



2023-2024
CODE OF CONDUCT

Kindergarten through 6th Grade

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INTRODUCTION

Our Philosophy

Christian education invites young people to see and understand the world through the perspective of God's truth. The Bible becomes the lens in which students view what they are learning. The lens focuses their thinking on the ultimate truth. It is not solely about a Christian way of understanding but a Christian way of living. Christian education informs, invites, and inspires young people to live this way. This is done in a community of love and learning between families, children and teachers. As an important ministry of Parkwood Church and School, we help fulfill the values of the Church.

Mission

Parkwood Preparatory School seeks to provide students in Jacksonville with a strong academic foundation; while nurturing students in their spiritual, academic, emotional and social development. We strive to discover and encourage the gifts each child possesses, to deepen each student's faith in Christ, and to inspire each student to realize his/her full potential.

Vision

To be a Christ-centered school characterized by academic excellence, caring community and molding future servant leaders.

Parent/Student/Teacher Partnership

Success at Parkwood Prep School requires a partnership between parents, teachers and students. With God central to this relationship, we have a master example of love and grace. Parents' active participation in the academic education of their children and the examples and expectations you provide impact your child's life more than anyone or anything else.

Teacher's duty is to model Christ by loving and respecting students, keeping them safe, teaching them His word and maintaining high standards for academics and character.

Students are being prepared for life beyond our building. Both parents and teachers expect you to work to your fullest potential and treat others with respect and kindness.

ENROLLMENT

1. Learn about Parkwood Prep School by visiting our website and social media pages.
2. Schedule a tour
3. Apply
 - a. Fill out an application
 - b. Pay the application fee
 - c. Provide school records
 - d. Provide IEP (if applicable)
4. Acceptance
5. Enroll
 - a. Provide birth certificate, immunization records and emergency contact information
 - b. Sign the attendance contract and tuition schedule
 - c. Submit Scholarship Award letter (if applicable)

The school reserves the right to place a child in an appropriate grade based on records and school documentation.

The school is not fully equipped to handle students with moderate to severe special needs. Enrollment of students with special needs is dependent upon the student needs and the support available. District support is available to students with a Service Plan and Title 1 Tutoring is also available.

The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

FINANCES

Tuition

Tuition is required to be paid by the 15th of each month. If your scholarship does not pay the full tuition amount, you are required to pay the additional amount each month. You will receive a tuition contract at the beginning of the school year with this information.

Multiple Child discount is 8% off of Tuition Only (second child and each child thereafter)

Fines

The students are released from school at 3:00 PM and must be picked up no later than 3:15 PM. Late fees will be assessed after 3:15 PM at a rate of \$1.00 per minute.

10% is added to any tuition payment made after the 15th of the month.

School Supplies

Students are responsible for his/her own materials. Each classroom list will be sent to you in July. It will also be provided to you by your child's teacher and be available on social media.

Extended Care

The school offers extended school care for families who need care beyond the normal school hours. The program is available for Parkwood Prep students in all grade levels and available each day the school is operating from 7:00am-9:00am and 3:15pm-6:00pm. The program provides a safe environment for children to socialize, play, and do their homework. Please email weecspeed@gmail.com to sign up for extended care. Drop-in rates are available.

The fees associated with extended care are as follows:

- Morning only** (7:00am-9:00am) - \$125 a month
- Afternoon only** (3:15pm-6:00pm) - \$220 a month
- Morning and Afternoon** (7:00am-6:00pm) - \$325 a month

FEE SCHEDULE

| | | |
|---|----------------------|------------------------|
| Application Fee | \$25 | |
| <i>Non-refundable, due at time of application</i> | | |
| | <u>Annual</u> | <u>10 Month</u> |
| Enrollment fee | \$125.00 | |
| Tuition | \$7,650.00 | |
| Book fee | \$500.00 | |
| Testing fee | \$100.00 | |
| School improvement fee | \$500.00 | |
| Smart Tuition | \$50.00 | |
| TOTAL | \$8,925.00 | \$892.50 |
| Before and After Care | | |
| Morning only (7-9) | \$1,250.00 | \$125.00 |
| Afternoon (3-6) | \$2,200.00 | \$220.00 |
| Full Day (7-6) | \$3,250.00 | \$325.00 |

ANY FEES NOT COVERED BY SCHOLARSHIP PROGRAMS ARE THE RESPONSIBILITY OF THE PARENT

MULTIPLE CHILD DISCOUNT IS 8% OFF TUITION ONLY (SECOND CHILD AND EACH ONE THEREAFTER)

ACADEMICS

Curriculum

The core curriculum at Parkwood Prep School includes bible, arithmetic, language arts (writing, phonics, spelling, reading) science, and social studies.

- ❖ Technology is integrated into the classroom at all grade levels.
- ❖ Bible is integrated into all subjects taught throughout the day.

Curriculum is assessed in the classroom and can be adjusted as often as necessary to meet the current student needs.

Listed below are the current curriculum and resources used in our school:

- ❖ Language Arts: iReady
- ❖ Arithmetic: iReady
- ❖ Science: StemScopes
- ❖ Social Studies: Studies Weekly

Grading Scale

The following grading scale is used at Parkwood Prep School:

| Percentage | Grade |
|------------|-------|
| 90%-100% | A |
| 80%-90% | B |
| 70%-80% | C |
| 60%-70% | D |
| 50%-60% | F |

Gradelink

Parents are required to utilize Gradelink for student grades, attendance and enrollment.

Report Cards

Report cards and Progress Reports are provided digitally in the Gradelink parent portal.

Promotion and Retention

Students advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade.

In cases where a student's retention (repeat of a grade level) would serve to assist the student, the parents will be informed and will have the opportunity to discuss the matter with the teacher and administrator. Prior to this, the process of providing intervention for a student who is failing is outlined as follows:

- ❖ At the end of the first quarter, teachers will notate any failing grades. If a student has more than two F's, parents and the student will be required to meet with the teacher to create a plan of action.
- ❖ If a student's grades have not improved by the end of the second quarter, the student will be put on "academic probation", which means that he/she is now at risk for retention.
- ❖ The decision about retention is made by the administrator in consultation with the classroom teacher.

Standardized Testing

Students are tested 3 times yearly using the iReady diagnostic assessment.

DISCIPLINE AND CONDUCT

We believe that all students are different and all actions and reactions are personal in nature. Situations are dealt with as they arise, with a focus on enabling the student to grow and learn from his or her own actions. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher. We will guide students to solve problems without creating additional issues and they will be given the opportunity to make decisions and live with the consequences.

“Children learn the best lessons when they’re given a task and allowed to make their own choices (and fail) when the cost of failure is still small. Children’s failures must be coupled with love and empathy from their parents and teachers.”

- Love and Logic

Consequences for Serious Offenses

We must emphasize that there are certain behaviors for which clear and immediate consequences must exist. The consequences for any of the behaviors listed below (bullying, possession of weapons and sexual harassment) are immediate and non-negotiable. While we understand that intent can be difficult to decipher, any behavior that puts a person's safety at risk must be taken seriously.

1st offense: In-School Suspension

- ❖ The student will spend one entire school day under the supervision of an administrator.
- ❖ While suspended, a student may not participate in any activities that day.
- ❖ All missed classwork will be recorded as zeros.
- ❖ Required Parent Meeting with teacher and administrator before returning to class.

2nd offense: Out-of-School Suspension

- ❖ The student will remain home for two days and will not be permitted back on school grounds for the duration of the suspension.
- ❖ The same in-school suspension rules listed above will apply.

3rd offense: Expulsion

- ❖ The student will be expelled from school permanently.
- ❖ Tuition will not be refunded in the event of expulsion.

**The administration reserves the right to skip any of these steps.*

Bullying

Parkwood takes all reported acts of bullying seriously. In accordance with Florida Statute 1006.147, “The Jeffrey Johnston Stand Up for All Students Act”, the Duval County School Board adopted Anti-Bullying Policy 10.20 to address bullying in the district. Bullying should be reported to the designated school administrator and investigations of alleged incidents will be investigated at the school-level.

Incidents of bullying or harassment can be reported by contacting the school directly by phone, email, or in person.

<https://www.fldoe.org/safe-schools/bullying-prevention.stml>

Public Displays of Affection

Public displays of affection (PDA) - e.g., kissing or prolonged embracing which connote more than simple friendship - are not permitted on school grounds, including (but not limited to) classrooms, unoccupied rooms, bathrooms, common areas, outdoors on the field/playground, cafeteria/fellowship hall, etc. Inappropriate personal contact is not allowed in school, on field trips, or any other Parkwood event.

ATTENDANCE

School attendance is important for several reasons, including academic success, social development and professional development. Regular attendance in school helps students keep up with lessons and academic work. It allows students to participate in classroom activities, ask questions, and engage with their peers and teachers. This, in turn, leads to better academic performance and achievement. School attendance also helps in the social development of students. It provides opportunities for students to interact with their peers, build relationships, and develop social skills that are integral to their personal and professional lives. Consistent attendance in school prepares students for the demands of the professional world. It teaches them the importance of punctuality, responsibility, and perseverance, which are essential qualities for success in any field.

- Parkwood Prep School follows the DCPS Calendar.
- Early Dismissal Days: students are released at 12:00PM.
 - They will **NOT** have the opportunity to eat lunch on these days. Please plan accordingly.
- Students are considered tardy after 9:15AM.
 - 5 tardies are equal to 1 absence.
- No students will be dismissed for Early Pick Up between 2:30-3:00 PM.
- Please communicate with your child's teacher if you have any attendance concerns or if your child is absent.

Attendance Policy Agreement

Parents will be required to sign the Attendance Policy Agreement. According to the Florida compulsory school attendance law, regular school attendance is required. It is the parent's responsibility to contact the school if their child will be absent and to state the reason for the absence. Students returning to school from an absence are required to present a **written** explanatory excuse from their parents stating the cause for the absence. A student may not have more than ten unexcused absences in a school year.

The following are acceptable excuses for being absent:

- ❖ Illness or injury of the student
- ❖ Serious illness or death in the student's family
- ❖ Participation in therapy services
- ❖ Inclement weather

A physician's note is required to return when a student has been absent for 3 or more consecutive days.

- ❖ **5 or more unexcused absences will result in a note home and the student's report card will be notated.**
- ❖ **9 or more unexcused absences will result in a parent meeting with the principal and a scholarship warning.**

Students who are absent will receive a zero (0) for the work missed on the days in which the absence(s) occur. Students will be responsible for making up missed work for each absence. Students shall receive appropriate grades for make-up work to replace the zero (0).

Dress Code

School uniforms ensure that all students wear the same clothing regardless of their background, socio economic status or fashion preferences. This promotes equality and reduces the pressure of competing in terms of fashion among students. It also helps establish a sense of discipline across the school.

- ❖ All students should arrive to school in their school uniforms.
- ❖ Students are required to wear:
 - Black, Dark Blue, Khaki (tan or olive) or Blue Jean bottoms (pants, skirts, jumpers, dresses or shorts)
 - Solid white, blue, red, black or gray tops (Polo or T-shirt)
 - Any Parkwood Apparel
 - Shoes must have heel straps, no flip flops or crocs.
- ❖ If a student is dropped off without appropriate uniform clothes, the parents will be contacted to bring them a proper uniform.
- ❖ Uniforms are optional for *Special Occasions* (student birthday, classroom holiday party, dress up days and special events)
- ❖ **All clothing must meet the minimum requirements for DCPS standard Dress Code.** <https://dcps.duvalschools.org/Page/9868>

School Health

Florida Law requires all students to show proof of immunization before admission to school. Student Health Examination Form must also be turned in before the first day of school. The Department of Education also requires a copy of the student's birth certificate.

If your child has any serious allergies or any chronic conditions, please indicate this during registration.

Illness

A student who is sick or running a fever should be kept at home. When the school determines a student sick, parents will be contacted and **MUST** pick up their child within 45 minutes. Failure to pick up a sick student within 45 minutes may result in a late fee. Parkwood staff has full discretion as to a student's ability to remain on campus. A student may return to school once they are well/fever free without medication for a full 24 hour period of time.

Medication

Students are not permitted to have medication in their possession while at school (including cough drops, etc.).

Medication of any kind (prescription or over-the-counter) can-not be administered to a child unless a medication form is completed in the Front Office by a parent or guardian. Sending a note with the medication is not sufficient to allow us to give out the medication.

The following regulations must be strictly adhered to:

- ❖ Each medication must have a separate medication form filled out by the parent/guardian. The dosage amount (e.g., milligrams) must appear on the card.
- ❖ **All medication must be in the original container**, including inhalers, pain relievers (e.g. Tylenol), cough drops, etc.
- ❖ Prescription medication must have a current label.
- ❖ If the doctor has given you a sample, a letter from the doctor must accompany the medication stating he/she has prescribed it to your child. The medication and dosage (e.g. milligrams), child's name, and quantity/time of day to administer the medication must be in the letter.
- ❖ Completed medication form must exactly match the prescription label on the medication container.
- ❖ Medication forms must state the time of day the dosage of medication is to be administered (i.e. do not write 2 times a day, write 10:00 am and 2:00 pm or whatever the appropriate times are).

Failure to completely follow the above guidelines will result in medication not being administered.

Student Records

- ❖ Report cards will not be released to any student whose account is not current at the end of each reporting period.
- ❖ School records will not be released until the account is paid in full.