

**Parkway Academy High School
At Broward Community College
7451 Riviera Boulevard
Miramar, Florida 33023
954-961-2911
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**Principal
Dr. Clarissa Wright**

**Administrative Team
Mr. Charles Box, Assistant Principal
Mr. Anthony Harris, Dean of Students
Mr. Daniel Silvey, Assistant Principal,
Automotive/ESE/ESOL
Mrs. Lucy Thomas, Curriculum Facilitator**

**Department Chairs
Ms. Christy Wagner – English
Mr. Scott Liss – Social Studies
Dr. Graham Robinson – Mathematics
Dr. Louis Sasmor – Science
Ms. Glendale Johnson – Business
Ms. Wendy Devito – Electives
Mrs. Ramona Walker – Reading Coach**

**Staff
Ms. Gainda Williams – Office Manager
Ms. Rosie Morris – Data Processor
Ms. Johanna Rios – Registrar
Ms. Teana Bailey – Community Liaison
Mr. Arnold Ingraham – Facilities Supervisor
Mr. Adam Hopkins – Security Specialist
Mr. Raymond Thomas – Security Specialist
Mr. Nicholas Jackson – Security Specialist**

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Principal's Message

The 2010-2011 school year at Parkway Academy High School promises to be a challenging one filled with new ventures in teaching, learning, and community/family involvement. Students will be provided with opportunities to identify and strengthen key values; acquire skills that will enable them to meet goals; and to become productive members of society.

To reach these objectives, it is important for each student to:

- ◆ Use the library often
- ◆ Attend school every day
- ◆ Join at least one club or sport
- ◆ Read, write, and do some math at home each day
- ◆ Keep your parent/guardians involved in the school
- ◆ Help with crime watch and school beautification projects
- ◆ Do your best at all times, maximum effort with no excuses
- ◆ Earn good citizenship and/or honor roll each grading period

There are two identical agreement pages in this book that require the signature of both parent/guardian and student. One of the pages must be signed and returned; the other must be signed and kept in the book. Students are required to keep this book with them at all times. Hall pass logs are in the back of the book and are used to provide students with hall permission. Parents may also use the logs and planning section to review homework and student habits. I look forward to helping to make this the best school year.

Mission Statement

We believe that we must provide students with tools and skills needed to become highly trained master automotive technicians.

We must strive for academics, social and physical excellence by providing a quality and challenging curriculum.

We must promote positive moral and social values
We must foster an atmosphere of self-discipline in a safe learning environment.

We believe we must maximize individual productivity to meet the needs of a changing world.

Information Book

As with all handbooks, it is important to list every possible situation that might arise in a school. We have attempted to cover as many areas of concern as we can. Please read this agenda book very carefully. We also require you to read the Broward County Student Code of Conduct. Please note: Students/parents are responsible to abide by both codes of conduct the Parkway Academy and the Broward County Codes.

Policy Statement

The code of conduct at Parkway Academy High School exists to protect the rights of all students and adults and to establish a safe, well-ordered environment where students and teachers can focus on quality teaching and learning. Mutual respect, good manners, and positive behavior are the essential elements of the daily life at Parkway Academy High School.

School authorities will hold students and parents strictly accountable for any action which interferes with the learning process, good order, and/or the day-to-day operations at Parkway Academy.

Parkway Academy must have proof that every student and parent or guardian has had a chance to read the Code of Student Conduct or to hear it read aloud. In addition to the Board of Broward County's Code of Conduct Book, we at Parkway Academy have created an addendum. This addendum (Parkway Student/Parent handbook) to the Broward Code of Conduct is equally important; therefore both student and parent must sign the acknowledgement agreement form.

Uniforms

Uniforms are to be worn everyday. Guidelines are as follows and will be strictly enforced.

1. A Parkway Academy uniform shirt must be worn everyday.
2. Black or Khaki "Dickie" work style, waist fitting pants must be worn everyday.
3. A Parkway Academy Student ID must be worn everyday on their waist in a Parkway holder.
4. A solid plain black or brown belt (with no stars, emblems, rhinestones, or big buckles, etc.) must be worn everyday. No chains hanging from the belts are permitted.
5. The following types of jackets may be worn:
 - a. Parkway Academy school jacket
 - b. White, Green, or Black solid fleece jacket with **NO HOODS**, writings, drawings, pictures, etc. on the jacket.
6. Undershirts may be worn under the uniform shirt. (White, black, or green **ONLY**.)
7. No bangles or any other noisy jewelry worn on the arm.
8. Teachers will reinforce these policies everyday.

Uniform Violations and Consequences

Effective August 23, 2010 to January 15, 2011:

1 st Violation	Warning and Call Parent
2 nd Violation	After-school Detention and Call Parent
3 rd Violation	1 Day Suspension
4 th Violation	2 Day Suspension
5 th Violation	5 Day Suspension (Potential to Fail All Classes)
6 th Violation	5 Day Suspension (F's Received in All Classes due to Unexcused Absences)

All suspensions may range from one to ten days. Effective January 20, 2011, all uniform violations may result in an immediate suspension of 2 days per violation upon the discretion of administration.

Student Identification

Students are required to wear Parkway Academy ID's at all times (everyday) while on campus. Students are requested to purchase ID's upon arrival at Parkway Academy each year for identification reasons. Student ID's are also used to get discounts at local businesses and city bus transportation.

The only ID that can be worn is the 2010-2011 Parkway Academy student ID which is \$5.00.

Bus Information

Riding a school bus is a privilege. Students will be required to have the following items to ride a Parkway Academy sponsored bus:

1. Valid bus pass issued by A1A transportation.
2. Valid student ID issued by Parkway Academy.

Students will be required to have their student ID to ride school buses. Students without ID's will not be allowed to ride the bus. Students who have lost their ID's or need to purchase a new ID must report immediately to the front office.

Bus Behavior

Bus behavior is a primary concern due to the safety needs of all students. Any student who cannot conduct him/herself properly on the bus will have his/her behavior addressed. To ensure safety and pleasure of all students who ride the bus, we:

- ◆ Incorporate bus behavior as criteria for special activities.
- ◆ Document bus behavior on home notes.
- ◆ Implement the following consequences for bus referrals:

1. Warning

2. Parent Conference
3. After-school Detention
4. Bus Suspension
5. School Suspension
6. Permanent Suspension from the Bus

Bus suspension will be activated if a student's behavior poses a safety violation threatening his/her safety of others, regardless of the number of previous referrals. If a student does not attend school due to a bus suspension, the absence is considered to be unexcused.

Important Dates to Remember

FIRST QUARTER

Monday	August 23, 2010	Start 1 st Quarter
Monday	September 06, 2010	Holiday
Thursday	September 09, 2010	School in Session
Thursday	September 22, 2010	Interim Reports
Friday	September 24, 2010	Interim Reports
Friday	October 29, 2010	Employee Planning

SECOND QUARTER

Monday	November 01, 2010	Start 2 nd Quarter
Tuesday	November 02, 2010	School in Session
Thursday	November 11, 2010	Holiday
Thursday	November 18, 2010	Issue Report Cards
Monday	November 22-26, 2010	No School
Tuesday	December 07, 2010	Interim Reports
Wednesday	December 08, 2010	Interim Reports
Monday	December 20, 2010	Begin Winter Break
Friday	December 31, 2010	Winter Break Ends
Monday	January 17, 2011	Day Off
Friday	January 24, 2011	Employee Planning

THIRD QUARTER

Tuesday	January 25, 2011	Start 3 rd Quarter
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Wednesday	February 09, 2011	Issue Report Cards
Monday	February 21, 2011	Holiday
Thursday	February 24, 2011	Interim Reports
Friday	February 25, 2011	Interim Reports
Monday	March 14, 2011	Begin Spring Break
Friday	March 18, 2011	Spring Break Ends
Monday	April 04, 2011	Employee Planning

FOURTH QUARTER

Tuesday	April 05, 2011	Start 4 th Quarter
Thursday	April 21, 2011	Issue Report Cards
Friday	April 22, 2011	Day Off
Tuesday	May 10, 2011	Interim Reports
Monday	May 30, 2011	Holiday
Friday J	June 10, 2011	Employee Planning

Communication

Communication with parents/guardians is an integral part of a student's program. A mutually beneficial rapport between home and school is important to us all. Our front office number is (954) 961-2911. When calling the school for any reason, please inform the receptionist the nature of the call and you will be directed to the appropriate person(s) who will provide you with the assistance you need.

Attendance Procedure/Policy

Parkway Academy has developed the following attendance policy to comply with state legislation entitled Habitual Truancy Procedures, Section 232.19 F.S. and the School Board of Broward County, Florida. We want to encourage all students to attend school on a regular basis. Each day that a student attends school he/she has opportunities to develop personal, social, and academic skills. We encourage the commitment of students, parents, and staff to work together on this endeavor. Students are responsible to be on time to school; notify office when absent; make-up missed assignments; and turn in work on time.

Procedures for reporting absences are as follows:

Parkway Academy requires that parents/guardians **must report absences by telephone on the morning of the student's absence.** Parkway Academy policy also dictates that high school staff members may not accept notes as reports of excused absences.

Make-Up Work

All students are expected to make up class work missed during an excused absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family. The student has two days to make up the work for each day the student is absent, **not including the day of return.**

All absences which have not been specifically identified as excused are unexcused absences. A zero is given for any work missed because of an unexcused absence. Students must make up the work but will not receive credit for it. Teachers must include these zeros when averaging grades for a marking period.

After 4 unexcused absences, a letter will be sent home to notify the parent/guardian about potential failure. After 10 unexcused absences, the student will fail all classes. Note: School suspensions are considered unexcused absences.

Excused Absences

A parent/guardian of a high school student **must phone the school prior to the day of absence or no later than the following school day** in order for the absence to be excused for one of the following reasons:

1. Illness of student. Doctor's note will be required.
2. Illness of an immediate family member.
3. Death in family.
4. Religious holiday (student's own specific faith).
5. Subpoena by a law enforcement agency (show proof).
6. Family trips or special events. Such trips refer to exceptional cases of family need, college visitations, or trips of an academic nature. (Upon principal's discretion)

7. Doctor or dental appointment. Student must have a note from the doctor or dentist giving the date and appointment.
8. Field trips or school-sponsored activities on or off school grounds.
9. Internal suspension from classes.
10. **A written note must be turned into the office for all excused absences within 2 days of the student returning to school. Notes written after 2 days of the absence will not be accepted.**

Unexcused Absences

Absences other than those mentioned above are unexcused absences. Ten (10) unexcused absences will constitute failure for that grading period.

Tardies

Following is a list of guidelines related to tardies:

1. The student is required to arrive at class on time. The student must be seated by the time the tardy bell rings.
2. If a student arrives at school after first period begins, he/she must report to the appropriate attendance office to sign in.
3. If the student's school bus arrives late, the student will be admitted to class without penalty. This does not apply to city buses.
4. Four (4) unexcused tardies in a 45-day marking period shall be equal to one unexcused absence and also one day in internal suspension. Refer to the Student Conduct and Discipline Code for additional information.
5. It is the responsibility of the parent and student to arrive to school/class on time each morning. When excessive tardies become a habit, it interrupts the educational process and slackens the work ethics in students. Therefore, any habitual/excessive excused tardies (after 7 days) within a grading period may result in a withdrawal from Parkway Academy.

Early Dismissal

Early dismissal for appointment or illness must be arranged prior to departure. The school will not accept notes “after the fact.” The school must have verbal/written confirmation from the student’s parent/guardian prior to leaving school early.

General Policies

Book Bags/Folder/Personal Items

Book bags, backpacks, folders or any other personal items must not display patches, entertainment insignias, drawing, obscene words, gang signs or any other items that would be deemed inappropriate, offensive or reflect negatively on Parkway Academy.

Care of School Property

Students are expected to respect the school buildings and property. Containers are provided throughout the building and grounds for proper disposal of waste. Walking in landscaped areas is prohibited. Marking or defacing school property is a serious offense incurring an out-of-school suspension or expulsion. Any student who misuses school property will be required to make full restitution for damages. **Chewing gum in the school building is forbidden. All food should be consumed in the cafeteria.** A student who disregards this rule incurs a disciplinary referral which may cause the student an after-school detention.

Code of Student Conduct

The code of conduct at Parkway Academy High School exists to protect the rights of all students and adults and to establish a safe, well-ordered environment where students and teachers can focus on quality teaching and learning. Mutual respect, good manners, and positive behavior are the essential elements of the daily life at Parkway Academy High School.

School authorities will hold students and parents strictly accountable for any action which interferes with the learning process, good order, and/or the day-to-day operations at Parkway Academy.

Parkway Academy must have proof that every student and parent or guardian has had a chance to read the Code of Student Conduct or to hear it read aloud. All parents/guardians must return the page in the Code of Student Conduct manual, which requires a signature. In addition to the Board of Broward County's Code of Conduct Book, we at Parkway Academy have created an addendum which is signed upon registration and at the beginning of each school year.

Dining Area Regulations

Each student is required to show good manners, courtesy and consideration of others in the cafeteria. Containers are provided for the disposal of trash and each student is required to dispose of the trash from the top of his/her table and the area surrounding it before the lunch period is over or immediately upon the request of a staff member. No student is allowed to leave the dining area during the lunch period without a written pass to some other area of the school. **A student is not allowed to leave the school grounds during the lunch period. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREAS AT ANYTIME. NO FOOD IS PERMITTED AT SCHOOL FROM OUTSIDE VENDORS OTHER THAN FOOD BROUGHT FROM HOME FOR THEIR LUNCH.**

Emergency Procedures

In the event that school should be closed or dismissed at an unscheduled time due to an unforeseen emergency, information will be broadcast over the intercom system. To assist the school in the event of an emergency, each parent/guardian should complete the Emergency Information Card each year which indicates who can pick up the student and current contact information.

Field Trips

Scheduled field trips will be educational in nature and considered part of the curriculum. Many times there will be nominal cost involved for transportation, entry fees, etc. which must be assumed by the student. **It is necessary for parental permission to be granted before any student can accompany his/her class on a field trip.** An Authorized in-school permission slip must be on file at the school before a student will be allowed to leave the building. Students must receive permission from their other teachers in order to attend any field trip. **If a student is suspended from school after paying for a fieldtrip, he/she will not attend the trip nor receive a refund. Deposits are also nonrefundable.**

Gang Symbolism

Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school sponsored events. Violation of this policy will result in discipline, suspension, or expulsion. Parkway Academy works in conjunction with the Miramar Police Department to determine what is gang related.

Grievances

A student or parent who encounters an unsatisfactory situation is provided with an opportunity to express his/her concerns. Please contact the appropriate individual immediately if such a situation arises. The following hierarchy should be utilized: (1) teacher, (2) administrator, (3) principal, (4) Executive Director, and (5) Board of Directors.

Halls/Corridors

Students should be in the hallways only at the beginning and close of the school and while moving from one class to another unless they have special permission or special duties that require them to be there at other times. Students in the halls during class time must have their **Student Planner Hall Pass** signed by their teacher. Students are required to be courteous at all times.

Lockers

All students are assigned a locker; only school-approved locks are permitted. The school requires that each student purchases their lock from the school \$5.00/year. Only Parkway issued locks should be placed on lockers. All other locks will be cut off immediately. Sharing of lockers is prohibited. Students should not share their combination with anyone. Parkway Academy is not responsible for theft or damage of personal property.

Lunch Services

Lunch and breakfast are served each school day. If a student wishes to bring a bag lunch from home, a beverage can be purchased separately. A student may be eligible to receive free or reduced meal if the parents complete an application within two weeks of enrollment. Proof of income that falls within the state income guidelines is required to qualify. Information pertaining to school lunches and lunch menus for each month will be sent home on a monthly basis. For more information, please call the main office. The breakfast fee is \$2.00, lunch is \$4.00. **Note: Food from outside vendors is not permitted on campus including birthday cakes, cup cakes, McDonalds, Burger King, etc.**

Medication

To enable students to receive prescribed medications during the school day, a special medication/treatment form must be completed. This form can be obtained from the front office. The form requires the signature of the doctor prescribing the medication and the parents' signature. Parents must bring the medication to the school **NOT THE STUDENT.**

Medications must be properly labeled in the original container from the pharmacy. Please notify the office of any medication changes. The principal's designee in the case of field trips administers medications.

Paging Devices/Electronic Equipment

Paging devices including beepers and cellular phones, phone clips on belt, as well as CD, cassette players, ipods, mp3 players and psp's are

prohibited in school and will be confiscated by any member of the faculty or administration. A second offense will result retaining the unauthorized electronic equipment for the remainder of the year. Confiscated electronic equipment will only be returned to the parent/guardian. Parkway Academy is not liable or responsible for theft or damage of any student's paging devices or electronic equipment.

Parental Conferences

Conferences can be set up at the request of the school or the request of the parent. (Parents requesting conferences with school personnel should make this request in writing). School personnel will get in touch with the parent and arrange a mutually agreed upon time for the conference. Conferences requested by the school will give a specific time and date for the meeting. Parents are always welcome at the school, but the instructional program for all students comes first. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass.

Please be aware that teachers are not available for unscheduled conferences during the day because they are instructing students. We ask for you to schedule your visit at least 24 hours in advanced prior to the time you wish to conference with a teacher. (Upon teacher's availability)

Parking

Parking in student lot is a privilege. All cars must be registered and have a parking pass to park in the designated lot. Cars, which are inappropriately or illegally parked, or cars parked so as to cause a safety hazard may receive a warning or be towed at owner's expense. Students must abide by local speed limits set forth by the Miramar Police Department. Failure to do so may result in a loss of driving privileges and/or suspension from school.

Parking pass must be purchased each year. You must have proof of insurance, registration and a valid driver's license. The nonrefundable cost is \$45.00 per year.

Personal Property

Radios, tape players, toys, jewelry, laptops, computer games, CD, ipods, mp3 players, psp's, any electronic equipment or large sums of money, etc. should not be brought to school. If they are brought to school, **and subsequently lost or stolen, the school is not responsible for the loss. If items of this nature** are discovered, school personnel will turn them in to the office, and a parent/guardian must claim the item(s).

Search of Person or Property

Students may be routinely searched. When a student is suspected of being in possession of items considered harmful or dangerous, he/she will be given an opportunity to surrender those items voluntarily. If this does not occur, then he/she will be searched by a Security Specialist and an Administrator.

Technology

Students may not bring any computer applications including games to school for any reason. School workstations may not be altered without direct teacher permission.

Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copying right violations, or attempted access to unauthorized data will result in disciplinary action which may include restitution and suspension.

With access to computers and people all over the world comes the availability of material that may not be considered to be educational value in the school. Please be aware that questionable materials that are not appropriate for this age may be available to inquisitive searchers. Parkway Academy firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of Parkway Academy.

Students and parents should be aware that as with any school property or activity, the inappropriate use of the Internet connection will subject the

student to disciplinary action. Examples of inappropriate behavior include accessing; downloading; distributing inappropriate materials; vandalism, or any other use incompatible with the district or individual school policies.

Any violation related to the Internet will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.

Telephone Use

Students are not allowed to use the office telephones unless it is an emergency and has been approved by the front office. Calls originating from the school will be strictly supervised. No student will be called to the office to receive personal calls. An administrator or counselor will deliver emergency messages to the student.

Textbooks

The textbooks issued for student use becomes the responsibility of the student and/or parent and must be returned at the end of the year in the same condition in which they were issued. Any damage or lost books must be paid for before another book is issued for home use.

Trespass

Students are not to enter or remain on any school district campus without proper authorization. Violators may be subject to suspension and/or expansionary action and arrest for criminal trespass. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass.

Students on suspension can not participate or attend any school related activities. Students attending such school related functions are subject to additional disciplinary actions.

**PARKWAY ACADEMY HIGH SCHOOL
BELL SCHEDULE
2010 – 2011
A/B DAYS**

Warning Bell	7:25 A.M.	
First Block	7:30 A.M. -- 8:50 A.M.	
Second Block	8:55 A.M. – 9:50 A.M.	Enrichment
Third Block	9:55 A.M. – 11:15 A.M.	
Fourth Block	11:15 A.M. – 11:50 A.M.	First Lunch
	11:55 P.M. – 1:20 P.M.	Class
	11:20 A.M. – 12:40 P.M.	Class
	12:40 P.M. -- 1:20 P.M.	Second Lunch
Fifth Block	1:25 P.M. – 2:45 P.M.	

ACADEMIC/GUIDANCE INFORMATION

Promotion Requirements

1. To be classified as a 10th grader, a student must have earned a minimum of 5 credits in Grade 9.
2. To be classified as an 11th grader, a student must have earned a minimum of 11 credits.
3. To be classified as a 12th grader, a student must have earned a minimum of 18 credits.

Grading System

90 – 100	=	A (4.0 points)
87 – 89	=	B+ (3.5 points)

80 – 86	=	B (3.0 points)
77 – 79	=	C+ (2.5 points)
70 – 76	=	C (2.0 points)
67 – 69	=	D+ (1.5 points)
60 – 66	=	D (1 point)
59 or below	=	F (0 points)

To receive a passing mark for the semester grade in a subject, the student shall have previously earned at least an average grade in:

- a. both nine-week grading periods
- b. one nine-week grading period and the exam

QUALITY POINTS: Classes which are labeled **Honors** shall receive one (1) extra quality point if the grade received is a “C” or above. **Advance Placement** classes receive two (2) quality points.

SPECIAL PROGRAMS

Honors

Honors courses are offered for academically proficient students. Both content and requirements are rigorous. Placement in the honors program is based on standardized achievement tests, teacher recommendations, and previous academic records. Each course carries one honor point.

Advanced Placement

The Advanced Placement Program (AP) gives students an opportunity to take college-level courses and exams while they are still in high school. Through AP, they may earn credit, advanced placement, or both for college.

There are many benefits for students who participate in this program, such as studying interesting and challenging things, discovering new interests, and getting a head start on their future!

We will offer Advanced Placement courses next year. Please refer to the curriculum guide. Placement will be contingent on standardized test scores, GPA and teacher recommendation.

Dual Enrollment

Qualified 11th grade students who have a minimum 3.0 grade point, are 16 years or older and meet the Broward Community College entrance requirements may enroll there for college credit while attending Parkway Academy. Please see the Guidance Counselor for more details.

Academy Major: Automotive Service Technology

The ASE will provide certification to programs that comply with the evaluation procedure, meet established standards, and adhere to established policies.

The minimum program requirements are identical for initial certification and for re-certification. A program providing instruction in all of the automotive areas must have a minimum total of 1080 hours of combined laboratory/shop (co-op) and classroom instruction. Tasks related to the eight automobile areas may be taught at different times during the course of study. Therefore, the hours for an individual area are the sum total of all the hours of instruction related to the tasks. Individual areas must have the following minimum hours:

Breaks	100
Electrical/Electronic Systems	200
Engine Performance	250
Suspension and Steering	100
Automatic Transmission and Transaxle	120
Engine Repair	120
Heating and Air Conditioning	90
Manual Drive Train and Axle	<u>100</u>
Total Hours	1,080

Freshman Year – Automotive Tech I (810 hours)

This class is dedicated to the following classroom/lab topics:

- ◆ Safety
- ◆ Math and Science Skills
- ◆ Employability
- ◆ Communication
- ◆ Entrepreneurship
- ◆ Routine maintenance and consumer services (if hours permit)

Sophomore Year – Automotive Tech II (810 hours)

This class is dedicated to the following classroom/lab topics:

- ◆ Routine maintenance and consumer services
- ◆ Engine theory and repair (includes cylinder head and valve train diagnosis and repair)

Junior Year – Automotive Tech III (810 hours)

This class is dedicated to the following classroom/lab topics:

- ◆ Engine Theory and Repair (includes: engine block diagnosis and repair; and lubrication and cooling systems diagnosis and repairs)*
- ◆ Steering, Suspension and Wheel Systems (includes: front and rear suspension systems diagnosis and repairs; wheel alignment diagnosis, adjustment, and repair; wheel and tire diagnosis and repair)*

Specialized Elective or Internship (810 hours)

This class and/or internship is dedicated to the following classroom/lab topics:

- ◆ Operation and servicing of automatic transmission/transaxle (includes: transmission and transaxle maintenance and adjustment; in and off-vehicle transmission and transaxle repair; oil pump and converter; gear train, shafts, bushings and case; and friction and reaction units)*

- ◆ Operation and servicing and assembly of manual drive transmission/transaxle (includes: transmission transaxle diagnosis and repair; drive and half shaft universal and constant-velocity (CV) joint diagnosis and repair, ring and pinion gears and differential case assembly; limited slip differential; drive axle shaft; and four-wheel drive/all-wheel drive component diagnosis and repair)*

Senior Year – Automotive Tech IV (810 hours)

This class is dedicated to the following classroom/lab topics:

- ◆ Heating, Air Conditioning, and Engine Cooling Systems (includes: automatic and semi-automatic temperature controls; and refrigerant recovery, recycling, and handling)*
- ◆ Heating, Air Conditioning, and Engine Cooling Systems (includes refrigerant recovery, recycling, and handling)*

Specialized Elective or Internship (810 hours)

This class and/or internship is dedicated to the following classroom/lab topics:

- ◆ Engine Performance Services (includes: computerized engine controls diagnosis and repair; ignition system diagnosis and repair; fuel, air induction, and exhaust systems diagnosis and repair; emissions control systems diagnosis and repair; positive crankcase ventilation; exhaust gas re-circulation; exhaust gas treatment; intake air temperature controls; early fuel evaporation (intake manifold temperature) controls; evaporative emissions controls; and engine related services)*

*Meets required ASE minimum certification requirements.

Total Parkway classroom/lab hours:	3240
Required certification classroom/lab hours:	1080

Parkway Academy Graduation Requirements

28 credits, which include the following:

4 credits English

3 credits Math (which includes a class in Algebra or its equivalent).
(Beginning with the class of 2011, 4 Math credits will be required.)

3 credits Science

3 credits Social Studies which must include American History, World History, .5 credit Economics, .5 credit American Government.

1 credit Practical and Performing Arts

.5 credit Life Management (Health)

.5 credit Physical Education

.5 credit Personal Fitness

PRE—COLLEGE INFORMATION

State University Admission Requirements

4 credits English

3 credits Mathematics (one credit must be Algebra 1 or above)

3 credits Science

3 credits Social Studies

2 credits Foreign Language

Passing the FCAT

The FCAT is a multiple-choice test designed to measure the application of basic skills in mathematics and communications to everyday life situations. All students must pass both sections of the FCAT in order to receive a standard Florida High School diploma. Students who do not pass one or both sections of the FCAT on the first administration have additional opportunities to take the test. Starting with the class of 2010, students must also pass FCAT Science.

4 – Year Recommended Class Planner

9th Grade

English 1	1 Credit
Mathematics	1 Credit
Science (Integrated Science)/Biology	1 Credit
World Geography	1 Credit
Business Systems and Technology	1 Credit
Life Management (Health)5 Credit
Personal Fitness5 Credit
Enrichment	1 Credit
Intensive Reading	1 Credit
Intensive Mathematics	1 Credit
Total Credits	10 Credits

Students who demonstrate low performance on the FCAT test will have modified schedules. They will be required to replace their electives with intensive reading and/or intensive mathematics.

10th Grade

English II	1 Credit
Mathematics	1 Credit
Science (Biology).....	1 Credit
World History	1 Credit
Foreign Language II	1 Credit
Practical or Performing Art	1 Credit
Enrichment	1 Credit
Intensive Reading	1 Credit
Intensive Mathematics	1 Credit
Total Credits	9 Credits

Students who demonstrate low performance on the FCAT test will have modified schedules. They will be required to replace their electives with intensive reading and/or intensive mathematics.

11th Grade

English III	1 Credit
Mathematics	1 Credit
Science	1 Credit
American History	1 Credit
Practical or Performing Art	1 Credit
Enrichment	1 Credit
Academy Elective	1 Credit
Regular Elective	1 Credit
Internship	1 Credit
Total Credits	9 Credits

Students who have not yet fulfilled the foreign language requirement or personal fitness/health requirements should enroll in the appropriate course(s).

12th Grade

English IV	1 Credit
Mathematics	1 Credit
Science	1 Credit
American Government5 Credit
Economics5 Credit
SAT/ACT Prep	1 Credit
College Readiness for Reading5 Credit
College Readiness for Writing5 Credit
College Readiness for Math	1 Credit
Enrichment	1 Credit
Total Credits	8 Credits

Students who have not yet fulfilled the CPT requirement will be enrolled in the appropriate course(s).

1.0 Credit of Computer Science is required for graduation for all classes.
Starting with the class of 2012, no computer science will be required.

An additional 1.0 of Physical Education is required for graduation.

Transcripts

To request a transcript, please use the form available in the guidance office. Please be aware that not fulfilling your contractual obligation to the school, your child may be requested to stay after school, be suspended, or withdraw and sent to a regular public school at the sole discretion of the Principal as approved by Parkway Academy Advisory Board.

GRIEVANCE PROCEDURE

Parkway Academy High School believes in just treatment of all students and providing a learning environment which is free from unfair or discriminatory practices. Procedures for disciplinary complaints and resolution of discriminatory practices have been established.

Rights: Students/Parents have the right to report and seek redress for unfair treatment, discriminatory practices or harassment.

Responsibilities: Students/Parents have a responsibility to know and follow procedures for filing complaints.

There may be times when students feel they have been unfairly penalized. Most problems can be solved if students speak with the teacher or staff member involved. If the student feels uncomfortable with this person, the student may request a conference with the next level of authority. The student may also request the presence of a third party, such as a counselor, resource teacher or other staff person. The parent may also be present.

School Level Grievance Procedures is outlined below:

1. Students/parents wishing to register a school level grievance must do so within ten school days from the time they became aware of the alleged infraction. The grievance procedure is available only to currently enrolled Parkway Academy students or parents of currently enrolled Parkway Academy students. Students should involve their parent or guardian in resolving school grievances.

2. Students/parents will ask the teacher or school staff person who allegedly treated them unfairly to schedule a conference for the purpose of discussing the complaint.
3. If the person charged with the alleged infraction does not resolve the complaint, students/parents will arrange to talk with Administration regarding the issue.
4. Most student grievances can be resolved at the school level through informal conferences with teachers or other school personnel. If efforts to resolve the grievance with school administrators fail, the student may file a Grievance Form with the Executive Director. Forms for filing grievances will be available in the school office and shall be provided upon request. The Executive Director will provide the grievant with a formal decision and/or resolution to the issue within fifteen school days.

Withdrawal Due Process Procedures

1. A parent wishing to appeal the Executive Director's decision to withdraw a student from Parkway must file a "grievance form" with the Parkway Academy Governing Board no later than ten school days from the date of said decision. Forms for filing grievances are available in the school office and shall be provided upon request. Within thirty days of receiving the grievance, the Parkway Academy Governing Board will meet to discuss the grievance. The grievant shall be invited to participate in the meeting and bring evidence in support of his or her complaint. The Governing Board shall render a resolution as to the grievance.
2. On receiving a request for a Governing Board hearing, the President of the Board shall have thirty days in which to inform the Board of the request and schedule a meeting.
3. The Governing Board shall hear the complaint by the grievant and relevant school staff. The Governing Board shall render a final decision with respect to the grievance.

Parent/Student Acknowledgement Code of Conduct

(This page must be signed, but will remain in the Agenda Book.)

This agenda book contains the addendum to the Secondary Code of Conduct of Broward County Schools. It refers to general policies and procedures as well as academic information regarding Parkway Academy.

Parents/Guardians may be held responsible for the actions of their children and must be aware of the rules and consequences.

Signed forms become a part of school record. Your signature means that you have received this booklet and know the rules as well as consequences.

Parent/Guardian
Signature_____Date_____

Parent/Guardian
Signature_____Date_____

Student
Signature_____Date_____

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