

PILLOW

ACADEMY



Excellence in Education

**STUDENT
HANDBOOK**

2018 – 2019

Grades K4 - 5

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2018-2019 Student Handbook

Grades K4 - 5



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FOREWORD

This handbook has been prepared for your convenience and guidance. Please consult it often. In it you will find outlined most of the school's policies and regulations. When policies, rules, and regulations are adopted, the first consideration is the welfare of the students. We believe the handbook we have set up will promote that welfare. You are asked to follow the rules as stated. Please do not ask for exceptions to be made. While many areas have been addressed, there is little doubt that issues and circumstances could arise that are not covered in this handbook. All problems involving interpretation of and enforcement of these policies and rules are the responsibility of the administration. If you do not find herein the information desired within this handbook, please ask your principal or teacher.



“You will seek me and find me when you seek me with all your heart”

Jeremiah 29:13

MISSION STATEMENT

Pillow Academy's mission, as a college preparatory school, is to educate the whole child in an environment of academic excellence and Christian values, so that each child is challenged to grow and mature in knowledge, wisdom, and service.

STATEMENT OF BELIEFS

- Our students are educated in an environment of Christian values and academic excellence that challenges each student to grow and to mature in knowledge, wisdom, and service
- Our curriculum should incorporate a variety of learning activities and multiple teaching strategies to provide an equal opportunity for all students to learn.
- Education of all children academically, physically, spiritually, and artistically in a safe and physically comfortable environment is a priority.
- Students learn best when they actively engage in the learning process
- Teachers, administrators, students, and the board of directors share the responsibility for creating the proper learning environment within our school.
- Student performance is enhanced by mutual respect between students and staff when high expectations for learning are maintained.
- Parental and community support and involvement are necessary to motivate students for optimum success in education.
- The school community should focus on a shared mission, vision, goals, and actions to provide the highest quality education.
- An ongoing process to evaluate, update, and improve the school should continue to be a priority to ensure that our students receive the highest quality education possible.

CODE OF ETHICS

Pride in school and self

Improvement

Love of country

Love of teachers and fellow students

Open minded

Willingness to participate

Academic excellence

Courage

Athletics

Devotion to duty

Earn respect

Manners

Young in spirit

Have a system in all work

I can succeed

Gainful work

Helpful to others

Sportsmanship above victory

Courtesy to students and teachers

Honesty always

Obedience to teachers and supervisors

Ordery in appearance and work

Loyalty

PILLOW ACADEMY ELEMENTARY

Board of Directors

Mr. Matt Gnemi

Mrs. Dawne Holmes

Mr. Frank Kimmel

Mr. Chris Bush

Mr. Eric Miller

Mrs. Shelbi Lamb

Administration

Head of School

Mr. Rodney Brown

Elementary Principal

Mrs. Sulee Blansett

Middle/High School Principal

Mr. Tim Burton

Athletic Director

Mr. Durwin Carpenter

Athletic Director

Mr. Mike Beagle

Faculty K4 -5

Melinda Allen	Kindergarten: 4 Year Old
Heather Garrard	Kindergarten: 4 Year Old
Jan Locke	Kindergarten: 4 Year Old
Kim Turner	Kindergarten: 4 Year Old
Kara Naron	K4 Assistant
Betty Gail Kalich	Kindergarten: 5 Year Old
Mary Taylor Killebrew	Kindergarten: 5 Year Old
Lisa Pannell	Kindergarten: 5 Year Old
Caroline Strawbridge	Kindergarten: 5 Year Old
Rima Williams	Kindergarten: 5 Year Old
Delina Jones	K5 Assistant
Anna Bellipanni	1st Grade
Allison Calhoun	1st Grade
Laura Gore	1st Grade
Brooke Nokes	1st Grade
Vivian Calhoun	2nd Grade
Shea Crowder	2nd Grade
Donna Pittman	2nd Grade
Denise Barnes	3rd Grade
Laurie Lindsey	3rd Grade
Meghan Peden	3rd Grade
Terri McDaniel	4th and 5th Grade Science
Gwen Toomey	4th and 5th Grade Social Studies
Bethany McCollum	4 th Grade Reading and Language
Elizabeth Sevier	4th Grade Math and Spelling
Jennifer Roden	5th Grade Math and Spelling
Morgan Taylor	5th Grade Reading and Language
Stephanie Avant	Elementary Computer
Connie Black	Elementary Music
Dot Miller	Elementary Library
Laura Oakes	Elementary PE
Mary Clare Taylor	Elementary PE
Jan Pullen	Elementary Resource
David Taylor	Elementary Art
Adrian Tribble	Elementary ELS

PILLOW ACADEMY ADMISSION POLICY

Criteria for admission:

- Families enrolling at Pillow Academy must provide the following:
 - Registration Fee of \$200 for new families
 - Completed Admission Application
 - Completed Tuition Contract
 - Payment of Tuition Fees
 - A copy of student's transcript, most recent report card, and/or achievement test scores (all that are applicable)
 - A copy of the student's Social Security Card
 - A Mississippi Immunization Certificate
 - Contact information from previous school for character reference(s)
 - Copy of certified birth certificate for students
- Student must have grades from former school that indicate probable success at Pillow Academy.
- Student shall receive a favorable background report as stated by former school officials (including behavior and proper actions).
- All new students entering K5 or First Grade will be given a developmental test.
- Any new student entering grades 9-12 that was not enrolled at Pillow Academy the previous year, must complete and pass a drug test screening process prior to acceptance at Pillow Academy. This screening will be at the parents' expense.
- All new students entering grades 9-12 must take an admission test administered by a school official.
- To be eligible to graduate from Pillow Academy, a student must complete a minimum of 3 consecutive semesters at Pillow Academy. These semesters must include 2nd semester of Junior year (11th grade) and both semesters of Senior year (12th grade).
- Final admission will be determined by a student's past record and results on admission test.

All admissions are subject to approval by the Board of Directors.

Pillow Academy admits students of any race, color, nationality, or 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, nationality, or ethnic origin in administration of its educational policies, admission policies, and athletic or other school administered programs.

GENERAL RULES AND GUIDELINES

School Hours

Kindergarten School hours are from 8:00 a.m. to 2:45 p.m. for students unless parents are notified of changes.

Elementary school hours are from 8:00 a.m. to 3:10 p.m. for students unless parents are notified of changes.

Teachers are on duty from 7:30 a.m. until 3:30 p.m. Monday through Friday.

Bell Schedule

7:45 a.m.	First Bell
8:00 a.m.	Tardy Bell
11:00 a.m. – 12:00 p.m.	Lunch Rotations
2:45 p.m. – 3:10 p.m.	Kindergarten Dismissal
3:10 p.m.	Elementary Dismissal

Late Start Mornings

Periodically through-out the school year, Pillow Academy will have “Late-Start” mornings. On these days, the academic day will NOT begin until 10:00 a.m. Students are not required to be at school until 10:00 a.m. Some staff members will be on duty these mornings at 7:40 a.m. to supervise students that need to arrive at the regular school day time.

PA faculty and staff members will use this time for meetings and staff development. Detailed information will be posted before these dates.

Hot Lunch Orders

Teachers are required to turn in all hot lunch orders before 8:30 a.m. each morning. If your child must come to school after that time for any reason, please be sure to send his or her lunch from home.

Conferences

The classroom teacher is the person to talk with FIRST about your child's progress. Conferences with teachers should be arranged by emailing the teacher or through the secretary by calling 662-453-3600. Please schedule school conferences or telephone conferences during the teacher's daily conference period or after school. Conferences are best held at school where all materials are readily available for reference. We respect the right of privacy for each child and parent and request that you do also.

The principal is the person to talk with if you wish to discuss the administration of the school's policies or rules, or if you have a matter of concern that affects the larger school community. Conferences with the principal may be scheduled at any time between 8:00 a.m. and 3:30 p.m. on school days. Except in cases of emergency, conferences should be by appointment. Call the school secretary at 662-453-3600 to arrange a conference with the principal.

K4 and K5 parents will be contacted regarding required parent-teacher conferences scheduled at the end of the first nine weeks grading period.

Grievance Procedure

If a parent has a complaint about a teacher, school policy, or another student, the following procedure must be followed

1. Contact the teacher involved to schedule a private conference.
2. If not satisfied with the result of the teacher conference, schedule an appointment to discuss the matter with the principal.
3. If still not satisfied, make an appointment to discuss the matter with the Head of School.

Parent Visitation and Waiting Area

In order to insure the safest possible environment for Pillow students and staff, all parents and visitors must check in at the elementary office. Please press the Intercom button outside of the main office door to identify yourself to the main office secretary or principal before entering the building. If you are picking your child up early, please sign your student out and wait for him or her in the designated parent waiting area just inside the front door. This will eliminate unnecessary disturbances in the classrooms.

Teachers' Lounge

The teachers' lounge is designed for the teachers to have a place to relax during their break time. Please respect their privacy and use the waiting area in the hallway.

Student Cell Phones and Electronic Devices

Cell phones, iPods, Mp3 players, iPads, Kindles, iWatches, etc. can be a distraction in the classroom and a disruption to the learning process when used inappropriately or without teacher permission. Students caught using devices without permission or for nonacademic approved purposes will suffer the following consequences:

First offense – Detention and the device will remain in the principal’s care until a parent picks it up.

Second offense – the device will remain in the principal’s care until the student, parent, teacher, and principal have a principal-parent-teacher-student conference. In addition, the student will attend in-school suspension (ISS) for one day, with parent paying the cost for a substitute (\$65).

Additional offenses- the device will remain in the principal’s care until the student, parent, teacher, and principal have a principal-parent-teacher-student conference. In addition, the student will attend in-school suspension for one day, with parent paying the cost for a substitute (\$65).

Delivery of Personal Items

The office staff will deliver any necessities that are brought to a student such as lunch or a backpack. Pillow Academy will not accept delivery of flowers, balloons, or other favors. Such deliveries should be made to the student’s home.

Use of the Office Telephone

Students should never use the office telephone to make a call without permission from the secretary, principal, or a teacher. Students receiving calls will not be taken out of class unless there is an emergency.

Class Parties/Celebrations

Flowers, balloons, or other favors may not be delivered to the student at school.

Kindergarten classes have several parties and celebrations during the school year. Parents are asked to volunteer to assist with at least two or three of these events. Party favors are NOT allowed. Snacks are sufficient. Please keep arrangements as simple as possible. Please do not bring younger siblings to classroom parties or field trips in which you are involved.

Birthday Guidelines

Birthdays are special celebrations at kindergarten. Invitations may be given out at school if you invite every child in the classroom or all the boys or all of the girls. We will not allow a child to give out “select” invitations.

The following guidelines should be followed in exchanging social invitations:

- All boys in a particular class or grade will receive invitations (Boy Party).
- All girls in a particular class or grade will receive invitations (Girl Party).
- All children in a particular class or grade will receive invitations (Boy and Girl Party).
- Invitations are never to be passed out to a few children in another classroom. Please mail these invitations.
- Cupcakes or other simple treats that require no teacher preparation may be sent to school on the student’s birthday. Please give the teacher advance notice of your plans.
- Children with summer birthdays may adopt a day in May for their early birthday celebration.
- We discourage limousine pick-ups at school.
- Group pick-ups are not allowed. All groups must meet off campus for an after school event. PA does not allow “select” group pick-ups. Group pick-ups for the entire class or grade may be scheduled with the principal.

Child Custody

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the elementary office. Unless your court order is on file with the school, we must provide parental rights allowed by law concerning records, visitation, and information about the child.

“Show and Tell” and Bringing Toys to School

Teachers may declare specific days as “Show and Tell Day.” If a “Show and Tell Day” is scheduled for the class, the classroom teacher will send notification. At no time should toys be brought to school unless they relate to the teacher’s assignment. Expensive toys should never be brought to school for any reason.

Medical Form

A medical form will be issued for each student. Parents must get the form notarized and returned to the elementary office before ANY medication will be administered at school. This includes over-the-counter and prescription drugs from home. The form will be kept in the student’s cumulative folder. This is a one-time requirement for students in grades K4-5.

Toilet Habits

All children in our K4-K5 program must be able to take care of their own bodily functions. After your child goes to the bathroom, he or she must flush the toilet, clean him or herself, and wash his or her hands. We also expect the child to leave the bathroom clean. Please see that your child can accomplish these skills before he or she starts our program. If there is a major accident, the teacher or assistant will call you at home or at work to come to school, clean your child, and provide clean clothes. Our teachers cannot leave their class to tend to these needs on a regular basis. Children who have frequent accidents will be asked to leave the program until training is completed. We realize that accidents will occasionally occur, and we will be very sensitive in these.



ARRIVAL and DEPARTURE POLICIES

Traffic and Carpool Safety Precautions and Courtesies

1. Always drive carefully and follow the flow of traffic requested by school officials.
2. Encourage your child to watch for his or her ride in the afternoon. If he or she rides in a daycare van, help your child learn to identify the van and the name of the driver.
3. If your child rides a van regularly, but for some reason is not going to ride on a particular afternoon, please notify the child's teacher in writing or call the school office (453-3600) and explain what the change will be. This is most important and should be done before 2:00 p.m. if at all possible.
4. A child must go home his or her usual way unless the office is notified.
5. Children who ride in cars are dismissed at 3:10 p.m. You are requested to come for your child or carpool group promptly. Teachers are off-duty at 3:30 p.m.
6. For the safety of our students and teachers on duty, PLEASE put your car in "PARK" when you pick-up students and DO NOT USE CELL PHONES. Your full attention should be directed toward the actions of our students.
7. Always be courteous to others when waiting in the carpool line. Every day there are "first-timers" or visitors who have the misfortune of arriving during carpool time while attempting to get to campus sports events, meetings, etc.

Early Arrivals

Please make arrangements for your child to arrive at school after 7:30 a.m. when a teacher will be on duty. School doors will remain locked until 7:30 a.m. It is extremely dangerous to leave your child in an unsupervised situation.

Arrival for ONLY Kindergarten

The kindergarten building is located on the west side of the elementary building. Please enter through the left fork of the road unless you are also dropping off elementary students.

The kindergarten building will open at 7:30 a.m. For your child's safety, we ask that you wait for the teacher on duty to assist your child from the vehicle.

For safety reasons, please place your vehicle in PARK and do not use cell phones during carpool time.



AFTER THE FIRST DAY, PLEASE LET YOUR CHILD ENTER THE BUILDING WITHOUT YOUR ASSISTANCE.

If parents need to enter the building during morning arrival time, please park in the parking lot nearest the cafeteria.

Any time you are inside the kindergarten building, please make sure your vehicle's engine is turned OFF and keys are removed from the ignition.

Arrival for ONLY Grades 1- 5

- When you bring your student each morning, please enter through the right fork of the road. For safety purposes, your child should exit from the right side of the vehicle. Do not get out of your vehicle.
- The right fork of the road is for elementary carpool traffic.
- After 7:40 a.m., please pull to the end of the designated unloading zone before unloading so the carpool line will move quickly.
- Children should always get in and out of vehicles on the right side of the car next to the elementary building.
- If it is necessary to come for a child during school hours, park directly in front of the building. Be sure your engine is turned off and keys are removed from your car.
- If you have scheduled a conference, please park in a designated visitor's parking space by the triangle area. Please do not block or park in the teachers' parking spaces as all spaces are assigned and needed.
- Morning carpool is a single line of traffic.
- Please remain in line until the vehicles in front of you move. There is no passing during carpool.

Arrival for Kindergarten and Elementary

- When you bring your student each morning, please enter through the left fork of the road. Elementary students can exit the vehicle with your kindergarten student. The side door will be open for elementary students to enter.
- The right fork of the road is for elementary carpool traffic.
- After 7:40 a.m., please pull to the end of the designated unloading zone before unloading so the carpool line will move quickly.
- Children should always get in and out of vehicles on the right side of the car next to the elementary building.
- If it is necessary to come for a child during school hours, park directly in front of the building. Be sure your engine is turned off and keys are removed from your car.
- If you have scheduled a conference, please park in a designated visitor's parking space by the triangle area. Please do not block or park in the teachers' parking spaces as all spaces are assigned and needed.

- Morning carpool is a single line of traffic.
- Please remain in line until the vehicles in front of you move. There is no passing during carpool.

Pick-Up Procedures for ONLY Kindergarten

- In order to make carpool dismissal more efficient, kindergarten departure time is from 2:45-3:00 p.m. It is very important that kindergarten carpool be completed before elementary carpool begins at 3:00 p.m.
- Please remain in line until the vehicles in front of you move. There is no passing during carpool.
- Parents who pick-up only kindergarten students may enter through the left fork of the road and proceed to the kindergarten building. A teacher will bring your child to your vehicle.
- If your child is to ride home with anyone other than the regular carpool or daycare van, please send a note to your child's teacher or call the elementary office (453-3600) **before 2:00 p.m.** so the message can be delivered to the teacher before dismissal begins.



It is the parent's responsibility to inform anyone who may pick-up their student(s) of these guidelines.

Pick-Up Procedures for Grades 1 – 5 ONLY

Stay in a single lane of traffic until the 3:10 p.m. bell rings. Then cars nearest the front may begin to form a double line. Cars in back should follow.

- Do NOT form a double line until you pass the intersection inside the gate. This intersection needs to be open for cars leaving campus.
- If you are to pick-up at the elementary only, you may use either line.
- Teachers' signals will control the traffic and student flow.
- Drivers should pull up to the STOP sign. When all vehicles in place are full, vehicles will be allowed to move, and the procedure will be repeated.
- Keep your car pulled up to the last teacher on duty or the car directly in front of you to improve traffic flow.
- Stay in your car and wait for your child with your vehicle in "PARK".
- Please discontinue cell phone usage when the line begins to move.
- If you are to pick-up children at both the elementary AND junior high buildings, use the right lane only.

Pick-Up Procedures for Elementary and Kindergarten

- Kindergarten students should be picked up before 3:10 p.m. You may park in the elementary line and walk to the kindergarten building to get your child, OR you may pick-up your child in the kindergarten carpool line and drive back around the campus to enter the elementary line.
- Elementary pick-up line enters through the right fork of the road.
- At the 3:10 p.m. bell (NOT BEFORE) cars near the front should form two lines of traffic.
- Please follow procedures outlined above in ELEMENTARY pick-up only.

Pick-Up Procedures for Elementary and Junior High

- Enter line through the right fork and proceed to the elementary building.
- Please follow procedures outlined in the elementary section above.
- After picking up students, stay in the right lane; proceed to the Jr. High carpool line.
- Please discontinue cell phone usage when the line begins to move.
- (Another option) If picking up Elementary AND Junior High students, you may park in the Junior High carpool line and walk to the elementary building, get your student and then walk back to your vehicle. However, please be prompt, and do not delay the progress of the Junior High line. Also, please take precautions with students when walking through moving traffic.

Late Pick-Up

Please make arrangements to be here before teachers go off duty at 3:30 p.m. If your work prohibits you from being here at 3:30 p.m., please make other arrangements. Students not picked up on time will be taken to Homework Express and appropriate late pick-up fees will be assessed. Homework Express is located in a classroom at the end of the junior high hall and supervised by teachers.

In order to avoid confusion, please make sure your child knows how he or she will go home in the afternoon before they leave home every morning.

Sign-Out Procedures

Parents who come to school to pick-up their student must come by the elementary office to sign him or her out and request that the office staff page the child. Parents are not to go to the classrooms. The Early Dismissal sign-out sheet is located on the table beside the entrance to the office. We pride ourselves in taking every precaution for the safety of our children. Children will not be sent outside to wait for a parent.

Sign-In Procedures

If a student arrives at school at any time later than 8:00 a.m., they are considered tardy and must check in with the secretary so they will not be counted as an absentee. They will be given an admittance slip to present to their teacher. Any student leaving during the day and returning must also be signed back in through the office.

Change of Rides

Please notify the teacher or the office by 2:00 p.m. if there is a change in your child's ride. Otherwise, your child must go home his or her usual way. If there is any change in the way your child is going home, please remember to notify the driver of the carpool or daycare

ATTENDANCE

Your child's success in school depends on having a solid educational background – one that can be attained only through **regular school attendance**. Children can copy notes and make up assignments, but they can never get back one of the most important aspects of learning: the discussions, the questions, the explanations by the teacher and the thinking that makes learning come alive. Therefore, regular attendance and punctuality is expected of all students. Teachers and students have the right not to have their instruction time interrupted by students who are tardy. Attendance and tardies can be checked on RenWeb.

Tardies

Students arriving after 8:00 a.m. must report to the office to get a tardy pass before going into the classroom. Students arriving more than 20 minutes late will be automatically counted absent. On the 4th tardy, a student's citizenship grade will be lowered by 1 letter in each class.

Absences

Parents should call the Elementary Office before 8:30 a.m. stating the reason for your child's absence that day. All missed class work must be made up. If you would like to pick-up your child's work, you must request it at the time you call about the absence and the assignments and books will be ready for pick-up after 12:00 p.m. If you do not request the assignments and books, they will not be on the table. Teachers complete these tasks during their planning time and may not be available to prepare this information for you

until school is out. Make-up work should be completed within the time frame of one day for each day missed.

Excused absences are given for school related activities, a planned absence (see below), illness of a student or serious illness in the immediate family, a death or funeral in the immediate family, or a documented court summons. Other absences may or may not be excused at the Principal's discretion.

In accordance with MAIS requirements, no student shall be promoted to the next grade whose absences exceed twenty **(20)** days during the school year unless the absences result from unusual circumstances or extended illness. Extended illness must be officially documented by a physician.

Make-Up Tests Policy and Time Period

A student is allowed numerous opportunities on 3 consecutive days to make up tests, beginning the day that he/she returns to school. Tests may be made up during activity time, recess, study hall or after school. After-school hours are designated on Tuesdays, Wednesdays, and Thursdays from 3:15 – 4:00 p.m. Tests may not be made up during instructional time. Failure to take the assigned test in this time frame will result in a grade of zero (0). For special circumstances, permission must be received from the principal to make up a test after the allotted time.

Planned Absences

School vacations are planned at appropriate intervals throughout the school year and parents should strive to make family plans accordingly. It should be realized that teachers cannot realistically provide work in advance of planned absences that will adequately make up for the missed classroom instruction. Therefore, teachers will use their discretion in the matter of providing work requested by the parent to be completed during the period of absence. Parents who voluntarily take their children out of school have the responsibility to see that the student has completed ALL make-up assignments before returning to the classroom.

1. Written requests for a planned absence ***must be given to the principal or teacher at least one week before the date of the planned absence.*** This gives teachers an opportunity to prepare make-up work as early as possible.
2. On the day your child returns to school he or she is responsible for turning in ALL assignments given during the planned absence.
3. Teachers will schedule make-up tests once your child has returned to school.
4. The principal may make an exception to the above requirement in case of emergency.

Medical Appointments

It is highly recommended that all medical appointments be verified with written doctor's excuses.

ACADEMIC INFORMATION

Academic Grading Scale

A = 90 and above
B = 80 to 89
C = 70 to 79
F = Below 70

Citizenship Grading Scale

A = Outstanding
B = Satisfactory
C = Needs Improvement
D = Unsatisfactory
F = Unacceptable

Reporting of Kindergarten Student Progress

Required parent-teacher conferences will be scheduled with all kindergarten parents at the end of the first nine week grading period. Additional conferences may be scheduled at any time throughout the school year if the teacher or parent has a concern. Please check your child's schoolwork folder on a regular basis to monitor strengths and weaknesses. Your child's success at school is largely dependent on the parent-teacher "teamwork" that occurs throughout the school year.

Kindergarten Developmental/Skills Testing

A Readiness Test is administered at the teacher's request to kindergarten students during the spring semester. Parents will receive a copy of test results and will be given a chance to set up a conference if desired. Promotion to the next grade level is based on teacher recommendation, principal recommendation, and skills/developmental tests results.

Reporting of Student Progress Grades 1 – 5

1. Your child's grades may be viewed at any time on RenWeb. Please check regularly.
2. Report cards are emailed at the end of each nine-week grading period. Numerical subject area grades will be recorded on report cards and permanent records.
3. Signed papers will be sent home weekly for students in grades 1-3 (see Take-Home Tuesday).

4. Teachers will contact you for a conference if they feel it is necessary. Parents are encouraged to call and schedule a conference with their child's teacher if they have a concern.
5. The 4th and 5th graders will take comprehensive semester exams. They will count as 20% of the student's grade.
6. Grading periods are divided into Nine-Weeks. Each nine-week average will be determined from grades earned through daily tests, quizzes, class work, homework, chapter tests, unit tests, book reports, memorization work, assigned projects, and comprehensive tests.
7. Occasionally, the teacher or principal may feel it necessary to send home a hard copy of grades for a parent's signature. The signature will be required to let us know that you have seen the grade report.
8. Hard copies of report cards will be sent home to parents who have no access to a computer either at home or work. These may be requested through the secretary.

Take-Home Tuesday

Graded class work and test papers will be sent home with students in grades 1st-3rd on "Take-Home Tuesday" each week. Parents should sign the student's papers and RETURN THEM TO SCHOOL BY THURSDAY! These papers are sent home for the specific purpose of providing parents with an indicator of your child's classroom performance. This procedure also allows the parent to identify particular areas in which your child may require extra help at home. By sending the papers back it allows the teacher to know that parents have seen their child's performance in the classroom. If papers do not come back to school 3 separate times, then it is up to the parent to contact the teacher for a meeting before papers will be sent home again.

Any questions on student work should be written on a sheet of paper and placed on top of the papers. This will allow teachers to see immediately that a parent has a question about a specific problem.

4th and 5th grade papers will be sent home by parent request. If you would like to receive weekly papers from the 4th and 5th grade team, please email the teachers.

Homework Assignments

ALL students are required to complete their daily homework assignments in order to reinforce the objectives and skills being taught in the classroom. It is imperative that students come to class prepared to learn. Homework is a vital part of that readiness. Teachers check and sometimes give grades on homework. Parents are strongly encouraged to check their child's homework assignments. Parents should require their child to correct any mistakes before turning in the assignment. This is a powerful teaching strategy that parents can use to greatly benefit their child's learning experience.

Homework

Each teacher will post Homework Assignments on RenWeb. RenWeb assignments are used as a general guide to help each student prepare for class. Dates and assignments are subject to change. Students are ultimately responsible for announcements and assignments given each day.

K4	Written Homework 5 minutes
K5	Written Homework 5 minutes Reading Homework 5 minutes
1 st grade	Written Homework 5-10 minutes Reading/Study Work 15 minutes
2 nd grade	Written Homework 10 minutes Reading/Study Work 15-20 minutes
3 rd grade	Written Homework 15 minutes Reading/Study Work 25-30 minutes
4 th grade	Written Homework 15-20 minutes Reading/Study Work 30 minutes
5 th grade	Written Homework 25-30 minutes with a 45 minute study hall Reading/Study Work 30-40 minutes

Honor Roll

The Headmaster's List consists of students who have a 93 or above average in each subject and no Citizenship grade below a B during the nine-week grading period. A student cannot be on the Headmaster's List if he/she has any grade below 93.

The Principal's List will consist of those students who have an 88 overall average and who have no citizenship grade below a "B". A student cannot be on the Principal's List if he/she has any grade below 85.

Resource

Resource is a program designed specifically to give students remedial or extra help as soon as the regular classroom teacher notices a need. The program has one teacher available from 8:00 a.m. until 3:00 p.m. each day. Each class has two assigned Resource periods weekly.

S.P.I.R.E.

Specialized Program Individualizing Reading Excellence (S.P.I.R.E.) is a supplemental intervention program designed specifically for the reading instruction of students who have been medically diagnosed with dyslexia. S.P.I.R.E. is a continuous twelve month reading program. The program is open only to Pillow Academy students.

Essential Learning Systems (ELS)

ELS are a program that uses computer technology to help students develop the skills that are necessary for learning. It is a multi-sensory, interactive system that rewards the student with positive feedback that has been studied and shown to promote learning. ELS is also a therapeutic program much like physical therapy for the brain. These exercises have been developed to strengthen the weak processing areas of the brain. The main objective of ELS is to help students become independent learners.

Although ELS targets reading and reading comprehension, it addresses many other facets of learning. Some areas of improvement that ELS may help are organizational skills, ordering of thoughts, sequencing, focusing, staying on task, verbalizing, handwriting, short term memory, long term memory, and the building of self-confidence.

ELS is not a program that labels students as “different”; it is not just for our lowest functioning students; it is not limited to students with learning disabilities. Many ELS students are extremely bright with high I.Q.s and good grades.

There is an additional charge for the ELS program. Both kindergarten and elementary students may enroll.

Promotion and Retention

The following policies will apply for promotion and retention in grades 1-5:

- Each student in grades 1, 2, 3, 4, and 5 must pass reading to be promoted.
- Each student in grades 1, 2, 3, 4, and 5 must pass math to be promoted.
- Each student in grades 1, 2, 3, 4, and 5 must pass language to be promoted.
- Promotion and retention will be based on yearly averages in grades 1, 2, 3, 4, and 5.

CONDUCT AND DISCIPLINE

Philosophy of Discipline

We believe that discipline is the basis of learning. Discipline is necessary to create and preserve the safe and orderly conditions essential for every student's educational success. Children learn and grow best in a safe and cooperative environment. The administration expects all students to conduct themselves in accordance with accepted standards of behavior in order to create the best possible learning environment.

As representatives of our school, we believe that Pillow Academy students are responsible for exhibiting self-discipline in all situations. They are expected to conduct themselves at school and at all school functions in ways befitting a school seeking to establish Christian standards of learning and living. Our students' actions should reflect favorably on our school at all times. Academic honesty as well as moral integrity is expected of every student at Pillow Academy. We believe children must learn to take responsibility for their actions and all of us together – parents, teachers, and staff – have the responsibility to teach students to be accountable for their actions. Your support and encouragement at home will be of great benefit to your child's progress in this area.

Types of Disciplinary Action

At the beginning of the school year and throughout the year, teachers will thoroughly discuss and model all classroom expectations. Teachers will implement and enforce all classroom and school rules and regulations on a consistent basis using the appropriate disciplinary action(s) below. Any time a student chooses to disobey rules and regulations, there will be consequences imposed according to the seriousness of the problem in order to teach responsibility. If a student demonstrates continual noncompliance or violates policy that calls for expulsion, final approval of the expulsion will rest with the Pillow Academy Board of Directors. Disciplinary actions below will apply to any student who is on school property, in attendance at school, at any school-sponsored activity, or involved in any conduct at any other time or place that has a negative effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school.

These actions are listed in no specific order:

- Student-Teacher Conferences.
- Walking Recess-student will not participate in recess, but will walk and think about his or her actions that were inappropriate.
- Suspension from Recess, Extracurricular Classes, or Other Special Activities(such as special events on campus, including but not limited to pep rallies, special class parties earned by the class for good behavior, movies earned by the class for good behavior, etc.).

- Field Trip Restrictions.
- Student-Administrative Conferences.
- Parent-Administrative Conferences.
- Administrative-Parent-Teacher-Student Conferences
- In-School Suspension (ISS) – the student will be allowed to complete all work during the period of suspension but will be penalized at the end of the nine week grading period at the rate of one point per subject for the first day of suspension and one point per subject for each consecutive day. Parents will pay the current cost of a substitute (approximately \$65 per day). A Student will lose extracurricular privileges during the suspension period. Each student will receive a “D” for all Citizenship grades.
 - **1 Point Deduction per day from the nine-week average in each class.**
 - **Students receiving ISS will receive a “D” in citizenship in each class.**
- Out of School Suspension (OSS) – the student will be allowed to complete all work at home during the period of suspension but will be penalized at the end of the nine week grading period at the rate of two points per subject for the first day of suspension and one point per subject for each additional day. Each student will receive an “F” for all Citizenship grades.
 - **2 Point Deduction per day from the nine-week average in each class.**
 - **1 Point Deduction for each additional day from the nine-week average in each class.**
 - **Students receiving OSS will receive an “F” in citizenship.**
- Permanent Expulsion from School
- Corporal Punishment – paddlings will be administered as necessary by any member of the school administration. Teachers do not administer paddlings. If a parent does not want their child paddled, the office must be notified in writing at the beginning of the school year. Instead of a paddling the student will be placed in ISS (In-School Suspension). Parents will be required to pay the current cost of a substitute (\$65) to supervise their child during the school day.

Basic Kindergarten Guidelines - Good Citizen Rules

There are five basic “Good Citizen” rules of behavior that are emphasized in the kindergarten classroom:

1. Follow directions the first time.
2. Raise your hand and be recognized before speaking.
3. Listen when others speak.
4. Stay in your assigned area or seat.
5. Keep your hands, feet, and objects to yourself.

Kindergarten Consequences

If a child chooses to disobey a “Good Citizen” rule, the consequences are as follows:

1 st offense	Verbal Warning and teacher reminds student of classroom rule.
2 nd offense	Brief “time out” period and discussion of expectation
3 rd offense	Time Out, walking recess, Private Student-Teacher Conference, note/call to parent, or parent-teacher-student conference
4 th Offense	Teacher submitted discipline report via email to principal, Emailed discipline report to parents from principal (to be signed by parent), corporal punishment and/or in school suspension
5 th offense	Second discipline report emailed; student-principal conference
6 th offense	Third discipline report sent home; conference with student, teacher, principal, and parents; further punishment from principal is possible

Administration reserves the right to skip steps based on the nature of the offense.

Biting

Biting is absolutely not permitted. When the first offense occurs, the child will be placed in “Time Out” isolation and the parents will be contacted. If a biting incident is repeated, parents will be asked to come to school and take their child home.

Kindergarten Playground Rules

Please discuss the following rules with your student.

1. Never put rocks into your nose, mouth, ears, etc. or into anyone else’s. Rocks are not to be thrown or put into pockets.
2. Sit on swing seats. Never stand on, lie across, twist, or jump out of the swings.
3. Do not walk near someone swinging.
4. On the big playground set, do not jump off, climb up the slide, sit on the side of the bridge, or jump on top of the bridge area.

Consequences of Disobeying Classroom Rules and Regulations

Grades 1-3

- First Offense: Verbal Warning and retaught expectation.
- Second Offense: Time Out, walking recess, Private Student-Teacher Conference, note/call to parent, or parent-teacher-student conference.
- Third Offense: Teacher submitted discipline report via email to principal, Emailed discipline report to parents from principal (to be signed by parent), corporal punishment and/or in school suspension.
- Fourth Offense: Parent-Teacher Conference, out-of school suspension (OSS) and/or corporal punishment, Teacher submitted discipline report via email to principal, Emailed discipline report to parents from principal (to be signed by parent)
- Additional offenses: Parent-Teacher-Student-Administrative Conference, consequences left to the discretion of the administration based on the nature of the offense the teacher will use this discipline report as a reference to assist in making judgments regarding conduct and citizenship grades.



PA Administration reserves the right to skip steps based on the nature of the offense.

Grades 4 and 5

- Talk with Administrator and One page Write-off
- Detention for One day
- Detention for Two days
- ISS or Corporal Punishment
- OSS



PA Administrator reserves the right to skip steps based on the nature of the offense.

General Policies

Severe Disruptions and Behaviors

If a student causes a severe disruption (ex. fighting, hiding from the teacher, etc.), engages in any form of vandalism (ex. writing on walls, floors, etc.), or “bullies” other students, the student will immediately be carried to the principal’s office. The severity of the infraction will determine the type of disciplinary action administered by the principal (see preceding list “Types of Disciplinary Action”).

Gum

Pillow Academy students are not to chew any form of gum during school hours.

Cheating

Students determined by their teacher(s) to be cheating on a test, classwork, or homework will be given a zero on the assignment and their parents will be notified. They will receive ISS (In-School Suspension). Repeated violations will be dealt with more severely, and parents or guardians will be required to meet with school officials to determine whether or not the student will receive expulsion.

Examples of behaviors considered as cheating by Pillow Academy:

- Lending or copying another’s homework in or out of class
- Giving or receiving answers to quizzes and tests
- Entering an academic testing situation with an unfair advantage
- Plagiarism, which is defined as, “to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source” (m-w.com)
- Violating testing procedures as defined by a teacher in an individual classroom
- A cell phone, iWatch, or other electronic devices brought into a test or quiz
- Forging a signature

Athletic Events

Students are expected to display good sportsmanship at all times. Running and playing in hallways inside the gym and playing in the restrooms are not allowed. During athletic events students are not allowed to go outside the fenced perimeter of the football complex or outside the gym without an adult. Parents are responsible for reminding their student of acceptable behavior when attending any athletic event. Teachers are always “on duty” at athletic events and are instructed to report student infractions to any member of the administration for disciplinary actions.

Assemblies (in CRAIG, Media Room, and Library)

Students are expected to be quiet, attentive, and respectful during all assemblies. Hands should be raised for asking questions as well as answering questions. At no time should food, drinks, or gum be brought into assembly areas. All trash should be placed in trash receptacles. Running and yelling are never acceptable. Bathrooms should be kept clean at all times. Feet should never be placed in chair seats or on the back of the seat in front of you.

Tobacco and Smokeless Tobacco

Tobacco in any form is prohibited at all school activities on and off campus and on school premises. Students using or possessing any form of tobacco will receive In-school suspension. Vaping or possessing any part of an electronic cigarette (including the substance to be used) is considered a violation of this policy.

Drugs and Alcohol

Pillow Academy forbids the use of any drugs (not medically approved) or alcohol. Students using or possessing these substances at school or school functions, or being found under the influence of these substances will be suspended immediately for three days and then must appear before the administration with their parents for a hearing. The subject of this hearing will be expulsion from Pillow Academy. This policy will be broadly interpreted so as to make it more effective in protecting the health, safety, and welfare of Pillow students. The school administration reserves the right to search both persons and belongings if it has reason to believe a student is carrying alcohol, drugs, or other illegal substances. The Pillow Board of Directors has the discretionary authority to interpret this policy and determine all questions arising in the administration, interpretation, and application of this policy.

Break-Ins, Defacements or Vandalism

A student involved in a break-in and/or malicious damage to school property and/or property belonging to school employees and/or an employee's immediate family will be suspended with his or her readmission to Pillow contingent upon financial compensation for all damages incurred, or at the discretion of the Board of Directors, the student will be expelled from Pillow without a refund of fees. The student may also be subject to legal action. Any minor acts of vandalism including damage to textbooks will require a student or the student's parents to provide financial compensation for damages incurred. Failure to do so will require the student to face appropriate disciplinary action as determined by the administration.

Theft

Pillow does not condone the taking of another's personal property. This includes "borrowing" of another's books, notebooks, pens, pencils, etc. without permission. Anyone involved in such activities will receive disciplinary action.

Weapons and Threats

A student possessing, displaying, using, concealing, or threatening to use any weapon or any instrument that could be classified as a weapon, will be subject to expulsion from Pillow Academy without a refund of fees and may face legal action. Any student, family member, or any other person making a threat toward Pillow Academy, the faculty, staff, administration, Board of Directors, and/or another student shall immediately be suspended and/or turned over to the appropriate authorities.

A threat shall be defined as the following:

- Any written or verbal statement or deed that implies physical harm.
- Any written or verbal statement or deed that implies mayhem/destruction.
- Any written or verbal statement or deed that implies the threat to use a bomb, firearm(s), or other dangerous instrument.

Any student or family member making such threat(s) is subject to having their contract terminated without a refund of fees.

Bullying (Harassment, Hazing, and/or Intimidation):

These are all forms of bullying intended to purposely harm another person. Bullying may be physical, verbal, emotional, or written (including the use of Internet chat rooms, email, Facebook, etc.). Pillow is committed to providing a friendly, caring, and safe environment for our students and has a zero tolerance policy toward bullying of any kind. If such behavior does occur, students and/or their parents are encouraged to tell a teacher or administrator so that the incident may be dealt with promptly. Students found by the administration to be guilty of bullying in any form may face suspension from activities, internal and/or external suspension, and/or expulsion.

Disrespect

Showing disrespect toward a teacher, school employee, student, or guest of Pillow Academy will not be tolerated. Students who are disrespectful will receive disciplinary action based on the nature of disrespect and the number of recurrences. If the disrespect takes the form of physical contact with the staff or faculty member or a verbal threat, the student may be suspended, face legal action, and/or expelled from Pillow Academy at the discretion of the Board of Directors without a refund of fees.

Social Media Policy

At Pillow Academy, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. (Popular social media tools include Facebook, Twitter, LinkedIn, Instagram, blogs, YouTube and Flickr).

- Students should use good judgment in all situations and behave in a way that will reflect positively themselves and the school.
- Regardless of privacy settings, assume that all of the information shared on any social network is public information. Online “conversations/posts” are never private.
- Students should be respectful and always treat others in a respectful, positive and considerate manner.
- Pillow Academy does not monitor social media accounts. The school has the right, but not the duty to inspect or review social media posts. Pillow Academy shall not address students’ social media post unless derogatory comments about faculty and staff are made, threats of violence during school hours or school events, or if Pillow Academy is represented in a negative light.
- PA reserves the right, but is not obligated, to take disciplinary action with any student(s) if unacceptable uses/behaviors occur outside of PA school hours, school related events, or on PA property.
- In addition, if PA believes that any information on a website, or in an email or text message, is obscene, constitutes a threat, defames, infringes on copyrights or is in any way illegal, whether directed at PA, faculty, staff, students or other, PA will be compelled to contact the appropriate authorities.

Disciplinary actions for students who do not comply with the disciplinary policies of Pillow Academy may result in a drop of one or more letter grades on Citizenship reports in addition to other consequences. This judgment will be made at the discretion of the teacher(s) involved and the principal.



Pillow Academy Administration reserves the right to interpret any and all situations involving a PA student that may arise throughout the year.

Citizenship Grades

A = Outstanding	The student displays excellence in attitude and cooperation, a strong sense of responsibility and self-discipline, and consistently follows school rules and regulations.
B = Satisfactory	The student has a good attitude, is usually cooperative, responsible, and self-disciplined, and rarely disobeys school rules and regulations.
C = Needs Improvement	The student needs to demonstrate noticeable improvement in several, if not all, of the above mentioned areas. The student will not be listed on the Headmaster's or Principal's List.
D = Unsatisfactory	The student is usually uncooperative, has a poor attitude, is very often irresponsible, demonstrates weak self-discipline, often disrupts class, and shows lack of respect for school rules and authority figures. The student will not be listed on the Headmaster's or Principal's List. Upper elementary students will not attend the overnight end-of-the-year trip.
F = Unacceptable	The student is a candidate for permanent expulsion. This decision will be based on the discretion of the Pillow administration and Board of Directors.

Mustang Courtesies

(Behavior Guidelines)

In the library

- Use quiet “inside” voices at all times or remain silent when others are reading.
- Handle books and other resources with care and respect.
- Follow the librarian's rules at all times.
- Food, drink, gum, candy, etc. are not allowed in the library.

In the hallway

- Running, hitting, pushing, or loitering in the hallways is not acceptable.
- Walk quietly on the right side of the hallway on the appropriately colored line in single file.
- When passing adults or visitors in the hall, it is polite to look them in the eye and say “Hello” to make them feel welcome.

In the restroom

- Paper towels should always be placed in the trash can, not on the floor.
- Always put toilet tissue inside the toilet and flush.
- Playing, running, pushing, hitting, or climbing walls in the restroom is prohibited.
- Defacing or vandalizing restrooms in any way is prohibited.
- Standing on any part of the toilet is prohibited.
- Using unacceptable language or loitering in the restroom is unacceptable.

In the lunchroom

- Enter and exit in an orderly line. Walk at all times.
- Speak in low “inside” voices.
- Use good table manners.
- Clean the table, seats, and floor where you ate before leaving.
- Put all trash in the trash can – not on the floor!
- Remain seated until the teacher dismisses you.
- Remember to say “Please” and “Thank you” to the lunchroom workers.
- Saving seats or isolating others is not permissible.
- Asking others to swap or share their lunch with you is not acceptable.
- Breaking in line is not acceptable.
- Touching food or taking food that belongs to another child is not permissible.

On the playground

- Pushing, hitting, shoving, or “play fighting” is prohibited.
- Place all litter in garbage cans.
- Throwing sticks, sand, rocks, or leaves is unacceptable.
- Take turns on the playground equipment.
- Follow all safety rules that your teacher tells you.
- Use playground equipment correctly and for its intended purpose.

In the classroom

- Distracting another student when he/she is working or listening to the teacher is unacceptable.
- Taking anything that does not belong to you is prohibited.
- Rearranging furniture without permission from the teacher is not permissible.
- Outside games are not to be played inside the building.
- Using obscene or insulting expressions is prohibited.
- Arguing with the teacher about tests, grades, directions, or punishments during class is unacceptable. Instead talk to the teacher after class if you have questions.
- Always knock before entering another teacher's classroom.
- Follow a teacher's special rules as well as rules listed here.
- Raise your hand to speak. Wait to be recognized.
- Pay attention and listen very carefully when your teacher is teaching.
- Talking to others during a test or performing any other action that indicates to your teacher or classmates that you are possibly cheating is prohibited.
- Throwing worksheets when passing them to another student is unacceptable.
- Always be respectful of your teachers and use "Mam" or "Sir" when addressing them.
- Making noises, blurting out comments, etc. are unacceptable.
- Chewing gum is NEVER allowed at school.
- Students should never stand around a teacher's desk or touch personal items on a teacher's desk without permission.
- Keep the area around your desk and inside your desk clean. Put all trash in the trash can – not in your desk!

During assemblies

- Enter quietly and orderly.
- Listen and pay attention to the program.
- Disturbing students sitting around you is unacceptable.
- Booing, hissing, whistling, or stomping your feet is not permissible.
- Applaud politely when appropriate.
- Reading or doing any type of work during an assembly is not acceptable.
- Carrying food, drink, or gum into assembly areas is prohibited.
- Always sit with your class in your assigned area.

- Running or pushing when lining up to enter and exit the assembly area is unacceptable.
- Your feet should be placed in front of the seat of your chair, not in your seat, on the back of the seat in front of you, or rails in front of you.
- All trash should be placed in trash cans – not on the floor.



DRESS CODE

Elementary students are required to dress in a manner that reflects modesty, Christian values, common sense, and neatness. The following specific uniform rules are to be followed by all elementary students.

Clothing items must be approved Land's End/Parker Uniform products or items that have been approved for school wear through PAPA's Mustang Shop.

Dress Code for ALL Grades K4 – 5

- Clothing items must be approved Land's End/Parker Uniform products or items that have been specifically approved for school wear through PAPA's Mustang Shop.
- Shorts and pants do not have to be Land's End/Parker Brand, but must be a true khaki color. No cargo style pants/shorts. Pants and shorts must have belt loops.
- Only approved uniform outerwear may be worn on the school campus during school hours. Students are not allowed to wear their own personal sweaters, jackets, sweatshirts, or coats to school.
- No caps or hats may be worn at school unless special permission has been given by the administration.
- At no time should undergarments be visible
- Tennis shoes are **required** uniform wear on P.E. days.
- PA t-shirts are allowed only on designated days as approved by the administration.
- Clothing that is torn, frayed, pinned, not hemmed, and/or has visible holes is not to be worn to school.
- **NO MONOGRAMS on uniform items.**
- Pillow Academy reserves the right to address any hair style or coloring that disrupts the academic process.

ALL Boys

- PA football jerseys may be worn on varsity football game days only. Undershirts are limited to the following colors: white, green, gray, or gold. Only PA t-shirt or a solid t-shirt is allowed.
- Hair is to be worn no longer than the eyebrows in the front and no longer than the bottom of the ears on the sides. Hair is not to extend past the area of the neck normally covered by a polo-shirt collar. Boys may not wear pony tails or any unusual style designed, in the opinion of the administration, to distract or draw attention from the learning process.
- Earrings and other visible piercings are not permitted.

- Undershirts are limited to the following colors: white, green, gray, or gold. Only these colors may be worn under the uniform shirts. Undershirts should have no visible emblem or design that can be seen through the uniform shirt.

ALL Girls

- Lands' End/Parker modesty shorts must be worn under girls' jumpers. Girls may also wear solid color leggings in white, navy, dark green, gray, or black
- Only WHITE t-shirts or white turtlenecks may be worn under knit polo shirts or girls' jumpers. No other colors are allowed.
- Earrings are to be worn only in ear lobes. No other visible piercings are allowed.
- Cheerleader uniforms may be worn on varsity football game days only with Parker modesty shorts or cheerleader "bloomers" must be worn beneath uniforms.
- Skirts and shorts length should not exceed 3" about the top of the knee.
- Beginning with the school year 2019-2020, girls' uniforms length requirement will be to the top of the knee (not 3" above the knee).

Dress Code Additions for K4 and K5 Only

- Kindergarten students are not required to tuck in shirts or wear belts.
- Girls' shoes must not have a heel over one inch in height.
- Flip Flops, "croc" style shoes, and sandals are not allowed.
- Cowboy boot, pointed toe boots, and rain boots are not allowed except on specially designated days.
- For playground safety, it is recommended that all K4 and K5 students wear tennis shoes or other closed-in shoes.
- Socks must be worn with shoes.

Dress Code Additions for Grades 1 - 5 Girls

- All shirttails must be tucked in with the exception of banded white blouses and straight "box hemmed" knit shirts Kindergarten students are not required to tuck in shirts or wear belts.
- Belts must be worn with items that have belt loops when a shirt is tucked in.
- Sandals may be worn as long as they do not resemble shower shoes or plastic flip flops. Girls' heels must not exceed 1½ inches in height. Tennis shoes must be worn with socks.

Dress Code Additions for Grades 1 - 5 Boys

- During school hours all shirts and t-shirts must be neatly tucked so the belt line is visible,
- Folded under is not acceptable and is a violation of the dress code. The exceptions to this rule are school sweatshirts and football jerseys on varsity football game days.
- Birkenstock/Chaco-type sandals may be worn with shorts only (no socks are necessary).
- Regular shoes or tennis shoes may be worn with any attire. Boots may be worn with pants only. Socks must be worn with all shoes except sandals.
- Belts must be worn at **all** times with garments having belt loops.

Special Themed Dress-Up/Dress-Down Days

The administration will approve special activity days when exceptions will be made to the usual dress code. Parents will receive prior notice and specific instructions as to what your student may wear on these days.

A student found to be in violation of the approved dress code will be removed from the regular classroom setting until the student complies with the code. If a student must come out of class to correct a violation, he or she will receive consequences as deemed appropriate by the administration.

Repeated violations of any aspects of the dress code will be dealt with on a more severe basis.

Any situation or problem involving the interpretation of and the enforcement of the Pillow Academy Dress Code will be at the discretion of the administration.

Dress-Uniform Days: Students will be required to wear their Dress-Uniforms on special days such as guest speakers, representing PA off-campus, and other designated special days. All other dress code regulations will apply on Dress-Days for girls and boys, Grades K4-5 (Belts, shoes, socks, etc.)

The requirements are:

GIRLS - Grades K4 – 5:

Top: White Blouse, Peter Pan, Long Sleeve, Poplin with PA logo from Land's End/Parker Uniforms. May be long or short sleeves. (This blouse will be worn with the girls' jumper on Dress-Days.)

Dress: Plaid Jumper, Drop Waist from Land's End/Parker Uniforms. Jumper will be worn with the Peter Pan blouse on special Dress-Days.

BOYS - Grades K4 – 5:

- Shirt: White, button-up long sleeve shirt from Land's End/Parker Uniforms with PA logo.
- Bottom: Khaki shorts or khaki pants. Please wear the medium to dark khakis (not the stone/light color khaki).

Parents and Students will be notified of these special days. Please check emails, the Morning Report, and the Mini-Mustang Report for the notifications.



Any situation or problem involving the interpretation of and the enforcement of the Pillow Academy Dress Code will be at the discretion of the administration.

ILLNESSES

General Health Guidelines

Please do not send your child to school if he or she exhibits any of the following symptoms:

- Fever of 99 Degrees or higher
- Nausea
- Diarrhea
- Vomiting
- Symptoms of other illnesses



Students are NOT to return to school until they have been clear of fever for a minimum of 24 hours.

Illness during the School Day

If a student becomes ill during school hours, the teacher will send them to the office. The student may be given approved medication (if a medical form is on file) or the secretary/principal may feel that it is necessary to contact the parent. The student is not to leave the school campus, for any reason, without permission from the office.

Request to stay Inside at Recess

It is our judgment that if a child is well enough to come to school, he or she is well enough to participate in the daily program. Exceptions are made in cases in which the student's physician sends a written request that a child be excused from outdoor activities due to illness or injury. In extremely cold weather, indoor recesses are scheduled

Pink Eye

Students must be treated with prescribed eye drops 24 hours before attending school.

First Aid

If minor first aid is necessary, it will be administered by the secretary, principal, or a teacher. For more severe injuries, parents, emergency contacts, or an ambulance will be called depending on the severity of the situation.

Head Lice

A child who has been sent home with head lice must bring official documentation from the physician's office stating that treatment has been administered and there are no nits present before the child can be readmitted to school. Pillow Academy adheres to a strict "**NO NIT**" policy. In past years, over-the-counter products have proven to be very ineffective in treating these easily transmitted parasites.

Fever and Other Symptoms

If your child has fever, nausea, or other symptoms of sickness, please do not send him or her to school. A child must be free of fever for 24 hours before returning to school.

Control of Communicable Diseases

Please report all contagious diseases to the school as soon as possible. This is of great help when other students in the class develop symptoms. These conditions would include but are not limited to:

Chicken Pox	Mononucleosis	Gastroenteritis	Strep Throat
Viral Pneumonia	Measles	Scarlet Fever	Staph Infections
German Measles	Mumps	Scabies	Impetigo
Ringworm	Hepatitis	Lice	Pink Eye
Meningitis	Whooping Cough	Intestinal Parasites	
Severe Upper Respiratory Infection			

Students who are returning to school after being diagnosed with any communicable disease are asked to return with a doctor's admit slip so as not to infect other students.

Administering Medication to Students

Parents are asked to give medication before and after school when possible. In the exceptional case when a student must take medicine at school, it will be given ONLY if a notarized medical form is on file. Parents of a child with any allergies and/or any special medical restrictions or needs should give this information in writing to the school secretary or principal at the beginning of the school year or as soon as possible.

No student may keep medication or other forms of prescribed drugs on his or her person, or in his or her personal belongings. Parents should deliver all medicine to the school secretary or principal with written instructions for administering. Any student possessing medication which has not been turned in or reported to the office will be guilty of a serious breach of school regulations and could be subject to disciplinary action.

It is highly recommended that students who take daily ADD/ADHD medication have a couple of extra doses at school labeled with the student's name. This will remain in a safe locked location until needed. This is a method of insuring that your child has a good day at school, and you do not have to make an unscheduled return trip.

MISCELLANEOUS INFORMATION

Immunization

"No Shots, No School": Before a student can begin school, they should have proof on file in the elementary office that they are in compliance with the immunization requirements of the State of Mississippi. Failure to comply by the State Department of Health's deadline will result in suspension from school until requirements are met. Immunization compliance forms can be secured through the County Health Department or your child's pediatrician.

Field Trips

Various field trips will be taken throughout the year as part of the student's learning experience. These are usually planned as an extension of the curriculum. In all cases, supervision will be provided by classroom teachers. Students may be required to bring money or food for some field trip activities. Students are expected to follow the same rules as if school were in session. Transportation will be provided by a Pillow bus or a chartered

bus. A permission form will be sent home for each trip. A parent's signature is required in order for the student to participate. Younger siblings are not to be included on these trips.

Delivery of Gifts to Students

Delivery of balloons, flowers, or favors to a student is not allowed. Please arrange for these items to be delivered to the student's home.

Daily Devotional and Pledge of Allegiance

A daily devotional and the Pledge of Allegiance will be conducted in each classroom and supervised by the teacher.

Unscheduled School Closings

In the event of snow or icing conditions, school closings will be announced on local radio and television stations, the school website, and parents will be emailed if conditions allow. Please do not call teachers or other officials. In the event of extended power outages, water problems, or other unexpected and potentially dangerous circumstances, parents will be notified as quickly as possible by phone, email, or other electronic means as conditions allow.

National Elementary Honor Society (NEHS)

The National Elementary Honor Society was created in 2009 as a recognition program for upper elementary students. Pillow received its charter in the spring of 2010. NEHS is unique among elementary programs in that it is intended to offer praise and public recognition for academic accomplishments while at the same time offering a forum for students who have also displayed outstanding leadership skills and a strong sense of responsibility.

National Elementary Honor Society Induction Requirements:

1. The student must have completed fourth grade for the first time.
2. The student must have a yearly average of 93 or higher in every subject during the fourth grade school year.
3. The student has no grade below Satisfactory in Citizenship for all four nine week grading periods during the 4th grade school year.
4. The student displays outstanding leadership skills and a strong sense of responsibility. This judgment is made by fourth grade teachers with input from previous teachers, extracurricular teachers, and the principal.

A ceremony and reception will be held to provide public recognition of inductees. They will also be required to further develop their leadership skills and sense of responsibility by participating in four service opportunities throughout the school year.

Accelerated Reader (AR)

Students read books on or above grade level and take a computer-generated quiz on the book. Points are earned for correct answers. AR tests may be taken in the classroom under the teacher's supervision or in the library under the librarian's supervision. Students are invited to choose rewards from the Prize Shelf when they reach predetermined point levels.

Students who earn 100 points have their picture displayed on the AR Wall of Fame in the elementary library and on the elementary web page. They are also recognized by the student body at monthly assembly programs and receive certificates on Awards Day. Students who earn the most points in their class are rewarded at the end of each of the first three nine-week grading periods. Students who earn the most points in their grade for the entire school year are rewarded with a \$25 gift card on Awards Day. The student in grades 1-5 who earns the most points overall will receive a \$100 gift card on Awards Day.

RenWeb

Renweb.com is a web site that gives you and your student secure access to certain school information. You can access your child's grades, attendance, tardies, and other information. You can also communicate with teachers online via email. Parents are assigned their own user names and passwords. The school must have current emails and cell phone numbers for each student. We encourage you to check this site on a regular basis. A link to RenWeb is on Pillow's website.

Purchasing Lunch

Both hot and cold lunches are provided by MMI Food Service. To set up a free and secure meal account for your child's lunch purchases, go to **MealpayPlus.com** or access the link at **PillowAcademy.com**. This online service offers parents convenience and information, eliminates the need to send checks to school or worry about lost or forgotten lunch money. MealpayPlus allows you to check your child's current balance and add money to the account online and monitor the items your child purchases in the cafeteria. **It is very important that you check your child's account weekly and always keep a positive balance!** If you do not wish to pay online, please make checks to MMI Food Services and send to your student's teacher.

Kindergarten Lunch at School

Students may purchase hot lunch at school or bring their lunch from home. If you are packing their lunch, please be sure that you include a napkin, a drink, and eating utensils in their lunch bag. Please do not send lunches from home that require “building” (ex. pizza, hotdog, sub sandwich). Teachers will do “heat ups” for 1 minute or less. Kindergarteners have a specific length of time allotted for lunch. There is not enough time, not enough microwaves, and teachers do not have enough hands to build or do longer heat-ups for students.

PillowAcademy.com

Pillow’s website offers a variety of information. For example, you will find athletic schedules, admissions information, daily and monthly school calendars, Mustang Shop merchandise and order forms, PAPA activities, and a Parent’s Link to RenWeb and MealpayPlus sign-up and information. The Mini-Mustang Report is updated at least once each week to keep parents and students informed of dates, deadlines, along with general announcements.

Pillow Academy Parents’ Association (PAPA)

PAPA is Pillow Academy’s parent organization. This group is an important part of our school’s success. PAPA volunteers are responsible for many support activities such as Teacher Appreciation Week. Get involved! PAPA is a great way to get to know your PA staff, meet other parents, and help our school.

Change in Parent Notification Information

It is MOST important that our school be notified immediately of any changes in physical address, custody issues, email address, telephone number(s), or emergency information.

Please contact Mrs. Kathy Woodson to update ANY personal information:

662-453-1266

kwoodson@pak12.com



PURPOSES OF PA KINDERGARTEN

- To introduce school as a worthwhile and pleasant experience for the child
- To keep the child ever aware of God's love and His purpose in our lives
- To make the child appreciate his or her own abilities and encourage their desire for learning
- To encourage the child to respect other people and himself or herself
- To help each child learn to listen and follow directions
- To teach the child to use his or her time productively, to make wise decisions, and to assume responsibility for his or her actions
- To teach the social values of courtesy, sharing, and manners
- To help the child learn to work both independently and cooperatively with others
- To introduce the child to basic reading, math, writing, language, social studies, and science concepts
- To offer creative and artistic experiences
- To provide an atmosphere that will inspire each child to look forward to future years in school with happy anticipation and enthusiasm

Kindergarten Recommendations

Since this first experience with school is so vital in developing a positive attitude toward school for years to come, we suggest the following:

- Before your child comes to kindergarten, always mention this experience with a smile and positive words so that he/she will anticipate it with eagerness and pleasure. We encourage you to be involved in your child's kindergarten life. Discuss the day's happenings, review any papers or projects brought home, admire his or her art activities, etc.
- Please label on the inside of all of your child's coats, gloves, hats, etc. Talk with him or her about responsibility for their belongings. Please remember every student's clothes are the same.
- Each child needs to bring a backpack. This helps teach responsibility and organization.
- Look through the bag every day with your child. We often send notes home.
- **ABSOLUTELY NO ROLLING BACKPACKS ARE ALLOWED IN KINDERGARTEN.**
- Be aware of all correspondence, reminders, etc. that are sent from school personnel. All notes should be signed and promptly returned to your child's teacher.

Non-Discriminatory Policy

Pillow Academy seeks to enroll well-rounded, academically motivated students without regard to race, sex, or ethnic and national origin.

Asbestos Statement

Please be informed by this statement that all school buildings have been inspected on a regular basis since 1983 by the EPA and have been found to be in compliance with the results and regulations of AHERA. All inspection reports are on file in the high school office and may be examined by any interested party

EMERGENCY PROCEDURES

Students will be instructed and involved in practice drills throughout the school year so they will be prepared for emergency procedures including fires, tornados, and lockdowns.

Fire

1. Fire Alarm – Continuous ringing of the bell with instructions over the speaker system, “CLEAR THE BUILDING.”
2. When the alarm sounds, the students are to leave the room in a single file line under the supervision of the teacher and report to a predetermined meeting area outside the building.

Tornado

1. Tornado Alarm – Three short rings of the bell with instructions over the speaker system, “TORNADO POSITIONS.”
2. When the alarm sounds, the students are to leave the room in a single file line under the supervision of the teacher.
3. Students are to sit in the floor at their assigned area facing the wall with their head down inside the knees and arms over their head. No one is to be up and moving around.
4. When the all-clear signal of multiple short rings sounds, the students may return to class in an orderly manner.

Lockdown

1. The administration and office staff will make an announcement over the intercom and double check to ensure all outside doors are locked. Teachers will close blinds and lock classroom doors.
2. Students are not to leave their room. Everyone will be instructed to maintain silence and keep away from doors and windows.
3. All bells should be disregarded during a period of lock-down.
4. Students are to remain in their room until the all-clear signal is given by the administration.
5. Teachers will have personal cell phones to be used as needed for communication

APPENDIX

- **2018-2019 CALENDAR**

The school calendar is subject to change. Please check the website for updates.

- **Medical Information Form**

- **Parent Approval-Consent Form**

Forms are to be signed and returned by Wednesday, August 15, 2018.

- **Asbestos Statement**

- **Media Release**



This handbook cannot and does not address every question, problem, or situation that may arise. Any topic that is not covered in this handbook will be left to the Administration. The Pillow Academy Board of Directors has discretionary authority to interpret the terms and provisions of this handbook and assist the Administration with all questions arising in the application of school policies, rules, and regulations.

2018 - 2019 PILLOW ACADEMY 2018 - 2019

- 7** Meet the Mustangs 6:00 p.m.
- 8** First Day
Grades 6-12 8:00-12:00 p.m.
- Meet & Greet K4 – 5th 9:00-11:00 a.m.
- 9** School for K4-12 Full Day
- 13** Open House 6-12 6:00 p.m.
- 14** Open House K4-K5 6:00 p.m.
- 18** Hardeman Award and Alum of Year 6:00 p.m.
- 19** Prayer Walk 1:30 p.m.
- 20** Open House 1-5 6:00 p.m.

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1** New Year's Day
- 7** School Resumes 8:00 a.m.
- 21** M.L. King Jr. Holiday

- 3** Labor Day Holiday
- 28** Homecoming

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 7** Booster Auction
- 11** Registration '19-'20 Ends
- 18** Presidents' Day Holiday
- 27** Late Start 10:00 a.m.

- 5** K4-K5 Parent Conference
- 8** Fall Break
- 12** Qtr. I end
- 16** Late Start 10:00 a.m.
- 18-26** Elementary Book Fair
- 26** Grandparents' Day 9:00 a.m.
- 29** Financial Aid Meeting 5:30 p.m.

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 7** Dismiss 12:00 p.m.
- 8-15** Spring Break
- 25** Curriculum Meetings '19-'20 9-12
- 26** Curriculum Meetings '19-'20 6,7,8

- 9** Veterans Day Celebration
- 19-23** Thanksgiving Break
- 30** Christmas Parade/No School

NOVEMBER 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 7, 8** Senior Play
- 19** Good Friday Holiday
- 22** Easter Monday Holiday
- 26** Senior Presentation & Prom

- 7** Winter Formal
- 18-20** 1st Semester Exams Grades 6-12
- 18-20** ½ Days for Elementary
- 21-31** Christmas Holidays

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3** Spring Fling
- 13-15** Senior Exams
- 15** 6-11 Awards Program 8:00 a.m.
- 16** K4-5 Early Dismissal 12:00 p.m.
- 16** Sr. Awards & Class Day 1:30 p.m.
- 16** Baccalaureate 6:00 p.m.
- 17** K5 Graduation 8:30 a.m.
- 17** Graduation 6:00 p.m.
- 20-22** 2nd Semester Exams 6th -11th
- 20-22** ½ Days for Elementary
- 22** Grades 1-3 Awards 8:30 a.m.
- 22** Grades 4-5 Awards 10:30 a.m.
- 23** Exam Make-up

MEDICAL INFORMATION FORM

Student's name

Please indicate any medical issues that the student may have that Pillow Academy faculty and administration should be aware of.

Please indicate steps to take in case of an emergency.

Please indicate the doctor's name that would need to be contacted and his or her contact information.

Student – Parent Handbook Policy Agreement

PILLOW ACADEMY

2017-2018 Grades K4-5 Student Handbook

To Parents and Students:



The Pillow Academy Elementary Handbook was written as a guide for the student and parents. We strongly believe in our school's policies. These policies have full administrative approval and are authorized by the Pillow Academy Board of Directors.

After you have read this handbook both parent(s) and student should sign this page. Carefully tear it out and return it promptly to your child's teacher no later than the last school day in August. Please make sure all information is completed and written neatly.

Your signature below also grants permission for Pillow Academy to photograph your child and use information concerning school work, awards, and honors in school news, the PA website, PA publications, or the local media.

As a student, parent, or guardian, your signature indicates understanding of this information and your support in helping Pillow Academy to maintain high standards of academic excellence and conduct.

Please keep this handbook in a convenient place for future reference. You may also reference the handbook online at PillowAcademy.com.

Date: _____

Parent/Guardian Signature: _____

Student Signature: _____

Asbestos Statement

Grades K4-5

To: All Parents, Teachers, and other School Employees

Re: Notification of Asbestos Inspection

Please be informed by this notice that all of the school buildings have been inspected by the EPA and have been found to be in compliance with the rules and regulations of AHERA regarding this subject. Room 202 of the high school building has a fume hood that contains transite asbestos. This transite poses no threat or danger to anyone. It is kept clean and is not cracked or flaking or in any way considered friable.

Pillow Academy is inspected on a regular basis and has been since 1983, which was our first year to be approved by the EPA. All reports of inspections and our management plan are on file in the main office at Pillow Academy. Any interested party should feel free to examine these reports at their convenience.

Rodney Brown

Head of School

I certify that I have read the asbestos information and that I understand the policies, rules, and regulations stated herein.

Student Name

Grade

Parent/ Guardian Signature

Date

RENWEB - GOOGLE SCHOOL - INTERNET – MEDIA

PARENTAL CONSENT FORM

Grades K4-5

Student Name: _____

Grade: _____ Homeroom: _____

I give permission to allow the use of all the online RenWeb features including grades, progress reports, homework, Report Cards, etc. for myself and my student. I understand that Google for Education will become an important resource for school work, projects, and tests. I also consent to allow my child to disclose his/her email address to be used only by school staff for communication purposes.

1. I give permission to allow the use of email accounts for educational purposes (ex: homework drop, email papers, etc.) and teacher/class communications between my student and PA staff members. I also acknowledge and agree to Pillow Academy's Technology - Internet Acceptable Use Policy.
2. I authorize the release of student name, information, and/or photos in reference to school related activities. This information could be used by Pillow Academy in various media (yearbook, athletics, newsletters, website, special programs, honors and awards, drama productions, commencement, etc.) and could possibly include area newspapers and television broadcasts.

Signature of Parent: _____ Date: _____

Mother's email: _____

Mother's cell: _____

Father's email: _____

Father's cell: _____

Pillow Academy admits students of any race, color, nationality, or 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, nationality, or ethnic origin in administration of its educational policies, admission policies, and athletic or other school administered programs.



Pillow Academy

69601 Highway 82 West

Greenwood, MS 38930

662-453-3600 | Elementary and Kindergarten Office

662-453-1266 | Middle and High School Office

662-453-8275 | Athletic Field House

662-455-9484 (Fax)

PillowAcademy.com