



# Parent and Student Manual

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Dear Parents and Students:

Welcome to a new adventure in learning through Prodigy Leadership Academy. We are blessed and delighted to have the opportunity to serve your learning needs through a system that will allow you to express faith, learn at your own level and pace, and rediscover the wonder of genuine, meaningful exploration.

This will be an education system like no other you've experienced. As you are challenged to achieve at your full potential, you will also have the opportunity to utilize every resource that our community has to offer. We are inviting and daring you to dream big and think outside of the box.

We recognize that our primary role as professional educators is to support you in your successful journey. Our motivation for learning is to love God with all of our heart, soul, mind, and strength, and to love others as ourselves. Because this is the highest purpose for life, we are fully committed to empowering you to discover this joyful experience.

Be prepared to use your unique talents and abilities to their fullest potential. You are leaders as you serve others through your creativity and talents for the glory of God and the benefit of people.

Thank you for this opportunity to support you in this great purpose.

Anticipating the best,

Prodigy Leadership Academy  
Russell Grammer  
Executive Director

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## **MISSION STATEMENT**

Prodigy Leadership Academy is a Christian school. We believe children are loved by a God who is real and are uniquely designed for great purposes. We meet them where they are, understand them, and give them the highest level of support in their life journey.

## **VISION STATEMENT**

We believe in a holistic approach to a child. We believe a child is a physical, spiritual, and intellectual being. When students are supported in those areas, they thrive. We believe that when Jesus said, “Seek first the Kingdom of God and all these things will be added unto you...,” He meant it. If adults model this for the children, they will be trained up in the best possible way. Prodigy Leadership Academy values experiential learning and education that serves family and community. We function in an environment that has consistency of excellence, but evolves to fit the children and utilize available learning resources.

### **The “Prodigy Way” nurtures students who:**

Innovate, play, rest, understand, and live by Biblical principles, love learning, have positive self-esteem, self-regulate, research, solve problems, take risks, exercise self-discipline, respect and honor their fellow humans and creation, practice wise stewardship, listen attentively, communicate expertly, have wisdom, lead with courage, serve with compassion, worship God and pray continuously, are optimistic, have confidence, are accountable, seek truth, explore and discover, are valued, have purpose, rely on God’s faithfulness and goodness, live authentically, know where they come from and where they are going.

### **Layers of Support**

We believe that the successful child thrives when surrounded by a solid support system. This includes positive relationships with parents and family members, teachers, classmates, friends, and mentors or role models in church groups, etc. Part of our goal as educators is to understand the multitude of factors that cause our students to be supported or where there are areas that need to be reinforced and in place.

## **PURPOSE STATEMENT**

Prodigy Leadership Academy fulfills its mission by:

1. Assisting in the development of the “whole” person – spirit, soul, and body – in each of our students.
2. Supporting each student in a genuine relationship with Jesus Christ by
  - a. Presenting the gospel
  - b. Promoting the development of a biblical world view and value system
  - c. Training them to live a life of love.
3. Recognizing pupils as unique, valuable, and gifted in their individuality.
4. Producing students who are academically qualified: well educated, know how to find information and use it, solve problems, create, communicate, and are life-long learners.

5. Joining with parents in defining the crucial elements of success and partnering with them to present resources, skills, and opportunities to achieve it.
6. Building meaningful relationships with community businesses to provide extension learning opportunities.
7. Training young people to be influential leaders who will exemplify what it means to live successfully.

## **DECLARATION OF FAITH**

1. The Old and New testaments are the inspired, infallible, and authoritative Word of God. In the Word, we find the revelation of God's eternal and unchanging will for men of all ages. The Word is the divine and final authority for the Christian life.
2. There is one God, the Creator of all things, who is infinitely perfect and eternally existent in three persons; the Father, the Son, and the Holy Spirit.
3. Jesus Christ is the union of God and man. He is true God and true Man, conceived of the Holy Spirit and born of the Virgin Mary. He lived a sinless life and died on the cross as a sacrifice for the sins of all men. He arose bodily from the dead, ascended into heaven, and is presently seated at the right hand of the Father as our high priest and advocate.
4. Man was created in the image of God, but fell into sin, which resulted in his spiritual death and separation from God. Only through regeneration by the Holy Spirit can salvation and spiritual life be obtained. This process of regeneration, referred to as being "born again" in the Word, takes place through a combination of faith and confession. As a person makes the decision to believe in the death and resurrection of Jesus Christ, and confesses with his mouth the lordship of Jesus in his life, a miracle of regeneration by the Holy Spirit takes place. A new Christian is born into the Kingdom of God. For him, old things are passed away and all things are new!

## **ACADEMIC PHILOSOPHY**

Academic understanding and growth is a crucial facet of a well-rounded, successful person. The intent of administration and teaching staff is to provide the most supportive, rigorous, and meaningful context in which academic growth will thrive. At PLA, we recognize that academic growth best occurs when the child has a healthy core identity, is surrounded by healthy relationships, utilizes effective learning skills, and has access to quality content. We want our students to be fully equipped for academic success in their future. They should be accessing material and engaging in experiences that are most likely to resemble their future.

We believe that students do well to see themselves as confident academicians who enjoy the process of increasing their knowledge. It is good for children to see the community and world as their classroom and to know that they can learn anything through the people and resources that are readily available. Content is most meaningful within real-life context. This is why at PLA, we take frequent field trips and bring in guest speakers. For instance, when students learn about the Bill of Rights and the legal system, it is beneficial to arrange a tour of the local courthouse and city hall. This trip can be followed with guest speakers that may include a police officer, attorney, judge, and



legislator. Combining academic content with supplemental experiences has a dramatic effect on increasing student interest and engagement with quality academic material.

## **EDUCATIONAL PHILOSOPHY**

Every child is gifted in unique ways. Every child also has areas of weakness. Children enter school with certain, innate learning skills already in place. The different levels of these skills within children can be dramatic. The people who are entrusted to care for children are accountable to God for the ways that they love, nurture, and support His treasured ones. Creator-God knows the children best and loves them the most. When we seek His perspective and definition of children, we are more sensitive to His plans for them. His plans are always good; to prosper them, to give them hope and a future (see Jeremiah 29:11). Parents and guardians are the primary influence and foremost “educators” of their own children. Teachers are at their best when they partner with the parents and make it a goal to understand the children in order to recognize how each one is functioning in healthy ways or facing obstacles relating to core identity, character, skills, and mastery of academic content. The best efforts of teachers and parents will lend support and guidance in the children’s discovery of their personal gifts and help them develop enthusiasm toward life, relationships, and learning.

Our ultimate goal with children is that they live successfully with meaning and fulfillment. We think that each life is significant beyond our ability to comprehend the importance of it. If we treat each child as the future president or scientist who discovers the cure for cancer, we *still* will not be expressing the full extent of his or her value, regardless of whether or not the child actually becomes the president or the one who discovers the cure for cancer. We believe that all children have basic needs including physiological, safety, belonging, esteem, and accurate self-awareness. We want each child to have these basic needs met in the best ways. As much as we are able, we work to develop a network of support within the school environment for each child through parent involvement, healthy and strong peer support systems, and self-awareness practices like setting goals and evaluating progress. We encourage students to partner with the teacher to find the best learning resources and make good use of them.

The essence of learning in its most simplistic form is knowing how to ask the right questions and how to find and utilize answers. It is rooted in self-motivation and the disciplines associated with solving problems and thinking critically. Learning is on target when the purpose of it is to love God, love others, and love self. Learning is most effective when it is “owned” by the student who wants to make the most of every opportunity and live excellently. The teacher does well to serve not as disseminator of knowledge, but as the facilitator who joins with the student in the journey of exploration and discovery. The teacher has responsibility to arrange fascinating learning experiences, challenge students to be at their best and hold them accountable, celebrate student accomplishments, and model effective learning. The best teacher is an expert in presenting the student with organized, sequential content-related tasks that keep the student challenged and allow for a sense of accomplishment. A great teacher also maintains healthy communication with the parents.

## **NOTICE OF NON-DISCRIMINATION POLICY**

Prodigy Leadership Academy admits students of any race, color, gender, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, religion, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics and other school-administered programs.

Prodigy Leadership Academy's Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, alternative lifestyles, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Prodigy Leadership Academy does not discriminate on the basis of race, color, gender, religion, and national or ethnic origin in its employment policies.

## **PROFILE OF A SUCCESSFUL PLA STUDENT**

At Prodigy Leadership Academy, we believe that the family unit is of the greatest importance. The family is responsible for the child and is the primary influence on the success of the child. As a result, the definition of success for a PLA student will be the result of an interview and collaboration with the family and the child.

During the interview, family members and the child will be asked questions that define success in the following areas:

1. Spiritual
2. Intellectual
3. Social
4. Physical
5. Emotional
6. Character/Moral

As a result of the interview, PLA will design a specific contract of support and partnership with the family and student in their efforts to live and learn successfully.

## **ADMISSIONS, REGISTRATION, AND FINANCIAL INFORMATION**

### **ADMISSIONS POLICY AND PROCEDURES**

The goal of our admissions policy is to identify students and families whose lives will be enriched through participation in the educational program of PLA. In assessing prospective student, the Admissions Committee will take into account a combination of the following factors in determining the suitability of the PLA program for a given student.

### **Criteria for spiritual commitment**

1. The parent should be familiar with the Mission and Faith Statement of PLA.
2. The student and family are willing to hear expressions of faith, though they do not have to agree with them.

### **Criteria for academic performance**

1. Through interviews and application processes, students must show a willingness to put forth their best effort to achieve academically.
2. Through interviews and application processes, parents and family members must show a willingness to support the child's academic growth.
3. Students with special physical or academic needs (e.g. having an active IEP/Individual Education Plan) will be evaluated on an individual basis to determine the suitability of our program to meet the student's needs.

### **Criteria for behavioral performance**

1. The student will be required to adhere to the rules of PLA as stated in the handbook.
2. The parents and family will be required to cooperate with PLA in the enforcement of the disciplinary rules as stated in the handbook.
3. Students of the ages 8 through 12 will sign an elementary honor code.

### **Admissions procedure**

1. Parent/guardian must submit appropriate enrollment documents, accompanied by a non-refundable registration fee.
2. Interviews will be conducted with student and at least two adult family members or mentors and contracts for partnership will be provided and signed.
3. Parent/guardian must supply the school with a copy of the student's current report card.
4. Parent/guardian must provide a copy of the student's birth certificate, social security card, and shot records.
5. Prodigy Leadership Academy will issue a letter of acceptance to the parent/guardian listed on the application when a student has been accepted.
6. When placement is not available due to full class capacity, the student will be offered placement on the waiting pool.
7. General class placement, including waiting pool, will include the following criteria:
  - a. Review of student application.
  - b. Informal academic assessment of student (entering kindergarten).
  - c. Interview with the student and parent/guardian.
  - d. Previous school recommendations and performance.
  - e. Date of receipt of application.
8. Applications are processed when all initial enrollment forms and fees are received.
9. Acceptance will be on a probationary status until receipt of all health records and all other general forms.

### **Age requirements**

Students enrolling in kindergarten must be at least 5 years old on or before August 1st. All students must be completely toilet trained.

## **ADMISSIONS POLICIES FOR APPLICANTS WHO ARE HOME SCHOOLED**

PLA will work closely with parents of home-schooled children to provide the best placement and system of support for the family and student in their individual and unique circumstances.

## **REGISTRATION FOR RE-ENROLLING STUDENTS**

Registration is an annual process. Parents will be asked to sign an Intent to Return document stating their intentions for returning the following year. PLA does not guarantee future enrollment or re-admission based on prior conduct. Re-admission is subject to review each year and is evaluated by staff and administration based upon the general admission criteria for that school year.

## **WAITING POOL POLICY AND PROCEDURE**

New applications are reviewed, and determination is made regarding available openings within PLA. In the event there are no available openings, a letter is sent to the parent/guardian, indicating inclusion of their child(ren) in the waiting pool. When an opening becomes available, the parent/guardian of qualified waiting pool students will be contacted by phone and placement offered. A decision to accept placement must be made within five business days. If a decision is not reached, or placement has been declined, another student in the waiting pool will be contacted. If choosing to enroll for the next school year, the new enrollment procedure must be followed.

Enrollment after the school year has begun will be determined by openings within PLA, and funding availability.

## **FINANCIAL INFORMATION**

### **Tuition**

Tuition for one year at Prodigy Leadership Academy is \$5,380.00 per child as of the 2015/2016 school year.

### **Tuition Support Team**

Prodigy Leadership Academy provides support to families wishing to receive financial help for their child(ren) to attend. Families needing assistance with meeting their financial commitment during the school year should contact the executive director to devise a plan to meet their commitment. Funding is available on an as needed basis and as funding is available.

### **Gifts and Donations**

Prodigy Leadership Academy seeks grant funding as well as private and business donations. Prodigy Leadership Academy is recognized by the Internal Revenue Service as a 501 (c) (3) of its tax-exempt status and contributions to it are tax deductible as charitable contributions.

### **Miscellaneous Fees**

PLA will offer students many learning opportunities through various field trips and special projects. Some of these may require funding by PLA parents and guardians.

## **SCHOOL SUPPLIES AND EQUIPMENT**

Students are asked to use exceptional care when handling school supplies and equipment.

Because students at PLA will be utilizing costly technological equipment, parents/guardians and students will sign a contract for use. Students will utilize the equipment only under appropriate supervision and with express permission from PLA instructors.

Parents are held responsible for equipment broken or damaged by their child and must pay for the cost of repair or replacement and will be billed as necessary.

## **WITHDRAWAL PROCEDURE**

Parents and guardians withdrawing their child(ren) from school are asked to provide PLA with a 30-day written notice. This will permit the school to make the necessary arrangements to ensure a smooth transfer and to notify students who are in the waiting pool of available openings.

## **ACADEMIC POLICIES AND INFORMATION**

### **GRADING POLICY and PARENT/TEACHER CONFERENCES**

Students will receive quarterly report cards. PLA instructors will be available to conference with parents concerning student progress quarterly and at requested, scheduled times.

Because PLA students are not confined to the traditional grade level, but are enrolled at appropriately challenging levels, progress will be measured by formative and summative assessments based on student starting points.

### **CURRICULUM**

The teachers at PLA will access learning material that is deemed appropriate and excellent for student advancement within a discipline. The nature of technology and new learning resources is changing rapidly and therefore Prodigy teachers make it a priority to stay abreast of quality resources. As students prepare for their future, we recognize their need for skills for accessing various resources and utilizing them effectively.

## **ATTENDANCE POLICIES AND INFORMATION**

### **ATTENDANCE POLICY**

Each student attending PLA full-time is expected to be in school at the designated starting time each school day. If a situation arises that prevents a student from attending, the parent/guardian is required to call the school.

#### **Absences**

To excuse the absence:

1. The parent must call the school by 11:00 a.m. on the day your child is absent. Please note, if a student is absent more than one day, a call must be made each day, except for prolonged

medical reasons (when the school has been informed of the situation), or prior approved vacations.

2. Students who are absent for extended periods of time for medical reasons are required to furnish the school with a written statement from a doctor before they are allowed to return to school. The statement must indicate that the student may return to regular activities, or include any restrictions that may apply.
3. Students arriving to school after, or leaving before, 11:00 a.m. will be marked ½ day absent.
4. Parents/guardians of students with excessive absences will be contacted by school administration to determine the reasons for absences. Five absences or more per quarter is considered excessive.

### **Tardiness**

School begins at 8:00 am. You are tardy at 8:01. Punctuality is a vital character trait, one that must be instilled in our student to help them realize a higher degree of personal excellence and success in life. A “tardy to school” or a “tardy to class” is not only disruptive to classes and office functions, but can be potentially embarrassing to the student.

Students with chronic tardiness, five or more per quarter, will meet with the administrator to discuss the reason and plan solutions to be punctual. Parents/guardians will be required to attend this meeting.

### **Truancy**

Students skipping part of or an entire class or school day are considered truant. The following are progressive disciplinary steps taken for repeat offenses over the full academic year.

1. First truancy
  - a. Notification of parent/guardian
  - b. Loss of privileges and participation in special programs
  - c. Specific discipline response based on meeting with parent/guardian
2. Second truancy
  - a. Notification of parent/guardian
  - b. More severe loss of privileges and participation in special programs
  - c. Specific discipline response based on meeting with parent/guardian
3. Third truancy
  - a. Dismissal or withdrawal from PLA

### **Medical Leave of Absence**

When a student is unable to attend school due to medical or psychological reasons, the administration, at the recommendation of the student’s personal physician, may grant that student a medical leave of absence. Generally, a student may be granted a leave after having missed one full week of school. This will be decided in a meeting between the administration and that student’s parent/guardian. During a medical leave, students will be expected to keep up with only as much school work as they are able. Prior to the student’s return to school, the physician or professional caring for the student must consult with the administration who will determine whether a student is ready to resume full responsibilities.

## **APPEARANCE PHILOSOPHY/STUDENT**

Inasmuch as appearances demonstrate or are suggestive of “values,” it is the wish of PLA that students in attendance possess and project an image of personal and academic integrity. Therefore, PLA students are to be neatly, modestly, and uniformly dressed when arriving, attending, and leaving school.

## **PERSONAL APPEARANCE GUIDELINES**

### **General**

1. Students are not allowed to wear body piercing of any type, excluding girls who may wear modest earrings. Dangling earrings are strongly discouraged for elementary girls for safety reasons.
2. Elementary students may not wear face glitter, sequins or other facial/skin decorations except for teacher designated days.
3. Overcoats, windbreakers, or any other outer coats, as well as sunglasses, non-prescription glasses, caps or hats, are not permitted in classrooms or hallways during the school day.
4. Neatness, cleanliness, and modesty should be observed at all times.
5. Pants are to be worn at the appropriate waist level.
6. Over sizing of pants, etc., is not permitted.
7. Students in Cub Scouts, Boy Scouts, Brownies, or Girl Scouts may wear their uniform to school on Scout meeting days.
8. Tank tops are not permitted at any time for boys or girls. Girls may wear sleeveless shirts, provided the armholes are close fitting.
9. The last school day of the week will be an out of uniform day, where the students can wear jeans or uniform bottoms with their PLA logo t-shirts.

### **Girl specific**

1. Skirts, skorts, and jumpers must be no shorter than 4” above the top of the knees.
2. Blouses and tops must fit appropriately. Tight-fitting blouses and tops are not to be worn.
3. Fingernail polish is not to be brought to school in any grade.
4. Students in Grades K-6 cannot wear make-up to school. Field trips are considered a school function.

### **Boy specific**

1. Boys’ nails are not to be painted.
2. Boys are not to wear make-up of any kind.

## Uniforms

Clothing can be purchased from any vendor. Guy's Uniform, C.S. Printing and Printing Co. are recommended.

Item	Style & Description	Color
Pants & Shorts	Pleated or flat front Jeans (without holes/tears/etc.) are permissible. Cargo shorts and pants are permissible. <ul style="list-style-type: none"> <li>○ must wear a belt</li> </ul>	Navy Blue, Khaki
Skorts/Skirts	Pleated or flat front <ul style="list-style-type: none"> <li>○ Length no shorter than 4" above the knee</li> </ul>	Navy Blue, Khaki, Plaid
Jumpers	Full, A-line, straight, pleated, or "bib overall type" jumper <ul style="list-style-type: none"> <li>○ Length no shorter than 4" above the knee</li> </ul>	Navy Blue, Khaki, Plaid
Shirts	<b>Classic:</b> short or long sleeve oxford <b>Polo Style:</b> short or long sleeves <b>Peter Pan Blouse:</b> short or long sleeve <ul style="list-style-type: none"> <li>○ No contour/slim fit, short, or tight fitting shirts</li> <li>○ Must be tucked in at all times</li> <li>○ Solid color w/ no print, stripes, etc.</li> <li>○ Must be tucked in at all times</li> <li>○ PLA embroidered logo (Polo Style Only)</li> </ul>	White, Yellow, Royal Blue, Green, Pink
Turtle-necks	Traditional <ul style="list-style-type: none"> <li>○ No logos</li> <li>○ May be purchased anywhere</li> </ul>	White
Sweat-shirts	Crewneck Micro fleece/polo fleece Zip Jacket <ul style="list-style-type: none"> <li>○ PLA embroidered logo</li> <li>○ Must wear a collared shirt underneath</li> </ul>	Royal Blue, Green
Sweater	Plain Cardigan <ul style="list-style-type: none"> <li>○ PLA embroidered logo</li> <li>○ V-neck or crew neck</li> </ul>	Royal Blue, Yellow, Green
Shoes and Sandals	Casual shoes, tennis shoes, athletic shoes, and no flip flops, no heels higher than 2 inches or platforms	
Ties	Neck tie, Cross Over <ul style="list-style-type: none"> <li>○ To be worn with Peter Pan or Classic.</li> </ul>	Navy, Plaid
Belts	Must be worn at all time	Black, Brown, Khaki, Navy Blue



## **PROCEDURES/VIOLATIONS OF DRESS CODE**

In cases where a student is in violation of the dress code, the following steps will be taken:

First time – warning and note sent home

Second and subsequent time – teacher will contact parent; a note will be sent home. Chronic violations will necessitate a meeting between the parent/guardian, student, and administrator.

For each dress code infraction, the following procedures will be followed:

The student will be informed by staff of the infraction and asked to correct the problem immediately. The student may be required to call parents to request a change of clothes. A record of infractions will be maintained.

## **SUMMARY**

In all matters of standard dress code or personal appearance interpretation, the school administration has the right of final decision. We trust these comments will be helpful and will serve as deterrents to potential problems. It is our intention that these guidelines will contribute to the development of the character of our students.

## **DISCIPLINE POLICIES AND INFORMATION**

### **DISCIPLINE-PHILOSOPHY**

At Prodigy, the highest standards of behavior and respect will be upheld. We believe that one of the most important elements of success is self-discipline and knowing how to treat others with love. Therefore, as we guide students in their disciplinary growth, we will model, encourage, and support kindness, gentleness, humility, and a loving, respectful attitude toward self and others.

### **Cheating**

Cheating will not be tolerated at Prodigy. A student who is caught copying work inappropriately or plagiarizing will first receive a warning. Continued dishonest behavior will be addressed through parent conferencing and eventual expulsion.

### **Chemical use**

Illegal drug use or possession will result in immediate expulsion from Prodigy Leadership Academy and the appropriate authorities will be contacted.

### **Discipline Plan**

Teachers and staff at Prodigy will practice frequently encouraging and praising appropriate student behavior. Our goal is to notice and emphasize the positive and successful practices. If students occasionally need to be confronted about a particular, inappropriate behavior, the teachers will provide the necessary and effective redirection toward the appropriate behavior.

If a student refuses to comply with the standards and rules set forth by PLA staff and teachers, or maintains a defiant and disruptive attitude, the parents will be notified and included in a conference with the student. The parents will assist in redirecting the child toward growth and compliance. If the negative or unruly behavior continues, the student will be placed on behavioral

probation. Continued problematic behavior will result in expulsion from Prodigy Leadership Academy.

### **Cafeteria and Lunch Time**

Students will eat and drink in a mannerly fashion.

### **Overall Building Rules**

In order to be good stewards of the building we are utilizing and be respectful of those who are learning, students will be expected to respect learning at all times in the building.

### **Playground-Discipline Plan**

It is expected that students will treat peers and all surroundings including outdoor equipment with respect.

### **Grounds for Dismissal**

Illegal substance possession or abuse, carrying a weapon, sexual harassment, bullying, and fighting are grounds for immediate dismissal.

### **Locker Searches and Use**

Lockers/cubbies are considered the property of PLA. PLA reserves the right to search a locker/cubby with reasonable suspicion.

### **Confiscation of property**

The following will be confiscated:

1. Prescribed or non-prescribed medication in a locker, classroom, or in student's possession.
2. Inappropriate or illegal items in a locker/cubby, a classroom, or in student's possession.

### **Sexual Harassment, Violence, and Bullying**

Sexual harassment, violence, and bullying will not be tolerated to any degree and are grounds for immediate dismissal and/or expulsion from PLA.

## **GENERAL POLICIES AND INFORMATION**

### **ATHLETIC INFORMATION**

- Beneficial partnerships with local civic agencies and Southeast Missouri State University will establish athletic instruction with college level sports players.
- Prodigy will provide parents with information regarding local city and church sports programs with a future goal to offer high quality instruction in organized sports including but not limited to golf, tennis, swimming, baseball, basketball, football, soccer, and track.
- Prodigy students will engage in daily activities that will promote healthy habits.
- Local city and church competitive leagues will be a resource for students and their families.

## **BIRTHDAY TREATS (AGES 5-9)**

Birthday celebrations are allowed in the elementary classrooms. Parents should contact the teacher in advance to arrange sending or delivering birthday treats.

Please note: due to the possibility of peanut allergies, treats containing peanut products in the ingredients are prohibited.

## **BUILDING SCHEDULES AND FUNCTIONS**

### **Visitors**

Prodigy Leadership Academy welcomes visitors who are excited about helping and volunteering in the development and education of a child. Such visits should be scheduled in advance.

We want all visitors to respect the work nature of the child/teacher's relationship and that it is a time for engaging student learning. If the visitor would like to schedule a time to meet with the teacher to discuss other topics, please choose a time outside of classroom hours.

All visitors, including parents, grandparents, etc., are to comply with the following:

1. Be prepared to show proper identification
2. Sign in and wear a visitor's badge
3. Upon exiting, please sign out and return visitor's badge

### **Building/Office Hours**

Monday through Thursday 7:30 a.m. to 4:30 p.m.

### **School hours**

- 7:30a.m. Morning supervision
- 8:00a.m. School day begins
- 4:00p.m. Student dismissal

### **Half-day hours**

- 7:30a.m. Morning supervision
- 8:00a.m. School day begins
- 12:00p.m. Student dismissal

### **Morning drop off procedure**

1. Students may enter the building starting at 7:30 a.m. Note: Students cannot be dropped off prior to 7:30 a.m. as there is no supervision available.
2. There will be a designated drop off and pick-up zone for safety.
3. Do not leave your vehicle unattended unless it is appropriately parked.

### **Afternoon pick up procedure**

1. Please pick up your students promptly and pull out of the pick-up zone (the same area as the drop off zone).
2. If you need to pick up your student before 4:00 p.m. you must sign your student out at the office/parent communication center. Please park in one of the parking lots and not on the street.
3. If you are late to pick up your child, they will be returned to their classroom at 4:15 pm

4. For your child's safety, a student (ages 5-13) will not be allowed to cross streets without parental escort.
5. If you enter the building and your child has been released to your care, you are responsible to supervise your child(ren) and follow building rules.
6. Do not leave your vehicle unattended unless it is appropriately parked.

### **Closing School (Emergency)**

If it is necessary to close school because of inclement weather or another emergency, please look for an announcement on KFVS12 news. You may also sign up to receive text alerts at <http://my.textcaster.com/servepopup.aspx?id=1463>

### **Late start**

- 9:45a.m. Morning supervision
- 10:15a.m. School day begins
- 4:00a.m. Student dismissal

### **Early dismissal**

Please listen for an early dismissal announcement on KFVS12 or call the PLA phone for questions. Early dismissal information will also be sent via text. Parents should sign up for text alerts at

## **COMMUNICATIONS**

Communications between the school, parents/guardians, and students is crucial. In order to stay in touch effectively, PLA utilizes several forms of communication, such as:

1. Parent/Student Manual (published annually; hard copy distributed at start of school year)
2. Parent/Teacher Organization Meetings/Notes
3. Activity Calendars- A link to shared google document will be sent to you via email.
4. Email (communication used for announcements and special events)
5. Thursday Family Communication Folders
6. Special events: Back-to-School Night, parent/teacher conferences
7. KFVS12 (emergency school closings)
8. Text Alerts <http://my.textcaster.com/servepopup.aspx?id=1463> (check the box for prodigy leadership academy)

### **FIELD TRIPS**

In addition to students' studies, a number of field trips will be scheduled throughout the year. These trips are designed to be educational and enjoyable. Students are expected to conduct themselves in an appropriate manner. Students must have a signed permission slip before they will be permitted to participate in the field trip. Verbal permission will not be accepted, unless approved by the principal. Students are strongly urged to attend school field trips; most are a continuation of classroom study. The cost for transportation, if required will be included in the overall event fee. Fees are non-refundable. Students are expected to wear appropriate school uniforms.

### **FIRE, LOCK-DOWN, AND SEVERE WEATHER DRILLS/CRISIS PLAN**

Fire, lock-down, and severe weather drills are held at regular intervals throughout the school year. Instructions are posted in each classroom defining the procedure for exiting the building in case of fire and inclement weather. Students are asked to walk as quickly and quietly as possible to the

designated area. The school has a comprehensive crisis plan addressing a variety of potential emergency situations beyond fire, lockdown and tornados.

## **HEALTH AND MEDICATIONS**

### **Emergencies**

An emergency card is to be completed by the parent/guardian for each family and is to be on file at the start of the school year. It is the responsibility of the parent/guardian to inform the school immediately of changes in contact information (home/job/cell phone numbers, address, etc.)

### **Illness**

The teacher will determine whether or not the student is well enough to remain in school until the end of the day.

The following guidelines will be employed in this determination:

1. elevated temperature (greater than 100 degrees)
2. vomiting, nausea, diarrhea, sore throat
3. discharge from any body opening
4. sore indicating impetigo or ring worm
5. rashes from unknown causes
6. pale or listless

When one of more of the above symptoms is present, a parent/guardian will be contacted to arrange transportation for the student. In such an event, the student must be picked up within 45 minutes. Adequate contact information must be on file at the school at all times. Students must remain at home for a minimum of 24 hours after the last episode in the following cases:

1. elevated temperature (greater than 100 degrees)
2. vomiting
3. diarrhea

Serious infectious or communicable diseases (i.e. chicken pox, head lice, etc.) must be reported to the Administrative Office; a written notice will be sent to the parents/legal guardians of the child's classmates (the name of the child will not be included).

Head Lice Policy: students with nits, eggs, or lice must be excluded from school until infestation is completely eliminated.

Notes from parents requesting that their child stay indoors will not be honored unless the child has been absent or exhibits signs of illness. This presents a supervision hardship for teachers and staff. In addition, recess is a needed time for students to burn off energy and for teachers to prepare for afternoon instruction.

### **Immunizations**

Health records are initiated and maintained in the school office. The health record includes the student's immunization history and must be on file at the beginning of the school year. Private school students must be immunized as required under the rules and regulations of the Department of Health and Senior Services. When health records are requested from a student's previous school

and not received in a timely manner, parents will be required to provide the immunization information.

Students who cannot be vaccinated for medical reasons, or whose parents are conscientiously opposed to immunization, may receive a legal exemption. Notarized conscientious objection forms must be on file at school prior to the beginning of the school year.

Students without complete immunization records on file will not be allowed to attend school until their immunizations have been brought up to date.

### **Injury**

PLA does not assume liability for student injured while participating in an athletic or after school event, or other activity during the school day. Parents/legal guardians must assume this responsibility and have adequate medical insurance to cover such injuries.

### **Medical Appointments**

Appointments for medical, dental, etc. should be scheduled after school whenever possible.

### **Medication – prescription and non-prescription**

Medication will be dispensed by staff. No medication of any kind will be given without proper authorization from a parent/guardian and the physician.

Medication must not be sent with the student. It is to be delivered directly to the Administrative Office by the parent/guardian. All medications must be in the original containers, registered, stored, and in the office. Whenever possible, parents/legal guardians should make alternative arrangements to avoid the need to administer medication to a student during school hours.

### **LUNCH PROGRAM**

Students carry lunch items to school on Monday through Thursday. Lunch bags and boxes need to be clearly labeled with the child's name. Please send healthy drinks and nutritionally balanced meals. The first day of each week students will have the option to eat pizza for lunch. The price is \$1.00 per slice. Payment is due in full the first Monday of each month. We suggest students bring a drink and any side dishes on Mondays even if they order pizza.

### **SNACKS**

Parents may send morning and afternoon snacks for their child(ren). Students may also bring a bottle of water to drink during the day. Please ensure the bottle does not leak and is labeled with the student's name.

### **PARENT INVOLVEMENT/VOLUNTEER PROGRAM**

### **PHYSICAL EDUCATION/RECESS**

Physical education is required for all students. Students must participate and will not be excused from PE class without a physician's note. Tennis shoes are required for students in PE class.

## **RIGHTS AND PRIVACY**

PLA considers the following information to be “directory information” and reserves the right to release this information in school publications. This information may include, but not be limited to:

1. Name, address, telephone listing, e-mail address
2. Date and place of birth
3. Photographs
4. Participation in officially recognized school activities and sports
5. Field of study
6. Degrees and awards received
7. Dates of attendance
8. Most recent previous school attended

Directory information cannot include student identification numbers or social security numbers or information generally considered harmful or an invasion of privacy if disclosed.

Publications utilizing such information may include, but not be limited to:

1. Parent/Student telephone directory
2. Graduation or special event programs
3. Prodigy Publication (school newsletter)
4. Website

Student(s) and/or parent/guardian(s) may request this information to be treated as confidential therefore not to be considered as “directory information.” This request must be submitted in writing.

## **TECHNOLOGY**

### **PLA COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

Use of computer hardware, software, and networks is a privilege at Prodigy Leadership Academy, not a right. The student is expected to follow PLA’s Technology Policy. The Technology Policy sets the general standards each student is expected to follow when using Prodigy’s technology resources.

Students and parents must read the policy and sign before they are able to access computers or other technological device. Using technological innovations presents valuable opportunities for children but also carries important responsibilities. Students are expected to exhibit high standards when using equipment.

It is the responsibility of PLA students, parents, and staff to see that these information systems are used in an efficient, ethical, and lawful manner. The use of technological equipment is a privilege and can be withdrawn at any time. A student’s use may be suspended immediately upon the discovery of a possible violation of these policies. A violation may result in disciplinary action up to and including expulsion.

## **Responsible use of technological equipment**

The following policies relate to the responsible use of electronic media resources at PLA:

1. These resources are the property of PLA and are to be used solely for school purposes. Permission to use these resources may be restricted or revoked at any time.
2. Fraudulent, harassing, threatening, discriminatory, offensive, inappropriate, sexually explicit, or obscene messages and/or materials are not to be transmitted, printed, requested, or stored. Chain letters, solicitations, and other forms of mass mailings are not permitted.

## **Internet Usage**

Prodigy Leadership Academy is pleased to offer its students with access to the Internet. We believe the Internet is a powerful tool for children to learn to navigate and a wonderful resource for gaining and exploring knowledge. Communication and collaboration with other individuals and groups from around the world is made possible through this venue and will significantly expand their available information base.

Families should be aware that some material accessible via the Internet may contain illegal, defamatory, inaccurate, or offensive items. In addition, it is possible to purchase certain services and goods via the Internet which could result in unwanted financial obligation for which a student's parent or guardian would be liable.

Students and parents/guardians are required to review and sign the following Internet Usage Agreement.

1. Irresponsible use of system resources. Do not use the computer in a way that it would affect the other network users.
2. Respect the property rights of others. Do not distribute or obtain copyrighted software or information without proper authorization from the copyright holder.
3. Please remember to use the Internet to post kind messages only. Do not post any personal attacks.
4. Students are to only access sites related to student work or class assignments. Inappropriate site are not acceptable.

## **TELEPHONE USE**

Calls during school hours will be received in the office or on an answering machine and heard at appropriate times for the teacher and students. Every effort will be made to listen to and return calls in a timely manner.

- Students must have permission to use a phone.
- Students are not allowed to use their cell phones at any time during school hours.

## **TRANSPORTATION**

Parents/guardians will be required to transport his/her child to and from school.

## **PARENT TEACHER ORGANIZATION (PTO)**



All members of the Prodigy Leadership Academy community strive to be models of good character, upholding the vision of the school's core values and communicating this vision through positive interactions with students, staff members, parents, and others. One of the most visible displays of this interaction involves family and community member participation in the parent-teacher organization (PTO).

Like most schools, Prodigy Leadership Academy maintains an active PTO as a way to provide the families of our students with a voice to speak on behalf of every child and the best tools to help their children be safe, healthy, and successful — in school and in life. The mission of the Prodigy Leadership Academy PTO is to establish and nurture a close relationship between the parents, teachers, and students by advancing opportunities in the home, school, and community of the school.

The PTO provides assistance to teachers in classroom settings, raises funds for supplemental educational materials and experiences, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact our children. It is our belief that the team effort of a parent-teacher organization offers the best possible learning environment for our children.