



**Prince William Academy**  
**Elementary and Middle School Student**  
**and Family Handbook**  
**2019-2020**

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 our great pleasure to welcome you and your children to our community. For those of you who are returning, we are grateful that you have chosen to entrust us with your children once again.

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 us with questions, concerns, or observations about your children or our school environment. Our doors are always open.

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.

We look forward to a terrific year!

Sincerely,

Dr. Samia Harris, Founder and Executive Director

Dr. Rebecca Nykwest, Principal

## **I. About Prince William Academy: Our School Vision, Mission, Philosophy, and Curriculum**

### **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 childcare for our students.
- We respect the professionalism and dedication of our teachers and childcare 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 foreign language acquisition, and conceptual understanding of all subjects. In addition to the core subject areas (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 (Mandarin, Arabic, and Spanish).

## **II. Enrollment Information**

Parents are required to fill out our enrollment packet, which includes contact information for themselves and for three emergency contacts for their child.

### **Required Records**

Upon enrollment at Prince William Academy, parents must provide the following records for their child's file, to be kept in the front office.

- Family data and emergency contact form
- Medical emergency authorization form
- Virginia Health Form
- Copy of student's birth certificate
- Current physical, including shot records

Other forms we require include:

- Former school information and transcripts (where applicable)
- Tuition Express payment form
- Selection of language classes (Jr K-8<sup>th</sup> grade)
- Bookkeeping enrollment form

All forms should be signed and dated as specified before your child starts school.

## **III. Enrollment Contracts and Tuition**

Prior to enrollment, parents enter into a contract with Prince William Academy. Elementary and middle school contracts cover an academic school year, from late August through June. Parents may choose to pay tuition in full, in 3 installments, or monthly. Please note that monthly tuition is a set amount that has been divided evenly over 10 months and prorated for August; the amount

due is not dependent upon the number of days in a month, holidays, snow days, or absences. The final payment for the academic year is due June 1<sup>st</sup>, and is not prorated.

Reimbursements are not given for absences or snow days.

### **Voluntary Withdrawal**

Parents who wish to withdraw their child must inform the office of their intent in writing 90 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 90-day notice; clients will be responsible for all payments due. In rare circumstances such as emergencies or sudden job transfers, PWA may end a contract without 90 days' notice. Such exemptions are made at the sole discretion of school administration.

### **Tuition and Payments**

Tuition is due on the 1<sup>st</sup> day of each month. If the 1<sup>st</sup> falls on a weekend, tuition must be paid the following Monday. **A late fee of \$50 will be assessed if tuition is not paid by the 3<sup>rd</sup> of the month.**

Payment may be rendered in the following ways:

- By check, delivered to the front desk or placed in the tuition box by the front door
- By debit or credit card, paid at the front desk (all card payments incur a 2% processing fee)
- By debit or credit card, paid over the phone by calling the office
- By automatic withdrawal, via the Tuition Express Automated Payment form (which can be found at the front desk and in our weekly email).

We do not accept cash. Please note that credit card payments incur a 2% processing fee.

Any fees that remain unpaid by the 5<sup>th</sup> of the month may be automatically withdrawn via the credit or debit card on file, along with a \$50.00 late fee, and a 2% processing fee, if applicable.

PWA reserves the right to refuse service due to an outstanding balance.

PWA offers a 10% occupational discount for parents and guardians who work in the following fields and are not currently receiving a tuition subsidy:

- Active duty military
- Law enforcement
- Nursing
- Firefighting
- Teaching

The occupational discount does not apply to tuition already subsidized by the Virginia Department of Social Services, GSA, or NACCRRRA (Child Care Aware).

Regardless of existing subsidies, families who enroll two children will receive a 5% sibling discount on the lesser tuition. Families who enroll three or more children will receive a 10% discount on each child's tuition.

### **School Hours:**

Prince William Academy is open from 6:00 am until 6:30 pm, which includes before- and after-school care. Before care opens at 6:00 and ends when students go to class. Aftercare begins at the end of regular school hours and is available until 6:30 pm. Regular school hours are as follows:

Infants and toddlers:	6:00 am– 6:30 pm (flexcare)
	8:30 am – 4:30 pm (set care)
Preschool and Jr K:	8:30 am – 3:00 pm
Kindergarten:	8:15 am – 3:00 pm
1 <sup>st</sup> – 8 <sup>th</sup> Grades:	8:15 am – 3:30 pm

### **Late pickup fees**

Children who are not picked up at dismissal time will go to aftercare. If they are not enrolled in our aftercare program, parents will be billed accordingly at \$15.00/hour or part of an hour.

**A charge of \$7 per minute is assessed for children picked up after 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 pickup fees are due when you pick up your child.

#### **IV. Attendance Policies and Procedures**

##### **Attendance**

Elementary and middle school students (K-8<sup>th</sup> grade) 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, with the provision of a doctor's note and arrangements made with your child's teacher and school administration. Any absence requires a parent note or a call to the office, otherwise the absence will be deemed unexcused and documentation will be placed in the student's file.

##### **Tardiness**

It is important that students arrive at school on time and ready to begin the school day! Tardy students must be signed in at the office by a parent. Five late arrivals of 15 minutes or more each count as one unexcused absence, and parents will be required to meet with the principal to determine a plan of action.

Elementary and Middle Students who arrive after school starts at 8:15 must stop at the office and be walked back to class. Parents may not enter the elementary/middle wing after 8:15.

##### **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.

**Only people listed in the student's file are allowed to pick that student up from school.** If a person not on the list needs to pick up the child, a parent must call or write to the office to make arrangements. Identification will be required of all non-parents, so please advise the person picking up your child to bring a photo ID.

##### **Dropoff and Pickup Procedures**

All students must be signed into our ProCare system daily. Staff members will sign them in and out if parents utilize the dropoff and pickup line outside. If you bring your child in through the front, please use the computer to sign your child in. Each parent will receive a code.

Elementary and Middle school students may be dropped off in the lineup outside the elementary/middle wing of the school. A teacher will be waiting to receive the children, and to sign them in for the day. Dismissal takes place in the same manner, via the side door. Kindergarten is dismissed at 3:00 pm, and all other students are dismissed at 3:30 pm.

Parents may also choose to drop their children off in the classroom or at the front desk. If children enter the building this way, parents must sign them in using the computer at the front desk.

Parents may escort their children to their classrooms, **but must exit the classroom wing no later than 8:15 am so that teachers may begin instruction on time. If you need to speak to your child's teacher, please send an email to make an appointment if you arrive past 8:15. Please do not disrupt the students' learning if the teacher is already engaged with the class when you arrive.**

Please notify the office if you intend to pick your child up early, and stop at the front desk to sign them out.

### **Snow Days**

Prince William Academy generally 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. Charges apply for childcare on snow days when the school is fully closed; please contact the front office for details.

Early dismissals will be 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. Notifications will also be sent via our text message alert system.

### **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.

## **V. The School Day: Policies and Procedures**

## **Dress Code**

All elementary and middle school students are required to wear a uniform. Uniforms with PWA's logo can be purchased through Flynn & O'Hara. All students must wear a light blue or white collared shirt. Boys can wear navy pants (no jeans) or shorts. Girls can wear a navy skirt, shorts, skort, jumper, or pants. A coordinating sweater or vest can be worn in winter months. Please label all items with your child's name.

Students may wear sneakers, or other closed-toed shoes. Sandals, crocks or flip flips may not be worn at school.

Children who fail to wear a uniform will receive a discrete warning from administration. A third infraction will result in the student being sent home.

Friday is school spirit day. Jeans are permitted, along with any shirt. Students should wear closed-toed shoes.

## **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 and Electronic Device Policies**

**Students in 5<sup>th</sup> – 8<sup>th</sup> grades should bring a laptop to school daily.** Our curriculum is interactive, and many parts of it are accessed online. Students in K-4 do not need to bring a laptop or electronic devices, unless their teacher specifically requests it for an activity. We also have classroom computers available for use.

Students are expected to take care of their own laptops, and to put them away and take them home at the end of the day. PWA is not responsible for lost or stolen electronic devices.

Students may use their laptops to access curriculum-related sites, online learning portals, and research materials. **Students may not use their laptops for email, social networking, or messaging during school hours.** Any use outside of these regulations will be reported to the office.

Cell phones are not encouraged; if students bring them to school, **they must be put away and out of sight at all times during the school day.** If you need to contact your child during the school day, please call the office. Students may bring electronic devices when requested to by their teacher. If a student is caught playing with a cell phone during the school day, it will be confiscated until dismissal.

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

Student access to the Internet at school is a privilege, not a right. Therefore, users who violate 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, e-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. By accessing the Internet at school, students and parents agree to:

1. Follow school regulations which concern the use of electronic resources (will not damage computers, will respect the privacy of other users' files, will follow directions of staff, 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 the 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. Refrain from using language 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 themselves, other minors, or staff members.
10. Avoid transmitting 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.

Failure to abide by this Internet Safety Policy and PWA's administrative procedures governing the use of electronic resources may result in the suspension and/or revocation of system access. Additionally, egregious 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 everyone. 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.

## **Snacks and Lunches**

**Prince William Academy is an ENTIRELY NUT-FREE SCHOOL. We have many students with severe nut allergies, and we ask that you help us keep them safe by never sending your child to school with nut products of any kind.**

PWA is working to educate students about nutrition and healthy, in order to help students grow up making good food choices. Therefore, we ask for parents' cooperation with the following:

- No candy in lunches or snacks. Any candy sent to school (including in Lunchables) will be returned home.
- Please find an alternative to birthday cakes or cupcakes to bring in for birthday celebrations! Examples include fruit, cheese and veggie trays, muffins, etc. Cheese pizza is also an acceptable alternative.

- Please try to include fruits and vegetables in your child’s lunch and snack.

Before care students are permitted to bring a breakfast from home. Aftercare students should also bring a snack for the afternoon. All students should bring a snack to eat in the morning before lunch. Any drinks brought to school must be in a sealed or leak-proof container.

Students may bring lunch from home, or purchase a hot lunch at school. If students bring lunch from home, we recommend the use of a thermos or ice packs to regulate the temperature of food. Microwaves are available in the cafeteria for reheating, but children may have to wait to heat their food.

We offer a hot lunch for purchase daily, at \$5.00 per meal (milk included) when not purchased as part of a package. The price per lunch drops with the purchase of a lunch package. Parents may choose to pay for the week, or up to two months at a time. Lunch packets are available at the front office, and may be downloaded from our weekly email.

### **Lunch Schedule**

The typical lunch schedule is below. If you would like to eat with your child, please speak with your child’s teacher, and sign in at the front office.

11:00 to 11:30: Grades K-2 in the cafeteria

12:00 to 12:30: Grades 3-8 in the cafeteria

### **Birthday Parties**

Birthday parties are permitted in class, **with advanced notice and arrangements made with the teacher and administration.** Parents may bring in a healthy snack or small cupcakes to share. (An example might be popcorn, or muffins, or cheese and crackers and fruit kabobs). Any utensils or plates needed should be provided by the parent.

### **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 the parent and child’s responsibility to be sure that they 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, tradable items (such as trading 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.

Clothing and other minor items that are left at school will be placed in the lost and found bin. If your child is missing an item, please look there.

### **Homework**

Homework is assigned by the individual teacher and is usually provided on Fridays for the upcoming week of school, with assignments typically due each day. Elementary and middle school students will have nightly homework. The amount of homework is based on the child's grade—but families should expect an average of 30 minutes of homework assigned per day. Homework is mandatory, and failure to complete it will be reflected in your child's grades.

### **Progress Reports and Grading Scale**

Progress reports are given four times a year. Please check the calendar for exact dates.

PWA utilizes Chalkable, an online grading portal, to track and report student grades. Parents will be given a login for Chalkable when first progress reports come out, and may use the portal to view and download progress reports.

Our grading scale is as follows:

A 91-100; B 83-90; C 73-82; D 64-72; F 63 and below

For specials subjects (PE, art, music, and world languages) students are graded according to a Standards scale. The standards are beginning learner (BL), developing learner (DL), and secure learner (SL).

Elementary and middle school students will study the following subjects during the school year:

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

### **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. Please be respectful of the teacher's schedule and do not attempt to engage him/her in conversation after 8:10 am so that class can begin for all students on time.

### **Field Trips**

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 if there is an additional fee. 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 a check or money order (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.

## VI. Health Policies and Procedures

We have set up the following guidelines on illness; these guidelines will be followed unless your physician states in writing that your child may attend.

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, hand/foot/mouth, etc.).
- Head lice (child must have 1 treatment and parents must 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.**

### Vaccinations

We ask that all students be up to date on their vaccinations. A copy of your child's vaccination record is required for their file.

In very rare instances, we may grant a health or religious exemption to children who cannot be vaccinated. **However, parents should be advised that unvaccinated children will be sent home any time a vaccine-preventable contagion is reported at the school, for their own safety and the safety of others.** Parents will need to keep unvaccinated children at home until the risk of contagion has passed.

### Sickness

If a child becomes ill, (i.e.: fever, vomiting, diarrhea, rash, etc.) during their time at Prince William Academy, parents will be notified, and will be expected to pick up their child within the hour. **If at any time you will be more than an hour away from the school, arrangements should be made to have someone else pick up your child.**

If a parent cannot be reached, the front office will call emergency contacts. Please ensure that one

of the emergency contacts is someone who can pick your child up within the hour.

A child who is suspected of having a communicable disease will be isolated from other students. 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 you believe your child has been exposed to a contagious disease. School administration 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.

### **Administration of Medication**

Our staff members who hold a certificate of Medical Administration Training may administer medicine to your child at school if needed. Parents must provide a form, signed by the child's doctor, stating the need for the medication, the frequency of administration, and the dosage. This applies to both prescription and over-the-counter medication. No medication of any kind will be given to students who do not have the form signed by their physician.

### **Allergies and Emergency Medical Information**

**Any allergies to food, chemicals, or other materials MUST be listed in the "Allergies" section of your child's information form.** This information will be placed on a master list and posted in all classrooms, to be utilized by staff or authorized personnel only. All staff will be informed of a child's allergies, and instructed to avoid these products.

**If your child has severe allergies that may produce an anaphylactic reaction, you must fill out our Allergy Action Plan,** which tells the school what procedures should be followed if exposure to the allergen is suspected or known to have occurred. If your child requires an epi-pen, you must provide one to the office; it will be kept locked in our medical cabinet to be used if needed. Your child's epi-pen will be taken along on any field trips or outings off school grounds.

### **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. An Accident Form will be sent home for all injuries. 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,

puncture wounds, etc., 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 utilize when parents cannot be reached, and a medical release to seek treatment if parents cannot be reached. These forms must be filled out and on file before your child can attend school. Payment for any resulting medical bills is the sole responsibility of the parents.

## **VII. Behavior and Disciplinary Procedures, and Code of Conduct**

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.

**By attending PWA, students agree to abide by our Code of Conduct at all times. Failure to do so results in disciplinary action, which is discussed below.**

### **Prince William Academy's Code of Conduct**

#### **PWA 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 physically or verbally 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.

Students and teachers will develop their classroom rules together, at the beginning of the school year. Students will be expected to abide by these rules, and to adhere to their teacher's instructions at all times.

### **Playground Rules**

- Tackle football or tackling games are not permitted.
- No eating on the playground.
- Remain in assigned area and play the game for that area.
- Use restrooms and get water before the end of the play period.
- Stop activities when the teacher calls students to line-up.
- Walk in an orderly manner back to the classroom

### **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 with your friends. No yelling, please.
- 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.

### **Disciplinary Action**

PWA administrators make every effort to address minor conflicts or infractions without escalation; the main goal is to help the student understand why a certain action was inappropriate, hurtful, dangerous, or unkind, and to ensure that the student stops the behavior. Most infractions end with a brief visit to the principal's office to discuss the problem at hand. However, if the behavior is egregious or ongoing, further action will be taken, and parents will be notified and asked for a conference.

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

First consequence: Verbal Warning; student will be asked to explain and reflect upon his or her behavior.

Second consequence: Teacher modification/parent contact. If a student is warned a second time about poor behavior, the teacher and administration will contact parents to discuss a plan of action to help correct the issue

Third consequence: A conference with the student, principal, parent and teacher to draw up a behavior contract, the violation of which will result in suspension or expulsion.

Although generally progressive in nature, consequences must be age-appropriate and suited to the misbehavior. The principal or her/his designee have the latitude of assigning consequences on a case-by-case basis. For example, students who engage in more serious violations of our Code of Conduct, such as fighting, making threats, assaulting teachers or students, sexually harassing other, 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 for the full amount of damage, and will face disciplinary action.

Positive behavior is rewarded in a number of ways at school, mainly in the classroom. Each month, students also participate in the Principal's Scholar Awards. Each classroom chooses a student who fits the virtue of that month; past virtues have included courage, perseverance, tolerance, and integrity. The Principal's Scholar Awards ceremony is held once per month in the gym; recipients are called to the stage to receive their certificates. Parents are welcome to attend the Principal's Scholar Awards; if your child is a recipient, you'll be notified by their teacher.

## **Extended Care**

Prince William Academy offers before and after school care programs. Before-care is available from 6:00 am to 8:15 am and aftercare is available until 6:30pm.

## **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, martial arts, coding, and dance lessons. Please see the office for details.

## **VIII. School Communications**

Parents will receive regular updates from teachers regarding assignments, in-class activities, and special events. Teachers are always available to discuss individual children's progress or any parental concerns, and can be most easily reached via email. You may also meet with your child's teacher before or after school; please, however, be respectful of the teacher's time constraints, and schedule an appointment beforehand. Please do not call your child's teacher during school hours so as not to disrupt teaching time. If you need to get a message to your child's teacher, the front office will gladly relay it for you. You can reach the front office by calling 703-491-1444 or emailing [office@princewilliamacademy.com](mailto:office@princewilliamacademy.com).

**The PWA office sends a weekly email each Friday to all families containing need-to-know information, schoolwide updates, calendars, and links to important forms. Parents should ensure that the office has their preferred email address to be included in the email list. Please check this email each week, as it contains important information.**

The office will also email important messages regarding inclement weather, changes to schedule, etc. Please ensure that you open any email from the PWA office.

Monthly invoices are sent via email.

## **Text Message Alert System**

PWA utilizes a free text message alert system to notify parents of changes to schedule, school

closings due to inclement weather, and other vital information. This is the most effective way to spread the word quickly when needed, so we ask all families to opt in to this program. **Please simply text PWA (all caps) to 33222.** You should receive a welcome message promptly. Please let the office know if you need assistance with this.

### Contact Us

Our website is [www.princewilliamacademy.com](http://www.princewilliamacademy.com). You can also visit our Facebook page (Prince William Academy, Lake Ridge, VA) to connect with other parents or to receive and view updates and pictures. You can reach our Executive Director, Dr. Samia Harris, via email at [drsamiaharris@comcast.net](mailto:drsamiaharris@comcast.net). You may also contact our Principal, Dr. Rebecca Nykwist, at [rnkwist@princewilliamacademy.com](mailto:rnkwist@princewilliamacademy.com), or by calling the school at 703-491-1444.

-----Cut and Return to the Office-----

### *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 upon receipt and review. Not signing this form does not remove the expectation of adherence to the school's policies and expectations.

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

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

\_\_\_\_\_ Child's Name