

# **Prince William Academy**

**2015-2016**

**Student and Parent Handbook**

Dear Prince William Academy Families,

Welcome to a brand new year! We hope your summer has been filled with fun activities and family adventures. For those of you who are new to Prince William Academy (PWA), it is with great pleasure that we welcome you and your children to our community. For those of you who are returning, we are humbled and grateful that you have again chosen to entrust us with your children.

Our students need all of our support to reach their potential as great thinkers, leaders, and global citizens. Our commitment to work together with our PWA parents as partners benefits our students' academic, social, and emotional growth in our ever-changing global environment. We look forward to working with you, and hope that you feel free at any time to come to our administration with questions, concerns, or observations about your children or our school environment.

In this handbook, you will find school policies and procedures, and a great deal of other useful information. Please note that the policies and procedures contained herein are subject to change without notice.

As always, if you have any questions or concerns, please contact us. Let's have a great year!

Samia Harris,  
Executive Director

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## **About Prince William Academy**

### **Vision**

Prince William Academy strives to become a model of twenty-first-century education by intentionally growing our school and its programs; constantly adapting to advancing technologies and pedagogies; and maintaining a holistic approach to teaching that nurtures a life-long love of learning.

### **Mission**

Prince William Academy enables each student to meet their academic, developmental, and social potential. We believe in the importance of diversity and respect, and prepare our students to excel in a global environment.

At Prince William Academy

We respect the individuality, safety, integrity, and equality of all our students.

We strive to provide the finest education for our students.

We strive to provide the finest child care for our students.

We respect the professionalism and dedication of our teachers and child care attendants.

We believe in constant communication with parents.

We encourage our students to interact with society.

We set high standards for academic excellence.

We provide challenging and age-appropriate programs for every child.

### **Academic Philosophy and Program**

Prince William Academy emphasizes conceptual understanding of all subjects. In addition to the core subject areas of mathematics, language arts, social studies, science, and spelling, our well-balanced program ensures that our students receive instruction in music, physical education, art, technology, and foreign languages (French, Mandarin, Arabic, and Spanish).

### **Non-Discrimination Policy**

Prince William Academy seeks to enroll students who have the potential to take advantage of its challenging academic program. **Our school does not discriminate on the basis of race, color, gender, age, sexual orientation, religion, or national or ethnic origin.**

## **Registration, Tuition, and Administrative Policies**

### **Required Records**

- Family data and emergency contact form

- Medical emergency authorization form
- Birth certificate
- Current physical, including shot records

### **Tuition and Payment**

Registration and book fees are due upon enrollment.

Tuition is due the 1st of every month.

A \$50 late fee is assessed on any payment made after the 5th of the month. If tuition is not paid by the 5th, the credit card on file will be charged automatically in the amount of the tuition owing, along with a 2% service charge, and a \$50.00 late fee. If the card is declined and the bill remains unpaid by the 6th, the student will be suspended until the balance is paid.

Discounts/reimbursements are not given for absences or missed school days.

Children who are not picked up on time go to Aftercare, and parents will be billed for that time. A charge of \$5 per minute will be assessed past 6:30 PM. Failure to pick up your child before closing three times will result in dismissal from our Aftercare Program for the remainder of the term. All late charges are due when you pick up your child. Failure to pay the late charges upon your arrival results in suspension until the charges are paid.

### **Voluntary Withdrawal**

Parents who wish to withdraw their child must inform the office of their intent in writing 60 days prior to the withdrawal date. All balances must be paid and all books returned before report cards or transcripts can be released. Refunds will not be issued without a 60-day notice; clients will be responsible for all payments due. In rare circumstances such as emergencies or sudden job transfers, clients may receive a refund without giving 60 days notice. Whether to grant such exceptions is entirely at the Director's discretion.

### **Attendance**

Elementary students are required to attend school daily. A student who is absent for more than 15 days in one school year is subject to failure. Medical reasons may be exempt, if a doctor's note is provided promptly. Any absence requires a parent note, otherwise it will be deemed unexcused and documentation will be placed in the student's file.

### **Tardiness**

Tardy students must be signed in at the office by a parent. Elementary students who accrue 5 tardies of 15 minutes or more each will be given one unexcused absence, and parents will be required to meet with the director to determine a plan of action.

### **Pickup Times and Procedures**

Parents are expected to pick their children up at the time specified by their contract. If you will be picking up your child later than scheduled, please notify the office to make the necessary arrangements. Children who are not picked up within 15 minutes of their scheduled departure time will be sent to aftercare. Parents will be responsible for covering the cost of this care, as listed on our tuition and costs forms.

Parents must call or write to the office if someone else will be picking up their child that day. Identification will be required of this person, so please advise them to bring a photo ID.

### **Snow Days**

Prince William Academy follows the Prince William County Public Schools policy regarding snow days. If the county schools are delayed, we are delayed. If the county schools are closed, we will have limited staff available for child care at 8:00am, provided teachers are able to navigate the roads safely. Please call to ensure that our staff arrived safely. Early dismissals are determined on a case-by-case basis. Parents can pick up their children early due to weather conditions at their own discretion without consequence. If the federal or county government closes due to weather, our entire facility will be closed for the day. Please check our website and Facebook page for closing announcements.

### **Sign In/ Sign Out**

All children must be signed in and out daily. Elementary students can be signed in/out with the teacher on duty, outside of the building.

### **Transportation**

We do not provide transportation to or from school. A permission slip must be turned in before a child will be allowed to attend a field trip on the school bus.

### **Dress Code**

School uniforms are required for preschool students aged 3 and above, and for all elementary students. Uniforms may be purchased in the office, or through Land's End. All students must wear a light blue or white collared shirt. Shirts must be tucked in at all times and belts are recommended. Boys may wear navy pants (no jeans) or shorts. Girls may wear a navy skirt, shorts, skort, jumper, or pants. A coordinating sweater or vest can be worn in winter months. A change of clothes may be brought for PE.

Fridays are school spirit days. Jeans are permitted with any school shirt.

Students should wear sneakers or other closed-toed shoes. Crocks, sandals, or flip-flops may not be worn at school.

### **Books**

All textbooks and workbooks are the property of Prince William Academy and must be returned upon withdrawal or at the end of the academic school year. Parents are responsible for paying for lost or damaged textbooks, classroom books, or library books.

## **Computers**

Students preschool and above are asked to bring a laptop to school for in-class, teacher-directed use.

## **Academic Policies**

### **Homework**

Homework is assigned by the individual teacher and is usually given nightly. Teachers will communicate this information to the parents in the first newsletter of the school year. In general, elementary students have spelling, math, and reading homework nightly. The amount of homework assigned is based on the child's grade; students should expect an additional 10 minutes of homework with each successive grade level. For example, a 1st grade student will have 10 minutes of homework (plus reading), while a 3rd grade student will have 30 minutes of homework (plus reading).

### **Report Cards and Interim Reports**

Report cards are given three times a year. Interim reports are sent home in the middle of each grading period. Please check the calendar for exact dates.

### **Grading Scale**

- A 91-100
- B 82-90
- C 73-81
- D 64-72
- F 63 and below

### **Program of Study**

Elementary school students are required to study all of the subjects listed below during the school year:

- |                       |                       |
|-----------------------|-----------------------|
| 1) Reading            | 7) Art                |
| 2) Language Arts      | 8) Music              |
| 3) Mathematics        | 9) Physical Education |
| 4) Science/Health     | 10) Spelling          |
| 5) Social Studies     | 11) Penmanship        |
| 6) Written Expression | 12) Technology        |

## **Conferences**

Please notify your child's teacher if you would like to schedule a conference. Teachers will make every effort to meet with you before and after school hours.

## **Field Trips**

Junior Kindergarten and elementary students will have scheduled field trips throughout the year. Volunteers and chaperones are encouraged; please check with your child's teacher to see what classroom needs are, and whether additional fees apply for parents to attend. To ensure the safety of all our students, younger siblings are not permitted on another class's field trip. The teacher will provide all field trip information and collect permission slips.

All field trip money should be given to the office in the form of cash or check (payable to Prince William Academy). **Students without a signed permission slip on the designated 'due date' will not be permitted to attend the field trip.** Children who do not attend a field trip are still required to attend school that day.

## **Extended Care**

Prince William Academy offers before and after school care programs. Before-care is available from 6:00am to 8:30am and after-care is available until 6:30pm. Our facility is open year round, except for federal holidays and days with severely inclement weather. Please see the calendar for specific dates. Homework assistance is available in the afternoons for our elementary school students.

## **Extracurricular Activities**

Student clubs are offered for our elementary school students and occur before, during, or after school hours. For the convenience of our families, outside vendors conduct enrichment classes onsite after school hours. These enrichment classes are offered for a small fee and are not connected to Prince William Academy's tuition or payment plans. They include soccer, musical instrument lessons, and dance lessons.

## **Electronic Resources - Authorized User Policy**

Student access to the Internet and computer resources on school grounds is a privilege, not a right. Therefore, users found to have violated Prince William Academy's acceptable use policy shall be subject to revocation of these privileges, and potential disciplinary action.

The Internet Safety Policy is designed to address safety and security when using direct electronic communication. Electronic resources are defined as the following: Internet, World Wide Web (WWW), chat rooms, electronic mail, online resources, services, network information, licensed

software, telecommunication resources, and all hardware on which it is being accessed. As needed, school officials can and will search data or e-mail stored on all Prince William Academy owned computers and networks. All users are expected to abide by the accepted electronic resources rules to include (but not limited to) the following:

Users shall:

1. Follow school regulations governing the use of electronic resources (will not damage computers, will respect the privacy of other users' files, will follow staff directions, will not be wasteful of resources).
2. Comply with network policies (student and staff logins) including not circumventing desktop protection applications.
3. Use the Internet for appropriate educational resources as directed by staff.
4. Use electronic resources only with permission of designated school staff.
5. Respect and uphold copyright laws (giving credit to the rightful author and not distributing protected materials or software).
6. Immediately report any security problems or violations of these conditions to appropriate school staff.
7. Avoid using language in the computer lab or online that is obscene, insulting, purposely inaccurate or offensive to others.
8. Never access inappropriate materials or show others how to use them.
9. Never disseminate personal information regarding minors or staff members.
10. Never transmit computer viruses or any other malicious programs.
11. Never intentionally damage or unlawfully disrupt Internet/WWW services or network/hardware/software that provides delivery of electronic resources.
12. Never install or remove software on any computer or server without permission.
13. Never share any/all electronic resources user ID's and passwords.
14. Never post messages or comments and attribute them to another user.

Failure to abide by this Internet Safety policy and administrative procedures governing the use of electronic resources may result in the suspension and/or revocation of system access. Additionally, student violations may result in discipline up to and including long-term suspension, expulsion and/or appropriate legal action.

Prince William Academy has taken precautions to restrict access to controversial materials; however, on a global network it is impossible to control all. A user may accidentally or purposely discover controversial information. Use of any information obtained via electronic resources is at the risk of the user.

Prince William Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Prince William Academy will not be responsible for any damages a user may suffer, including loss of data or cost incurred from a commercial service or from lack of internet security. Prince William Academy will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource.

## **Food Policies**

## **Snacks**

Before care students are permitted to bring snacks or a breakfast from home. Preschool students should also bring a morning snack. Aftercare students of all ages should bring an afternoon snack as well. Please make snacks nutritious. If you send prepackaged items, please ensure that sugar is not one of the first three ingredients.

## **Lunches**

Students may bring lunch from home, or purchase one here at school.

### **Food from home**

We recommend that students use a thermos or ice packs to regulate the temperature of food brought from home. Microwaves are available in the school for reheating, but there may be a wait to heat food. Please note that we do not have plates or utensils available for students who bring their food from home.

### **Purchasing Lunch**

Hot lunches are prepared daily by our chef. The cost is \$4.15 per lunch for preschoolers, and \$4.60 per lunch for elementary students. Prices include milk.

School lunches must be paid for in advance. Parents can pay for the week, or up to two months at a time.

If a student forgets to bring a lunch, one will be provided, and parents billed for the cost.

## **Lunch Schedules**

The typical lunch schedule is below. If you would like to eat with your child, please speak with your child's teacher.

11:00 to 11:30: Grades 2 – 6 (lunch room)

11:30 to 12:00: Kindergarten and 1st Grade (lunch room)

12:00 to 12:30: Junior Kindergarten (lunch room)  
2's and 3's (in classroom)

## **Gum Chewing**

Prince William Academy has a three-part policy about the use of gum during school hours: 1) NO GUM 2) NO GUM, and 3) NO GUM!

## **Personal Items**

Please note that Prince William Academy is not responsible for any lost or stolen items. We strive to ensure that your child's belongings are taken care of with respect, but it is up to parents and children to ensure that students have all of their belongings with them before they leave for the day. All personal belongings must be clearly labeled with their name. Personal electronics (including, but not limited to: iPods, tablets, PDAs, personal audio players), tradable items (such as silly bands, cards), money, or anything else of value should be left at home in order to ensure the safety of your child's belongings and maintain an atmosphere of learning.

**Cell phones must be turned off during school hours and can only be utilized in an emergency, or with teacher's permission.** Cell phones will be confiscated if students utilize them during school hours without a teacher's permission. The school is not responsible for lost, stolen, or broken cell phones or devices.

## **Preschool items**

Preschool children should bring a change of clothes in a shoe box. Please label all items with your child's name, and remember to change out the clothes as the seasons change. Preschool children (2 and 3 year olds) who take naps can bring a fitted crib sheet. Blankets, traditional sheets, pillows, and stuffed animals are not permitted during naptime due to licensing regulations.

## **Health Policies**

We have set up the following guidelines on illness, which must be followed unless your physician states in writing that your child may attend school. Keep your child home if they have:

- A temperature of 101 or above.
- Conjunctivitis (pink eye).
- Impetigo.
- Diarrhea (more than one instance in a 12 hour period).
- Vomiting.
- Severe cold with fever.
- Contagious disease (I.e., roseola, strep, fifth disease, chicken pox, scarlet fever, Coxsackie's virus, croup, etc.).
- Head lice (child may return after 1 treatment if parents agree to additional treatment 10 days later).
- Ring worm.

We know that keeping a child home may impose difficulties. However, please understand that bringing an unhealthy child to school may affect the health of other children and staff. If treatment requires medication, children must be symptom-free for 24 hours without medication before they may return to school.

## **Sickness**

If a child becomes ill, (i.e.: fever, vomiting, diarrhea, rash, etc.) during the school day at Prince William Academy, staff will call parents or emergency contacts, and the child must be picked up within the hour. A child who is suspected of having a communicable disease will be isolated from the other children. The child may return to school when they are symptom- and fever-free and without medication for 24 hours. Please notify the office immediately if your child is exposed to a contagious disease. The Director will notify you if and when it is necessary to keep your child at home.

All parents will be given notice if a child in the program has been reported as having a contagious disease. Notices will include information on symptoms and general information on the contagion.

Please see that your child keeps reasonable bedtime hours. Their day can be spoiled if they are tired.

## **Allergies and Emergency Medical Information**

**Any allergies to food, chemicals, or other materials must be listed in the “Allergies” section of the child’s information form.** This information will be placed on a master list that will be utilized by staff or authorized personnel only. All staff will be informed of a child’s allergies, and instructed to avoid triggering foods or products.

## **Emergency Procedures**

Staff will treat children experiencing minor injuries or illness such as bumps, bruises, scrapes, bee stings, and stomach upsets, taking note of specifications on the child’s health form. Sick children will be isolated from other students and have their condition monitored as they wait for parental pick-up. Parents will be informed of any First Aid given to their child. If their child’s symptoms persist, parents will be asked to pick up their child as stated in the Health Policy. In the case of a major emergency such as broken bones, the child will be transported by ambulance to the nearest medical facility. Health forms on file will include child and parent information, emergency numbers to be utilized when parents cannot be reached, and a medical release to seek immediate treatment if needed. Payment for any resulting medical bills is the sole responsibility of the parents.

## **Behavior and Discipline**

Every student must have the opportunity to achieve his/her potential in a safe, caring environment. For this reason, Prince William Academy has adopted a common set of school rules to help create a positive learning environment for all our students. All students are expected to follow the school rules in order to provide an environment conducive to learning. It is our belief that if we work together as a team to encourage good behavior and enforce our policies when necessary, we create an environment in which children can thrive. It is our policy that students be held accountable for their own actions.

### Prince William Academy Students will:

- Choose appropriate behavior to create a safe environment. Fighting and threatening others (either verbally or physically) is not allowed. Fighting of any kind will result in suspension, as determined by school administrators.
- Respect others. Our school has a zero tolerance policy concerning bullying. Students who bully others are subject to immediate suspension or expulsion. •
- Keep your hands to yourself. Hitting, punching, slapping, grabbing others inappropriately or threateningly may result in suspension or expulsion, depending on the severity of the incident and whether or not previous warnings have been issued.
- Respect school property, as well as the property of other students.
- Refrain from throwing objects, playing dangerously, or using playground equipment inappropriately.
- Use positive comments. Inappropriate language and/or gestures will not be tolerated. Truly offensive language will result in suspension, as determined by school administrators.
- Refrain from making threatening remarks about other students, teachers, or school property. Threats of any kind will not be tolerated and will result in immediate suspension or expulsion.
- Use polite manners at all times--in the classroom, during lunch, at assemblies, on the playground, at school activities, and before and after school.
- Listen to and comply with requests of all staff members to follow school rules.
- Never bring weapons, or any items resembling a weapon (this includes toy weapons) or objects to be used as weapons.
- Never harass others. Sexual harassment of any kind, by students or adults will not be tolerated.
- Refrain from riding skateboards, scooters, or roller skates/blades while on school grounds. This includes during non-school hours.
- Turn off cell phones during school hours. **The school is not responsible for broken or stolen cell phones.** Cell phones will be confiscated if students play with them or have them on during instructional time without permission.

Teachers and students develop their own classroom rules, which supplement the general school rules. Students, teachers, and parents are expected to abide by classroom rules as well.

### **Playground Rules**

- Tackle football or tackling games are not permitted.
- No eating on the playground.
- Remain in assigned area and play appropriate games for that area.
- Use restrooms and get water before the end of the play period.
- Stop activities when whistle/bell rings or teacher calls students to line-up.
- Walk quietly to class line area when the whistle blows and line-up.
- Wait quietly for the teacher to meet the class.

### **Gym Rules**

- No screaming. While you don't have to use your normal inside voice in the gym, you should still moderate your tone. No shrieking, please.
- Do not enter the kitchen OR the supply room. Children are not allowed in these rooms without an adult.
- Play safely. No tackling games are permitted.
- Stop activities when teacher calls students to line up.
- No eating in the gym during playtime.

### **Cafeteria Rules**

- Talk quietly. No loud talking or yelling.
- Practice good table manners at all times.
- Clean up if you spill something.
- Put all trash in appropriate containers.
- Keep food in cafeteria.
- Stay at assigned eating table.
- Listen at all times to adult supervision.
- Leave your assigned eating table washed and floor area swept for the next class.
- Push in your chair when you get up to leave the cafeteria.

### **Failure to Follow School Rules Will Result in the Following Consequences:**

1. First consequence – Warning; student asked to reflect upon behavior
2. Second consequence – Teacher modification/parent contact
3. Third consequence – Conference with parent and teacher to develop behavior contract
4. Fourth consequence – Conference with principal/parent/teacher. Student placed on severe discipline contract or expulsion.

Although generally progressive in nature, consequences must be proportional to the misbehavior and must be age appropriate. The Director or principal or her/his designee have the latitude of assigning punishment in relation to the misbehavior. For example, students who engage in more

serious acts of misbehavior such as fighting, making threats, assaulting teachers or students, or committing an illegal act are not automatically entitled to a warning before being suspended or expelled.

Students who deface or destroy school property willfully, maliciously or carelessly will be charged with the full amount of damage in addition to the disciplinary procedures outlined in this section.

### **Positive School-Wide Recognition**

Students who exhibit appropriate behavior may earn:

- Citizen of the month recognition
- Positive written notes and telephone calls home
- Awards and rewards
- Additional classroom and campus privileges
- Coupons for school prizes
- Parties with the Principal
- Praise and congratulations

### **Contact Us**

Our website is [www.princewilliamacademy.com](http://www.princewilliamacademy.com). You can also visit our facebook page (Prince William Academy Woodbridge, VA) to connect with other parents or to receive and view updates and pictures. You can reach our Director, Dr. Samia Harris, via email at [drsamiaharris@comcast.net](mailto:drsamiaharris@comcast.net) or by calling our office at 703-491-1444.

-----Cut and Return to the Office by September 9th-----

### **Parent-Student Handbook Acknowledgement**

I \_\_\_\_\_ have read and understand all the Policies and Procedures in the above document and am aware of my parental responsibilities to follow and abide by the polices/procedures set forth by Prince William Academy. My child's name indicates that we have discussed these policies and rules together. This form must be submitted to the office by September 9, 2013.

\_\_\_\_\_  
Parent/Guardian Name (please print neatly) Date

\_\_\_\_\_  
Parent/Guardian Signature Child's Name