Paideia Classical Academy

2018-2019 Handbook

Welcome to Paideia Classical Academy!

The 2018-2019 **Student/Parent handbook** has been designed to outline policies and procedures for this school year. Please keep this guide handy for future reference in case of questions.

Please review the following information carefully. Students and parents are reminded that their decision to attend Paideia Classical Academy (hereafter "PCA") means agreeing to abide by the policies and procedures outlined in this handbook. We request that all students and parents read the entire handbook prior to the start of the school year. In the event that changes are made by the school, parents will receive notification from the director.

OUR FOUNDING PRINCIPLES

- Prayer and worship are integral to our lives. School commences daily with prayer in our chapel at 8:30 am. At noon, we again gather in the hall for traditional prayers before lunch.
- Vesper services will be held for thirty minutes on the days before liturgy, from 3:30-4:00 pm. (Attendance to these services is not mandatory, but those wishing to attend must be either enroll in aftercare or be accompanied by a parent/guardian).
- Liturgy is held on Wednesdays at 9:30 am, except for Feast Days.
- PCA is a non-profit Orthodox Christian school ministry. As such, its educational philosophy, policy and procedures, and all its operations are guided by the teachings of the Orthodox Church.
- PCA embraces an educational context in which our faith will be upheld and the souls of our students and staff will be nourished together with their minds and bodies.
- Our Orthodox confession of faith, the Nicene Creed, which was created by the ancient, historical Christian Church, explains the Christian truth upon which we believe and act.

THE NICENE CREED

I believe in One God, the Father Almighty, maker of heaven and earth and of all things visible and invisible;

And in One Lord Jesus Christ, the Son of God, the only-begotten, begotten of the Father before all worlds, Light of Light, Very God of Very God, begotten, not made; of one essence with the Father, by Whom all things were made;

Who for us men and for our salvation came down from heaven, and was incarnate of the Holy Spirit and the Virgin Mary and became man;

And was crucified for us under Pontius Pilate, and suffered and was buried; And on the third day He rose according to the scriptures;

And ascended into heaven, and is seated at the right hand of the Father;

And He shall come again in glory to judge the living and the dead, whose kingdom shall have no end.

And I believe in the Holy Spirit, the Lord and Giver of Life, who proceeds from the Father, Who with the Father and the Son is worshipped and glorified, who spoke by the prophets;

And I believe in One Holy, Catholic, and Apostolic Church.

I acknowledge one baptism for the remission of sins.

I look for the resurrection of the dead, and the life of the world to come. Amen.

GOALS STATEMENT

The faculty and administration of PCA understand that we can guide our students along the path of a classical Christian education by looking toward the classical vision of perfection comprised by The Good, The True, and The Beautiful. In order to realize this vision, we are devoted to striving toward the following goals:

- To provide an optimal learning environment in which students are enabled to learn to love and practice the teachings of our Lord, Jesus Christ;
- To encourage a love for the sacramental and liturgical life of the Orthodox Church throughout the entire school community;
- To make positive contributions to the communities to which we belong - family, church, and city - by fostering a love for, and a loyalty to, these communities;
- To offer a superior and challenging classical college preparatory course of instruction through which students learn to love learning for their lifetime;
- To assist students and parents in planning for university and college entrance;
- To learn to love every person connected to our lives by showing respect toward those in authority, courtesy to our colleagues, and compassion to the young, frail and infirm; and
- To strive to live our lives in greater harmony with the wisdom of the Holy Orthodox Church and her sacred Tradition, the end goal being to imitate our Lord and Savior Jesus Christ, so that we may shine our little light in the world.

NONDISCRIMINATORY POLICIES

Paideia Classical Academy has adopted the following nondiscriminatory policies: PCA recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, gender, or ethnic origin in the administration of its educational programs and athletic/extracurricular activities.

ACCREDITATION

PCA is a member of the Orthodox Christian School Association and is under the accreditation of the Green Apple Association of Christian Schools for Pre-K through 8th grade. PCA has permission from the City of Coconut Creek to offer high school grades 9 through 12 and is currently a member of Association of Classical Christian Schools.

ADMISSION

Though neither students nor parents are required to be Orthodox Christians, parents or guardians of enrolled students should have a clear understanding of the philosophy and intent of PCA. This understanding includes a willingness to have their child exposed to the clear teaching of the Orthodox Christian faith in various ways within the school's program, including, but not limited to, Wednesday morning liturgy in the school chapel, morning prayers, lunchtime prayers, and course content. Parents or guardians must uphold and follow the school policies and procedures outlined in this document, and any updated policies that may become necessary.

1. Admission is made through formal registration, at which time the following is required:
   - Registration forms
   - Application and Registration fees
   - Student Medical Forms:
     a) Exemption from Immunization form or Immunization Record
     b) School Physical dated within one year of the first day of school

2. Classroom enrollments will be open to children of all faiths. Children will be accepted into the school on the basis of the following admission priorities:
   - Children who have siblings attending Paideia Classical Academy
   - Children of Orthodox families
   - Children of parent/guardian participating in the catechumen class and intending to become Orthodox
   - Children of all other faiths

3. If a student is coming into PCA from another school, parents should request that the previous school forward a copy of their student's report card(s) and Student Record to PCA as soon as possible.

WITHDRAWAL

If all financial obligations are met at the time a student withdraws, parents will be given a report card to present to the receiving school. A copy of the permanent record card and health record will be sent directly to the receiving school upon written request of the parents.

TUITION AND ACCOUNTS

Tuition and fees are based on a complete year-long program. This program includes class time, curricula, grading, support for parents and students, and costs of materials. Once registered, parents are responsible for the ***full tuition payment for the academic year***. Once paid to the school, there are no refunds of tendered funds.

- The student application and registration fees are per student and are due at the time of formal registration; payment of these fees holds your student's place in the classroom.

- Student fees are per student and are due by the first day of class.

- Tuition, student fees, and incidental deposit accounts are managed through FACTS tuition management.

- Tuition can be paid in full, semiannual (August-September and January), quarterly (August, October, January and April), or monthly (for up to 10 months ending in May), due either on the 5th of the month for parental convenience. A late fee of $25 will be added to the student account for any payment received after the scheduled due date.

- A fee of $35.00 is added to the student account for each returned check.

- Student records and report cards will be withheld after a student ceases to attend PCA for any reason (including, but not limited to, the end of an academic year or withdrawal from PCA) until all payment is complete. Registration for the following school year is not considered final until all prior financial obligations are met.

- Families that are greater than 30 days past due with tuition will have a "withhold" on extracurricular activities. The child can't participate in sports/activities/field trips until they are current. Students cannot attend class if greater than 60 days past due.

- If there is a problem meeting tuition payments, parents or guardians are asked to meet with the school Director to discuss adjustments in payments. These discussions will remain confidential.

SCHOOL OPERATIONS

School Hours

PCA is in session from 8:30 AM to 3:00 PM Monday through Friday for Pre-K, Kindergarten, and Elementary classes. Logic & Rhetoric Students are dismissed at 3:30 PM. Educators, classroom volunteers and students begin and end the day by participating in the Morning Prayers in the school chapel promptly at 8:30 AM.

Drop-Off

It is essential to not park cars in the main office round-about to ensure sufficient space for emergency vehicles. Parking on the grass anywhere in front of the main building is prohibited. Although, parking and leaving your car is prohibited, we do utilize the round- about during drop-off. Drop-off occurs at the North door by the main building where the Chapel and offices are located. To accommodate multiple cars at once please pull up as far as you can to the east, and allow the student to disembark on the passenger side of your vehicle. The children will then be greeted by one of our teachers/staff members.

If you wish to walk your children in or need to depart from your vehicle to speak with the office, we ask that you please **do not park** in the roundabout close to the main building, but to park instead in the school parking lot.

Late Drop-Off

If you are dropping off a student AFTER 8:30 AM, you will need to park your car in the main parking lot, wait until 8:45am when prayers are completed, and walk your child to the office to sign your child in as "Tardy".

Pick-Up

It is expected that all those that are authorized to pick up your child/children are included in the approved list located in the front office, it will be automatically assumed that any guardian has permission to pick-up your child unless told otherwise. If you are having someone other than immediate family picking up your student, please notify the office in writing for verification.

For safety reasons, we kindly ask that parents do not come into the classrooms during dismissal.

Pick-up for Preschoolers will take place from the outside classroom door of Ms. Jessica's Preschool room (first room in the classroom building in the back).

Pick-up for Kindergarten, & PreK will take place from the outside classroom door of Ms. Reina's Kindergarten room (last room in the classroom building in the back).

Pick-up for Primary will take place from the outside classroom door of Miss Jamie's Primary room (located in the back of the classroom building).

Pick-up for the Grammar class will take place from the outside classroom door of Ms. Tatiana's Grammar room (last room in the classroom building).

Pick-up for the Logic & Rhetoric Classes will take place at the main building, in the waiting area by the main office entrance. Logic & Rhetoric parents are allowed to form a waiting line and park and *remain in their cars* as they wait for their students outside.

Early & After Care:

Early care is offered for **$5.00 daily** (7:30 AM-8:15 AM), and after care for **$15.00 daily (**3:15 PM-6:00 PM) **Registration Fee** for Early Care or After Care: $50.00 per student

(Please note that there will be a late pick-up fee of $1/minute after 6:00pm.)

***Drop-of and Pick-up for before and aftercare is the Grammar classroom, (last room in the classroom building). For safety reasons, we kindly ask that parents do not come into the classrooms during aftercare dismissal. ***

Feast Days and Church Services

As we celebrate all Great Feast Days of the Orthodox Church, there will be a liturgical service on those days. Students attend and participate in feast day liturgies, and families are always welcome and encouraged to join us. All students and staff attend the weekly Divine Liturgies that are served during the school day at 9:30AM on Wednesdays. All families are welcome and invited to attend Sunday liturgy at 10:00 AM as well.

Fasting (for Orthodox parents and children)

Though some school age and kindergarten students may need something to eat in the morning before a liturgy, most Orthodox Christian school age children should be fasting before communion as they do for Sunday liturgies. If you desire your child to eat before communion it should be very simple, minimal, and as far before communion as reasonably possible. See your confessor if you have questions. All the children are dismissed directly to lunch after Wednesday liturgy.

Calendar

All families receive our list of important school year dates when they register. It is also available in the school office and on the website. Please be sure to familiarize your family with this year's school holidays and days off, particularly if your student is in Early Care or After Care so you can plan for alternate care on days off.

Standardized Testing

All students enrolled for credit shall take a standardized test in the spring of the academic year.

ATTENDANCE

Like all other schools in the state of Florida, private school students are legally required to attend classes for 170 days in a school year. In light of this legal requirement, excessive tardiness or absenteeism may affect your child's ability to move to the next grade. Additionally, tardiness and absenteeism affect your child's teacher's ability to keep other students focused despite numerous classroom interruptions due to the late entrance of tardy students to the classroom. Tardiness and absenteeism also affect your child's ability to learn the information being taught in class, and ultimately, his or her grades as well, since they are missing key material when they are tardy or absent.

The parents of students who are tardy or absent more than three times in a grading period will be asked to come in for a conference with the classroom teacher and/or the school Director.

Please note that vacations are NOT excused absences. Though illness IS an excused absence, your child will be marked as "unexcused" at attendance if a parent has not called in to explain his or her absence. A parent must call in **each day** a student is absent due to illness or for any other reason. Leaving a message on the school voicemail is acceptable if the office phone is not answered at the time of the call as well as an email to the school email (paideiaclassicalacademy@gmail.com). Texts to teachers and notes are not acceptable in lieu of a phone call to the office or email. Once again, if you are dropping your child off after 8:30 AM, they are tardy and they must be signed in by a parent in the office.

Cut-off time for drop off is 11:00 AM. If the student is not in attendance by 11:00 AM, please refrain from bringing them to school that day and your child will be marked absent.

DRESS CODE AND APPEARANCE

The dress code of Paideia Classical Academy is a reflection of the values of the Orthodox Church community of which our school is a part, and it can be summed up in one word: modesty. All clothing must be clean and neat, neither too loose nor too tight, and not frayed nor torn. **All clothing should be without logos except for the school logo**, and free of any advertisements or media images; our community does not wish to promote or advertise any entity inside of our school or allow the appearance of our patent approval of any ideas, messages or images that may be contrary to our faith by allowing such items of clothing into our dress code. We realize that some clothing has a brand logo on it that cannot be removed, and as such, may be worn if the logo does not exceed 2 inches in length. You are not required to buy your uniforms from Land's End, but they must be similar in style if bought elsewhere; please see our uniform choices on the Land's End website in order to be familiar with and comply with our dress code. If an item is not offered as a Paideia uniform choice at Land's End, then it is not part of our dress code and your student will be seen as not in compliance with the dress code policy if they come to school wearing such an item. Please do not take liberties with "extras" such as sweatshirts, leggings, scarves, etc., as it creates an environment of confusion for other students as to what is and is not acceptable. There are choices to address all weather in and out of the classroom (sweaters for chilly days or chilly classrooms, short-sleeved shirts for warmer weather, etc.). If you have any questions about the dress code, please inquire in the school office.

For All Students

No jewelry or accessories are allowed other than a watch and/or a cross. No makeup, except blemish cover, is allowed for students from Pre-School through 8th grade during Early Care, School, or After Care hours. High school female students are allowed modest, minimal makeup, at the discretion of the Director (please refer to *1 Timothy 2:9* and *1 Peter 3:3-4)*. Earrings are permitted, but must remain modest, such as studs and small hoops.

Only one piercing is acceptable per ear and no other piercings on the body are acceptable. Students are **not allowed** to dye their hair, and hair should be neat and away from the eyes. No nail polish is allowed. Students are expected to be well groomed. Uniforms need to be clean, in good condition and repair (No holes, no ripped knees, etc.)

All students MUST be in complete uniform when entering school.

All Uniforms are available at Land's End Website or can be purchased locally.

Dress Code for Boys: Primary/Grammar/Logic/Rhetoric

Shirts- Light blue or white; long or short-sleeved; no pocket, oxford shirt. **No polo style shirt**. School logo must be on the left side of the student's shirt*. **Shirts must be buttoned up and tucked in.**

School Tie: Navy Blue/Plaid tie is optional for the school days, but **is required for liturgy days for those in Grammar, Logic, and Rhetoric classes (grades 4-10)** and for special events such as the Christmas program, graduation, etc. The plaid and solid navy-blue options are available at Land's End website; the navy tie may be purchased most anywhere inexpensively.

Pants: Navy blue, worn with black belt (mandatory).

Socks: Navy blue or white socks. **No other color**.

Shoes: Comfortable black dressy-casual, closed-toe/heel shoes. **No Athletic shoes.**

Hair: Should be worn above the shirt collar, away from the eyes, and well groomed. **No mohawks, designs/lines, etc.**

Dress Code for Girls: Primary/Grammar/Logic/Rhetoric

Shirts: Light blue or white peter-pan collar blouse or polo shirt. When worn with a skirt, **shirts must be buttoned up and tucked in,** and the school logo must be on the left side of the student's shirt.

Skirt/Jumper*: Knee length* Navy blue or plaid skirt; or navy blue or plaid jumper, with school logo* (to be worn with light blue or white shirt). The jumper option does not require the shirt with the logo since it is not seen beneath the jumper. **No polo dresses**. **Bike Shorts:** It is encouraged that all girls wear dark navy bike shorts under their skirts to ensure modesty. **Bike shorts may NOT be worn as athletic attire.**

Socks: Navy blue or white cuff/knee high socks or footed tights. **No leggings. (See winter wear)**

Shoes: Comfortable black or navy blue closed-toe/heel, dressy-casual shoes, Mary Jane style. **No Athletic shoes.**

Hair: Girls may wear simple hair accessories such as barrettes, headbands or elastic bands to keep their hair neat. No glitter and no character hair accessories allowed.

Dress Code for Boys in Pre-School/PK and K

Shirts: Light blue or white polo shirt with school logo on left side. * **Shirts must be buttoned up.**

Pants: Navy Blue dressy/casual pants (elastic waist is acceptable) **Socks:**
Navy blue or white socks. **No other color.**
Shoes: Comfortable closed-toe/heel shoes in black.
Hair: Should be worn above the shirt collar and well groomed. **No Mohawks, No designs/lines.**

Dress Code for Girls in Pre-School/PK and K

Shirts: Light blue or white peter-pan collar blouse, or polo shirt with school logo on left side*. **Shirts must be buttoned up.**
Skirt/Jumper*: **Knee length*** Navy blue or plaid skirt or jumper; or navy-blue polo dress. Jumpers and polo dresses must have school logo on left side*.
Socks: Navy blue or white cuff/knee length socks or footed tights. **No leggings**. **(See winter wear)**
Shoes: Comfortable closed-toe/heel shoes in black or navy with strap across foot, Mary Jane style.
Hair: Girls may wear simple hair accessories such as barrettes, headbands or elastic bands to keep their hair neat. No glitter and no character hair accessories allowed.

Winter Wear: For all students

Navy blue cardigan, sweater, or jacket with school logo on left side*. **No sweaters or jackets allowed with any other logo or color.**

If temperature drops to 65 degrees or lower, girls can wear navy blue or white leggings under their skirt/jumper with blue or white socks or footed tights.

****As shown on Land's End website. Iron-on school logo patches can be purchased from the school office for $6.00.***

Physical Education uniform for both boys and girls of all grades

Shorts: Solid cobalt blue or cobalt blue with white stripes on the sides (sometimes called "royal blue") sport ***knee-length*** shorts or athletic pants. No other color allowed.
Shirts: Plain white t-shirt with school logo on left side OR PCA Bees PE shirts (available for sale in the front office).
Socks: Navy blue or white cuff/knee length/crew socks **Shoes:**
Appropriate athletic shoes. No light-up shoes.
** Pre-School/PK & K/Primary students should come to school in their PE uniform on PE days. All other students will come wearing their school uniform, and bring their PE uniform in a bag.

Back packs/Lunch packs/Water bottles/School Supplies

All students **must** have a back pack. Back pack, lunch pack, water bottles and school supplies **will not** have any characters on them. A refillable water bottle, filled at home, should be **provided daily,** as trips to the water fountain are permitted only during assigned times.

Only water and unsweetened tea are allowed as drinks in the classroom. (We encourage our students to be as green as possible, so we discourage the use of nonrefillable plastic bottles.)

Non-compliance of uniform code (to include back packs, lunch packs, and school supplies).

First time-A written note will be sent home with student. Second time-Email will be sent to Parent.
Third time-Parent is called to provide student with proper uniform.

Any further non-compliance will result in student **not being allowed** entrance into school, until they are in compliance.

CONDUCT and BEHAVIOR

A fundamental goal of Paideia Classical Academy is to provide students with an academically excellent, Christ-centered education. The conduct of staff and students as disciples of Jesus Christ must be guided by the Christian virtues of self-discipline, purity of heart, patience, contrition, perseverance, industriousness, and humility as the foundation upon which real education can be built. We expect appropriate behavior and classroom etiquette once students come through the doors each morning.

- Neatness in dress and adherence to our dress code
- Courtesy and respect towards teachers and classmates
- An attentive attitude during prayers and lessons
- Preparedness for studies with proper supplies and assignments
- Restraint in speech, gestures, and actions which could undermine the teaching environment or be offensive to teachers, staff, or other students

Disruptive behavior that interferes with the integrity of the classroom will not be tolerated. Therefore, communication, consistency, and cooperation between parents and staff in matters of discipline are imperative. In order to prevent a student's behavior in the classroom or elsewhere during school hours from becoming a persistent problem, we will follow the disciplinary procedures outlined in this handbook. By enrolling your student at PCA, you are giving full assent to our conduct requirements, including our Dress Code, our School-wide Rules and our Discipline procedures.

SCHOOL-WIDE RULES

The school's Director, Dr. Paola Weber, has the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion. School rules apply any time the student (or parent) is on the Paideia campus, not just during school hours.

- School begins at 8:30 AM. If a student is not here at 8:30 AM, he/she is considered tardy and will be so marked at attendance; all tardy students must be signed in by a parent in the office after parking their car in the main school parking lot.
- All students must adhere to the school dress code, which is detailed on pages 8-11 herein.
- No advertisements or media images are allowed on any items such as book bags or lunch boxes.
- Cheating is unacceptable. Cheating includes plagiarism of any type.
- All students are required to turn in the day's class work and any assigned homework on time. As class work and homework are a part of each student's grade, continued missed work will eventually result in a lower grade for the course.
- All students are required to be polite and courteous to both their teachers and school staff as well as other students. We should be – always – treating each other in a manner that reflects the love of Christ. Therefore, bullying or harassment, including belittling comments of any kind, even those intended as a "joke", are strictly prohibited. Other prohibited behavior includes, but is not limited to, grabbing, hitting, poking, leaning on, intimidating, ostracizing, or sexually harassing any other student, teacher, or staff member. Additionally, neither students nor parents are allowed to use any profane, vulgar, or abusive language while present anywhere on the school campus at any time. Students are obviously expected to comply with their teacher's classroom rules, which are given to the students in written form during the first week of school. In the case of younger elementary students who are not yet able to read, parents should review these rules with their student.
- There are no electronic devices allowed to be used on campus during Early Care, school hours, After Care, or school functions - except those previously specifically approved by the school Director in writing as an aid to a student in his/her learning process.

- Except in the case of a going to a different classroom for a particular subject outside their home classroom, no student should be in the hallway at any time by himself/herself without a teacher's hall pass.

- Students are not allowed to bring toys from home. The only exception to this rule is that of students in the Pre-K to Primary classes who can bring an appropriate item for Show & Share. Please be sure that items brought in for Show & Share are also appropriate in size and weight. Items may not be any type of toy weapon, including, but not limited to, guns, knives, swords, or clubs, as we do not want to encourage any type of violent play in the youngest among us.

- It should go without saying that students are not allowed to take, steal, hide, or damage any other student's property, including their class work or homework, nor are they allowed to take, steal, hide, or damage any school property.

DISCIPLINE

Keeping in mind that there is a difference between punishment and discipline, and that the goal of true discipline is to guide a child as they grow and learn, the goal of discipline at PCA is neither to humiliate, nor to break the spirit. It is, however, intended to preserve the character of both the classroom and the larger school as a place of learning and respect. Minor infractions are handled in the classroom by the classroom teacher. Behavior that interferes with classroom instruction or is considered a more major offense is referred to the Director's office.

In general, poor behavior or the breaking of student rules results in a verbal warning to the student for a first offense, a phone call home with an email follow-up for a second offense, and a face-to-face parent-teacher conference during school hours for a third offense. Additional offenses may result in detention, suspension or eventual expulsion. Exceptions or additions to the basic discipline policy for specific circumstances are detailed below.

DRESS CODE

Dress code violations of any type result in both a verbal warning to the student and an email notification to parents the same day. A second violation will result in a call home with a follow-up email requesting parental attention to the matter. A third violation will require that the student be sent with a uniform violation form where the parent will have to sign. The student either will not be allowed inside during drop off if it is caught at the door when arriving for school or that the student be immediately picked up by his/her parent and subsequently returned to school in the proper required uniform; the student will be marked tardy for the day since they have missed class time. Additional violations may result in detention, suspension, or eventual expulsion.

CHEATING or PLAGIARISM

Any student found to be cheating or found to have plagiarized any work is always at risk of immediate expulsion from school. At the very least, he or she will be given a zero for the work being done at the time he/she was found to be cheating, or a zero for the assignment that contained any plagiarism. A second instance of cheating or plagiarism will result in an immediate suspension, and a parent will be called to come and pick up the student for the day. This will result in attendance reflecting an unexcused absence for that day and any other days that are part of the suspension. A third incidence of cheating or plagiarism will result in immediate expulsion from the school. All instances of cheating or plagiarism are documented in a student's file and will follow the student when he or she leaves PCA.

ELECTRONIC DEVICES and WEAPONS

Neither electronic devices, including, but not limited to, mobile phones, handheld video games, MP3 players, mini-tablets, tablets, or laptops, nor weapons of any sort, including, but not limited to, guns, knives, or lighters, are allowed on the school campus **AT ANY TIME**. Those that are seen by a student's teacher will be immediately confiscated and will be returned only to the parent and picked up at the front office. If your student needs to have an electronic device for after-school hours off campus, it must be turned into the office prior to class.
Weapons are NEVER allowed on campus.

PROPERTY

The consequence for damaging, stealing, or destroying property is a same-day after-school detention and a report on the student's permanent record. Parents should understand that in enrolling their child at PCA, they are agreeing to be liable, along with their student, to restore or replace such items.

PARENTAL RESPONSIBILITIES

As a religious institution and parent-founded school, much of what makes Paideia Classical Academy unique is the invaluable volunteer participation of the school and church community. Our students greatly benefit from the skillful gifts and tireless labor of parents in many necessary areas.

Family volunteer hours (FVH) are vital to the success of Paideia Classical Academy (PCA). Volunteer hours strengthen the PCA community, keep the school's operating costs and tuition low, and help with day to day operations. All families are required to log 30 volunteer hours over the course of one year for one child *(sibling(s) are required an additional 10 hours)*. Hours may be completed by parents, guardians, grandparents or close family members or friends through time, treasure, or talent. Each volunteer hour is worth $10. If at the end of the year (the last day of school), you have not completed your 30 hours, you will be assessed $10 for every incomplete volunteer hour.
FVH that are not completed will be treated as unpaid tuition. You may opt out of volunteering all together, but you will be charged $300 for one child or $400 (children) and this amount will be added to your yearly tuition.

A representative of the School-Parent Fellowship will be in contact with you to match abilities and inclinations of the parents with the needs of the school.

LUNCHES / SNACKS

All student lunches and snacks should be fully prepared at home and should not require kitchen preparation here at PCA. Parents should send healthy, nutrient-dense foods for optimum behavior and learning. Ingredients to avoid – because they are extremely deleterious to health and well-being – are corn syrup, dextrose, dextrin, maltodextrin, corn starch and citric acid (all made from

corn, which is by and large all genetically modified in this country), artificial colors, artificial flavors, and MSG in any of its forms/names (including anything hydrolyzed or autolyzed). We also encourage parents to take a look at all ingredients in their child's lunch and evaluate how much sugar may be hiding there. Children are not allowed to bring soda or candy to campus at any time.

Food items that do not abide by our policy will be evaluated (main meal or snack) and if deemed necessary (i.e.: candy, processed foods), will be removed from the students' lunches and be available for pick-up at the office. Students will receive a verbal notice and parents will receive a phone call regarding the dietary infraction with request to correct.

School Lunch

We offer organic school lunches catered through "Yummy in My Tummy" for families who are interested in a school lunch program.

The Cost is $6 per meal (not including drink). Lunches need to be pre-ordered and paid by Thursday for the following week.

No Peanut Policy

Please note that we have a **NO PEANUT POLICY** at the school due to student airborne allergies.

BIRTHDAYS

It is requested that student birthday gift exchanges take place after school hours. Unless an entire class is invited, party invitations for individual parties should be sent through the mail.

In-school birthday celebrations may occur only with the prior approval of the teacher in whose class the party would take place, and as an organic and green school we expect all birthday/party food to be organic and nutrient-dense (please see above relative to lunches for what foods to avoid). We ask families to respect this and send healthy alternatives to commercial food, preferably home-made organic treats. Please talk to the office for suggestions or recipes if you need/want further information about this.

TEACHER GIFTS

It is requested that gifts to teachers from students or their parents be limited to Christmas, birthdays, teacher appreciation and/or the end of the school year. Any monetary gifts to teachers should be for a special reason and given through a parent organization to all teachers.

DESKS

Desks and lockers are the property of the school, which retains the right to open and search them at any time.

SCHOOL SUPPLIES

All school supplies should have solid colors or display scenic views only; no commercial or pop culture logos or characters are permitted. It is the joint responsibility of both students and parents to keep track of and replace supplies throughout the school year.

MEDICATION POLICY

If a child requires medication during the school day, a specific medical note/permission from an appropriate medical professional is mandatory in order for the school to administer medication.

MEDIA POLICY

Parents are **not** authorized to take photographs, videos, recordings on school campus and during school events of any of the PCA students, parents, or staff, unless previous authorization has been given by the administration, and parents (This includes posting on social media.)

******* In order to protect our students, we require students **NOT** to have personal accounts on any social network. Therefore, if the student already has an account please make sure it is deleted.

CUSTODY ISSUES

In order to properly accommodate the parents of our students, it is necessary for the school to have accurate custodial information on file. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. It is crucial that the faculty and staff know who may and may not pick up a student. It is the custodial parent's responsibility to provide the school with a court-certified copy of any pertinent court orders relative to custody and to accurately fill out school paperwork relative to this matter.

SAFETY PROCEDURES

Your child's safety and security is our priority. The following safety procedures have been established to protect all the students, staff and visitors to Paideia Classical Academy.

Fire Drills: A fire drill will be done monthly; there will be at least 21 days between each fire drill. Emergency drills will be done 3 times a year, for different emergencies.

Evacuation: If evacuation is necessary, all staff will aid in moving children to evacuation site and maintain the safety of the children, till each child is picked up by parent. School Office staff will call parents and notify them. All children must be picked up with in one (1) hour of notification.

Evacuation pick-up areas: 1st Area- 1100 Lyons Rd, Coconut Creek, FL 33063
2nd Area- 5100 West Copans Rd, Coconut Creek, FL 33063

Illnesses: All illnesses will be reported to School Office immediately. Student will be attended by School Office staff and a determination to notify parents will be made. All students must be picked up within 1 hour of notification. Children with fevers will not be able to return to school unless they have been **without a fever for 24 hours.** Children with contagious diseases will be separated from other students till parent pickup. A *Doctor's clearance note* is required and must be presented to School Office ***upon return to school***.

Injuries: Minor injuries will be dealt with by Teacher/Teacher Aide. A report will be given to parents. Major injuries will be dealt by Teacher/Teacher Aide and reported immediately to School Office who will assist Teacher, call Paramedics *if needed*, and then Parents.

Visitors/Intruder/Strangers on campus: All Visitors MUST check in at School Office. No visitor will be allowed into school by students nor staff. No student will open the outside doors without permission from school staff. All school doors must be closed and locked at all times. Staff shall report any strangers to School Office immediately. All students should be kept indoors till situation has been assessed.

Hurricane/Weather Threat: Paideia Classical Academy will follow Broward County School's Hurricane/Weather plan for the closing of school. If Broward County Schools are closed, our school will be closed also.

2018-2019 Acknowledgement Page

By registering my child at PCA, I, _____, the parent/legal guardian of _____understand and agree that I accept, for myself and for my child, all rules and regulations of our School, including, but not limited to, the present PCA Handbook, as well as any judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Student/Parent Handbook are not meant to be comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself. Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. Parents/guardians and students must sign the form below

We have read and understood all statements and provisions set forth in the Student/Parent Handbook. We acknowledge that Paideia Classical Academy reserves the right to change, add to, or delete any of the policies contained herein at any time during the school year, with notice to parents of students.

We are aware of the evacuation sites and that my child has to be picked up within one (1) hour of notification a) by the school or b) by public announcement, required by local or state authorities, whichever comes first.

I, the parent:

(i) am aware that if my child is sick, I must pick them up from school within one (1) hour of notification. I understand that if my child has had a fever, they must be fever free for 24 hours before returning to school. If my child has a contagious illness, a doctor's note to return to school must be presented to School Office upon return to school;

(ii) acknowledge that I have read, understood, and familiarized with the school's safety plan, and will comply with it;

(iii) hereby grant permission to PCA to use, for publicity purposes, any individual or group photographs taken at school or any school related events, showing my child(ren);

(iv) hereby release Paideia Classical Academy from any responsibility or liability for any lost, stolen, or damaged personal property which my child(ren) brings to school, or school events.

If you have multiple children, please return one signed form per child

_____	_____	_____
Student Print Name	*Student Signature*	*Date*
_____	_____	_____
Parent Print Name	*Parent Signature*	*Date*