



Panther P.R.I.D.E.
Student Handbook 2023 – 2024

Linda J. Earsley, Principal

Julie S. Stewart, Assistant Principal

Principal's Welcome Letter

August 10, 2023

Dear Students, Parents and Families:

As the Principal of Everglades Preparatory Academy, I am excited to welcome you back to the 2023-2024 school year! Every school year brings new challenges and opportunities for academic success.

During the 2023-2024 school year, all students will have access to a Google Workspace account. Google Workspace includes an online classroom workspace, student email, chat features and virtual Google Meeting rooms. In the event that a transition to online learning is required, Everglades Preparatory Academy staff and students will be fully prepared to seamlessly transition with as little disruption to learning as possible.

In closing, I cannot stress enough the importance of your role as our partners in education. I strongly encourage all parents/guardians/family members to attend our monthly Title I Parent and Family Engagement Meetings so that you may be an active part of the educational experience designed for your children during the 2023-2024 school year.

Thank you for choosing Everglades Preparatory Academy for the 2023-2024 school year. This will be the best year yet!

In the Spirit of Panther PRIDE,

Mrs. Linda J. Eastley

Principal, Everglades Preparatory Academy



Assistant Principal's Welcome Letter

August 10, 2023

Dear Students, Parents and Families:

Welcome back to another amazing year at Everglades Preparatory Academy! As we move into the 2023-2024 school year, we will continue to provide the most rigorous and relevant educational experience possible for your children. We have partnered with several community agencies to provide a wrap-around, holistic approach to your child's education including, but not limited to:

- Palm Beach State, Belle Glade Campus
- SDPBC's Migrant Education Department/ Support Specialists
- SDPBC's McKinney Vento Department/ Support Specialists
- CareerSource of Belle Glade
- West Technical Educational Center
- Palm Beach County Youth Services
- Student ACEs
- Junior Achievement
- Florida Crystals
- Etc.

As always, we thank you for your continued partnership as we work together to prepare all Everglades Preparatory Academy students for success in post high school opportunities including college, career and technical education, and the workforce.



In the Spirit of Panther PRIDE,

Mrs. Julie S. Stewart

Assistant Principal, Everglades Preparatory Academy

Contact Information

Main Office: (561) 924-3002

Role	Staff Member Name	Email
Principal	Linda J. Earsley	linda.johnson-earsley@pbcharterschools.org
Assistant Principal	Julie Stewart, M. Ed.	julie.stewart@evergladesprepacademy.com
Administrative Assistant	Sheila Bynes	Bynes.EvergladesPrepAcademy@gmail.com
Behavioral Interventionist Associate	April Ridford	april.ridford@pbcharterschools.org
ESE Coordinator Testing Coordinator Social Science Instructor	Jeffrey Colavecchio, M. Ed.	j.colavecchio@evergladesprepacademy.com
Certified School Counselor	Jennifer Franco	jennifer.franco@evergladesprepacademy.com
APEX Instructor/Electives	Benjamin Brown	benjamin.brown@evergladesprepacademy.com
Permanent Substitute	Estelle Martin	estelle.martin@evergladesprepacademy.com
Support Facilitator/Tutor	Akeen Jones	a.jones@evergladesprepacademy.com
English Instructor Lead Teacher	Nicole Mendenhall, M. Ed.	n.mendenhall@evergladesprepacademy.com
Math Instructor	Kareen Reid, M. Ed.	k.reid@evergladesprepacademy.com
Science Instructor/STEM Coordinator	Everett Thomas	e.thomas@evergladesprepacademy.com
Intensive Reading Instructor	TBD	TBD

Student Schedules

All students will receive their schedules the first day of school. Students are provided with 3 minutes to transition from one class period to another. All class periods are 55 minutes. Students will attend periods 1 through 6 daily. All students have a 30-minute lunch break. An additional 15 minutes follows lunch to provide time for Panther P.R.I.D.E. Staff and Student Connection Time which include social emotional learning activities.

Once students arrive on campus they are to remain on campus for the entirety of the school day. Students are not permitted to leave campus to go to the store or to get breakfast/lunch. **There is no off-campus senior privilege.** Seniors in satisfactory academic standing will be incentivized quarterly.

BREAKFAST 8:00AM – 8:30AM		
Transition from Cafeteria to Period (3 Minutes)		
1st Period	8:30am – 9:25am	55 Minutes
2nd Period	9:28am – 10:23am	55 Minutes
3rd Period	10:26am – 11:21am	55 Minutes
4th Period	11:24am – 12:14pm	50 Minutes
LUNCH 12:14pm – 12:44pm (30 Minutes)		
Panther P.R.I.D.E. Staff and Student Connection Time 12:45pm – 1:00pm (15 Minutes) Social Emotional Learning Activities		
5th Period	1:00pm – 1:55pm	55 Minutes
6th Period	1:58pm – 2:53pm	55 Minutes
DISMISSAL		

Attendance

Students that are late to class will be marked tardy. Students that are absent from school, must have a letter of excuse from a doctor and/or parent/guardian in order for the absence to be excused. Absent students have one day per absence to make up missing assignments. For example, if a student misses one day from school, they have one day to make up any assignments missed on the day of absence.

Each student is required to attend classes one hundred and eighty (180) days each school year. To be in compliance with these attendance requirements, students must not accumulate fifteen (15) unexcused absences in a period of ninety (90) calendar days.

Students that have three (3) consecutive absences within a quarter will receive an email and/or phone call home. Students that accumulate five (5) consecutive days within a quarter will be required to have a parent/guardian conference. Students that accumulate 7-10 unexcused absences within a quarter, consecutive or not, will be placed on an attendance contract and be in danger of being withdrawn from Everglades Preparatory Academy. Attendance is a major contributing factor to the success of students.

Students and parents should also note the school board policy below:

Book: School Board Policies **Section:** Ch. 5. Pupil Personnel

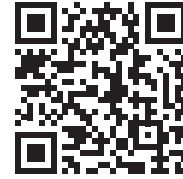
Title: Suspension of Driver’s License for Non-Enrollment and Non-Attendance

Code: 5.185 **Status:** Active **Adopted:** October 18, 1989 **Last Revised:** December 10, 2008

Food Service

For information regarding Food Service, please follow the links below or scan the QR code:

- Students in need of School Food Services may complete the online application at <https://www.myschoolapps.com/Application>
- Students are not permitted to bring snacks into the classroom and eat them during instructional time. Personal snacks must be stored away at all times during instruction.



Dress Code - Dress for Success

Students are expected to adhere to Everglades Preparatory Academy Dress Code Guidelines and dress for excellence while learning on campus and during off-campus events.

Student clothing should be “school appropriate” at all times:

- Students may not wear midriff or sleeveless shirts that show excessive amounts of skin..
- Students may not wear leggings, biker shorts, or bodysuits without appropriate coverage such as a jacket, long shirt, etc.
- Students may wear jeans with holes; however, they should not be large holes that expose excessive amounts of skin.
- Administration has full discretion to decide whether a students’ clothing are school/field trip appropriate.
- Students are encouraged to wear close-toed shoes and shoes with straps. Strapless sandals and slides are not encouraged. Under no circumstances are students allowed to attend a school field trip with slides or strapless shoes.
- Students must wear an Everglades Preparatory Academy school shirt on all field trips; unless otherwise specified by administration.
- Students must have a clear or mesh back pack.
- Students are not permitted to wear hats, hoodies, ski masks or sunglasses while on campus or during school-related activities; including classroom instruction.

Panther P.R.I.D.E

Everglades Preparatory Academy implements Positive Behavioral Intervention Supports (PBIS). PBIS is a part of a multi-tiered approach that serves to support students both academically and behaviorally. Everglades Preparatory Academy students are expected to exhibit Panther P.R.I.D.E. at all times while on school provided transportation, on campus and during school-coordinated activities both on and off campus.

Students will be incentivized weekly and monthly for their demonstration of Panther P.R.I.D.E.

Everglades Preparatory Academy utilizes progressive discipline methods for minor disciplinary infractions. All teachers maintain classroom rules and consequences and strive to maintain safe and orderly classrooms that allow for rigorous learning opportunities. Students that commit major discipline infractions are subject to the discipline matrix outlined in the School District of Palm Beach County’s Student Code of Conduct.

Important Note:

All students will be placed on a behavior contract upon acceptance into Everglades Preparatory Academy and will be placed on a 9 week probationary period from the time of their entry date. Students that habitually violate the Everglades Preparatory Academy Panther P.R.I.D.E. Universal Guidelines will be subject to continued placement on a Behavior Contract and possible withdrawal from Everglades Preparatory Academy.

Everglades Preparatory Academy implements Response to Intervention strategies and makes every effort to support students with their behavioral and academic needs. Parent/Guardians as seen as a vital part of this process and are expected to participate in School-Based Team Meetings as scheduled.

Students may also be placed on Academic and Attendance Contracts as needed.



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Student Social-Emotional Wellness

Everglades Preparatory Academy understands that ensuring student wellness is a vital part of ensuring success in school. Students will participate in classroom activities that support the social-emotional health of all students. Students in need of additional support will be referred to the Palm Beach County Youth Services for additional one-one, group and/or family counseling. Parents, families, and students can also contact Palm Beach County Youth Services directly at (561) 242-5700. Students will also be referred to Everglades Preparatory Academy's certified school counselor for one/one and small group support services on campus during the school day; with parent/guardian permission.

Student Gmail Accounts

Everglades Preparatory Academy provides all students with a Student Gmail Account.

1. Students should visit gmail.com
2. Once on gmail.com the student should sign in using their student email and temporary password (this password should be changed upon first sign in)
 - a. studentnumber@evergladesprepacademy.com
 - b. Temporary Password: Provided by Mrs. Stewart but typically follows the rule of Panthers3398@
3. Once signed in, the student can access their student Gmail account which includes their Google Classroom, Email and Google Drive.

Educational Technology

While on campus, students will have access to educational technology such as laptops, desktop computers and iPads. Students will be required to review and sign the school's Digital Citizenship policy regarding the use of technology on campus. Inappropriate use of technology or use that is outside the scope of Panther P.R.I.D.E. expectations will result in progressive disciplinary action.

Cell Phones and Other Personal Devices

While on campus, students may use their cell phones, headphones and other personal devices during breakfast, class transitions and lunch. **During instructional time, cell phones, headphones and other personal devices are NOT permitted; without the express consent of the instructor.** Cell phones and other personal devices such as headphones, must be placed in the school-provided container and secured with the teacher during instruction or placed in the students' backpack or purse at each teacher's discretion. Students may retrieve their devices at the end of the class period. Students may not retrieve their cell phones and other personal devices to use the bathroom or to make a phone call home during instruction. Students that do not comply with this policy will be subject to Everglades Preparatory Academy's progressive discipline plan; enforced by administration. All students and their parents/guardians are required to review and sign the Everglades Preparatory Academy's Cell Phone Policy.

Cell Phone and Personal Device Violation Progressive Discipline

- 1st Violation** – Verbal Reminder to secure the cell phone, headphones and other personal devices with the teacher during instruction and/or out of view in their backpack/purse according to the teacher's discretion.
- 2nd Violation**– Confiscation of the Cell Phone by Administration and Parent/Guardian Contact if the student does not comply with the classroom expectation and initial reminder. Cell phone and/or other personal device is returned to the student at the completion of the class period during which it was confiscated.

Should the student continue to violate the Cell Phone and Personal Device Policy, a parent/guardian conference will be held to discuss further disciplinary action, including possible suspension and/or withdrawal from Everglades Preparatory Academy.

It should be noted that Everglades Preparatory Academy instructors and administration have one primary mission, and that is to educate all of the students at Everglades Preparatory Academy. This cannot be successfully achieved with the distraction of cell phones, headphones and other personal devices.

Assignments, Workloads, and Office Hours

Students will have a minimum of 24 hours to complete all homework and extended assignments. However, no more than one make-up day per day of absence. For example, if a student misses two school days, that student would have two school days to make-up the missed assignment. Teachers will make assignments available to students online whenever possible. Students should check their Google Classrooms and/or APEX courses for the daily/weekly schedule and all assignments. Students/parents/families can also check for updated assignments via TeacherEase. There should never be a situation in which a student is not aware of their assignments, due to the fact that Everglades Preparatory Academy teachers communicate frequently with their students and post all needed information online. Students should adhere to coursework “cut-off” days; as teachers are not required to reopen assignments once the student has been given sufficient time to complete the assignment and seek support from the teacher.

Field Trips

Everglades Preparatory Academy has resumed conducting off-campus field trips.. Students attending off-campus field trips must:

- Wear an Everglades Preparatory Academy school-provided shirt, closed-toe shoes and abide by the dress code rules for Everglades Preparatory Academy.
- Abide by the rules and expectations of Panther P.R.I.D.E. at all times. Additionally, students must be in good academic and behavioral standing (including attendance); prior to being permitted to attend off-campus events.

Parent Engagement Activities

Everglades Preparatory Academy values the input of parents and families. Parent Engagement Programs will be held throughout the school year on campus. Families will receive information regarding school-related events via Call Multiplier, TeacherEase and mailers.

Parent Liaison

Parent/Guardians in need of support should contact administration at 561-924-3002.

TeacherEase Student and Parent Portal

Everglades Preparatory Academy students and parents/guardians are able to communicate with teachers and access and review grades and assignments via the **TeacherEase Student and Parent Portal @ <https://www.teacherease.com/>**. **Parents/guardians must have an active email on file in order for their TeacherEase Parent Portal to be set up. Parents/guardians are also able to monitor their child’s progress on their APEX courses via an APEX parent/guardian account. A parent/guardian email is required to allow this function.**

Campus Visitors

Due to COVID-19 restrictions and school safety measures, campus visitors will remain limited. Parents will drop students off in the front of the school and receive assistance from school police or a member of the Everglades Preparatory Academy staff. Parent/Guardians are encouraged to schedule parent/guardian conferences in advance so that all parties can be prepared; except in the case of an emergency.

Procedures for Leaving Campus

Everglades Preparatory Academy students may only be released to pre-approved designees that are listed in the Student Information System (SIS). Students/parents/guardians must complete the sign out log in the main office prior to leaving campus.

- Students are not permitted to come to the main office and ask for permission to leave campus unless they have informed their instructor that they are ill and need to go to the office. At that point, a parent/guardian will be contacted to arrange for transportation.
- Students, including seniors, are not permitted to leave campus for breakfast or lunch and/or have breakfast/lunch delivered to campus.
- Students that sign out early habitually due to illness and/or appointments or work; will be required to provide evidence/documentation such as a doctor's note.

Students that leave school early habitually will be in danger of withdrawal from Everglades Preparatory Academy as attendance is important to their academic success.

Transportation

Everglades Preparatory Academy provides bus transportation outside of a 2-mile radius of the school. Riding the bus is a privilege. Students are expected to display Panther P.R.I.D.E. during all school-related activities, including while riding the bus. Students that do not adhere to the transportation expectations will be suspended from the bus for a time certain, including indefinitely; and face the possibility of being withdrawn from Everglades Preparatory Academy.

Students that drive to school must:

1. Have a signed notarized parking application on file (PBSD Form 1974).
2. A valid driver's license.
3. Proof of current insurance
4. Proof of current vehicle registration

Everglades Preparatory Academy parking privileges may be revoked at any time due to a failure to comply with the requirements above and school safety expectations which include driving safely in the parking lot.

Exceptional Student Education (ESE)

Students requiring Exceptional Student Education Services may contact Everglades Preparatory Academy's ESE Contact, **Mr. Jeffery Colavecchio** at j.colavecchio@evergladesprepacademy.com





**Parent / Guardian / Student
Acknowledgement Form
2023 – 2024**

Your signature indicates that you, as the parent/guardian, have received a copy of the Everglades Preparatory Academy Student Handbook for school year 2023-2024 and that you agree to support the school by ensuring that your child abide's by the rules and expectations of Everglades Preparatory Academy.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone Number: _____

Parent/Guardian Email: _____

Your signature indicates that you, as the student, have received a copy of the Everglades Preparatory Academy Student Handbook for school year 2023-2024 and that you agree to abide by the rules and expectations of Everglades Preparatory Academy

Student Name: _____

Student Signature: _____

Student Number: _____

