



# Family Handbook

**2019 - 2020**

1 Pine Lakes Pkwy N, Palm Coast, FL 32137

P: 386-246-1660 F: 386-246-1670

## What do we do?

**Our purpose** is to provide a safe, developmentally appropriate environment for children. Our focus is to provide a stimulating educational environment and educational experience which promotes each child's social/emotional, physical, spiritual, and cognitive development. Our goal is to support children's desire to be lifelong learners while connecting families to discover REAL relationships with Christ and each other.

"Direct your children onto the right path, and when they are older, they will not leave it." (Proverbs 22:6)

## Why do we do what we do?

**Our Mission** is to extend the ministry of Palm Coast Community Church (PC3) by educating and caring for families with school-aged children while challenging them to discover real life in Christ. Many families that live in or move to Palm Coast have often left their extended families and support behind. They find themselves without local help, resources, parenting guidance, etc.

In addition to helping them navigate elementary education options, including PCCS, we want to assist those families by helping to fill the gap of local support. We do this by educating and caring for their children, offering parenting courses, holding family gatherings where they can connect with other families, and by welcoming them to PC3. We consider our PCCS families a part of our church family whether they attend our church or not.

## How do we do this?

**Our agreed upon values and behaviors** are the foundation of every conversation, decision, and action in the execution of creating the kind of learning environment that will accomplish our purpose. We carefully use them to identify for our students the most effective learning environment, curriculum, teaching methodologies, and activities that motivate and inspire children to learn.

## Admissions Requirements

Palm Coast Community School is registered with the Florida Department of Education. The following are necessary requirements that parents must comply with in order to enroll their child in our school.

1. Complete the Registration Form and submit the non-refundable registration fee.
2. Provide a Florida Department of Health Certificate of Medical Exam (3040) and a Certificate of Immunization (680) is required for each child. These must be signed by your family physician or the health department and should contain a statement of the child's general health including any significant medical conditions such as allergies and or physical limitations. Your physician has these forms at their office. We must have these forms on or before your child's first day of school.
3. Provide a copy of the child's birth certificate if the child is new to the PCC family.
4. Parent/Guardians must sign acknowledgement of and agreement to comply with our family handbook policies.
5. Signed acknowledgement of and agreement to PCCS discipline and dismissal policies.

***Palm Coast Community School does not discriminate against children, families, and staff on the basis of race, national origin, ethnic background, sex, religious affiliation, or disability.***

## School Day Procedures

1. Palm Coast Community School hours are from 8:30 a.m. to 3:00 p.m., Monday – Friday. Extended Care is available for a fee from 7:00 a.m. to 8:00 a.m. and/or from 3:30 p.m. to 6:00 p.m.
2. Students should be dropped off at the church entrance in the back of the building no earlier than 8:00 a.m. and picked up no later than 3:30 p.m. unless they are enrolled in extended care.
3. ALL students must be in their seats in their classroom by 8:30 a.m.. If your child arrives late you must provide them with a signed note. Students who arrive after 8:40 must be checked in at the PC4 reception desk at the front of the building and staff will escort child to class. Habitual tardiness will be addressed with parent by the school director.
4. Students not picked up on time (3:30 for school day or 6:00 if in extended care) will have a late charge placed on their account of \$1.00 per child for every minute late.
5. Access to students or the teacher in the classroom between the hours of 8 a.m. and 3:00 p.m. is limited to scheduled appointments so as not to disrupt class or hinder teacher's preparation for instruction.
6. PCCS will have an afternoon break for students, if you want your child to have a healthy snack during the break, you must provide it.

## Drop Off and Pick Up Procedure

1. Your child's safety and security is one of our top priorities. We issue a rider tag to help us recognize authorized pick-up, however, if the individual is not personally known by the monitor, ID will be required and checked against authorized pick-up contacts documented on the child's application.
2. A PCCS staff member will greet your child at the door and escort them to class up until 8:40 a.m. If you arrive after that, you should park in front at the main lobby entrance and escort your child inside.
3. Never drop-off or pick-up your child without verbally confirming with a staff member that you are dropping off or picking up your child.

## Release of Children

1. Children will be released ONLY to the parent, or other persons designated on the Release Form signed by the parents. Children may not be released from the center by any persons under the age of 18. It is very important that this information be kept current. Your child's teacher and the school office should be kept informed of any changes.
2. The PCCS office and/or teacher must be informed if anyone other than the child's parent will be picking up the child. Photo I.D. will be required of anyone picking up your child to verify identity. Please inform all persons on your release regarding this procedure.
3. A signed note from the parent will be required in order to release the child to anyone not on your child's release form. This may be faxed or emailed to PCCS and parent must be contacted for verification. Phone calls are not acceptable. This process is at the director's discretion.
4. Due to safety and liability concerns, if you will be picking your child up early during the school day, please do not go directly to their classroom. Go to the front lobby to request that your child's teacher be notified for the child to collect their belongings and come to the office. We also ask that if you know of the need to pick up your child early in advance, that you communicate to the teacher the time you will be doing so.

*Emergency off site-location: In the event of an emergency if we have to move students to a secondary location we will meet and release in the First Baptist Church back parking lot, located at 6050 Palm Coast Pkwy NW. All dismissal protocol will be followed.*

## Personal Belongings

We ask that students not bring toys/electronics from home unless requested by the teacher. PCCS will provide activity options and electronic devices for your child to use in the course of the school day.

## Birthday Party

Birthday celebrations must be requested two weeks in advance and scheduled by the teacher.

You may send your choice of a store-bought treat (cupcakes, ice cream, snack and drink).

Goody bags or party favors may not contain, guns/water guns, choke-able items, gum, or hard candy. These will be placed in backpacks to be sent home.

You may provide birthday hats, plates, and napkins.

A parent is welcome to come and help. If you have other children, we ask that you leave them in the care of others.

Please do not put party invitations of any kind in other children's cubbies/backpacks; you may give them directly to your child's teacher to be passed out.

## Health and Safety

When your child exhibits symptoms of illness during the day, he/she will be isolated and you will be called to come as quickly as possible. **Your child must be picked up within one hour.** If you are unable to come, please call the person on your child's authorized pick-up list to come in your place. Please call the school and advise us as to the person coming to pick up your child.

### Most Common Reasons for Being Sent Home:

- Diarrhea (more than twice)
- Vomiting
- Fever over 100 degrees
- Impetigo
- Open sores on/or around mouth
- Head Lice
- Pink Eye
- Croup (barking cough)
- Any symptoms of a possible communicable disease

### Reasons to Keep Your Child Home:

- Any of the above
- Has fever or has had a fever within the last 24 hours.
- Has a cold with cloudy or green nasal discharge.
- Has constant, croupy cough.
- Is unusually cranky, lethargic, generally not themselves.
- Has signs of a communicable disease.
- Has lice or nits.
- Has impetigo or pink eye.

### Your Child May Return to School When:

- Fever free for 24 hour without medication and with no other symptoms.
- Has no nasal discharge.
- Incubation period for any communicable disease has passed.
- Has been on antibiotics for at least 24 hours.
- Has no nits or lice in hair or scalp.
- Has no sores that are open.

## Medication

1. PCCS requires that medications given must be accompanied by a doctor's written authorization. The medication must be in its original container with the child's name, date, and dosage.
2. All over-the-counter medications must have the child's name on the bottle. The office staff can only administer the dosage allowed on the bottle. Any variation in dosage can only be given with a doctor's written authorization.
3. We will not administer any medication that is not in the original container. Please do not send medicine in Ziploc bags or any other container.
4. Before administering any medication, the teacher must have a completed and signed medicine form filled out by the parent.
5. Please alert your child's teacher to any medicine that you have already given to your child before arrival at school.

*\*Fever reducing/pain relieving medications will only be administered for pain (not for fevers) and must be accompanied by a doctor's written order. The child will be tested for fever in between doses.*

## School Closings

The school is closed all of the following holidays. All tuition payments remain the same.

Labor Day	Sep 2, 2019
*Teacher Planning Day	Oct 14, 2019
*Veteran's Day	Nov 11, 2019
*Thanksgiving	Nov 25 - 27, 2019
Thanksgiving	Nov 28 – 29, 2019
*Teacher Planning Day	Dec 20, 2019
**Christmas Break	Dec 21 - Jan 3
*Teacher Planning Day	Jan 13, 2020
*Martin L. King's Birthday	Jan 20, 2020
*President's Day	Feb 17, 2020
*Teacher Planning Day	Mar 13, 2020
*Spring Break	Mar 16 – 20, 2020
Easter Holiday	Apr 10, 2020
Memorial Day	May 25, 2020
<i>* Extended care available with advance registration</i>	
<i>** Extended care only available Dec 30 - 31, and Jan 2 - 3. Register in advance.</i>	

## Understanding Your Child's Progress

Report Cards Will Be Distributed:

- 1st Reporting Period Report Cards Oct 17, 2019
- 2nd Reporting Period Report Cards Jan 9, 2020
- 3rd Reporting Period Report Cards Mar 26, 2020
- 4th Reporting Period Report Cards Mailed June 8, 2020

Besides the scheduled report cards, we ask that you regularly encourage your child to talk about his or her school experiences. Ask them open ended questions that prompt them to share thoughts, feelings, and experiences on the way home or while you're preparing/eating supper.

We also encourage open communication between our parents and teachers. If you would like to talk with your child's teacher, please send a note requesting a phone call, or phone school office at 386-246-1660. Our teachers will be UNABLE to have a conference (in person or on the phone) during class time.

Conferences are available upon your request. PCCS will also arrange opportunities available to you for conferencing with your child's teacher at least two times a year to discuss your child's progress.

Please be sure read any notes or newsletters sent home or electronically from your child's class or the office. We will make every effort to keep you informed of any upcoming events or important news.

We ask that you not share any concerns regarding your child with the teacher when your child is present.

Please talk positively about your child's school and school experiences in front of the child. Always say good bye to your child and let them know who will be picking them up from school.

## Tuition Payments

PCCS tuition and fees for the 2019-2020 school year are as follows:

Tuition: \$6,500	Registration Fee: \$200	Student Fee: \$300
K-6 Extended Care Daily	K-6 Extended Care Weekly	
7 a.m. – 8 a.m. \$6 Day	7 a.m. – 8 a.m. \$25 Week	
3 p.m. – 6 p.m. \$18 Day	3 p.m. – 6 p.m. \$75 Week	
Before & After \$24 Day	Before & After \$100 Week	
K-6 Extended Care Holiday	<b>LATE PICK UP FEE</b>	
7 a.m. – 6 p.m. \$30 Day	\$1 per student per every minute after 6 p.m.	

### FTC & FES Maximum Scholarship 2019-2020

K-3 - \$6,766      4-8 - \$6,300

### McKay Scholarship 2019-2020

Determined by individual student IEP

For private pay families and scholarship families with a balance of tuition and student fees that exceed the amount of scholarship award, PCCS allows parents the option of spreading payment of the excess amount over 10 monthly payments beginning August 15 and ending May 15 (or the lesser number of months for mid-year enrollees.)

Parents who opt at registration for routine extended care will pay the prescribed amount for that month in their monthly payment. Parents who use extended care sporadically will be billed in the following month. If a sporadic use student becomes a routine use student, the account will be converted to pre-pay. Openings will be limited for holiday care; advanced reservations are encouraged and should be made no later than one month before the holiday but can be reserved as early as enrollment. Payment for holiday care will be collected on the first of the month that the holiday(s) occurs in unless it is reserved at the start of the year and included in the 10 month payment cycle.

Tuition express is the software PCCS uses to collect payments at the first of the month. We will work with families with multiple children enrolled to determine best scheduling upon request. **There will be a \$35.00 charge assessed for any declined payment.**

There is no reduction of tuition and fees for absences, holidays, or closings due to conditions beyond our control, including but not limited to natural disaster, extended utility disruptions, or regulatory closing. Tuition is based on the number of school days required by law, not days attended.

**Withdrawal: Please be advised that we require a two week notice if you withdraw your child from PCCS.**

### **Regulatory Requirements for Scholarship Parents**

Scholarship payments are distributed to the school quarterly by the separate program entities. Step up manages FTC and Hope funding. and FL Dept of Ed manages FES and McKay funding. Checks are mailed to the school for the primary parent to endorse over to the school. The primary parent is required to do this in a timely manner or risk losing the scholarship. This is Florida law. Parents will be notified each quarter when checks arrive and must restrictively endorse the checks within four (4) days of notification. Failure to do so can result one or more of the following penalties: a late fee of \$25, suspension, dismissal, loss of scholarship and future eligibility.

### **Step Up FTC Scholarship Distribution Dates**

Checks Go In Mail to School On

September 20  
December 6  
February 18  
May 12

### **McKay/FEP Scholarship Distribution Dates**

Checks Go In Mail to School On

September 1  
November 1  
February 1  
April 1

**ATTENTION PARENTS: After you have reviewed the next few pages of this handbook please sign and return all forms to the office or your child's teacher as soon as possible. Thank you.**

## **ITEMS TO SUBMIT FOR STUDENT ENROLLMENT INTO PCCS**

**PLEASE CHECK ALL APPLICABLE ITEMS AND SUBMIT  
AT OR PRIOR TO ENROLLMENT APPOINTMENT.**

***All are applicable, unless otherwise noted.***

**THE FOLLOWING ITEMS MUST BE COMPLETED/SUBMITTED NO LATER THAN AUGUST 10, 2019:**

- ☐ Application, completed both sides – signed/dated (Required at initial registration)
- ☐ Student Birth Certificate or Passport (if not already on file)
- ☐ If entering 1<sup>st</sup> grade or higher copy of Transcript, Withdrawal Form, or Last Report Card
- ☐ Scholarship Award Letter/Email/Confirmation Form **IF** applicable/available (Step Up, FTC, McKay, Hope, FES)
- ☐ Physical from FL physician (documented on original FL Health Examination Form HRS 3040)
- ☐ Up to date Immunization Records (FL Certificate of Immunization Form DH 680)
- ☐ Scholarship Award Letter/Email/Confirmation Form if applicable (Step Up, FTC, McKay, Hope, FES)
- ☐ Student Release/Medical Authorization Consent – signed/dated (Handbook, Pg 9)
- ☐ Medication and Dress Code Policy – signed/dated (Handbook, pg 10)
- ☐ Discipline policy form – signed/dated (Handbook, pg 12)
- ☐ Suspension and Dismissal Policy – signed/dated (Handbook, pg 13)
- ☐ Attendance Policy – signed/dated (Handbook, pg 14)
- ☐ Food / Lunch Agreements - signed/dated (Handbook, pg 15)
- ☐ Permission Slip for Outside Activities and Physical Education (Handbook, pg 16)
- ☐ Media Release – signed/dated (Handbook, pg 16)
- ☐ Family Handbook Agreement - signed/dated (Handbook, pg 17)



## Palm Coast Community School (PCCS)

### Student Release/Medical Authorization and Consent

#### Student Release

To ensure children's safety, Palm Coast Community School, will release a student only to the parent(s)/legal guardian(s) who have signed this form and to those listed on the registration form as undersigned by the parent or guardian.

By initialing below, I understand that Palm Coast Community School will not release my child to any other person unless I notify PCCS in advance, following the guidelines listed below:

☐

If the person (spouse, relative, friend) picking up my child is listed on this form or the registration form, I must notify PCCS verbally.

☐

If the person picking up my child is NOT listed here or on the registration form I must notify PCCS in writing. (Photo identification will be required of any person picking up my child)

#### Medical Authorization and Consent

I understand that every effort will be made to contact me in the event of an emergency requiring medical attention for my child, \_\_\_\_\_. If I cannot be reached, I understand that the emergency contacts listed on the Enrollment Form will be contacted. However, I hereby authorize Palm Coast Community School to call an ambulance to transport my child to a hospital or medical facility and to secure for my child the necessary medical treatment. **I understand that staff members of PCCS are trained in the basics of first aid and CPR and I authorize them to give assigned responsibility for the care and education of my child, may view my child's health information, as well as state licensors to ensure compliance.**

Child's Health Insurance Provider: \_\_\_\_\_

Name of Insured: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Primary Doctor: \_\_\_\_\_ Dr Phone: \_\_\_\_\_

Medications and Known Allergies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Cell: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Cell: \_\_\_\_\_

## Medication & Dress Code

### Medication

1. PCCS requires that medications given must be accompanied by a doctor's written authorization. The medication must be in its original container with the child's name, date, and dosage.
2. All over-the-counter medications must have the child's name on the bottle. The office staff can only administer the dosage allowed on the bottle. Any variation in dosage can only be given with a doctor's written authorization.
3. We will not administer any medication that is not in the original container. Please do not send medicine in Ziploc bags or any other container.
4. Before administering any medication, the teacher must have a completed and signed medicine form filled out by the parent.
5. Please alert your child's teacher to any medicine that you have already given to your child before arrival at school.

\*Fever reducing/pain relieving medications will only be administered for pain (not for fevers) and must be accompanied by a doctor's written order. The child will be tested for fever in between doses.

### Clothing

1. Clothing should be size appropriate – not too loose, not too tight. Clothing should be appropriate for indoor and outdoor activities. Children's attire may be in the style of the day, but clothing should be modest. We also ask that you refrain from dressing your child in any clothing with political logos, pictures or phrases that are offensive to the Christian faith, graphics with violence, profanity, discriminatory messages, suggestive phrases, advertisements, phrases or symbols of alcohol or tobacco.
2. Students should wear closed toed rubber soled shoes appropriate for indoor and outdoor activities. Your child will be active and appropriate shoes are an important part of their safety.
3. Girls must wear shorts or leggings beneath all skirts and dresses. Skirt, Dress, and shorts length must be at or below where the child's fingertips fall when arms down on each side. Leggings may also be worn as long as the shirt worn falls below the child's buttocks. Girl's tops should dress modestly, avoiding spaghetti/tank and low-cut necklines, and not too tight or too loose.
4. Boys are required to wear belts for loose fitting pants or shorts. Boys may wear T Shirts or button-down shirts but should avoid tank or muscle shirts.
5. Students will have outside activities for a period of time each day as weather permits. Please be sure to dress your child appropriately for the weather. If your child is on medication and does not need to be outside, please send a note, email, or phone the PCCS office and let us know. We can make arrangements to keep your child inside during outside activities.
6. Students who arrive at school out of dress code will not be allowed to remain without remedy to clothing issue. Two options are available to the parent:
  - a. the parent returns to school within one hour with appropriate clothes for the child OR
  - b. the school will provide the student with a T shirt that fully covers the violated clothing and the parent will be charged \$10 for the shirt.

Repeat dress code infractions will result in disciplinary action at the discretion of the school administrator.

## Discipline & Spiritual Training

### Discipline

The term discipline means to teach or to guide. It is our goal to provide positive guidance, used by loving teachers in an enriched environment suited to the student's level of development. We seek to help each child learn self-control and self-discipline.

#### We use the following guidelines to promote positive behavior:

- Model appropriate behavior for students.
- Teach students what to do....rather than what not to do.
- Create a classroom environment that encourages pro-social behavior.
- Understand developmental stages of each individual child.
- Establish limits in which a child can feel secure and understand what is expected of them.
- Provide choices only when we are willing to accept their choice.
- Maintain constant supervision of students and step in before inappropriate behavior begins.
- Teach communication skills.

Time Out can be a misused guidance technique. At PCCS Time Out is simply removing the student from the group for a brief period of time. It is not a fearful or threatening time, but simply a time set aside to allow the student to get calm, resettled, and/or refocused. Afterwards, the teacher will talk with the student about their choices and other options that they have.

Physical punishment is not permitted by teachers, director or other school staff. Physical punishment of a child by a parent or guardian is prohibited on school property. Students will not be denied active play as a consequence of misbehavior.

### Spiritual Training

#### The Essentials We Believe:

- 1. About God:** God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, Son, and the Holy Spirit.
- 2. About Jesus Christ:** Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords.
- 3. About the Holy Spirit:** The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth and guidance in doing what is right. He gives every believer a spiritual gift (or gifts) when they are saved. As Christians we seek to live under His control daily.

We seek to teach children these three truths:

**I need to make the wise choice.**

**I can trust God no matter what.**

**I should treat others the way I want to be treated.**

## **Palm Coast Community School (PCCS)**

### **DISCIPLINE POLICY**

- A. PCCS standards for student discipline practices shall ensure age-appropriate, constructive disciplinary practices are used.
1. Students shall not be subjected to discipline which is severe, humiliating, or frightening.
  2. Discipline shall not be associated with food, rest, or bathroom breaks.
  3. Spanking or any other form of physical punishment is prohibited.
  4. Children will not be denied active play as a consequence of misbehavior.

Additional policy statements of Palm Coast Community School:

- B. A student that exhibits disruptive or distracting behavior will be separated and may spend a small amount of time working or sitting quietly by him or herself away from the rest of the class. Any student that persists in creating untimely distractions or other disruptive behavior is removed from the classroom for a period of time to work or sit quietly in a designated time-out area.
- C. PCCS establishes reward systems set up within classrooms to discourage discipline problems. It is required that the student do his or her best at participating with others in order to achieve the reward for the day.
- D. There are some behaviors that require special handling. This includes, but is not limited to, actions such as a student repeatedly using inappropriate speech or being cruel to fellow students, a student who acts violently towards PCCS staff/volunteers/students, or a student who habitually responds with biting, scratching, or any other harmful actions towards others. In the case of any of these behaviors, a conference will be held with the parents of the student, the teacher, and the school director. (see Dismissal Policy on next page for more details)

Children need to be guided in their actions towards others so that they will develop knowledge of communicating in a social setting. It is our hope that the students enrolled in PCCS will feel physically, emotionally, socially, and spiritually safe, secure, and loved during the time they spend with us. Our staff strives to create an atmosphere of love, sharing, and community that can have a lasting effect on children during these primary years of education. We encourage you to come and discuss with us any questions you may have concerning your child.

Remember, good discipline begins at home.

“Direct your children onto the right path, and when they are older, they will not leave it.” (Proverbs 22:6)

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **SUSPENSION AND DISMISSAL POLICY**

In order to provide a safe, supportive, and developmentally appropriate learning environment for our students, there are reasons PCCS may suspend or dismiss a student from school. Dismissal is only used as a last resort and we will make every effort to work with the student and/or their family before dismissal from our program. It is important that parents communicate regularly with staff to ensure consistency in guidance between home and school.

### **Steps taken prior to suspension or dismissal from PCCS for behavior issues:**

- Student will be redirected from negative behavior, which may include a small amount of time to work or sit quietly separate from the other students.
- Staff will teach children appropriate skills to address challenging behaviors.
- Environments, activities, assignments, and supervision will be reassessed.
- Positive reinforcement, including reward systems and positive language will be used in the process of proactively managing discipline.
- Staff will celebrate appropriate behaviors.
- Staff will demonstrate consistency with rules and expectations in hopes to avoid more extreme measures.
- Families will be notified of circumstance, disruptive, or inappropriate actions. A conference will be scheduled as needed to discuss remedies and/or methods to promote positive behavior and process moving forward. An intervention contract will be created and parents, student, and teacher will commit to fulfilling their responsibilities in addressing the issues.

### **Prior to suspension and dismissal, the following will be followed:**

1<sup>st</sup> offense: An incident report must be signed by the family and will be kept in the student's records.

2<sup>nd</sup> offense: An incident report must be signed by the family. Upon notification of the 2<sup>nd</sup> offense the dismissal policy will be given to the family in writing and the child will be sent home for the day.

3<sup>rd</sup> offense: An incident report must be signed by the family. Upon notification of the 3<sup>rd</sup> offense the child will be sent home and suspended from the program for a total of three days. A conference will be scheduled with the family.

4<sup>th</sup> offense: With great regret the child will be expelled from PCCS.

### **Circumstances which may result in suspension or dismissal:**

- Non-payment or excessive late payment of fees/tuition.
- Failure to endorse scholarship checks within the designated timeframe.
- Failure of adherence to policies and procedures as outlined in the Family Handbook.
- Failure to provide medical records or other documentation required by law for attendance to school.
- The student has developed or revealed needs which our program or school resources cannot meet.
- The student's behavior threatens the health and safety of him/herself, the other students or staff.
- The parent/guardian exhibits behavior which is detrimental to the health and well-being of the students and staff in a classroom or negatively interferes with the daily classroom routines and/or program.
- Other-at the discretion of the Director.

### **Additional issues concerning families:**

Our staff is expected to maintain a respectful and professional relationship with parents/guardians at all times. We also expect the parents/guardians of our students to treat staff, children, and other families in the same manner. Mistreatment of any person on PCCS grounds can be cause for dismissal from PCCS.

## Palm Coast Community School (PCCS)

### Attendance Policy

1. **Tardiness** - A student must be in class on time to take full advantage of available educational opportunities. If a student is not in the classroom by 8:30am, he/she will be classified as tardy. A tardy to school will become an absence from that class if more than 25% of the class day is missed. A parent/guardian request for early release or late arrival will be an unexcused absence unless the release is for verified reasons defined for excused absences by the Department of Education noted in the list below.

2. **Excused Absences** - Parents or guardians can excuse up to five (5) days per semester (half a year) by providing a written and signed note within two (2) days of the student's return to class/school. This also includes prearranged absences. For more than (5) days of excused absences in the same instructional timeframe, a doctor's note may be required. Extenuating circumstances may be addressed with the administration. The following absences are eligible to be excused.

- **Personal Illness:** A note signed by the parent/guardian must accompany the student on his/her return to school explaining the student's illness. Notes must be received within two days after the student returns. The principal may agree to waive this two-day requirement. For long term illness, a doctor's excuse will be required.
- **Death in the Family:** A note signed by the parent/guardian must accompany the student on his/her return to school.
- **Doctor/Dentist Appointment:** If at all possible, these appointments should be made after school hours.
- **Religious Holidays:** A student will be excused from attendance in school for observance of a religious holiday.
- **Trips/Vacations:** Trips or vacations with parent/guardian must be pre-arranged and approved by the principal's office, except in cases of emergencies. The principal or school administrator will make final determination and have the authority to limit the number of days for such absences based on student's grades, prior attendance, and the dates of the proposed trip/vacation.
- **Court Appearance by Subpoena:** Absence due to a subpoena to appear in court is excused.
- **Pediculosis:** When a child is discovered to have lice or nits, the first three days a child is sent home are excused. A child may be excused for lice for no more than nine days in any school year.

3. **Unexcused Absences** - Unexcused absences means any absence that is not explained by a written and signed note from the parent/guardian citing one of the criteria for excused absence. If requested by school officials, a physician's note explaining the absence may be required. Absences without a parent/guardian note are unexcused. Absences without a Health Care Provider note (when required by the school) are unexcused. All absences will be recorded as unexcused until proper documentation is received to change the absence to an excused absence within two (2) days of returning to school.

4. **Excessive Absences** - A student who has a pattern of non-attendance may, upon the request of administration, be required to present a certificate of illness from a licensed physician. It is the responsibility of the student and parent/guardian to be aware of all absences and to be able to verify absences. Lack of notification by the school is not an acceptable excuse for not knowing the number of, and the penalty for, excessive absences. When a school administrator determines that a student's absences are excessive, the student's parent/guardian will be contacted in an attempt to determine the reasons for the absence. If this does not correct the problem, a conference will be held to determine further action which may include dismissal.

5. **Scholarship Loss for Excessive Absences** – In accordance with Florida law and scholarship program regulations, any student missing five (5) consecutive days without advanced notice to school with an excused purpose for missing school will have their scholarship revoked and will be withdrawn from PCCS.

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Palm Coast Community School (PCCS)**

**Food/Lunch Agreements**

I, \_\_\_\_\_ understand that my child, \_\_\_\_\_  
Parent/Guardian Student Name

must have an ice pack in his/her lunchbox to maintain the appropriate temperature required in accordance with Health and Safety Regulations if the contents require refrigeration. I also agree to provide a healthy, well-balanced lunch including items from each group of fruits, grains, vegetables, protein and dairy.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

**Food Related Activity and Event Agreement**

I, \_\_\_\_\_ give permission for my child, \_\_\_\_\_  
Parent/Guardian Student Name

to participate in class/school events that involve food activities including birthday parties, pizza parties, ice cream socials, and other special events.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

## Palm Coast Community School (PCCS)

### Permission Slip for Outdoor Class Projects and Physical Education (PE)

☐

I agree

☐

I do not agree

To allow my child, \_\_\_\_\_, to participate in outdoor class projects or PE activities in the area surrounding Palm Coast Community School, weather permitting. I have indicated any of my child's known or prospective medical issues and allergies on the Medical Release Form that should be considered.

I understand that my child will not leave campus property and will always be supervised by the staff of Palm Coast Community School.

I understand that a separate Field Trip Policy and Permission Slip describing the field trip will be sent home if my child will be leaving the PCCS campus for an extended period of time.

Parent/ Guardian Signature \_\_\_\_\_

### Parent Release for Media Recordings

Dear Parents,

We often capture wonderful and special moments of your child's life during their school day with us through photos and video clips and we like to share them with you through social media and other PCCS outreach opportunities. But we don't do so without your permission. We will never sell or release your child's picture to a third party, nor will we ever use names of any students or tag photos to others.

I, the undersigned, do hereby grant or deny permission to Palm Coast Community School to use the image of my child, as marked by my selection below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images like those on the Palm Coast Community School website and/or Facebook page.

PARENT, PLEASE INITIAL IN THE APPLICABLE BOX BELOW.

☐

I grant permission to use my child's image in the following ways: PCCS website, Facebook page, Video or slide show, and Print materials.

☐

I Deny permission to use my child's image at all



**Palm Coast Community School (PCCS)**

**FAMILY HANDBOOK/ AGREEMENT**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_,  
Printed Name of Parent Printed Name of Student

have read, understand and agree to abide by all policies and guidelines in the Palm Coast Community School Family Handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_