not enrolled in the Aftercare Program who remain on campus after 3:31 p.m. will be assessed a \$25.00 late fee per child, per day.
- The Aftercare Program concludes promptly at 6:00 p.m. Students remaining on campus after 6:00 p.m. are subject to the Aftercare Late Pick-Up Policy. Beginning at 6:01 p.m., a late fee of \$1.00 per minute per child will be assessed until the student is signed out by a parent, guardian, or authorized adult.

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 FlynnO'Hara. 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.

Jewelry, Hair & Nail Policy: Hair beads are strictly prohibited for all students.

High school students may wear short, nude, or pastel-colored nail polish only; all other nail polish and brightly colored hair are prohibited regardless of uniform. Students may not wear jewelry, except for small posts or studs for pierced ears. Any required chains must remain fully covered beneath a buttoned uniform top, and non-approved jewelry will be requested to be removed immediately.

School Uniform Requirements

<i>Boys (3year old – 3rd Grade)</i>	<i>Girls (3 year old – 3rd Grade)</i>
• Canary yellow polo shirt with Phyl's Academy logo • Navy Blue long or short pants • Navy Blue socks • Black shoes or sneakers (no markings or other colors) • Blue sweaters/PA emblem • Black belt (PreK to 3rd grade)	• No Hair Beads • Nail cut short without nail polish • Canary yellow Peter Pan collar blouse with Phyl's Academy logo • Shorts under skirt • Plaid Jumper/PA emblem • Green socks • Black shoes (no markings or other colors) • Navy blue sweater with PA emblem

School Uniform Requirements ccontinued)

Boys (4th – 8th Grade)

- Canary yellow oxford shirt with Phyl's Academy logo.
- Blue sweater vest with PA logo
- Navy blue long pants
- Navy blue socks
- Black shoes (no markings or other colors)
- Navy Blue sweater/PA emblem
- black belt
- Plaid tie

Boys (9th–12th)

- Navy Blazer with logo
- Canary yellow oxford shirt with Phyl's Academy logo.
- Blue sweater vest with PS logo
- Navy Blue long pants
- Navy Blue socks
- Black shoes (no markings or other colors)
- Blue sweater/PA emblem
- black belt
- Plaid tie

Girls (4th – 8th Grade)

- No Hair Beads
- Nail cut short without nail polish
- Plaid vest/PA emblem
- Canary yellow oxford shirt with Phyl's Academy logo
- Blue sweater Vest with PA logo
- Shorts under skirt
- Plaid tie & Plaid skirt
- Navy knee high socks
- Black shoes (no markings or other colors)
- Navy blue sweater with PA emblem

Girls (9th – 12th Grade)

- Navy Blazer with logo
- No Hair Beads
- Sports length nude & pastel color nails.
- Plaid vest/PA emblem
- Canary yellow oxford shirt with Phyl's Academy logo
- Navy Blue sweater with PA logo
- Shorts under skirt
- Plaid tie & Plaid skirt
- Navy knee high socks
- Black shoes (no markings or other colors)
- Navy blue sweater with PA emblem

Additional Uniforms

Uniform for Gym (4th – 12th grade)

- Yellow Phyl's Academy P.E. Shirt (Flynn O'Hara Uniforms)
- Blue shorts // Black 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/Black Pants, Navy Blue/Black Tie, and Black Shoes
- Girls: White Dress, White Stockings, and White or Black Shoes

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.
6. 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.

Code of Conduct (Continues)

- 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 Phyl'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 Continued

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.

Disciplinary Policy (On School Premises and School Bus) 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 physical bullying and cyberbullying. (3 pts.)
5. Committing any act that degrades or disgraces another person. (3 pts.)
6. Improper approach to the opposite sex or same sex. (3 pts.)
7. Possession of obscene materials. (3 pts.)
8. Possession of matches, knives, weapons, or any dangerous instruments (whether real or fake) (Expulsion)
9. Possession of prescription/non-prescription drugs and alcohol without permission. (Expulsion)
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.)

Disciplinary Policy (On School Premises and School Bus)

Elementary, Middle School & High School

13. Leaving the school premises without permission. (2 pts)
14. Breaking any general rules listed in the handbook. (1 pt)
15. Cheating during a test or plagiarism. (3 pts) Note: Test or assignment will be disqualified.
16. No sale or solicitation of any items on school premises or on the school bus.

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 Disciplinary Policy

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 school office for counseling. 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 years 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.

Children must not be dropped off while they are asleep. They must come to school awake and walking before they can be taken to their classes.

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

Three year old—Kindergarten classes will receive soft cover textbooks 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.

For 1st—12th grade, textbooks are available online for each student. Login credentials will be provided by the teachers at the beginning of the school year.

Folders/Planners

The Parent Teacher Organization (PTO) will supply each student with a folder or planner (depending on their grade level) which should be taken home every day. It contains the academic work of students and announcements of current events. Parents are asked to sign the book verifying that they have read the contents and return it 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:

- Lunches are pre-ordered and prepaid online on a monthly basis.
- 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 in preparing 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.
- We will not accept any lunches sent by a delivery service.
- In the interest of promoting good nutrition, we ask that you do not send soda or sugary snacks with your children.

After-School Program

Phyl's Academy's After-school Program is a creative and stimulating academic enhancement program that provides a means of social and intellectual growth and supervised care for enrolled students after the regular school day. To ensure student safety and efficient operations, all parents, guardians, and authorized adults must follow the procedures below.

Operating Hours: Monday-Friday 3:00 p.m.—6:00 p.m.

Student Sign-Out

- Every student must be signed out by a parent, guardian, or authorized adult before being released from the Aftercare Program.
- Sign-out is required for student safety and accurate attendance records.

Where to Report

- All Aftercare pick-ups are coordinated through the Front Office.
- After 3:15 p.m., the school's main entrance remains locked for campus security.
- Parents, guardians, or authorized adults should ring the front doorbell to notify Aftercare staff of their arrival.

Student Retrieval

- After checking in and completing the Student Sign-Out Form, an Aftercare staff member will retrieve the student from the designated Aftercare classroom and escort the student to the front entrance.
- Parents, guardians, and visitors are not permitted to enter Aftercare classrooms unless authorized by a School Director or accompanied by a staff member.

Parking & Traffic Flow

Families may use either of the following pick-up options:

Park-and-Walk

- Park in a designated visitor parking space.
- Report to the Front Office to sign out the student.

Drive-Up

- Pull into the designated curbside pick-up area while briefly entering the Front Office to sign out the student.
- Vehicles must remain attended at all times.
- Vehicles may not block the traffic lane, fire lane, driveway, or other vehicles.
- School personnel may direct drivers to move their vehicles if traffic becomes congested.

After-School Program Continued

Aftercare Rules & Expectations

Late Pick-Up Fee

The Aftercare Program concludes promptly at 6:00 p.m.

In accordance with the Aftercare Enrollment Agreement, a late fee of \$1.00 per minute, per child, will be assessed for any student remaining after 6:01 p.m.

Supervision After Pick-Up

Once a parent, guardian, or authorized adult has signed the student out and the student has been released by Phyl's Academy staff, supervision and responsibility for the student transfer to the parent, guardian, or authorized adult.

After dismissal, students may not remain on campus to play, wander, or re-enter classrooms, hallways, playgrounds, or parking areas. Families are expected to leave campus promptly following pick-up to help maintain a safe, orderly, and secure environment.

Authorized Pick-Up

Students will be released only to individuals listed on the student's Authorized Pick-Up Form. School personnel may request a valid government-issued photo identification from any individual they do not recognize before releasing a student.

Partnership with Families

Your cooperation with these procedures helps ensure a safe, orderly, and efficient arrival and dismissal process for all students. We appreciate your partnership in providing a safe, secure, and positive learning environment for every child.

Illness

If a child is sick, he/she **should not** attend school. If a student has a temperature, diarrhea, or is 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, DCF 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 aisles clear of legs, books, and bags.
6. No eating or drinking on the bus.
7. Speak quietly; no yelling or screaming on the bus.
8. Keep hands and feet to yourself.
9. Always stay in your own seat.
10. Keep your head and hands inside the bus.
11. No hitting or fighting on the bus. (Automatic Suspension from school and traveling on the bus).
12. No possession of matches, knives, weapons, or any dangerous instruments (whether real or fake) (Expulsion)
13. No possession of prescription/non-prescription drugs and alcohol without permission. (Expulsion)
14. Cell phones, smart watches, and devices may NOT be used AT ANY TIME WHILE ON THE SCHOOL BUS. Phones must be turned off and kept out of sight.
15. Cross carefully, look both ways when you get off the bus.
16. Absolutely NO chewing of gum on the bus or at school
17. Please be courteous to one another (i.e.—use words such as 'Please', 'Thank you', 'Excuse me' and 'I'm sorry'.

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

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 (Centers 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

Please note that we will not accept visitors without a valid appointment. No visitors will be allowed to enter any classrooms.

All Visitors must adhere to our appropriate dress policy when visiting our building. Please use designated parking areas in the front of the building.

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, smart watches 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 completed withdrawal form must be submitted to start the withdrawal process. All financial obligations must be current before any information is released. If the child is withdrawn, the parent remains 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, the Florida Agency for Health Care Administration (AHCA) 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., M.Ed, 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.

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 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 \$30.00 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. Remember, financial status must be in good standing to be readmitted into the program. All tuition and fees that are not covered by scholarship will be the parents's responsibility. Parents will be responsible to pay any balance on their account in order for their child to attend classes.

Release of Records

A Records Request form must be filled in advance. Once it has been received, the parent will be called within 2 business days to collect 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.

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 grade level director 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 or upper school director.

Cell Phone Use

Cell phones and smart watches may NOT be used AT ANY TIME WHILE ON SCHOOL GROUNDS OR ON THE SCHOOL BUS.

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 TO PICK UP THE PHONE
3rd Offense - FROM THE OFFICE. PHONE WILL BE 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, iPads, and Chromebooks 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 and Chromebooks as well as other computers on and outside 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 assigned technology with integrity. Parents will be assessed a repair fee on their tuition account if any assigned computers, laptops, or Chromebooks are damaged.

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 on information or messages on to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account without first receiving explicit permission from the account holder.

ACCEPTABLE USE POLICY CONTINUED

- 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.

Social Media & Student Privacy Guidelines

To ensure a safe, respectful, and professional online environment for all students and families:

- Do not post or share other student names, photographs, personal information, or any other confidential or identifiable information on social media or public platforms without appropriate written parent or guardian consent.
- Respect student privacy laws, including the Family Educational Rights and Privacy Act (FERPA). If you have access to confidential health information maintained by the school, do not disclose it without proper authorization.
- Always obtain administrative approval before posting photos or videos from school activities on behalf of the school.
- Ensure all social media content is positive, respectful, inclusive, and appropriate for students, families, and the community.
- When in doubt, do not post. Consult school administration before sharing any content that could compromise student privacy or confidentiality.

CAMPUS SECURITY AND VIDEO SURVEILLANCE POLICY

Phyls Academy Preparatory School Inc. operates video surveillance cameras throughout campus, including common areas, hallways, building entrances, and outdoor grounds, to maintain campus safety, deter unauthorized activity, and protect school property. All video recordings are maintained strictly as confidential, internal administrative records for school safety and disciplinary investigations.

PRIVACY & SCHOOL OWNERSHIP

- **Exclusive Property:** All surveillance footage, images, and system data are the exclusive, confidential property of Phyls Academy Preparatory School Inc.
- **No Public or Automatic Right of Access:** To safeguard the statutory privacy and safety rights of all students, staff, and visitors under applicable state and federal laws, parents, legal guardians, and third parties do not have an automatic or unrestricted right to inspect, view, download, or duplicate security recordings.

STORAGE CAPACITY, DATA RETENTION & AUTOMATIC OVERWRITE CYCLE

- **System Capacity:** Surveillance video is recorded on a continuous, rolling loop and stored temporarily. Retention periods are dictated entirely by hardware storage limits, operational bandwidth, camera resolution settings, and system configuration.
- **Automatic Overwrite:** As storage limits are reached, earlier footage is automatically overwritten and permanently erased on a routine system schedule without prior notice. The school does not maintain a historical archive.

Once footage is overwritten by the system, it is permanently deleted, unrecoverable, and cannot be recreated.

CAMPUS SECURITY AND VIDEO SURVEILLANCE POLICY CONTINUED

Mandatory Request & Administrative Approval Process

In the event of a specific safety, security, or disciplinary incident, any request to inspect or preserve video footage must strictly adhere to the following procedure:

- **Formal Written Request:** All requests regarding video footage must be submitted in writing to the Administration/ Principal, detailing the specific date, estimated timeframe, location, and nature of the incident.
- **Sole Administrative Discretion:** Review or release of video footage requires formal administrative evaluation and written approval. The administration reserves full legal authority to grant, deny, or limit any request, or to conduct an internal review of the footage on behalf of the family without disclosing raw video.
- **No Immediate Access:** Security footage will not be made available for immediate viewing, export, or release under any circumstances.
- **Processing & Privacy Redaction Window:** If a request is formally approved, the administration requires a minimum of 24 to 48 business hours (up to 3 business days) to process the request, review the video, and redact, blur, or obscure identifying information of other minors to ensure compliance with privacy laws.
- **No Automated Hold / Preservation Limits:** Submission of a request does not automatically pause or suspend the system's rolling deletion cycle. Video footage will only be manually preserved prior to automatic erasure if a formal preservation request has been approved in writing by the administration before the system overwrites the files.