

**Pathways For Life Academy**  
Preparing for independence in life and learning

# **2024-2025**

# **PARENT STUDENT**

# **HANDBOOK**

Private Middle and High School

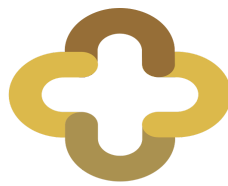
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# Pathways For Life Academy

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## 2024-2025 Parent / Student Handbook

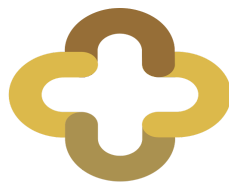
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# Pathways For Life Academy

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## INTRODUCTION

Welcome to Pathways For Life Academy (PFLA). A Private Middle and High School in Gotha, Florida. Our customized, therapy-driven program with an emphasis on real life application offers an environment where your student can succeed with confidence, independence, and self-advocacy to help propel them forward in their path through life. In this parent/student handbook are contained the policies that will guide our parent partnership. These statements are intended to be informative and clarify our policies. By reading, understanding, and following these guidelines, we will have a great school community.

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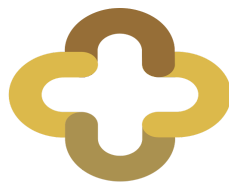
## MISSION STATEMENT

We are a Private Middle and High School that supports students to excel in all areas of academics, life application, and social skills integration in a therapy-driven and positive environment.

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## VISION STATEMENT

- To provide academic support and excellence while working on life and social skills through a therapy-driven approach.
- To support the unique needs of all students and provide a positive and safe environment for learning and growth.
- To guide and help create a well-rounded individual who after exiting school can reach the goal of independent living.
- To promote an inclusion model which prepares students to build relationships and live and work successfully within their communities.
- To be a community for Middle and High School students within the West Orange area which provides development and support in making connections through life, social, and employment opportunities.



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## INTENT OF THE HANDBOOK

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. Sometimes new situations will occur or circumstances will arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

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## NON-DISCRIMINATORY POLICY

Pathways For Life Academy does not discriminate on the basis of race, color, sex, religion, national or ethnic origin in its administration of educational, admission, or financial policies.

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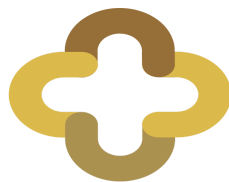
## PARENT PARTNERSHIP

Pathways For Life Academy wants our parents to be partners in their child's education. We believe the school, parents, and the child are a team all working together. We want to ensure that we are all on that same team. If conflict arises, we ask that you communicate with the person with whom you directly have concerns, not to others. We want to communicate professionally and appropriately with one another to work through any challenge we may have with academics, programming, finances, employees, or anything else that may arise during the school year.

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## PARENTS'/GUARDIANS' STATEMENT OF SUPPORT

1. We will fully cooperate in the education activities of Pathways For Life Academy by talking positively about the program.
2. We will pay all of our financial obligations to Pathways For Life Academy on or before the date due. IF we are unable to do so, we will notify the office immediately, giving a reasonable explanation for the delay and stating when



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payment will be made.

3. The school reserves the right to place our child at the appropriate grade level and designate the appropriate teacher(s).
4. The school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the policies of the school.
5. We will volunteer for duties and responsibilities for Pathways For Life Academy, as opportunities arise.
6. We will attend all parent functions at Pathways For Life Academy, as best as we can. These include parent conference requests, information meetings, etc.
7. If we become dissatisfied with Pathways For Life Academy in any way, we will resolve the matter with the person(s) involved, privately and lovingly, rather than spreading criticism and negativity. We understand that failure to do so may result in our foregoing the privilege of having our student(s) enrolled at Pathways For Life Academy.
8. We will seek to support and advance Pathways For Life Academy in every area possible – academically, physically, and financially.

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## OWNERSHIP TRANSFER

In accordance with section 1002.421(1)(p)6, Florida Statutes, our school process for notifying the parents of each scholarship recipient, if our private school ownership transfer occurs, will be by a letter sent to the parents at least 30 days before the transfer of ownership.

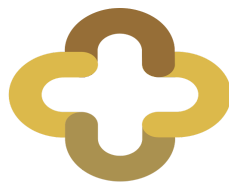
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## GENERAL INFORMATION CHANGES

Please send all address changes (including address, phone and email) to the office at [info@pflacademy.com](mailto:info@pflacademy.com)

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## ADMISSIONS



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- 1. Financial Limitations:** Economic reality and financial fairness require that the school's overall income from tuition is adequate to pay the school's staff a reasonable wage. Simply put, the school's income must equal or exceed the school's financial outflow.
- 2. Academic/Behavior Limitations:** There are children whose academic or behavioral needs are such that enrollment in Pathways For Life Academy may not be a good fit. The programs at Pathways For Life Academy are all encompassing and may not meet the needs of all students. If that happens, Pathways For Life Academy will try and provide other recommendations or options as they are able.
- 3. Applications:** Applications will only be processed when accompanied by a non-refundable application fee. Enrollment occurs only after the following are completed: testing, enrollment application, and payment of the enrollment/ new student fee (if applicable) are turned in. Payment of the enrollment fee obligates the family for tuition payments according to the contract. Students are not admitted to class until the school has received forms and payments.

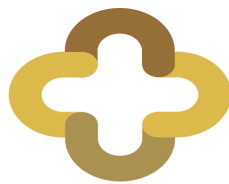
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## ANTI-HARASSMENT POLICY

The environment at school must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others. It is essential to the wellbeing of all the students, parents, teachers, and staff members to treat each other with due respect for rights, individuality, and personal dignity. Pathways For Life Academics will provide an environment free from any form of sexual harassment. Sexual harassment by any member of our team (employees, students, parents, etc) is a violation of both the law and our policy and will not be tolerated. Males and females can be both victims and perpetrators of sexual harassment. It is an issue that may affect any member of PLFA and will be dealt with promptly by the administration. Report any harassment immediately to a teacher or the director.

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## ATTENDANCE REQUIREMENTS



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Pathways For Life Academy follows and adheres to Florida statutes and laws pertaining to instructional hour requirements in order to receive credit for attendance and earn course credit.

Students receiving scholarship funds are required to meet attendance requirements. Exceeding allotted absences per semester (excused and/or unexcused), can jeopardize their scholarship and may result in loss of scholarship.

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## CALENDAR

A calendar is given to parents and teachers at the beginning of the school year during orientation and also during the initial application process. Subsequent changes will be posted on the website and sent home by email message.

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## CHECK OUT PROCEDURES

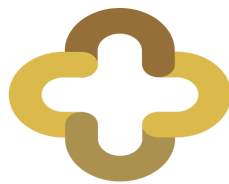
A doctor's note will have to be given for an excused early release or tardy. When checking out of school, use the office sign out or be dismissed by the student's teacher. Students may check out from school during school hours by any of the following procedures:

- By a parent or guardian when properly identified via Driver's License or picture ID. In cases in which the parents have been divorced or separated, the child may be released only to the parent having legal custody of the child.
- Another person, properly identified, upon written request of the parent or guardian.
- Properly identified representatives of law enforcement agencies.

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## CLASSROOM OBSERVATION POLICY and PROCEDURE





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We have provided a limited amount of time for parents via camera or professionals to come and observe in the classroom. These requests would have to go through the Director and scheduled according to the allotted times given per Quarter. Parents will be provided with one slot per Quarter that is 45 minutes and Professionals will be given 3 slots per Quarter that is 1-2 hours.

Directors will perform in class observations with provided written/verbal feedback at a minimum of once per quarter. Directors may use the camera's to perform additional classroom observations with provided written feedback.

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## COMMUNICABLE CHILDHOOD ILLNESSES

Upon having the following illnesses, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

- Chicken Pox
- Whooping Cough
- Impetigo
- Pneumonia
- Mumps
- Lice
- 
- Measles
- Pinworms
- Pink Eye
- Ringworms
- Scabies
- Fifth Disease

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## COMMUNICATION WITH FACULTY AND FAMILIES

**EMAIL:** E-mail is a quick way to reach you when we have information or events to tell you about. Please check all emails for attachments. ***Parents, please respond back to***



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**your child's teacher or administration within 24 hours.**

**PARENT CONFERENCES:** There will be parent/teacher conferences to discuss your student's progress throughout the year. Grades and progress will be reviewed with parents.

**CONFLICT RESOLUTION:** In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if needed. Concerns involving students and classroom procedures are most appropriately directed to the teacher first and then the Director. Questions concerning school policy should be directed to the Director first.

**DAILY COMMUNICATION SHEET/JOURNAL:** Each student will have a journal or home communication folder that should be brought to school each day. Please make sure that a parent/guardian reads and responds to each school day communication/journal sheet. We highly encourage constant communication regarding home life and school life to help our students in their progress.

Please refrain from calling the teachers at their home or communicating with their personal cell or email. Request a conference if there are concerns you would like to discuss. Contact the Teacher or Director by school email or the school phone.

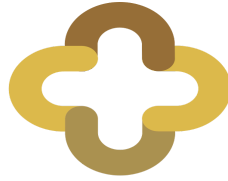
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## COMPLAINT RESOLUTION PROCEDURE

During the course of the year, occasional misunderstandings or problems may arise between a teacher and student, teacher and parent, parent and school, or any one of several possible areas. This is often the result of a lack of communication between

those involved. The school's policy for dealing with these situations is below:

1. All questions, problems, or complaints should first be brought directly to the teacher or person you have concerns with before anyone else.
2. If the situation is not resolved at this level through direct contact, the matter should be brought to the Director along with the teacher present.



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Please be respectful of this policy. Parents must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, spreading rumors, and spreading of hearsay reports. The good reputations of other persons and of the school are to be protected and promoted.

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## COMPUTER USE/INTERNET STATEMENT

We provide the students with many opportunities to use a variety of exciting resources including the use of computers and the Internet. It is understood that computer use and Internet access for PFLA students is a privilege, not a right. Computer misuse, including PFLA computers and private computers while on campus, consists of the inappropriate use of a computer including, but not limited to, accessing or breaking into restricted accounts or networks, modifying or destroying files without permission, sending inappropriate messages, illegally copying software, entering, accessing, viewing, distributing inappropriate/unauthorized files or programs on or off campus.

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## COVID-19/ILLNESSES

It is our policy that a student must stay home if they have a fever, vomiting, or have diarrhea. ***They must stay home for a minimum of 24 hours from the first sign of illness.*** If the student is sick after 9am he/she won't be able to return the next day. They need to be symptom free for 24hrs.

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## CURRICULUM AND TEXTBOOKS

There is a book fee each year to be paid at the time of enrollment of \$850.00. This includes weekly group meals as well. There may be additional materials needed beyond the supplies list given once a student enrolls. All students will need to bring their own charged laptop to school every day. They also need to bring the charger.



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## DISCIPLINE

The discipline policy of Pathways For Life Academy is intended to establish a classroom environment that promotes learning and safety. We expect to work together and function as a school family. Specific guidelines of conduct must be maintained by all students.

The following behaviors will be reported to the parents and staff the same day:

- Property destruction
- Physical aggression
- Inappropriate touching of selves or others (this includes private parts being exposed)
- Threats towards staff or students

There will be two levels of discipline protocol according to PFLA standards:

**Level 1:** If a student is written up **three times** on a Behavior Report within a school

quarter, an updated behavior plan will be completed to support the student better. The student will be supported more closely and our team will work on an updated behavior intervention plan.

**Level 2:** If a student is written up and a Behavior Report is filled out **four times** within a school quarter, there will be a parent/teacher meeting addressing the behaviors. A behavior consequence will be given to the student with an intervention behavior plan. (Behavior consequences could include but are not limited to removal from a fun activity, removal from extra-curricular activities, school special events.) Physical Aggression behaviors towards students or staff could lead to school expulsion.

If a student struggles with specific noncompliance behaviors: cheating, lying, an email to the parent will be sent the same day and a plan of behavior support will be reviewed.

### **SPECIFIC DISCIPLINE ISSUES:**

**DANGEROUS ITEMS:** Guns, knives, matches, lighters, clubs or other such items of any type, real or toy, are not permitted on campus. Failure to comply with this regulation may result in immediate expulsion.

**LANGUAGE:** Abstain from profanity, vulgar speech/actions and abusive speech/actions.



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Such speaking and acting is harmful to others and certainly is not appropriate. Any student using profane, vulgar language, obscene gestures or actions. Students who are verbally abusive such as threatening or bringing harm to the person or property of another member of the school community.

*DISTRACTIONS:* Leave all items that could be distracting in a school environment such as, water pistols, noisemakers, radios, video games, beepers, or any other potentially dangerous or annoying devices at home unless permission to bring them to school has been granted by a teacher or other school personnel. Failure to do so will result in the device being taken. Additional offenses will result in confiscation of the item. Pathways For Life Academy is not responsible for the theft or loss of these items.

*TECHNOLOGY EXPECTATIONS:* Students will be encouraged to follow directions using technology correctly for educational purposes. If a student is caught not following directions or going to unacceptable websites, parents will be notified. If the student does not follow directions again during educational learning time.

*CELL PHONES/OTHER ELECTRONICS:* Students will be asked to turn in all cell

phones to a special admin basket before the beginning of the day and be given at the end of the school day. Cell phones should be in silent mode for non disturbance during learning sessions. The School office will be open during school hours for any communication support needed from parents and/or students.

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## DRESS CODE

Uniforms make it easy to decide what to wear, save money, allow students to dress the same, and present a pleasing, business-like appearance to visitors. The school uniform is intended to provide neutrality for all student clothing (economically and socially) and limit the distractions associated with a non-uniformed school environment.

**School uniform will consist of:**

- **School polo and uniform khaki/black pant/short/skort**
- **On Friday's only: students can wear casual jeans with no holes, frays or rips with PFLA polo or T-Shirt.**



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- **Closed toed shoes/sneakers. Clogs are not permitted.**
- **Cold weather clothing: uniform khaki/black pants, only a zip up-solid color hoodie will be acceptable. Sweatpants, sweatshirts, or pullover hoodies are not permitted.**

**HAIR:** Boys' hair must be above the eyebrow, may come to the middle of the ear and to the top of the collar. It may be highlighted or colored with natural hair colors. Girls' hair may be highlighted or colored with natural hair colors.

**If students arrive at school outside school dress code:**

- Parents will be called to bring change of clothes or the student will be requested to be picked up for the remainder of the school day.

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## MEDICATION ADMINISTRATION

Medication provided to the school in any container other than original will not be accepted or administered. All medications are to be brought to school by a parent/guardian: and for the safety of everyone, no medication will be sent home with a student. The medication should be given to the admin assistant.

If the student comes to school with tylenol/advil or any over the counter medications, this should also be given to the admin assistant. Students are not permitted to have any over the counter or prescribed medication in their possession.

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## ARRIVAL AND DISMISSAL

Students can be dropped off in front of the building at 7:45- 8:00 a.m. and picked up at 2:15-2:30 pm (W)/3:00-3:15 p.m (M,T,R,F). There will be 1-2 staff given supervision duty. After those times, Admin will take over.

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## GRADING SYSTEM



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## 1) Participation (30%)-

1. Classwork
2. Classroom participation

## 2) Formative (30%)-

1. Homework

## 3) Summative (40%)-

1. Quizzes (4)
2. Projects-participatory (2)
3. Mid term test (1)
4. Quarterly exam (**HS will substitute EOC in Q4**) (1)

**LATE POLICY: (tardy and absent)** Students will have 2 days to make up work. After the 2nd day, the assignment will not be accepted. Homework is not accepted late.

- 10% penalty for test and quizzes
- 15% penalty for finals
- All other assignments (expect homework):
  - 10% penalty per day for max 2 days, after 2 days it will not be accepted

### Grading Scale:

A+	97-100	A	93-96	A-	90-92
B+	88-89	B	83-87	B-	80-82
C+	78-79	C	73-77	C-	70-72
D+	68-69	D	63-67	D-	60-62
F	59-0				

## INCLEMENT WEATHER

**Rainy Day Dismissal Procedure:** Afternoon procedures will be communicated by administration if such weather warrants a change of plans. Parents will be also notified of such weather changes via group messages or instant text messages for dismissal changes and others.

**Severe Weather Procedures:** If lightning or severe weather advisory happens on campus, you will be notified via text message of our pick up/drop off procedure. Students will remain indoors at all times until weather condition warning is lifted. In case of a hurricane, our school will follow OCPS safety close school protocol. If a decision is made to close the school after 7:30 a.m., staff will follow the same safety pick up/drop



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off procedure as stated in the handbook.

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## WITHDRAWAL PROCEDURES

**WITHDRAWAL PROCEDURES:** Enrollment is considered once the contract has been signed by the parent and is for the entire school year. The withdrawal process does not begin until a written notification has been received by the office.

- Once the contract has been signed and the student is withdrawn at any point within the school year, the parents are liable to pay full tuition.
- If the student is using scholarship funds as a form of payment, PFLA can only remit funds for the quarter(s) the student attended school.
- In the event, the student is withdrawn from PFLA during the summer, PFLA is unable to remit owed tuition and fees from scholarship funding. Therefore, the parent will be billed the remainder of tuition.
- Records will not be forwarded to the new school until all outstanding fees and fines are paid and a parental release form has been received from the new school. The new school initiates the request to transfer the records.

## 2024-2025

## PARENT STUDENT HANDBOOK

## Parent Signature Page





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I, \_\_\_\_\_ (Parent Printed Name) parent of  
\_\_\_\_\_ (Student Printed Name) have read  
the Parent/Student handbook and agree to the standards that Pathways  
For Life Academy has created for my child and family. I will work and  
partner with the school to create a safe and rich environment for our child  
to grow.

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Parent Signature \*\*

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Date

\*\*Return to Administration with your Re-Enrollment Packet