

**Pineapple Cove Classical Academy**

**Student and Family Handbook  
2018-2019**

***This handbook is subject to  
change by action of the  
Governing Board of Pineapple  
Cove Classical Academy at  
Board discretion.***

*July 2018*

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## I. GOVERNANCE

### A. BOARD OF DIRECTORS (BOD)

Pineapple Cove Classical Academy (“PCCA” or the “School”) is governed by its Board of Directors (the “Board” or “BOD”). The BOD will operate in accordance with the school’s bylaws. The Board has entered into a Charter Agreement with Florida Department of Education and Brevard Public Schools. The bylaws shall be available on the School’s website, [www.pineapplecoveclassicalacademy.com](http://www.pineapplecoveclassicalacademy.com).

### B. BOARD RESPONSIBILITIES

The Board is the governing body of the school and in this office is responsible for overseeing the effective, faithful execution of the mission.

The Founding Board has created Pineapple Cove Classical Academy specifically to implement a traditional, classical, liberal-arts education according to the following mission:

*“To develop graduates in mind and character through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility. We are building intelligent, virtuous American citizens.”*

The Board oversees budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the mission.

More specific responsibilities of the board include but are not limited to:

#### *Advocacy*

- Serving as ambassadors for the school by clearly protecting and articulating the school's mission and goals and by garnering support of the community.

#### *School Leader Support*

- Providing input and feedback to the school leader on campus-specific issues and concerns (e.g. school culture, discipline policy, student recruitment, etc.)
- Supporting the principal by ensuring that she has the moral and professional support she needs to further the goals of the school.

#### *Fiscal accountability*

- Participating in the budgeting process each year, providing advice and feedback to the principal.
- Monitoring the management of financial resources by approving the annual budget and ensuring that proper financial controls are in place.

- Financial reporting of the Treasurer to the board as required in the by-laws to ensure the board is “hands-on” as it relates to fiscal controls and responsibility

*Development / fundraising*

- Assuring there are adequate resources for the school to fulfill its mission.

*Compliance*

- Monitoring and ensuring compliance with the Florida Department of Education regulatory statutes and other local, state, and federal laws by regularly reviewing school policies, programs, and practices.
- Reviewing school data against charter and charter goals to ensure compliance with the vision, strategies, and objectives identified herein.

*Other*

- Serving as the grievance board for parent and staff concerns that are unable to be resolved by the school leader.
- Actively recruiting new board directors and advisory council members.
- Selecting and supporting the principal.

In summary, the Board is accountable for the academic, financial, legal, and operational performance of the school. The Board places responsibility for implementing its policies with the Principal, but the Board remains accountable.

**C. CORE PRINCIPLES**

**1. Role of Principal**

- The Principal will implement a traditional, classical, liberal-arts curriculum.
- The Principal makes final decisions on curriculum, subject to the approval of the Board of Directors.
- The Principal, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial priorities of the school.

**2. School Culture**

- Employees will uphold and encourage students to uphold the school’s core virtues: courage, courtesy, honesty, perseverance, self-government, and service.
- Pineapple Cove Classical Academy is an open enrollment school with no enrollment outside of statutory and contractual requirements.
- Pineapple Cove Classical Academy practices require a small K-9 atmosphere with a closed campus. This conscious choice ensures that all students are known and educated by our faculty and staff.
- The Principal is accountable for the well-being of every student. Faculty members personally know each of their students as well as others.
- Students and employees will adhere to a dress code.

- Discipline policies are designed to prevent interruption of teaching and learning as well as reinforce the core virtues.

### **3. Academics**

- Our educational philosophy is expressed by the writings of E. D. Hirsch, Jr., other essays by T. O. Moore, and James Kilpatrick's *Why Johnny Can't Tell Right From Wrong*.
- Student Support and Special Education provide services for all students with academic and behavioral needs. Interventions utilized to achieve Pineapple Cove Classical Academy's expectations are targeted and specific to each individual.
- Pineapple Cove Classical Academy resists grade inflation and social promotion. Mastery of core subjects always takes priority.
- Latin is a key element of our classical academic model. Latin is introduced in the middle elementary grades, it is taught explicitly to all students in grades six through nine.
- Students will be academically prepared to pursue multiple post-secondary options. The school hopes that the majority of graduates will go on to college, but students who do not intend to attend college will also benefit from the education provided by Pineapple Cove Classical Academy.
- Literacy is taught through an explicit phonics program. Math is taught conceptually. Teachers frequently employ the Socratic method of discussion.
- Standardized tests do not drive the curriculum.

### **4. Teachers**

- The Principal employs teachers based on their mastery of an academic discipline, their ability to convey knowledge to young people, and their capacity to maintain order and decorum in the classroom.
- Pineapple Cove Classical Academy teachers are treated as professionals. Their professional development consists in certain required training sessions throughout the school year, to be coordinated by the Principal.

### **5. Parents/Guardians and Students**

- Parents and guardians' (hereafter referred to as "parents") support of the school's academic and moral mission is essential. Parents are encouraged to learn more about the school's philosophy and curriculum in order to help support and guide their students.
- To thrive at Pineapple Cove Classical Academy, students must be polite and attentive in class and have a strong work ethic and willingness to learn.

## **6. Fiscal Responsibility**

- Our budgeting philosophy is conservative. We do not expend funds until we know they are in our possession. When budgeting, first priority is given to safety and security, then instructional materials, then faculty salaries, then other areas of the school deemed important by the Board and administration.

### **D. CONFLICT OF INTEREST POLICY**

Board Members will confirm annually that they have no inappropriate conflicts that would preclude them from faithfully serving Pineapple Cove Classical Academy with fidelity. Board Members shall keep on file and update at least annually the Conflict of Interest disclosure forms as required by Brevard Public Schools and the Florida Department of Education.

### **E. ADHERENCE TO LAW**

#### **1. Charter Agreement**

The Board will adhere to federal, state, and local laws identified explicitly or implicitly in the Charter Agreement. In most instances, when the Board has been granted autonomy through its full flexibility waiver, the Board will develop its own policy.

#### **2. Florida Open Meetings Act**

The Board will adhere to the Florida Sunshine Laws. Based on the current requirements of that law, the Board will:

- Establish a set schedule of meetings;
- Post meeting dates in a conspicuous location (date, time, location);
- Post agendas not more than 2 weeks in advance but at least one week before a meeting;
- Post and place 24-hour notice for emergency called meetings in a local news vehicle (e.g., paper) and MUST state the reason for the emergency meeting in the notice;
- Provide specific agendas for meetings to advise the public of the matters expected to come before the board. Matters outside of the agenda can be addressed if they were not anticipated before the meeting by amending the agenda;
- Keep minutes of all Board Meetings, including members present, description of motions or proposals, record of votes.

#### **3. Community Comments at Public Meetings**

The Board welcomes public comments at each board meeting. Community comments are limited to 2 minutes. To ensure the accurate representation of the comments in the board's meeting minutes and to ensure that the board can accurately address the issues presented, it is requested that these comments also be submitted in writing.

If a non-board member would like to make a comment, offer information, or has a question, he should raise his hand to indicate a desire to speak. Comments must be relevant and not reflect information about a specific student, faculty member, or a personally identifying situation. Such interjections will be recognized at the discretion of the Board Chair.

#### **4. Executive Session**

The Board Chair shall permit Executive Sessions for meetings when discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a(n) employee or interviewing applicants for (a) position of (employment). The vote on any matter covered in this paragraph (if required) shall be taken in public.

#### **5. Official Posting Place for Communications**

Committee meeting times and agendas are posted on the web site. Board of Directors meeting agendas are also posted on the web site.

#### **6. Freedom of Information Act (FOIA)**

The Board shall be subject to Freedom of Information Act (FOIA) requirements.

### **F. POLICY MAKING**

The BOD shall be solely responsible for adopting, repealing, or amending policies for Pineapple Cove Classical Academy. Action by the BOD shall be accomplished as set forth in the bylaws.

The BOD's policy is expressed primarily in the Family Handbook and Employee Handbook. The BOD's policy may be amended by the affirmative vote of a two-thirds majority of the Directors then in office at any meeting of the Board of Directors, provided that the Directors shall be provided with at least two (2) days prior notice that an amendment will be brought to a vote, which notice shall include a draft of the proposed amendment, and that no such amendment shall authorize the Board of Directors or the officers of the Corporation to conduct the affairs of the Corporation in any manner or for any purpose contrary to the provisions of Section 501(c)(3) of the Code.

### **G. FINANCE & CASH MANAGEMENT**

This section of the Handbook constitutes the Board's primary policies related to finances and cash flow management.

## **1. Roles & Responsibilities**

The Board has a fiduciary duty to manage and protect the financial resources of the school. The Board has established a standing Finance Committee to oversee, in part, this portion of its duty. The Finance Committee will operate in accordance with the Bylaws and the Committee's Charter. The Board Treasurer shall be the chair of the Finance Committee.

The Board delegates authority to the Principal to implement the budget and financial policies of the school. The Principal shall authorize expenditures in accordance to the annual budget, consult the Board regarding extraordinary expenditures, oversee and approve teacher employment arrangements, and manage the business operations of the school with and through the Business Manager.

## **2. Fiscal Controls**

- a) *Cash Flow* – On a monthly basis, the Director of School Operations will prepare financial reports and review them with the Board Treasurer. These reports will include, at minimum, financial performance (budget vs. actual) and cash flow (actual and projected). The Board Treasurer will include these in routine reports to the Board.
- b) *Purchasing* - The Director of School Operations is responsible for processing all purchase requests and is required to obtain the Principal's signature of approval before making any purchases. The Principal will review invoices against materials request forms before signing checks. Any purchase request over \$5,000 must be signed by the Board Treasurer as well as by the Principal.
- c) *Payroll* – The school will use a payroll vendor and ensure that payroll disbursements are properly recorded, compliance with legal requirements is maintained, and disbursements are only made upon authorization to employees. The Director of School Operations is responsible for managing the school's payroll with proper authorization procedures to verify hours and payment amounts.

## **3. Annual Budget and Audit**

The annual fiscal period will run from July 1 through June 30.

The Principal will prepare an annual budget for the Finance Committee's approval. The Finance Committee, chaired by the Board Treasurer, will submit the budget for the following fiscal year to the Board each spring, and the final annual budget shall be approved by the Board no later than the Board's May meeting each year.

Each year, the school will initiate an audit of its financial statements and its financial policies and procedures. The audit will be performed by an outside, independent, Florida-licensed Certified Public Accountant acceptable to the school and the Sponsor. In accordance with Florida law, the school shall provide an audit, an annual report, and a schedule of

appropriate capital assets, as required, to the Florida Department of Education and the Brevard Public Schools by October 1 of each year.

## **H. FUNDRAISING**

Fundraising activities must not undermine the mission and philosophy of the school. All fundraising must be coordinated through the chair of the Board's Fundraising Committee. Students of Pineapple Cove Classical Academy will not engage in door-to-door sales.

From time to time, the Parent Teacher Organization ("PTO") may support the Board's fundraising efforts.

All requests of monetary donations and fees must be approved by the BOD.

## **I. PARENT GRIEVANCES**

### **1. Grievance related to the classroom**

This school firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the student than anyone else.

- a) The teacher: Parents should schedule a meeting with the teacher by calling the school or sending an email directly to the teacher. Except in emergency circumstances or situations involving imminent danger, parents shall not confront a teacher about an issue with students present, including his own. If the teacher and parent agree that it is in the best interest of the student to have a discussion in the presence of the student, they may do so.
- b) The Assistant Principal: If the grievance cannot be resolved with the teacher, and the matter regards discipline, the parent should discuss the matter with the Assistant Principal.
- c) The Principal: If the grievance cannot be resolved with the teacher and the matter regards academics, the parent should discuss the matter with the Principal. If a discipline matter is not resolved by the teacher and Assistant Principal, the parents should discuss the matter with the Principal before approaching the BOD.

- d) The Board of Directors via the Parent Liaison: If the grievance cannot be resolved after talking with the teacher or the appropriate party, then a parent must submit his grievance in writing to the Parent Liaison of the Board.

If resolution is not achieved by the foregoing process, two other options are available:

- e) The grievance can be submitted to the BOD in writing.
- f) Parental concerns and grievances may also be raised during the community comments portion of the Board of Directors meeting. The concern or grievance must be submitted in writing, and no more than two minutes will be granted. Grievances or discussions involving specific personnel will not be entertained at a public meeting. It is recommended that the concern or grievance be addressed in one of the aforementioned steps before using this option.

## **2. Grievance related to an administrator**

Grievances regarding an administrator should be directed to the individual first, then in writing to the BOD.

## **3. Importance of Following the Chain of Command**

The practice of following the chain of command in communications with the school on matters concerning particular students encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students. Pineapple Cove Classical Academy understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate principal, according to whether the matter concerns discipline or academics. If further communication is warranted after seeing a principal, then the parent should go to the Board or the Board's accountability committee, as needed.

The BOD is not the first point of contact and, therefore, will refer communications that seek response or action to the appropriate members of the administration.

The reason for this chain of command is that the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or meliorate a situation than can a principal or board member. We understand that some parents are "conflict averse" and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with a principal

initially. For example, parents may have questions or concerns about the overall homework load or a particular way of teaching. As a result, it is easier and more expedient to speak to the principal first. In these cases, however, it is always better for the parent to have as much specific information as possible so the principal can act on that information. General comments such as “Pineapple Cove Classical Academy is really hard” may be true but cannot be acted on as effectively as specific comments about the nature of the coursework or the teaching. The Board of Directors will refer to the appropriate school leader communications that seek a response or action.

## **II. ACADEMIC POLICIES**

### **A. EDUCATIONAL PRIORITIES**

The BOD desires that all students receive a classical, liberal education. To this end the BOD has determined the following educational priorities.

- Basic cognitive skills and academic fundamentals: reading/writing/mathematics;
- Core subjects: English language and literature; history, geography, and government; physical and biological sciences; mathematics;
- Other classical subjects: music; art; Latin;
- Auxiliary subjects: foreign languages, P.E., performing arts, other social sciences; and
- Extracurricular activities as defined by the Principal.

The school is operationally organized according to the Elementary School (Kindergarten through sixth grade) and the Upper School (grades seven through eight). Elementary School students will have a primary “homeroom” teacher, and they will travel together to “specials”. Upper school students will change classrooms individually to meet with subject matter specialists. Having made that organization distinction, the curricular content is organized in this way:

K-8: The K-8 curriculum will follow the Core Knowledge Sequence. Occasionally, the school will diverge from the Core Knowledge Sequence in order to raise the standards in teaching a particular skill or subject. The BOD and Principal will determine these instances. The Principal will ensure that all skill areas in the K-8 Core Knowledge Sequence are taught at some point in grades K-8.

Teachers must develop their courses under the direction of the Principal, who is the chief academic leader and accountable to the BOD.

### **B. HOMEWORK & CLASSWORK**

Homework is a fundamental part of our general academic program. It prepares students for high school and college and for entry into the working world upon graduation. It also helps develop a strong work ethic and habits of organization. Homework’s immediate educational purpose is:

- to reinforce skills and concepts and knowledge learned in class;
- to develop good skills and habits of study;
- to practice skills and reinforce knowledge in ways that are not readily accomplished in the classroom;
- to work on assignments, such as the writing of papers, and prepare for exams that require a great deal of sustained, individual attention;
- to prepare for the following day’s work so that the most can be made of class time; and
- to inform parents of what is being taught in the classroom.

In addition to regular classroom assignments, we would like each younger child to read, or be read to, at least three times a week and preferably every day. As cited in *A Nation at Risk*, “the single most important factor for determining whether children will go to college is being read to as a child.” Going to college is not necessarily a goal for everyone, but becoming a thoughtful reader should be if one hopes to be knowledgeable, wise, insightful, and competitive throughout one’s lifetime. We believe that becoming a competent reader is critical to being a good student and the first step to being able to explore the world. Reading to a child encourages the child’s growth and also elevates and informs conversation within the family. In the upper grades, the extra reading time (roughly half an hour) allows for the increasing length of great works of literature.

The expected homework time allotment for each grade is as follows:

Kindergarten	10 minutes plus family reading time
Grade 1	10 minutes plus family reading time
Grade 2	20 minutes plus reading time
Grade 3	30 minutes plus reading time
Grade 4	40 minutes plus reading time
Grade 5	50 minutes plus reading time
Grade 6	60 minutes plus reading time
Grade 7	70 minutes plus reading time
Grade 8	80 minutes plus reading time
Grade 9	90 minutes plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student’s organizational skills and study habits, the varying abilities of the students, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Advanced or honors classes may require additional homework time. It is generally understood that writing papers and studying for exams take more time than regular classroom assignments. For that reason, the end of a term does result in a peak in the homework load (followed by a break, fortunately). Nonetheless, teachers will make every effort to give assignments well enough in advance, and students will be encouraged to work on those longer assignments steadily, so that students are able to manage their homework along with other activities and adequate sleep. In the upper school, students may have the opportunity of taking a study hall, thus reducing the amount of time at home that must be devoted to homework.

Weekends and breaks will, for the purposes of homework, be considered one day rather than two or more.

For poor or uncompleted work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. So-called “passes” that allow students not to do homework for a day will not be entertained at Pineapple Cove Classical Academy.

### C. GRADING POLICY

Grading is not the be-all and end-all of education. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. Pineapple Cove Classical Academy will assign grades in order to reflect accurately the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged. In relation to the student's performance, the following letter grades have these meanings for grades 3-9:

- A – Mastery
- B – Proficiency
- C – Sufficiency (Competence)
- D – Insufficiency
- F – Failing

In addition to these general parameters, Pineapple Cove Classical Academy uses a 4.0 grading scale. Parents and students should be regularly informed of the student's progress. The letter and numerical grades for this system are listed below:

A	90-100%	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

The grades used for primary students (K-2) measure academic performance and are used as a means of reporting achievement relative to Florida Standards and other curriculum objectives. Students in kindergarten through second grade are assessed using the following grading scales:

Kindergarten:

4 = Meets and applies expectations/standards independently

3 = Meets and applies expectations/standards with support

2 = Does not meet expectations/standards; shows growth with additional support

1 = Does not meet expectations/standards; shows no growth even with support

First and Second Grades:

O = Outstanding

S = Satisfactory

N = Not demonstrated

U = Unsatisfactory

"Extra credit," whether to make up for work not turned in on time or to increase a student's grade, will be discouraged at Pineapple Cove Classical Academy.

#### **D. TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled in the fall and spring semesters, generally in the evening. Arrangements for additional conferences may be made with your child's teacher before or after school hours.

#### **E. ACADEMIC TEXTBOOKS AND SUPPLIES**

Students will receive a variety of books and materials. All books will have a Pineapple Cove Classical Academy barcode. Materials that are loaned or given to students are to be treated appropriately. Students are responsible for these materials. If materials given or loaned to a student are lost or damaged the student must pay for any needed replacement.

In the case that reimbursement has not been made to Pineapple Cove Classical Academy for lost or damaged materials, no further materials will be issued to that student until the past due fees are paid and report cards may be withheld.

#### **F. REPORTING**

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the following means will be employed to inform parents of their student's academic progress:

- Soon after the beginning of the year, teachers will send home an interim report of the students' progress.
- ThinkWave will be used to track student progress. Parents should monitor student progress closely in grades 3 – 9.
- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Interim Reports: Interim reports are sent home halfway through each quarter to all students.
- Once a semester (after the first and third quarters), parent-teacher conferences will occur to discuss the students' academic progress.
- Report Cards will be sent home at the end of each quarter.

#### **G. SCHEDULE CHANGES**

There will be no class schedule changes during the semester unless it is deemed in the best interest of the student by the school as determined by the Principal.

#### **H. PLAGIARISM**

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a student turns in is his own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's

ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment. Whenever a student has been caught plagiarizing, the following process will be followed.

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the student.
- The teacher will inform the Principal of the plagiarism.
- Either the teacher or the Principal will inform the student's parent of the plagiarism.
- The student will receive an F on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course.
- Instances of plagiarism may be placed in the student's permanent record.

## **I. CHEATING**

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own are examples of cheating. The same process outlined for plagiarism should be followed for instances of cheating. A student who knowingly allows others to copy his work will also be held accountable in the same fashion.

A disciplinary referral will be issued if plagiarism or cheating has occurred.

## **J. PROMOTION: LITERACY**

### **1. Promotion Criteria for Kindergarten, First, and Second Grade**

Solid literacy is the foundation of all learning. Without the ability to read well, a student cannot advance in English, history, the sciences, the arts, or mathematics. Since language is the basis of all human interaction, a person cannot thrive independently in the world when possessed of only a halting literacy. The ability to read, particularly in the early elementary grades, will therefore be a requirement for promotion. The school will follow the criteria of reading competency set forth in the Access Literacy program. Since students in kindergarten and first grade will advance in literacy over the course of the year and all will be given explicit phonics instruction throughout the year, the inability to read at the outset should not be a cause of concern. Parents will be told well in advance if their child may need to be retained. Pineapple Cove Classical Academy follows the Brevard Public Schools' Student Progression Plan.

## **K. PROMOTION: GRADING**

### **1. Kindergarten through sixth grade**

In addition to literacy, K-6 students must have attained competence in all the core subjects (English, including reading, spelling, grammar, composition; history; math; science) over the course of the year and attained at least a C average. Competence is attained by not only knowing the material but by completing assigned work. Completion of work demonstrates the ability of the student in the various subjects as well as the mastery of study skills necessary for academic and personal achievement. Students whose grades or skills fall below the requirements of their grade level will be retained. Pineapple Cove Classical Academy follows the Brevard Public Schools' Student Progression Plan.

### **2. Upper School Students (grades 7-9)**

It is our goal for parents, teachers, and students to work together during the year to ensure that students are developing responsible work habits and attaining a sufficient level of understanding in their courses. A student must attain a passing grade in core courses (English, history, math, science) to pass to the next grade level. A D in a single class may be a passing grade and may be awarded credit at the discretion of the teacher and Principal, or the student may be required to retake that class. Failing a core course will require the student to re-take the class. Pineapple Cove Classical Academy follows the Brevard Public Schools' Student Progression Plan. In the event a middle school student fails a course, he or she may be granted a Course Recovery request through Florida Virtual School. Course recovery requests are limited to two courses per summer; students who fail more than two core courses will be retained.

## **L. SPECIAL EVENTS AND PARTIES**

Special events held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event must be approved by the Principal a minimum of 2 weeks prior to its planning. Approval for one year does not carry over to the next.

## **M. SPECIAL EVENTS – GUEST SPEAKERS**

Guest speakers presenting during the school day must speak on topics covered in the course or grade. If possible, the students should be studying the given topic at the time of the presentation.

Guest speakers must be approved by the Principal prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next.

Guest Speakers who cover controversial topics must be screened by the Principal. The screening may include an interview of the guest by the Principal or designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the Core Knowledge sequence. Parents may have students excused from such presentations, in which case the student will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for student to be excused.

**N. SPECIAL EVENTS – FIELD TRIPS**

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Principal or designee two weeks prior to planning. The field trip planner will work with the administration and staff to ensure that all procedures are followed.

**O. EXTENDED FIELD TRIPS**

All extended field trips require Board approval a minimum of 90 days (180 days outside the U.S.) prior to the trip. All students attending the extended field trip must have the approval of the administrators of Pineapple Cove Classical Academy and the student’s parents. All extended field trips must have liability insurance protecting all the trip attendees and the school. Any liability insurance not covered by the school's policy must be paid for by the fees charged to trip participants. Any increases in the costs of extended field trips (due to inflation, changes in exchange rates, etc.) must be paid for by increases in fees of trip participants. All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with the administration and staff to insure that all procedures are followed.

**P. ELIGIBILITY FOR SPORTS AND EXTRACURRICULAR ACTIVITIES (K-9)**

Students in grades 7-9 are ineligible for extracurricular activities if they have lower than a 2.5 GPA (mathematics, English, science, history, and Latin). Academic eligibility will be determined at interims and with quarter-ending grades. Ineligible students will remain ineligible until the GPA rises above 2.5. Two disciplinary referrals in one quarter or three in one semester will render a student ineligible for any extracurricular activities for the remainder of that quarter. Four disciplinary referrals will render a student ineligible for all extracurricular activities and functions for the remainder of the school year. A principal may deem a student ineligible for the following season or for off-campus field trips based on repeated misconduct. Due to the nature of its purpose, National Junior Honor Society has academic requirements separate from this handbook. Please see chapter rules for further information.

**Q. PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES BY NON-ENROLLED STUDENTS**

Only enrolled students may participate in Pineapple Cove Classical Academy extra-curricular activities. Students must be present in school to participate in same day after school activities.

**R. TEACHING CONTROVERSIAL ISSUES**

Controversial issues are defined as contemporary problems, subjects, or questions of a political or social nature where there are entrenched differences of opinion and passions often run high. When these subjects come up, teachers will present an impartial view of both sides of the issue without proselytizing. Contemporary controversial issues will not be discussed in the elementary school even if part of the Core Knowledge sequence without Principal approval.

## **S. TEACHING OF TOPICS RELATED TO RELIGION**

In the course of exploring the liberal arts and in the process of developing cultural literacy, students learn about world religions from a historical, cultural, and a literary perspective. These religions include Islam, Christianity, Judaism, and a number of others both ancient and modern. In a mature way, the school will present topics related to religion promoting an *understanding of* and not a *belief in* these religions. In accordance with the law, faculty members will not preach or proselytize, nor will they endorse religious figures or customs.

In grades Kindergarten through eighth grade, the school uses a content-rich, coherent curriculum called Core Knowledge, and the entire sequence is available for free at [www.coreknowledge.org](http://www.coreknowledge.org).

## **T. TEACHING EVOLUTION**

Pineapple Cove Classical Academy embraces a rigorous program in the natural sciences. In biology, the school will teach the theory of evolution as found in the standard high-school biology textbooks and as also taught at the college level in both secular and religious colleges. The theory of evolution is largely misunderstood today by the general public. Much of what constitutes the teaching of evolution concerns adaptation of species to their environment and change over time. A great many of these phenomena are observable. A very small percentage of evolutionary theory deals with the more controversial issue of the origins of life. This latter aspect of evolution, to the extent it is taught, will be introduced to students briefly with a great deal of circumspection; it is not a central part of the theory. Furthermore, the study of science will be confined to the investigation of the physical world. It is not the place of science to make metaphysical claims nor to confirm or deny the validity of religion or the existence of God. Pineapple Cove Classical Academy recognizes a clear distinction between *science* and *scientism*. Science is the continued research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief that science is the *only* means of understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion. Keeping in mind this distinction, the teachers at Pineapple Cove Classical Academy will leave matters of faith up to students and their parents. The role of a teacher in a public school is neither that of preacher nor of skeptic. Rather, teachers of history, when called upon by the curriculum, will teach the history of religion without either advocating or undermining religion in general or any specific faith. Likewise, science teachers will teach science, without comment on religion. Teachers, students, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

## **U. ROLE OF PARENTS AND SCHOOL IN RELATION TO HUMAN SEXUALITY**

We believe parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The school's role, at most, should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also encompasses morality, spirituality, and the emotions. Because it is a part of the whole human experience, it must be taught with circumspection and sensitivity.

We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it for both children and parents.

## **V. TEACHING HUMAN SEXUALITY**

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs, reproduction, and the menstrual cycle. The class will be taught in a gender-separated environment. Parents will have the opportunity to preview the materials the class will be reading, on which the discussion is based. Parents will also have the opportunity to attend a meeting with the teacher(s) prior to the section on sexuality. Sexual intercourse will be discussed in relation to the reproductive system and the menstrual cycle, and therefore it will be discussed in the context of a monogamous relationship between two people of opposite sexes.

Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time.

In the upper school, themes that deal with sexuality may emerge from the reading of a serious text, such as *Anna Karenina* or *Brave New World* or *The Scarlet Letter*. When these topics do emerge from the curriculum itself, teachers will engage the material in a serious way.

In the higher grades, students may be involved in discussions concerning sexuality and sexual restraint as these issues affect their living a moral and responsible life. Such discussions will always be led by the Principal or a faculty member who has the full confidence of the Board of Directors in these matters. Moreover, parents will always be notified of these discussions before they take place in case parents wish their children to opt out.

Character education is an integral part of our program. Sexuality involves serious moral decision-making. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject.

Employees will not discuss their personal lives on such matters with students.

#### **W. VIDEO VIEWING POLICY**

From time to time videos or other media may be used to support the lesson. To be used in class they must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers are responsible for previewing videos to ensure that they are appropriate.

#### **X. STUDENT AGENDAS POLICY**

Organization is an important part of self-government and is woven into our curriculum. To help students manage their assignments, students shall purchase a “planner” or agenda. This planner will allow students to write down assignments and encourage teachers and parents to communicate regularly. The planners should go home every night and provide parents with a convenient method to monitor their student’s work. All students must have a planner. If lost, the replacement cost is \$3.00.

#### **Y. PARENT REVIEW OF RECORDS**

FERPA (Family Educational Rights and Privacy Act) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Any parents wishing to review their child’s records may submit a request in writing to the front office and an appointment will be scheduled to do so.

### III. SCHOOL LIFE & ENVIRONMENT

#### A. ATTENDANCE

Regular attendance is important to ensure achievement in school. We discourage vacations and trips taken during the school year. We also discourage doctors' and other appointments when avoidable during the school day. When those appointments are unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both student and teacher to make prior arrangements to meet that requirement. Students not in compliance with the school attendance policy may be asked to return to their home school.

	School day begins	School day ends
Elementary (K-6):	8:00 a.m.	3:00 p.m.
Upper School (7-9):	8:00 a.m.	3:15 p.m.

Students who arrive after 11:00 a.m. will be considered absent for the day. Students who depart before 12:00 p.m. will be considered absent.

#### B. TARDINESS

Students who arrive after the beginning of the school day will be considered tardy. Students must make it not only to the school but to class on time to avoid being tardy. Students who are either tardy or returning to school from an appointment must be signed in at the front desk by a parent. The student will be issued a tardy slip and the student will be required to deliver this slip to their teacher when they enter the classroom. In the upper school, tardy students may be held out of class for the period affected to keep from disrupting the class. Repeated tardiness may affect a student's "seat time" and therefore his eligibility for promotion. Tardiness will be considered an unexcused absence for that class.

#### C. EXCUSED ABSENCES AND TARDINESS

The following will be considered excused absences:

- Religious holidays;
- Absences for medical reasons with documentation;
- Absences for mental or emotional disabilities;
- Pre-arranged absences of an educational nature that are approved by the Principal (e.g., visits to colleges for upper school students; scheduled, performance-related activities);
- Attendance at any school-sponsored activity;
- Bereavement (please notify the school if absence will extend beyond three days).

The School requires suitable proof of excused absences which may include, among other forms of documentation, written statements from medical professionals. If a student does not provide legitimate, written documentation, the absence will be considered unexcused.

More than nine (9) unexcused absences may result in retention and require the completion of an Attendance Appeal Packet.

## **D. PINEAPPLE COVE CLASSICAL ACADEMY'S GUIDELINES FOR STUDENT BEHAVIOR**

### **1. General**

Student self-government and a sense of purpose develop from application and accomplishment, from consistent expectations in the school climate and culture, and from the habitual practice of the virtues.

The aim of Pineapple Cove Classical Academy is to teach students. "Student" derives from the Latin word *studēre*, which means "to give attention to," "to take pains with," "to apply oneself to," "to strive after," "to pursue," "to desire." Students, then, are by definition diligent in, attached to, zealous for, their studies. We simply expect students to live up to their name. The teachers of Pineapple Cove Classical Academy will work hard to prepare their lessons. These lessons are designed to teach students nothing less than who they are and what the world offers them. Students must in turn take fullest advantage of these lessons and make the best use of this time of their lives given to preparing their minds for the opportunities and challenges that await them. All policies regarding student conduct and discipline flow from this general principle: students must fully engage themselves in the education Pineapple Cove Classical Academy offers them.

Therefore, students will:

- Be polite and attentive both inside and outside of class.
- Attend school consistently, be punctual, and take responsibility for making up any work promptly when absent.
- Be prepared for class.
- Follow directions.
- Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others, and property.
- Cooperate with and demonstrate respect for the faculty and staff, including administrators, teachers, secretaries, custodians, and any other people working at the school.
- Communicate in an acceptable tone of voice using an acceptable choice of words.
- Follow lunchroom, playground, field-trip, lab, and individual classroom rules.
- Follow school rules when participating in school-related events.
- Adhere to the uniform policy.
- Not using threats or intimidation against any other person.
- Respect the health and safety of others, safety rules, and not bring tobacco, alcohol, or any illegal substances to school.
- Be dismissed by the teacher, not the bell or the clock.
- Not leave the school premises without signing out in the main office.
- Not bring CD players, radios, pagers, gaming devices, etc. to school.
- Not bring anything to school that could be used to harm another or that is illegal.

Cell phones will be turned off and stored in the students' lockers or other appropriate place. A cell phone used during the school day will be confiscated and held by the Assistant Principal until the end of the day, at which time a parent may pick up the phone.

School employees (usually administrators) may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered.

PCCA is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their students. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

## **2. Discipline**

The activity of learning requires students to be attentive and polite. Students are expected to adhere to the school's high expectations for behavior and core virtues lest they compromise their own learning and interfere with the learning of others. Minor infractions or disruptions will largely be handled in the classroom in a way suitable to the age of the student. Whenever a student misbehaves repeatedly or flagrantly, the consequences for the infraction will be immediate, relevant, and effectual. Rather than allow misbehavior to fester in the classroom, teachers will send disruptive students to the office, normally to the Assistant Principal.

In order to maintain frequent communication with parents in regards to student behavior, a behavior plan will be implemented school-wide. All scholars (in grades K-5) will use a Character Card on a daily basis. Teachers and staff will communicate behavior infractions to parents on this card. Cards should be reviewed daily and be returned, with a signature, on Fridays.

Pineapple Cove Classical Academy has adopted the following procedure for disruptive behavior that requires an office referral:

The teacher issues the student a Discipline Referral Form and the student is required to visit the Assistant Principal. The following actions will be taken according to the number of referrals. Referrals are cumulative throughout the school year.

- First infraction: Student removed from class, sees Assistant Principal or designee. Parents must sign Discipline Referral Form, and the student must return it to the Assistant Principal.
- Second: Student removed from class, sees the Assistant Principal, and they call a parent. Again, the Discipline Referral Form must be signed and returned.
- Third: Student removed from class, sees Assistant Principal, calls home, leaves that day, and may not return without parent attending school with the student for the entire day, as scheduled by the Assistant Principal. The intent of this is not to punish the parent, but to reinforce the home and school partnership with regard to school behavior.

- Fourth: Automatic two-day suspension for each referral after this point.

Students who have been suspended will not be on the honor roll for that quarter. Students may be suspended for reasons other than receiving the fourth Discipline Referral Form, as outlined by Brevard Schools' Zero Tolerance Policy.

Students' misbehavior will not be used to "teach" the class a lesson.

At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in order to discern the truth.

### **3. Suspension and Expulsion**

A Principal or designee has the authority to suspend students as appropriate.

Suspensions last from one to nine days depending on the severity of the infraction. All suspensions will require a conference between the parent(s) and Principal or Assistant Principal. The Assistant Principal may require the parent to attend a full day of class with the student upon return. Suspensions will be treated as an unexcused absence; thus students will not be able to make up the work missed during the period of suspension. The loss of class time due to repeated suspensions may be grounds for retaining a student at the current grade level for the following year.

For especially serious violations of school order and safety or for habitually disruptive behavior, Pineapple Cove Classical Academy will pursue expulsion through Brevard Public Schools. Pineapple Cove Classical Academy will follow Brevard Public Schools' Student Handbook with regard to student conduct policies not listed in this handbook.

### **4. Bullying/Harassment**

Pineapple Cove Classical Academy follows the Brevard Public Schools Student Code of Conduct and the BPS Bullying and Harassment Policy, found [here](#). In response to state law the "Jeffery Johnson Stand Up for all Students Act", the Brevard County School Board adopted a policy that prohibits bullying and harassment. The policy defines harassment as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, has the effect of substantially disrupting the orderly operation of a school.

Parents, please call your child's school administrator if your child reports being a victim of repeated behaviors that might be bullying. Conflict is normal in a child's life. To help distinguish between normal conflict and bullying remember bullying behavior is: repeated, intentional and involves an imbalance of power. If you think your child has been the victim of bullying or harassment, please contact the school administrator and share the form below that you have completed. Incidents of bullying or harassment can be reported to administration via the front office at 321-802-9500.

The Bullying/Harassment Student Reporting Form, located [here](#), should be used to report issues of bullying.

The Bullying/Harassment Parent Reporting Form, located [here](#), should be used for parents to report issues of bullying.

Students may also call the Speak Out Hotline at 1-800-423-TIPS.

## **E. STUDENT UNIFORM AND DRESS CODE POLICIES**

### **1. Uniforms and grooming**

At Pineapple Cove Classical Academy, students wear uniforms to eliminate distractions, to level the playing field, and to remind ourselves that we are doing important work.

The spirit of the uniform policy is that students will dress and groom themselves in a manner that it is traditional, not obstructive, and not distracting.

Students must be in uniform in order to attend class. Students not in uniform will be sent to the office and must call a parent or guardian. Parents will either bring acceptable attire, or students will be sent home. These absences are not excused.

**Lands' End is the sole uniform provider for ALL uniform pieces.** The uniform and dress code policy is that students will dress according to the mandatory and optional items listed on the Board-approved uniform policy for boys and girls, respectively, plus the following series of directives.

- Students may wear their own outerwear (coats, sweaters, vests) to school and on the playground. If they are cold in the classroom, they should wear one of the long sleeve uniform items, or one of the uniform outerwear items.
- All students must be in uniform at all times. NO OTHER clothing other than uniform tops and bottoms are permitted. No outside tops, jeans, bottoms, or outerwear are permitted in the building.
- All shirts must be tucked in with the exception of the girls' Peter Pan flat front blouse.
- Skirts and shorts shall fall no higher than 2 inches above the knee as measured when the student is standing. All bottoms must be khaki.
- Leggings may be worn underneath clothing but must be gray, navy, white, or black. Leggings are not to be worn without other bottoms on top.
- Girls may wear gym shorts underneath their skirt on P.E. days.
- Students may use any backpack as long as it is clean and tasteful.
- Hair must be clean, neat, and styled traditionally. Only natural colors are allowed. No unusual or radical hairstyles. Hair accessories must be uniform colors (light or dark blue, khaki, or white). Novelty hair items are not allowed.
- All girls' and boys' polo shirts may have the top button un-buttoned. All other buttons must be buttoned. Polo shirts may be worn only on P.E. days.

- Modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. chains or collars). Students may wear no more than two necklaces at one time. Girls may wear two earrings per ear on the earlobe, and it must not be larger than a quarter. No stretched piercings (gauge) or holes may be visible. Boys will not be permitted to wear earrings.
- Tattoos must be covered at all times.
- Makeup must look natural. Black nail polish and lipstick are not acceptable.
- No hats or sunglasses in class. Hats include visors and bandanas. Religious headgear is authorized.
- Non-marking tennis shoes are required for PE class and/or sports in the gym. K-6 students will not change for P.E. Shoes and socks should be mostly white, black, blue, or gray.
- Good personal hygiene is required at all times. This includes wearing neat, clean clothing. Strong/offensive body odors or excessive use of perfumes, cologne, or oils are inappropriate. Clothes may not be ripped or torn.
- Should a student require reasonable uniform alterations based on religion, disability, or medical condition, please contact administration.
- All school-sponsored events, including after school and weekends, are subject to school uniform policy.

## **2. Toileting**

All students of Pineapple Cove Classical Academy must be independent in toileting unless there is a documented medical condition. On occasion students may have “accidents.” When an “accident” occurs, it is the responsibility of the parent to assist the child and to provide clean clothing.

We encourage all kindergarten students to have a change of clothes on hand at school.

If there are repeated “accidents”, a meeting with the parents, Assistant Principal, and school nurse will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

## **3. Uniforms and financial assistance**

The school will not allow financial need to limit access to Pineapple Cove Classical Academy, and this includes access to uniforms. At minimum, the school will facilitate use of the school’s used uniform exchange.

## **4. Used uniform store**

When it is practicable, the school will facilitate a used uniform store/exchange.

## **5. Perfumes, oils, and body sprays**

The use of perfumes, oils, and body sprays by students should not inhibit the learning environment and smells should not be detectable in the course of a normal school routine. Smells of this nature that saturate a room often cause headaches, exacerbate allergies, and

cause a disruption to the learning environment. Should this occur, students will be excused to the front office to call home.

#### **F. BUS POLICY**

Pineapple Cove Classical Academy will provide a limited bus service for before and after care students. Students may also use buses for field trip purposes. On the bus, students should behave with the same decorum as they would in the school. Misbehavior on the bus will be reported to the school and may result in disciplinary action and loss of bus privileges.

## **G. LOCKERS**

Pineapple Cove Classical Academy provides lockers (as available) for students in 7<sup>th</sup> grade and higher. The lockers are school property and not the individual's. Students will be furnished locks for lockers with administration possessing the combination.

Pineapple Cove Classical Academy has the authority to search lockers when deemed necessary, even if it requires removal of the lock.

Pineapple Cove Classical Academy is not responsible for lost or stolen items. Valuables such as tablets, iPods, compact discs, pagers, and video games are NOT to be brought to school. Problems with lockers should be reported to the office.

Students must observe the following rules:

- Students are not allowed to decorate the inside of lockers with posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by the administration.
- Lockers must be kept neat and orderly at all times. Locker checks will occur each semester.
- Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents. Items left outside lockers or on the floor may be removed or disposed of. We strongly discourage students from sharing their locker combinations with others, as that may lead to conflicts should items go missing. Students are responsible for their locks. Any missing locks must be paid for by the student.

## **H. STUDENT PUBLICATIONS POLICY**

Student publications must uphold Pineapple Cove Classical Academy's mission, philosophy, core virtues, and board policies. The purpose of such publications is to inform the Pineapple Cove Classical Academy community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted in the student newspaper subject to prior review of the Principal. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Principal acts as the final editor in all cases.

## **I. HEALTH, MEDICINE, AND THE SCHOOL NURSE**

### **1. Administration of Medication**

Pineapple Cove Classical Academy is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the school principal, his/her designee, the school nurse, or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the *Administration of Medication/Medical Procedure* form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. Office staff will make this form available to parents/guardians.

School nurses or other employees may administer auto-injectable epinephrine to students upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the student, whether or not such student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability, pursuant to Florida statute. Students may not bring ANY medication to school. This includes cough drops, pain medication, etc.

## **2. Student medical records**

Student health records will be maintained in locked or password-protected files in order to maintain confidentiality. All health records will be managed by the Assistant Principal and any appropriate, designated staff (such as the nurse) and will only be released to service providers as allowed and dictated by BPS and state regulations.

## **3. Medical operations**

PCCA will:

- Hire or contract with a licensed school nurse or appropriate personnel to provide services to students in accordance with state guidelines and BPS policy
- Participate in workshops, in-services and/or training offered by BPS regarding student health
- Use BPS forms for health services
- Require part-time nurses and volunteers to have completed training in CPR/first aid, diabetic education, medication administration, and AED training, as required.

Parents will be informed when a student reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

## **4. Medical records and enrollment**

In order to complete the enrollment process, parents shall submit all required immunization records and health forms.

## **5. Parent/guardian obligations**

Parents shall, at all times, ensure that the school has updated medical information on file. It is the parent's/guardian's responsibility to keep this information updated.

It is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school.

## **6. Food allergies**

Pineapple Cove Classical Academy is not a peanut-free school. The school will, however, establish an allergy table in the cafeteria, and teachers/monitors will ensure that this peanut-free zone is enforced.

## **7. Sick students**

Sick children should not be in school. Any child who has a fever or is contagious (e.g., with pink eye, strep, the flu) should be kept home. Before a student may return to school, fevers must resolve and be symptom free without medication for 24 hours from the onset.

## **J. STUDENT FEES AND SUPPLIES**

From time to time the school may charge fees to its families for the purpose of funding expenses related to athletics, transportation, classroom supplies, band, orchestra, art, elective courses, activities, field trips, etc. All charges and fees must be authorized by the Board of Directors or its Executive Committee. All financial obligations must be rectified prior to registration for the upcoming school year. Students with outstanding balances will not be issued report cards or be permitted to register for the next school year.

## **K. OFF-SITE EXTRA-CURRICULAR ACTIVITIES**

The logistics of all of Pineapple Cove Classical Academy's off-site extra-curricular activities must be approved by the Assistant Principal. All adults helping with these activities must be registered Pineapple Cove Classical Academy volunteers. A list of all sanctioned Pineapple Cove Classical Academy off-site extra-curricular activities will be maintained and updated by the Assistant Principal, and copies will be made available for Pineapple Cove Classical Academy parents.

## **L. CHAPERONE POLICY**

PCCA will conduct field trips and off-site events and in so doing will welcome and enlist the aid of parent chaperones. The number of chaperones for a field trip or off-site extracurricular event will be established prior to the occurrence of the event. This number will be strictly adhered to. No siblings or individuals other than assigned chaperones may attend the event. Fees for the event must also be paid by the chaperone and are due at the same time as the student's fee for the event. If fees are not submitted by the date due another chaperone will be chosen to fill the vacancy. Chaperones must attend to assigned duties and must model the Pineapple Cove Classical Academy core virtues. Violators of this policy will not be allowed to chaperone any future events. All chaperones must be screened via the Raptor visitor management system.

## **M. ARRIVAL/DISMISSAL POLICY**

School hours are 8:00 a.m. to 3:00p.m. (3:15 for grades 3-9). Students are not expected on campus earlier than 7:30 a.m. unless they are attending a before care program. Students are expected to be picked up promptly as school ends. Students on campus (excluding those in school-sponsored extracurricular programs or those under the supervision of a classroom teacher) after 3:30 p.m. will be sent to after care and parents will be responsible for the daily after care fee of \$15 per child.

## **IV. PARENTS & THE COMMUNITY**

### **A. PARENT TEACHER ORGANIZATION (“PTO”)**

Pineapple Cove Classical Academy’s BOD establishes the PTO to support the school’s mission. PTO teams and activities will be designed to help the school flourish in and beyond the classroom. Largely, the PTO consists in a series of task-oriented teams whose purpose is to marshal parent volunteerism in achieving defined goals that improve the life of the school.

All parents, adult family members, teachers, staff, and community members are encouraged to volunteer on a team and attend regular meetings. PTO meetings are an excellent opportunity to obtain information and engage in discussions about the school.

The PTO may serve as a fundraising arm of the BOD, but it will not be a stand-alone, tax exempt, non-profit organization. Pineapple Cove Classical Academy is itself a non-profit organization with 501(c)3 status.

The BOD reserves the right to create, remove, or dissolve PTO teams and leadership in accordance with immediate priorities and the long-term flourishing of the school.

All volunteers will be required to complete the Volunteer Waiver & Release form (see the following section of this policy).

### **B. REQUIREMENTS FOR VOLUNTEERS**

The administration will maintain accurate records to confirm that the following requirements are met. Pineapple Cove Classical Academy is participating in the district-wide Volunteer and Visitor check in system to add additional security to our campuses. The system, called Raptor, scans licenses and state issued ID cards. The program provides several advantages: a lower cost volunteer screening fee and a more current security screening. There is one level of volunteers, Level A+. All Volunteers receive a sexual predator screening each time that they check in but Level A+ volunteers also undergo a criminal background check. This allows Level A+ volunteers who have passed the security screening to chaperone field trips and assist in the classroom or one-on-one with students.

### **C. GENERAL RULES FOR VOLUNTEERS**

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. Volunteers should not grade papers, copy assessments, etc. Volunteers may work in the classrooms when directly supporting students.

If a volunteer has a concern involving something that is witnessed, observed, or overheard, he or she should address the concern with a faculty member, the Assistant Principal, the Principal, or a member of the BOD--in that order. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

Any grievance or concern a volunteer has with a classroom or a teacher will be handled by the procedures defined in the following section of this handbook. Except in situations involving imminent danger, volunteers will not confront a teacher about a disagreement issue when students are present.

### **D. PARENT COMMUNICATIONS WITH PRINCIPALS, FACULTY & STAFF**

Pineapple Cove Classical Academy values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation should follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with Administration, Faculty, and Staff of Pineapple Cove Classical Academy:

- Email
- Message left with the school secretary
- Voice mail
- Face-to-face meeting (this must be scheduled in advance using one of the means above)

Pineapple Cove Classical Academy employees will not use social media to communicate with parents or students about an individual child's needs.

During the school day and both immediately before and after school teachers have their minds on teaching or impending meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather than try to communicate through an impromptu "five-minute" chat. Parents who are in the building for another reason should not use their access to faculty in order to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school.

PCCA teachers and administrators will respond to parents as quickly possible. In general, parents should expect to hear from a teacher or principal within twenty-four to forty-eight hours of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way.

## **E. EXPECTATIONS FOR PARENTS**

We believe parents own the fundamental responsibility for their children's education and that the school's role should be viewed as a supportive one. The school expects parents to:

- Model good character and insist that their children cultivate good habits and virtues;
- Help their children develop effective study skills;
- Read to their children, especially those in the early grades;
- Oversee regular reading and writing and mathematics skill development;
- Stimulate discussion and exploration of ideas and events with students;
- Support the school goals through familiarity with the Handbook and parts of the website devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to the student's success.

In order to support the mission and success of Pineapple Cove Classical Academy, each **family** is required to donate **10 hours** of volunteer time to the school each school year. Volunteer hours will be tracked through the Raptor volunteer system. Families who do not complete their required hours each year may relinquish their child's seat at PCCA.

## **V. ENROLLMENT POLICY**

### **A. GENERAL**

Space permitting, all students who reside within the Brevard Public Schools District are eligible to attend Pineapple Cove Classical Academy. Pineapple Cove Classical Academy will not discriminate on the basis of race, color, ethnic background, national origin, gender, disability, or age.

In accordance with Pineapple Cove Classical Academy's charter and as permitted by Florida Statute, Pineapple Cove Classical Academy grants enrollment preference to the siblings of currently-enrolled students, to the children of founding board members, and to the children of full-time employees.

The Board gives the principal the autonomy to admit more students per grade solely for the purpose of enrolling the children of our employees. The Board's policy is, however, that the principal will not increase classroom size to more than 18 students in Kindergarten through third grade and 22 students in fourth through sixth grade.

### **B. ADMISSIONS DURING THE CURRENT SCHOOL YEAR**

The school will maintain a public wait list for each grade, as required, which will be used to place students into available seats.

Before the spring student count, the principal will fill available seats at his discretion, but in all cases the principal will fill seats according to the wait list or on a first-come, first-serve basis (if no wait list exists).

### **C. ENROLLMENT FOR THE 2018 – 2019 SCHOOL YEAR**

The school will host informational sessions in the second semester.

Open enrollment for the 2018-2019 school year will occur from January 15, 2018 – March 15, 2019. Interested families will complete an online or hard-copy “Intent to Enroll” form for students who will be in Kindergarten through 9th grade. The enrollment process will a) fill a new grade of Kindergarten students, and b) position students to take seats that may come available in first grade and above.

To the extent that demand exceeds the number of available seats for any given grade, the administration will conduct a public, system-generated, grade-level lottery. The public lottery will take place within two weeks after the date of the spring FTE count.

In accordance with Pineapple Cove Classical Academy’s charter and as permitted by Florida Statute, Pineapple Cove Classical Academy will grant enrollment preference to the siblings of currently-enrolled students, to the children of founding board members, and to the children of full-time employees.

Sibling preference refers to giving preference in the lottery to students who already have a sibling enrolled at the school. The lottery will be conducted on a grade by grade basis, and the results of the lottery for one sibling will have no bearing on the results of another sibling who is also participating in the lottery. Twin or triplet siblings will be treated as one number in the lottery to avoid the splitting of sibling students.

The result of the lottery for rising Kindergarten students will be a list of “seated” students, plus a numerical wait list. The enrollment coordinator will establish procedures for completing the enrollment process that will include a series of administrative deadlines. The school will not fill all seats immediately to make room for students who are retained and/or the students of to-be-hired full-time employees.

The result of the lottery will be a numerical wait list.

The school will use the wait list to offer available seats to students on a grade-by-grade basis as they become available. It is likely that the school will not be able to offer seats to new students until June 15<sup>th</sup>, because the school will not be able to confirm the number of available seats until a) students declare officially that they will not be returning, b) the principal determines which students, if any, will be retained, and c) the school places the students of full-time employees that will be hired in the spring.

By March 15<sup>th</sup>, existing students will be required to express their intent to return for the following school year.

### **D. ENROLLMENT OF EXPELLED STUDENTS**

Students expelled from another school will be not admitted to Pineapple Cove Classical Academy.

#### **E. GRADE LEVEL PLACEMENT OF NEWLY ENROLLED STUDENTS**

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. Pineapple Cove Classical Academy will respect the promotion and retention decisions from the school from which a student transfers.

#### **F. RE-ADMITTANCE**

Students who have left the school due to retention in a grade and later choose to re-enroll will be re-admitted (assuming the student is otherwise in line for the next available seat) based on the retention, not on the record from another school.

## **VI. OPERATIONS**

### **A. EMERGENCY OPERATIONS PLAN**

The administration shall maintain a stand-alone Emergency Operations Plan.

### **B. SECURITY CHECKS**

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause.

### **C. USE OF THE PRODUCTION COLOR PRINTER/COPIER**

School resources, the resource room, and the equipment therein are to be used solely in support of the Principal and faculty.

### **D. CARPOOL / DROP-OFF / PICK-UP**

The Principal and Assistant Principal will establish and communicate drop-off and pick-up (carpool) procedures, giving priority to the safety and security of all students. Parents are expected to cooperate fully to ensure that the process is safe and orderly.

The school will release students only to parents, legal guardians, or adult designees. Adults should always have a valid ID when picking up students as those unrecognized by staff will be required to produce identification before students will be released.

Cars in the school car loop will be issued car tags that hang from the rearview mirror and list the last name of the student. These tags will help staff identify students when calling from classrooms. If a vehicle does not have a car tag, the driver will be required to park and go to the front office to show identification. For the safety of all students and teachers, we ask that the car loop remain a cell phone free zone.

### **E. PARKING – DESIGNATED SPACES**

The school will communicate designated parking spaces. Employees and parents are asked to adhere to the parking plan and posted signs.

### **F. COMMUNICATING WITH PARENTS WITH JOINT CUSTODY**

The school will recognize and communicate with parents with joint custody upon written request, signed by both parents or a court order. In the case of school forms, the school encourages one of the parents to complete the forms so that the school does not receive conflicting information.

### **G. ORIENTATION FORMS**

The school will maintain secure electronic information for the purpose of running the day-to-day operations of the school. Parents are expected to complete these forms as condition of enrollment.

#### **H. MASS COMMUNICATION POLICY**

A Principal or designee must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community. Each communication must be submitted to the office in an electronic format, print-ready, three days prior to the date it needs to be communicated.

#### **I. UTILIZATION OF FACILITY**

The BOD wishes for the school and its buildings, grounds, and fields to be an asset to the community and available for use beyond school and school-sponsored sports and after-school activities. The BOD will be the approving authority for all outside uses of the school fields, building, and facilities. All users will be required to carry insurance and appoint a representative acceptable to the BOD who is capable of executing the school's emergency and security procedures.

## **VII. INFORMATION TECHNOLOGY & SECURITY**

The school takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

When we collect sensitive information (such as birthdates, addresses, credit card data), the information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. Computers that store personally identifiable information are kept in a secure environment.

## **VIII. PRIVACY**

### **A. FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the school to amend records that they believe is inaccurate or misleading. They should write the school principal or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **B. PERSONALLY IDENTIFIABLE INFORMATION (PII) POLICY**

PII is defined as a person's name in association with any information that can be used to distinguish or trace an individual's identity, such as social security number, date of birth, place of birth, mother's maiden name, driver's license number, passport number, or any biometric, medical, educational, financial, or employment records. It is the policy of Pineapple Cove Classical Academy that PII shall not be sent in a plain text email or other unencrypted means. In general, PII should not be disseminated electronically. If electronic transmittal is unavoidable, then PII must be encrypted. Acceptable means of encryption include password protected files from versions of Excel, WinZip, and Adobe Acrobat (2010 or newer). The IT Director will determine whether an encryption method is suitable or not. Physical PII (e.g. paper copies of records) must be kept in secure locations (locked file drawers in lockable rooms), and access to these records must be limited to authorized individuals only in connection with official, school-related duties.

## **C. STUDENT INFORMATION RELEASE**

Certain "directory information," including the student's full name, address, and telephone number, will not be released without parental consent. Authorization for inclusion in the directory is on the enrollment form.

Students' names, participation in officially recognized activities and sports, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school. In addition, classroom activities and events sponsored by schools occasionally are photographed or videotaped by representatives of the news media for publication in newspapers or broadcast on television. If for any reason you DO NOT wish to have your student(s) photographed or video-taped for these purposes, you must notify the office in writing.

Student names and pictures will be included in the school yearbook unless permission is revoked in writing. Student names will not be listed with their pictures on the school website or in PCCA advertising publications.

*No identifying information regarding a student will be given via any avenue of communication without parent permission, unless required by law.*