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School Policy Statement

Piney Grove Boys Academy (PGBA) is an integral and inseparable part of the ministries of the First Baptist Church Piney Grove. First Baptist Church Piney Grove in collaboration with Piney Grove Boys Academy determines the policies of the school. Parents are expected to cooperate with the school policies as set forth in this handbook.

Mission Statement

Piney Grove Boys Academy is committed to delivering a God-centered, results-oriented education, in an environment that is safe, nurturing and conducive to learning.

Educational Philosophy

The purpose of the Piney Grove Boys Academy is to pass on to its young people: ideals, belief, attitudes, values, habits and customs, as taught by First Baptist Church Piney Grove. We are dedicated to provide a harmonious educational system that develops the physical, mental and spiritual aspects of the students.

Basic Educational Goals

1. To give glory to God in all things.
2. To develop men into spiritual leaders and role models for the Church and community.
3. To develop an understanding of a man’s responsibility to God and to one another.
4. To help young boys realize their abilities, understand their self-worth, and learn how to use them both for growth and service.
5. To equip each young man with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
6. To encourage creativity and curiosity.
7. To encourage an appreciation of the arts.
8. To teach the fundamentals of Bible, Reading, Language Arts, Mathematics, Social Studies, and Science.

Non-Discriminatory Statement

Piney Grove Boys Academy does not discriminate in admitting students of any sex, race, creed, color, nationality or ethnic origin in the administration of its educational policies, except where specific religious tenets held by First Baptist Church Piney Grove are in conflict. Students enrolled have access to all the rights, privileges, programs, and activities generally afforded or made available to them at the school.
The Curriculum

The A Beka Book curriculum ensures that students will be taught new material on each grade level and that there will be sufficient review of former material each year. Thus, students can progress steadily from year to year. Also, with the basic A Beka Book curriculum we will include cultural studies to ensure that each student will be well informed on his heritage. For more information about the A Beka Book Curriculum, please visit www.abeka.com, or visit our website at www.pineygroveacademy.org.

School-Wide Chapel Assemblies

Chapel and assemblies will be an important part of the spiritual program of Piney Grove Boys Academy. Students and teachers will participate in Chapel Assemblies once per week consisting of prayer, scripture, singing, and an inspirational message.

Admission and Enrollment

Age

Students enrolling in the K5 program must turn five by September 1. Placement exams will be scheduled for all incoming students’ grades 1st-10th.

In addition to the general requirements noted above, all kindergarten students must meet these prerequisites:

- Physical Examination
- Preschool Vision Test
- Preschool Hearing Test
- Students must be potty trained

Note: The immunization, tuberculin, vision, and hearing tests can usually be handled through your county health department at no charge. The Academy must have these documents on file before your child is allowed to enter Piney Grove Boys Academy.

Birth Certificate/ Social Security Card

A copy of the student’s birth certificate and social security card is required for all children seeking admission. Parents must provide the school with a copy of a valid driver’s license and social security card.

Admission Policy

Piney Grove Boys Academy exists to offer Christian Education in a Christian environment. Students will be carefully selected in order to maintain a student body of high academic and moral standards. Since we believe education is a family affair, Piney Grove Boys Academy encourages all children within a family unit to be enrolled in the school.

Acceptance of a student may be based, in part, on a personal interview with Administrator, parent and student, results of the placement exam, and/or recommendations concerning character, attitude, and general promise of the student.

Placement Tests

New incoming students are assessed for proper grade level placement. This process is designed to place each student in an environment for optimal success.
Student Records

Cumulative Student Files

In recognition of sound educational practice (and in compliance with the Family Education Rights and Privacy Act of 1974), the controlling body of Piney Grove Boys Academy requires maintenance of individual student cumulative records. The records maintained by the school contain information directly related to the student. The record includes, but is not limited to the following:

- Application for admission
- Parent’s report on medical history
- Physician’s report on health
- Immunization record (State of Florida prescribed form)
- A copy of the birth certificate
- Standardized Achievement Test battery scores
- Recommendations for admission
- Records from previous school
- Permanent record (transcript)
- Parent/School Contract

Inspection of Records

The parent/legal guardian reserves the right to inspect records upon request. A written request must be submitted to the Administrator accompanied by appropriate identification. The Administrator will provide access to these records within a reasonable time period. Please see the school office to obtain a request form.

Note: The Administrator or a designee must be present while records are being inspected.

Custodian of Records

The Administrator is designated as the custodian of the school records.

Student Withdrawal or Transfer of Records

Before a file is forwarded to another school, extreme care will be taken to ensure all records are current and complete. Records will only be released upon written request from the receiving school. Records will not be released directly to parents. Records will only be released when ALL financial obligations to Piney Grove Boys Academy have been fulfilled.

Address/Telephone Number Changes

All address and telephone changes must be updated through the school office immediately. In case of emergency situations, it is imperative that current information is on file at all times.

General School Policies

Complaints

If a parent has a complaint, we ask that he/she make an appointment with the Administrator to resolve the issue or send an email to the principal using myschoolworx account or through his email at alton@pineygroveacademy.org.
Classroom Visits

PGBA values the concept of parents as partners in education, and understands the student’s education extends beyond the school. Parents wishing to visit the classroom to observe specific academic instruction need to visit with the administrator for approval. Parents must provide 24-hour notice and state the purpose of the visit (identify what you wish to accomplish by the visit). The administrator will approve or deny the request. This rule is for the protection of all students and the instructional program. Many children in the classroom setting receive special services (ELL, Special Education, Title, Speech, etc.) during the school day due to their individual academic needs and this information is confidential. Due to FERPA (Federal Law), request will closely be examined to ensure the safety and confidentiality of our student population, along with their individual programming needs. Please see the rules to requests that are approved.

Granted Permission

- Must Sign in at the office and be directed to the classroom.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Not record data that is considered confidential about how other children are learning or the services they are receiving based on IEP and other criteria.
- You are not there to judge the teacher’s ability to teach.
- Parent visitations are limited to only one class period.
- When leaving the classroom, you are bound by confidentiality and FEPA Law. The main purpose of a visit is for individual parents to gather information on their own child to better help the educational process.

We understand that parents may need to drop off items to the school for their children (ex. lunches, homework, books and etc.). All items should be dropped off at the office and will be delivered by staff at the school.

Administering Medication

Piney Grove Boys Academy does not administer medication to students without parent consent. We will make provisions for parents to administer medication to their child/children if needed.

Accidents or Illness

In case of illness or an accident, your child will be taken to the school nurse or designated certified administrator for evaluation. You will be called following this initial evaluation. In the event that you are not at home, one of your emergency numbers will be called. If your child is sent home after he has vomited or because of a fever, he cannot return to school for 24 hours after he fever subsides, of after the last time he vomited.

Cell Phones and Electronic Games

Students are not permitted to have cell phones or electronic games visible on campus at any time, before or after school. Parents are strongly advised not to allow students to bring these devices to school. If either is seen, it will be confiscated and will not be returned until the last week of school. There will be no exceptions.

Fire Drills

PGBA holds 10 fire drills per year. Anyone in the building at the time must evacuate. The evacuate location is on the north end of the building. Any exit may be used but all classes and personal reassemble at Palms Nursing Home which is on the north end of the property.
Shelter in Place (Lockdown) Procedure

PGBA will ‘shelter in place’ in the event of an emergency requiring the school to be locked-down. This means sheltering the children in the classroom, nearby, until further instructions are received. This may be ordered because it is safer for students and staff to remain in a secured area rather than to move through the building or to evacuate. The following might be times when we would need to “shelter in place:”

- Hazardous material incidents
- Natural or manmade disasters or weather emergencies
- Possibly dangerous intruder or dangerous situation outside
- Any other situation deemed threatening to our school community.

Bullying Policy

The purpose of the bullying policy is to ensure that the school community is aware of and understands the behavioral standards expected from our students and the possible disciplinary consequences that may occur.

Definition of Bullying

Bullying is defined as a persistent pattern of teasing, name calling, physical contact, non-verbal harassment, exclusion or other intimidating behavior that distresses an individual and creates within that individual the expectation of further power, either real or imagined, where victims perceive themselves as helpless and the bully as invincible and threatening.

This may extend to cyber-bullying which could involve the use of electronic devices such as computers, laptops, mobile phones, and other devices that can be used to intimidate, harass, expose, tease or cause distress to others.
Fees

PGBA is dependent on the tuition income for its operating capital. Timely tuition payments ensure the school’s ability to meet expenses. Piney Grove Boys Academy will always make an effort to keep its fees as low as possible. Fees are as follows for the 2016-2017 school year:

Registration Fee
There is a $100 (non-refundable/non-transferable) fee for all students K through 10th grade.

Note:
1. Piney Grove Boys Academy does not offer discounts to families with multiple students. We do offer scholarships to families that apply and can prove they have a need for the scholarships that PGBA offers.
2. The Annual Tuition can be divided into 10 equal installments.

Tuition Payments
Tuition is divided into ten equal installments. The first payment for the 2016-2017 school year is due by August 1, 2016. Tuition that is paid after the 10th of the month starting in October 2016 is considered delinquent and an additional charge of $30 will be assessed.

NSF- Returned Check Policy
A check that has been returned from the bank will not be re-deposited. A $50 fee will be charged and must be paid in cash only. If this fee is not paid, it will be added to the student’s account and will be considered a legal debt. No personal checks will be accepted after the first returned check. Payment must be made by cashier’s check, money order, or cash.

Transportation Fee
PGBA understand that parent’s schedules may interfere with dropping off and picking up children from school. We would like to continue to bridge that gap by offering transportation. All payments for this service should be made the week prior to your son being picked up. Please see the transportation fees below.

Round Trip: $35
One Way: $25

Attendance Policy
It is the responsibility of the student and parent to have good attendance and to be punctual. Regular attendance is necessary for maximum benefits.

School Schedule

1. The school day begins at 8:00 a.m., students are considered tardy after 8:05 am and must have a pass for classroom admittance.
2. Students arriving after 8:30 am without an excused notice will not be permitted to class.
3. Frequent tardiness (5 or more in one month) will result in a conference with the Administrator and possible involuntary withdrawal from the institution.

The school office is opened from 7:30 a.m. to 4 p.m. Monday through Friday.

A. Excused Absences
   1. Personal illness, injury or doctor appointments, which cannot be scheduled after school hours.
   2. Illness in the immediate family which requires the student’s presence.
   3. Death in the family.
   4. Absences with prior approval from the school office.

There are two ways in which an absence may be excused:

1. A note from an authorized person explaining the absence must be presented to the school office on the day of the absence or on the return day.
2. A phone call from the parent to the school office on the day of the absence or on the return day. In such cases, a note from home does not need to be sent when the student returns.

B. Unexcused Absences
Absences for shopping, haircuts, babysitting, sporting events, etc. or any other incident that does not fit the definition of “excused” will be unexcused. Parents should be advised that if student accumulates three unexcused absences, a parent conference may be scheduled and additional unexcused absences may cause future admittance to Piney Grove Boys Academy to be denied. A student will receive a zero for all assignments and tests missed during unexcused absences.

C. Procedures for Absences
   1. Parents must notify the school office by 8:05 a.m. when a student is going to be absent.
   2. Students must bring a note to the office to excuse the absence when he/she returns to school (if the school was not previously notified).
   3. An admission slip must be obtained from the office by the student before being admitted to class. Teachers will not admit students who were absent the previous day without this slip.
   4. Any student who arrives at school after 8:05 a.m. or leaves prior to 2:00 p.m. must have a parent or legal guardian sign the office register and/or receive a tardy pass for admittance into his/her class.

D. Truancy
Truancy is defined as an absence without the knowledge and consent of parent(s) and/or the school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will not be tolerated and students will be reported to local law enforcement.

E. Early Dismissal
The Staff and Administration of PGBA are committed to providing all students with an exceptional educational experience, and go to great lengths each and every day to make the most of every minute that your child is in our care. To provide all students with the educational experiences they deserve with minimal disruptions, we respectfully ask that parents and guardians avoid early dismissals. Parents should attempt to schedule all medical appointments after school hours. However, if it is necessary for a child to leave from school before dismissal, a request must be made in writing to the school office. Parents must go to the school office to pick up their child. No student will have permission to leave unless accompanied by his or her parent or guardian. All early dismissals for medical appointments must be accompanied with a note when the student returns back to school. The medical note must be returned within two school days. School notes can be faxed, emailed and dropped off to the school secretary. Multiple medical early dismissals (3 or more in one month) without a physician note being returned will result in a conference with the Administrator.

F. Tardiness
Punctuality is an important virtue and all of us should do our best to model it. It is also an organizational skill that students need to develop in order to be successful. Arriving on time is a school rule, parents send their children a poor message when they indicate that disregarding such a rule is acceptable. Late arrival at school is often attribute to factors not under the control of students. Thus, the child’s teacher or Administrator may discuss the lateness problem with the parent or guardian in an attempt to resolve the disruptive nature of frequent tardiness. Please note that tardies are recorded on the student report card and follows them through their time at Piney Grove Boys Academy. If the frequent tardiness persists, the matter will be turned over to the school administration for consideration. To establish self-discipline and responsibility among our students it is imperative that parents along with our students comply with the school rule. All parents and students must be cognizant of school schedule.

G. Termination of Enrollment

Any student can be expelled or removed from the school for any reason at any time. Parents and students have the right for a Due Process Hearing. These hearings can be obtained by writing a letter to the current President and requesting a formal hearing. The school has 30 days from the time of the letter if received to respond and provide a date for the parent and student to come in and meet with the board.

Student Conduct

General Statement

At Piney Grove Boys Academy we have a standard of conduct and a dress code that we feel should be a part of the student’s mode of living. The standards set forth are for the protection of our students and orderly operation of our school.

To ensure spiritual and educational benefits for all students, each student will be required to obey all rules and regulations of the school. Our primary objective is to develop respect for authority, pride in appearance, and to develop self-discipline.

All students are subject to the authority of ANY staff member at any time while on the school grounds or during school functions. Students must be courteous and respectful to all people at all times.

The following MINOR INFRACTIONS are examples of misconduct:

1. Chewing gum
2. Running in the building
3. Excessive talking
4. Tardiness
5. Littering in the building or on school grounds
6. Improper behavior during assembly or school-sponsored activities
7. Minor dress code violations
8. Minor property damage
9. Unexcused absences from school
10. Possession of unauthorized items (i.e. radios, cellular phones, toys, etc.)
11. Consumption of food or beverages in unauthorized areas specified by the Administrator
12. Other infractions (not listed) may apply

The following MAJOR INFRACTIONS are examples of misconduct:

1. Profanity, obscene or suggestive language or gestures
2. Willful destruction/damage of property*
3. Cheating or lying
4. Fighting
5. Major dress code violations
6. Major property damage
7. Rebellious or irreligious attitudes
8. Use or possession of drugs
9. Blatant defiance
10. Smoking
11. Disrespect of staff members or other adults
12. Sexual/intimate misconduct
13. Theft or vandalism
14. Possession or drinking of alcoholic beverages
15. Possession or use of tobacco
16. Leaving school without permission
17. Possession of knives or other dangerous objects
18. Other infractions (not listed) may apply

*Any person(s) involved in damaging school property is expected to pay for damages made to school property.

Consequences for Infractions

Teachers will generally be responsible for the conduct of students throughout the day. Students should expect to be corrected by their teacher (or any staff member) whenever they are guilty of any behavior that is not in the best interest of the school. In the case of minor infractions, parents will generally not be contacted unless the teacher’s corrective actions are unsuccessful. Major infractions will generally be responded to by Administration; parents will be notified verbally and/or in writing and disciplinary action will be taken.

Note: In most cases, parents are generally notified of major infractions and the disciplinary action by the end of the school day; however, there may be occasions wherein the events of the school day or the time of the occurrence may prevent timely notification—if this occurs, parents will be notified by the end of the following school day.

The following strategies are used to discipline students at the school:

Students and parents are asked to carefully consider these rules and regulations. Submission of an Application for Admission and/or the School/Parent Contract is an indication that both student and parent intend to comply with the rules as stated.

General Disciplinary Policy

Discipline is administered in love as a preventive and corrective measure. Prayer, counseling, encouragement, rewards, and recognition are all means used to achieve discipline. Other approaches may be necessary which include, but are not limited to:

1. Time out
2. Written assignments
3. Decreased recess time
4. Detentions
5. School beautification
6. Exclusion from extra-curricular activities
7. Corporal Discipline (Spanking) with signed parent permission ONLY*
8. Suspension
9. Expulsion
10. Exclusion from Out of Uniform Days
*Piney Grove Boys Academy reserves the right to corporally discipline/spank students for rebellion involving major offenses or continued minor offenses. The Administrator is the **ONLY** school personnel authorized to administer corporal discipline/spankings. This method of discipline is used only after careful evaluation and consideration of the infraction.

**Note:** The Administrator is *not* obligated to contact parents/legal guardians *prior* to administering corporal discipline/spankings. Parents/legal guardians will be notified of the disciplinary action by the end of the school day verbally or in writing; however, there may be occasions wherein the events of the school day may prevent timely notification—if this occurs, parents will be notified by the end of the following school day.

**Suspension**

The administration may suspend a student for a period of one to three school days at a time. A student reaching an accumulation of seven suspension days for the year will be considered for expulsion.

Student and parents will receive appropriate notice and documentation of all suspensions. Students are responsible for making-up all missed assignments during suspension period. Arrangements must be made with teacher(s) prior to or during the suspension period.

**Expulsion**

The administration may expel students who commit the following offenses:

1. Use of spoken, written, gestured profanity or obscenity
2. Repeated occurrences of misconduct or accumulation of discipline reports
3. An attitude not in harmony with the goals or spirit of the school
4. A continued negative attitude and bad influence on other students
5. Insufficient academic progress
6. Multiple suspensions
7. Physical aggression
8. Bringing a weapon on campus or using any device as a weapon
9. Repeated violations of school policies
10. Other serious violations of misconduct

**General Dress Code**

PGBA’s dress code and grooming policy will be strictly enforced throughout the entire school year. Parents and students are required to adhere to the guidelines. Consistent violations of the dress code and grooming policy will result in fines billed to your account at a rate of **$5 per day, per violation** for each day of the violation. Any student who receives more than three consecutive violations in a week will not be permitted to return back to school until meeting with parents or guardian. A meeting with the Administrator will be required to discuss the matter. **Any student who demonstrate** blatant disregard of PGBA’s Dress Code and Grooming Policy will result in immediate suspension or withdrawal for failure to follow school policy.

**Uniform Purchases**

**Location:** All Uniform Wear
Boys

(Grades K through 12th)

General Grooming and Appearance *Strictly enforced at all times*

1. Must be clean and neatly combed while on campus or attending school events
2. Students must maintain a well groomed and tapered haircut throughout the year.
3. Length must be above collar and mid ear.
4. No hair design cuts are allowed. (i.e. mohawks, twists, pictures, cut eyebrows,
5. No braids, twist, sponged hair, or oversized afros can be grown during the school year.
6. Appropriate hygiene is always necessary. (i.e. deodorant, brush teeth, clean smelling shoes & clothes, etc.)
7. No body piercings during the school day or school events (i.e. earrings, eye brow piercing, tongue ring, etc.)
8. Any student starting the school year with long hair must keep hair pulled back at all times.

Shirts

1. It is recommended that you purchase the required Blazer, Oxford Shirts, Vest, P.E. Uniform and PGBA Polo from All Uniform Wear.
2. Monday – Wednesday for K – 12th the boys should wear all white long-sleeve oxford style shirts.
3. Thursday for K- 12th the boys should wear PGBA P.E. Uniform shirt and gym short set
4. Friday for K – 5th the boys should wear Hunter Green Polo, 6th thru 8th wear a Navy Blue Polo, and 9th thru 12th wear a Red Polo style shirts with the PGBA emblem embroidered.
5. A t-shirt must be worn underneath the uniform shirt at all times.
6. Shirts must be proper fitting, not over/ undersized.
7. **Shirts are to be tucked in pants at all times.**

Pants

1. Pants must be proper fitting and in good condition (no rips, holes in knees)
2. Colors: Khaki
3. Style: Long pants
4. No cut off shorts, must be to the knees
5. No denim jeans
6. Pants must be proper fitting—above the waistline and not over/undersized.
7. **A proper fitting belt must be worn at all times.** This belt must be black.

Ties

1. **K – 5th Grades:** Green tie
2. **6th – 8th Grades:** Navy Blue tie
3. **9th – 12th Grades:** Red Tie
Socks

1. **Ankle socks** (socks that cover the entire ankle) are to be worn at all times. **FOOTIES ARE NOT PERMITTED.**
2. Colors: Socks are to be white, black, navy blue or khaki.

Shoes

1. Colors: ALL shoes must be **black** with **black trimming** and **black** shoe laces.
   1. Students are permitted to wear casual walking shoes (suitable for school)
   2. All shoes should have a rubber bottom and be in good condition.
   3. If wearing hightops or boots they must be black and the pants must fit over the top of the shoe
   4. No sandals or thongs

Dress Down Days

“Dress –down” days are usually sponsored by the school and have a theme or a charity donation involved. Students will be instructed what the theme or charity that particular day will be and what dress will be required. A notice will be sent prior to the “dress down” day. Notices are sent home in backpacks, automatic phone messages and/or electronically through MySchoolWorx Portal.

Jewelry and Make-up

1. **All Grades:** No fake tattoos or facial décor of any form is to be worn or brought to school.
2. **Grade K:** No jewelry of any kind is to be worn. **Grades 1st – 12th:** Students may wear one moderate necklace, one moderate bracelet and one moderate ring.
3. **All Grades:** One wrist watch will be permitted.
4. Any jewelry that reflects a feminine appearance is not permitted. Earrings are not permitted.

Physical Education

On Physical Education days the following dress code will be enforced:

1. **Grades K - 2nd:** Students may wear the required uniform to school and leave it on for the entire school day.
2. **Grades 3rd –10th:** Students are permitted to wear the required uniform shirt, **accompanied with the required uniform sweat pants.** Students may wear shorts openly on no other day than during Physical Education Class.

**Note:** Students not wearing the required uniform will not participate in Physical Education, resulting in a grade of “0” for that day.
Out of Uniform Days

Students are to strictly follow the General Dress Code Policy—the ONLY exception is the required school uniform. Students are not to wear attire with advertisements that are deemed offensive or unbecoming of a Christian. The following guidelines will be enforced:

Pants

1. Pants are to be proper fitting, not tight or overly baggy and without any holes.
2. Shorts must be at knee length and appropriately sized.

Shirts

1. Only striped, printed or solid colors only.
2. No tank tops, fishnet, sleeveless, or any shirt designed for an undergarment.

Shoes

No sandals or thongs.

Note: Piney Grove Boys Academy reserves the right to enforce the required Dress Code & Grooming Policy anytime a student is on the school/church campus. Piney Grove Boys Academy also reserves the right to deny admittance to class to students who are in violation of the dress code policy.

Transportation

PGBA provide bus transportation to students within designated areas to and from school. Please see the fee for this service under the “Fee” section. The School Bus Safety Rules must be followed at all times while on the School Bus, Activity Bus or other school vehicles used for the purpose of transportation of students to or from, sports programs and other school sponsored events. Additional consequences will be for any violation of these rules.

Parent Pick Up and Drop Off Schedule

<table>
<thead>
<tr>
<th>Location</th>
<th>Time For Pick Up</th>
<th>Drop Off Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Green Canopy</td>
<td>Early Pick up before 2:30</td>
<td>Early Drop off between 6:50 to 7:15</td>
</tr>
<tr>
<td>Under Green Canopy</td>
<td>Regular Pick up between 3 and 3:30</td>
<td>Regular Drop off between 7:15 to 8:00</td>
</tr>
</tbody>
</table>

Note: All times are subject to change depending on traffic and/or weather.

School Bus Safety Rules

- No glass containers, baseball bats, or skateboards on the bus.
- No spitting, eating, or drinking on the bus
- No profanity, verbal abuse, harassment, teasing, obscence or sexual gestures
- No standing while the bus is in motion.
- No play fighting or horse playing.
• Do not vandalize the bus or ignite any flammable object.
• Do not make excessive noise or other disruptive behavior.
• Keep your feet, body, and bags out of the aisle.
• Students must obey the directions of the driver.
• Do not exhibit behavior that disturbs the students or driver.
• Talk quietly, but avoid loud boisterous behavior, including singing, clapping, stomping, or yelling.

General Procedures for Transportation Suspensions

The Administrator will assign suspensions from riding the school bus and other school vehicles for violation of the School Bus Safety Rules or Student Conduct. In any disciplinary incident in which safety is a concern, a student may be temporarily suspended from the bus pending the result of a full investigation. Investigations will normally be completed within 3 school days. Parents have the right to appeal bus suspensions with the Administrator. A written request must be received within (3) school days in person or email.

Cold Days

All students are permitted to wear a long sleeved shirt underneath the required uniform shirt. The colors permitted are black, navy, white or khaki. The only jacket that will be allowed is the blue blazer or jacket with the pgba logo. No sweat shirts or puff jackets will be allowed unless they have the school logo on them.

Students may also wear the required sweat suit for Physical Education.

Dress Code for Parents/Legal Guardians

During any scheduled school events, women are reminded that only pant suits, loose fitting jeans, slacks, skirts, and dresses can be worn in these settings. Gentlemen are asked to be in clothing suitable and tasteful for these occasions as well. Men should not wear sleeveless undershirts as an outer shirt, cut-off jeans, and Bermuda style short pants. All must wear shoes to enter facility.

Lunch and Hot Lunch Program

Parents are responsible for providing their child(ren) with a bag lunch. If students are not provided with a lunch from home prior to their lunch period, students can eat the school lunch which is provided by the school. We WILL NOT warm any food brought in from students home.

Parent Involvement

(Parental involvement includes fundraisers and volunteer hours)

Fundraisers

In an effort to keep our tuition at an affordable rate, we require each family/household to participate in fundraisers throughout the school year. The goal for every family/household is to raise a minimum of $400 for the school year, or purchase $250 of supplies (approved by Administration). The goal amount is a combination of all three fundraisers—parents may pay the amount outright, or opt for a combination of fundraising and partial payment. Note: Families/households that do not participate in the fundraising program will be assessed a $200 fee to their account. Fundraising contributions are determined by PGBA’s profit
margin (not the gross sales of products). Please be sure to verify the dollar amount that will be contributed to your account prior to participating in any fundraiser.

Note: Additional fundraisers may be introduced throughout the school year.

Volunteer Hours

Piney Grove Boys Academy believes that student achievement is attributed to a partnership between the Home, the School, and the Holy Spirit—if these three entities are consistently and actively engaged, student success is inevitable. Therefore, every family/household will be required to volunteer 50 hours (5 hrs/month; 1 hr 15 mins/week) at the academy for the current school year.

Note: Hours can are also accumulated via donations wherein the parent brings in donated items to the front office (that are applicable for use in the school). Details regarding volunteer hours and contributions are listed in the appendix.

P.O.K. (Parent of Kings)

Piney Grove Boys Academy encourages all parents to be an active member of our Parent of Kings (also known as the Parent Teacher Association or P.T.A.). This organization is designed to assist with student activities, parent involvement and teacher appreciation. The annual fee is $25 per family/household due by registration.

Schedules

Official School Calendar
An official school calendar will be adopted annually by the administration. A copy of the calendar will be given to each parent during orientation and/or Open House. The school calendar will also be available on our website at www.pineygroveacademy.org or MySchoolWorx Portal

Length of Term
The annual school session begins Monday, August 18, 2016 and closes Thursday, June 8, 2017. The Administration considers 175-180 student-teacher contact days as a minimum term.

Daily Academic Sessions: Classes will start at 8:00am daily. For grades K-12th grade classes end at 3:00pm School doors open at 7:15 daily.

Note: Students are considered late after 8:05am; however, parents are strongly encouraged to arrive at the beginning of the school day.

Office Hours: 7:30am – 4:00pm
Hours for Teachers: 7:30 am – 3:30pm

*Special assignments may require teachers to arrive earlier than scheduled or leave later than scheduled.

After School Care Hours

Grades K thru 8th: 3-6pm

Late Pick up Fee:
$1.50 per minute, for every minute after 6:00pm
$160 per month, per student. **Note:** PGBA afterschool fees are monthly only (not daily or weekly).

**Hurricane Days**

Piney Grove Boys Academy will follow the guidelines set by the Broward County School Board.

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**Appendix**

**Parent Volunteer Hours**

<table>
<thead>
<tr>
<th>Event</th>
<th>Number of Hours Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. P.O.K. Meetings</td>
<td>1.5 per meeting</td>
</tr>
<tr>
<td>2. Chapel Programs</td>
<td>1.0 per performance</td>
</tr>
<tr>
<td>3. School Performances</td>
<td>2.0 per performance</td>
</tr>
<tr>
<td>4. Field Trips</td>
<td>3.0 — 10.0 per outing</td>
</tr>
<tr>
<td>5. May Day</td>
<td>3.0 — 5.0 per event</td>
</tr>
<tr>
<td>6. Field Day</td>
<td>3.0 — 5.0 per event</td>
</tr>
</tbody>
</table>

**Tangible Contributions**

Purchasing supplies needed for PGBA allows parents to contribute to the required amount of volunteer hours and their fundraising goal amount (of $400). Generally, every $50 spent on supplies equals 1.0 volunteer hour and a portion of the fundraising goal amount. **Example:** A family spends a total of $25 on Lysol Disinfectant Spray, Hand Sanitizer and Clorox Wipes; that family would have 1.0 hour credited to their volunteer hours requirement and $50 contributed to their fundraising goal amount. **Please note:** 1) All supplies must be new and accompanied by proof of purchase; 2) supplies must be given to the front office (not the classroom teacher) to be officially counted toward the families’ total contribution; and 3) all supplies must be logged by the parent in the front office and initialed by an office staff person to be officially counted toward the families’ total contribution.

The following supplies are approved for contributions:

- Expo Dry Eraser Markers
- Hand Sanitizer (30 fl. oz.)
- Kleenex Tissue
- Lysol Disinfectant Spray
- Copier Paper (8 ½” x 11”)
- #2 Pencils
- Lysol/Clorox Wipes
- Sticky notes

**Note:** If there are other items you would like us to consider for approval, please call the school office prior to purchasing.