



**Prince William Academy**  
**Elementary and Middle School Student and Family Handbook**  
**2023-2024**

**Updated March 5, 2024**

Dear Prince William Academy Families,

For those of you who are new to 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.

At PWA, we know that our students need support from our entire community to reach their potential as great thinkers, leaders, and global citizens. Our teachers and staff members commit ourselves to working with PWA parents as partners to safeguard our students' academic, social, and emotional growth in an ever-changing global environment. We look forward to working with you, and hope that you'll feel free to contact us any time with questions, concerns, or observations about your children or our school environment.

In this handbook, you will find school policies and procedures, health and safety measures, and a great deal of other useful information. Please note that the policies and procedures contained herein are subject to change as needed.

We look forward to a wonderful school year. We are fortunate to be here together, and we're so glad to have you with us.

Sincerely,

Dr. Samia Harris, Founder and Executive Director

Dr. Rebecca Nykwest, Vice President and Director of Communications

Dr. Shiree Slade, Head of School

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

### **Vision**

At PWA, we strive to make our school a model of twenty-first century education by intentionally growing our school and its programs; adapting to and implementing advancing technologies and methodologies; and enacting a holistic approach to teaching that nurtures a life-long love of learning and the drive for personal growth.

### **Mission**

Prince William Academy empowers each student to meet their full potential through academically challenging programs and an emphasis on character development. We cultivate respect for the fundamental value of diversity and for one another as we 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**

Our mission and vision guide everything we do at Prince William Academy, as we empower our students to become life-long learners and good citizens of the world.

Prince William Academy emphasizes academic advancement and conceptual understanding in 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, and foreign languages (Mandarin, Arabic, and Spanish).

## **Enrollment Information**

### **Non-Discrimination Policy**

Prince William Academy does not discriminate on the basis of sex, race, color, religion, nationality, or ethnic origin in its admissions or hiring practices, or in the administration of its educational policies and programs.

### **Required Records**

Parents are required to fill out our enrollment packet, which includes contact information for themselves and three emergency contacts for their child. These emergency contacts must include all information requested, such as address and phone number. **At least two of these emergency contacts must be local, and able to pick up your child within 45 minutes if necessary.**

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

- Completed Registration packet that includes language selection, field trip authorization, photo authorization, and parent agreement
- Medical emergency authorization form
- Virginia Health Form to include most recent physical and up-to-date vaccination records
- Copy of student's birth certificate
- Permission to obtain prior school records (1st - 8th grade)
- Enrollment form for Tuition Express

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

## **Admissions, Contracts, and Tuition**

**Prince William Academy seeks to enroll students who will thrive in our unique environment, and benefit from our small class sizes and academic programs.**

**The first step towards enrollment is to contact our admissions director, who can arrange for a tour. If, following a tour, a parent wishes to enroll, they will fill out an enrollment packet with all requisite information.**

**An interview will be arranged with our Head of School for all students K and above. Our Head of School makes final decisions concerning admission to PWA. Parents will be notified of the outcome of the interview, and, if the student is admitted, will be given further instructions on the enrollment process.**

Upon 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 annual tuition is a set amount that has been divided evenly according to payment terms in the contract. The final tuition installment 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 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, PWA may end a contract without 60 days' notice. Such exemptions are made at the sole discretion of school administration.

## Tuition and Payments

As a not-for-profit school, we rely on the timely payment of tuition by our school families to compensate our teachers. 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 by 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.**

**Invoices are sent via email each month.**

Payment may be rendered in the following ways:

- By automatic withdrawal, via Tuition Express (preferred method)
- By debit or credit card online\*
- By debit credit card, paid over the phone by calling the office\*

\*all card payments incur a 2% processing fee.

We do not accept cash or checks.

All clients are asked to submit a credit card authorization form. 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 revoke service due to an outstanding balance.

We offer a 5% occupational discount for parents and guardians who work in the following fields and are not currently receiving a tuition subsidy:

- Active duty military or Veteran
- 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 an additional 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:**

**Elementary and middle students are dropped off and picked up at the side door.**

**Elementary and Middle:** 7:00 am – 6:00 pm (full day plus extended care)

**School day: Doors open at 8:00 am and close at 8:15**

**Kindergarten:** 8:15 am – 3:00 pm

**1<sup>st</sup> – 8<sup>th</sup> Grades:** 8:15 am – 3:30 pm

**Kindergarten students who are not picked up by 3:15, and elementary students who are not picked up by 3:45 will be sent to aftercare and applicable fees assessed.** If they are not enrolled in our aftercare program, parents will be billed at \$15.00/hour or part thereof.

**A charge of \$7 per minute is assessed for children picked up after 6:00 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.**

**Parents with children in both preschool and elementary may pick up their children at 3:30 at the front door at no additional cost.**

## **Attendance Policies and Procedures**

### **Attendance**

Elementary and middle school students (K-8<sup>th</sup> grade) are required to attend school Monday through Friday, for their designated school hours. Any absence, late drop off, or early pickup must be called in to the office by a parent or guardian. More than three unexcused absences in a row will result in a call from the school to arrange a conference.

Students who miss more than 10 percent of the school year may not pass their grade level.

Medical reasons may be considered excused absences, with the provision of a doctor's note and arrangements made with your child's teacher and school administration. Arrangements can be made with your child's teacher to take work or assignments on family trips.

**If your child is sick, please notify the office immediately, and keep them home from school.**

### **Tardiness**

It is vital that students arrive at school on time and are prepared for the school day. Tardiness can affect a child's entire day, and lead to anxiety about the school day. Please ensure that you arrive between 8:00 am and 8:15 am. At 8:15 we will close the drop off doors.

**If you arrive later than 8:15 am, you must drop your child off at the front door. They will be marked tardy. Three tardies will constitute one unexcused absence.**

### **Pickup Times and Procedures**

Elementary and middle students are picked up at the side door.

Preschool siblings of elementary/middle students will also be picked up at the side door at the designated elementary time (3:15 or 3:30) and no aftercare fees will be assessed.

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 enrollment packet 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 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. If you wish to add or remove people during the school year, please email the office at [office@princewilliamacademy.com](mailto:office@princewilliamacademy.com).

### **Snow Days**

Prince William Academy sets its own policies regarding snow days and does not necessarily follow county schools. We will try to open in inclement weather if the roads are clear.

If roads are not navigable, we will close entirely for the day. For Jr. K and above, classes will be provided virtually for the day. Classroom teachers will provide instructions for students to access online classes.

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 we need to close early we will text and email parents, and dismiss students through their designated doors as parents arrive.



The school uses email and a text message alert system to notify parents of school closures or delays. **Please sign up for our text message alert system by texting PWAED to 33222**, and check these other sources in inclement weather.

## **Transportation**

We do not provide student 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.

We do provide transportation to and from area public schools for our before and aftercare students. Please inquire with the office if you have a child in public school whom you'd like to enroll in our extended care program.

## **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, though a logo is not required. All students must wear a light blue or white polo shirt, which may have long or short sleeves. Boys can wear navy pants (no jeans) or shorts. Girls can wear navy pants, skirts, shorts, skorts, or jumpers. 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. Crocs or flip-flops 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 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. Depending on grade level, students may have access to digital school books for the duration of the school year and will have an account set up through McGraw-Hill.

### **Computers and Electronic Device Policies**

Our curriculum is interactive, and some parts of it are accessed online. We have some classroom computers available for use. **A personal laptop or chromebook is required for all students grade 1 and above.**

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, and their PWA email. **Students may not use their laptops for personal email, social networking, or messaging during school hours, or visit unauthorized websites.** Any use outside of these regulations will be reported to the office, and the student may not be allowed to bring the laptop back to school.

Students in 1st grade and above will be assigned a PWA email address. These addresses are used for Google classroom.

### **Cell Phones and Devices**

We do not allow the use of cell phones, smart watches, or other communication devices during the school day. **Cell phones or smart watches brought to school must be put away and out of sight at all times during the school day (with the exception of students with medical needs) unless the teacher gives permission for a brief period of usage.**

Students need to learn independence at school, and to make their own choices. **Contact with parents during the school day undermines this important aspect of student growth and the development of resiliency. Please refrain from emailing, texting, or calling your child during school hours.** If you need to contact your child during the school day, please call the office. If a student is found utilizing a cell phone, tablet, watch or other device in an unauthorized manner 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 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.

## **Food Policies**

### **General Policies**

**Prince William Academy is an ENTIRELY NUT-FREE SCHOOL. We have 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.**

If you pack a nut-butter alternative (such as Sunbutter, etc) **please label the food container** so the teacher knows it's not nut-based. If we aren't sure, we will call parents to inquire and set the food aside to take home if we're unable to verify its contents by lunchtime.

Our teachers strive to educate students about nutrition and health, and to promote the benefits of making good food choices. Therefore, we ask for parents' cooperation with the following:

- **No candy or soft drinks in lunches or snacks.** Any candy or soda sent to school (including in Lunchables) will be returned home.
- Include whole fruits and vegetables in lunches whenever possible.
- All students should have a reusable water bottle at school.

### **Snacks and Lunches**

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. All students should bring a reusable water bottle to school.

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 for reheating. If food needs to be kept cold, please include a cold pack. Classrooms do not have refrigerators.

We offer lunch packets for purchase, in quantities of 20, 40, or daily. **ALL STUDENTS must purchase a lunch packet of 20 to start the year, for use as needed.** Any unused lunches from the required lunch packet will be credited back to your account in June.

Lunch packets are included in our weekly email and may be sent in electronically. A staff member will notify parents via email when lunches need to be replenished.

Daily lunch may be added as part of the enrollment contract or signed up for at any time. The cost is \$100 per month. If you sign up for daily lunch, it will be billed as part of your monthly invoice.

### **Lunch Schedule**

The typical lunch schedule is below.

11:30 K-2<sup>nd</sup>

11:45 Preschool

12:00 3<sup>rd</sup> – 8<sup>th</sup>

### **Food at Birthday Parties**

Birthday parties are permitted in class, **with advanced notice and arrangements made with the teacher and administration.** Parents may send in a snack to share. (An example might be popcorn, muffins, cheese pizza, or cheese and crackers and fruit kabobs). If you do send a treat such as cupcakes, please make them small. Any utensils or plates 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 parents' 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 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 a lost and found bin. If your child is missing an item, please let us know and we'll look there.

## **Grading, School Work, and Homework**

### **Homework**

Homework is assigned by each individual teacher and is usually provided on Fridays for the upcoming week of school, with the packet due the following Friday. 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 10 - 40 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 will provide parents with information on how to access progress reports by the end of the first grading period. Progress reports will be sent digitally.

### **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 in grades 5 and below are graded according to a Standards scale. The standards are beginning learner (BL), developing learner (DL), and secure learner (SL). Our middle school students receive letter grades in all subjects.

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

Language Arts (including Reading, Spelling, and Written Expression)

Mathematics

Science/Health

Social Studies

Spanish

Art

Music

Physical Education

Arabic or Mandarin

### **Conferences**

We conduct parent/teacher conferences at the end of the first grading period, and as needed anytime throughout the year. Parents are encouraged to request a conference anytime they feel it is needed. Conferences may be in person or virtual, depending on the teacher's schedule and preference.

### **School credits**

Our school is full accredited and able to transfer credits. Middle school students receive a total of 3 credit hours per school year for each foreign language they take.

### **Testing and Assessments**

PWA utilizes the digital tool I-Ready for grades 1-8. I-Ready allows teachers to assess each child's individual strengths and areas for growth in math and language arts, and to tailor lessons and approach accordingly.. Diagnostic assessments are given 4 times per year, and students utilize I-Ready throughout the week to target areas for growth.

PWA students take curriculum-based benchmark assessments twice per year. We do not participate in standardized testing.

## **Health Policies and Procedures**

For the safety of all students, it is vital that children who are sick not be sent to school.

Keep your child home if they have:

- A temperature of 100F or above.



- Conjunctivitis (pink eye).
- Coronavirus.
- Impetigo.
- Diarrhea (more than one instance in a 12 hour period).
- Vomiting.
- Cough or cold symptoms.
- Influenza or influenza symptoms.
- 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).
- Ringworm.
- Unexplained rash.

We know that keeping a child home may impose difficulties. However, please understand that bringing a sick child to school may affect the health of other children and staff members.

Our staff members are trained to perform a daily health observation. Any child exhibiting symptoms of illness will be sent home and may not return until symptom free for a full 24 hours. Please note that if a child is sent home at 12 pm, they may not return until after 12 pm the following day if symptoms have abated.

If a child becomes ill, (i.e.: fever, vomiting, diarrhea, rash, etc.) during the school day at Prince William Academy, parents will be notified, and will be expected to pick up their child within 45 minutes. **If, while your child is present at school, you will be more than 45 minutes away, please inform the school and your emergency contacts that morning. Someone must be available to pick up your child at school if they become ill. There can be no exceptions to this rule.**

If a parent cannot be reached within 10 minutes of our first attempt to call, the front office will call emergency contacts. Please ensure that at least two emergency contacts are able to pick up your child within 45 minutes.

Students who have to leave school or stay home due to illness may be sent home with textbooks, homework packets, and instructions from teachers.

## **COVID-19 Diagnosis**

- Parents are asked to notify the school if their child tests positive for COVID-19.
- There is no longer a quarantine period in place. Students must be fever-free for 24 hours before they return to school.
- A negative test is not required to return to school.

## **COVID-19 Exposure in the Classroom**

Parents will be notified via email when there has been a COVID-19 exposure in their child's classroom. Staff members will monitor the situation, and may provide further instructions if an outbreak occurs.

## **Masking**

PWA no longer requires masking as a preventative measure. However, as a private business and school, we reserve the right to reinstate mask wearing at any time administration deems it necessary. Parents will be notified if a mask policy needs to be put into effect, and are expected to provide masks for their children to wear to school.

We strongly recommend that students who are recovering from COVID-19 wear a mask for 5 days upon returning to school.

## **Vaccinations**

Prior to attendance, all students must have a VA Health Form completed and signed by a physician.

We require **all** students to be up-to-date on vaccinations. We must have vaccination records on hand, and these must be updated every time your child receives a new vaccination or booster shot. It is the parents' responsibility to provide up-to-date vaccination records.

In very rare cases, we may accept medical exemptions to vaccinations. These exemptions must be signed by the child's physician.

**If a contagious, vaccine-preventable illness is confirmed at the school (excluding COVID-19), unvaccinated\* children will be required to stay home until the risk of contagion has passed. School administration will notify you if and when it is necessary to keep your child at home.**

**\*This does not apply to the COVID-19 vaccination. We do not require students to be vaccinated for COVID-19.**

## **Student Health Information and 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 if the medication is by prescription), stating the need for the medication, the frequency of administration, and the dosage. OTC medications that will be taken for longer than 1 week must also have a physician's note. No medication of any kind will be given to students who do not have the proper forms on file.

## **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 any food allergy, regardless of the severity, you must fill out our Allergy Action Plan and have it signed by a doctor.** This plan 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**

**and one for the classroom;** they will be kept locked in a medical cabinet for use as needed. Your child's epi-pen will be taken along on any field trips or outings off school grounds.

<https://www.aaaai.org/Aaaai/media/MediaLibrary/PDF%20Documents/Libraries/Anaphylaxis-Emergency-Action-Plan.pdf>

## **Asthma**

If your child has asthma requiring medication, you must fill out an Asthma Action Plan and have it signed by a physician. Asthma medication cannot be administered at school without proper documentation.

[https://www.doe.virginia.gov/support/health\\_medical/office/va-asthma-action-plan-2020.pdf](https://www.doe.virginia.gov/support/health_medical/office/va-asthma-action-plan-2020.pdf)

## **Injury and Illness 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.

In the case of a major emergency such as broken bones, puncture wounds, or loss of consciousness, 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.

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

Every student must have the opportunity to meet their potential in a safe, caring environment. For this reason, Prince William Academy has adopted a set of school rules to foster a positive learning environment for all our students. All students are expected to follow the school rules. When we work together as a community to promote

positive 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.

**We do not tolerate sexual harassment at Prince William Academy. Students who engage in sexual harassment of other students or staff members are subject to immediate disciplinary action and dismissal.**

**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 intimidate others are subject to immediate suspension or expulsion. We do not tolerate bullying of others at school.
- Keep your hands to yourself. Hitting, punching, slapping, and 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. We do not allow defacing of desks, walls, school materials, or other students' belongings.
- 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.
- Never make threatening remarks about other students, teachers, or school property. Threats of any kind will not be tolerated and may 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. Say “please,” and “thank you.” Use an inside voice.
- 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, to school. We do not play “guns” at school.**
- Practice kindness daily. Use kind words. Compliment each other and build each other up.

### **Prohibited Items:**

**We are a drug- and alcohol-free, smoke-free, and weapons-free environment. Bringing any of the following to school will result in dismissal:**

- **Illegal Drugs**
- **Legal drugs (cannabis, medication prescribed to someone else)**
- **Firearms**
- **Weapons**
- **Animals**
- **Cigarettes or vaping devices**

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. Water bottles are permitted.
- Remain in assigned area and play the game for that area.
- Use restrooms and get water before going to the playground.
- 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. Students are not allowed in these rooms without an adult.
- Play safely. No tackling games are permitted.
- Stop activities when the teacher calls students to line up.
- Put all gym equipment, including mats, balls, or other items, back in their proper places.
- No eating in the gym.

## **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; our goal is to help the student understand why a certain action was inappropriate, hurtful, dangerous, or unkind, and to ensure that the student doesn't repeat the behavior. Most infractions are handled within the classroom. Some end with a brief visit to the 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 inappropriate 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, Head of School, 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 Head of School 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 others, 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 celebrated and encouraged at all times, in keeping with our school's mission to help our students become good citizens. We acknowledge positive behavior in a number of ways at school, and character development is a core component of our curriculum.

Each month, students participate in the Citizen Scholar Awards. Each classroom chooses a student who exhibits the virtue being celebrated that month, (i.e. courage, perseverance, kindness, and integrity). The Citizen Scholar Awards ceremony is held once per month. Parents will be notified if their student receives the award and may attend the ceremony at school.

## 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 virtually; please be respectful of the teacher's time, and schedule an appointment that suits both your schedules. Please do not call or text your child's teacher during school hours except in cases of emergency. 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 PWA Weekly Update each Friday to all families, containing need-to-know information, school-wide updates, upcoming events, 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 refer to this email each week for important information.**

**Please note that the most up-to-date school calendar can be found in each weekly email. If consulting the school calendar, please refer to the most recent weekly email.**

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.** We do not send emails for marketing purposes.

Monthly invoices are sent via email.

### **Text Message Alert System**

PWA utilizes a 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 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.pwaed.com](http://www.pwaed.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. Our office can be reached at 703-491-1444 or at [office@princewilliamacademy.com](mailto:office@princewilliamacademy.com).

### **About Us:**

Dr. Shiree Slade—Head of School

[sslade@princewilliamacademy.com](mailto:sslade@princewilliamacademy.com)

Dr. Rebecca Nykwest—Vice President and Director of Communications

[mykwest@princewilliamacademy.com](mailto:mykwest@princewilliamacademy.com)

Amanda Smyth—Admissions Director and School Registrar

[asmith@princewilliamacademy.com](mailto:asmith@princewilliamacademy.com)

Jessica Vinson—Office Manager

[office@princewilliamacademy.com](mailto:office@princewilliamacademy.com)

**Please sign and return the acknowledgement below to the front office.**

-----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