



# **Parent / Student Handbook**

**Ponte Vedra Christian Co-Op  
Parent / Student Handbook  
Table of Contents**

Mission Statement.....	3
...	
Vision Statement.....	3
....	
Statement of Faith.....	3
Homeschooling Defined.....	4
Partnership.....	5
.....	
Partnership Commitments.....	5
Guidelines for Communication.....	6
Admission Procedure.....	7
Tuition and Fees.....	8
Financial Responsibility.....	8

Withdrawal Policy.....	8
Respecting the Building.....	9
Inclement Weather.....	9
Sick Policy.....	9
Code of Conduct.....	9
Conflict Resolution Policy.....	11
Electronics - Cell Phone Policy.....	12
Academic Responsibility Policy – Lower School.....	13
Academic Success Policy – Middle School.....	15

Please read this handbook carefully and thoroughly to familiarize yourself with the policies and expectations of PVCC. Each family is responsible for understanding and following the content in the handbook.

**Mission Statement**

Matthew 18:10

See that you do not look down on one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven.

Ponte Vedra Christian Co-Op is a partnership between educators and parents to encourage and nurture our children through educating and leading with biblical truths while striving for excellence.

## **Vision Statement**

Deuteronomy 6:6-9

These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.

Ponte Vedra Christian Co-Op provides a safe Christ-centered environment for children to grow and excel in their God given talents and abilities while training them to be warriors for Christ.

## **Statement of Faith**

**We believe:**

- The Bible to be the inspired, infallible, authoritative Word of God.  
1 Thessalonians 2:13, 2 Tim3;15-17
- There is one God, eternally existent in three persons: Father, Son and Holy Spirit.  
Mathew 28:19, John 10:30, Ephesians 4:4-6
- Jesus Christ was divinely born of a virgin, lived a sinless life, and is our living savior. His death and resurrection served as payment for the sin of man whereby anyone who believes in Him as their savior will have eternal life.  
Matthew 1:23, John 1:29, Romans 8:34, 1 Corinthians 15:3-4, John 3:16
- Once someone accepts Jesus Christ as their savior, the Holy Spirit dwells within them and they are sealed. Ephesians 1:13-14

- From the Great Commission that we are to serve as witnesses to go and make disciples of all nations. Matthew 28:19

As we start this journey together I wanted to share with you a verse that has stopped me in my tracks and that we take very seriously here at PVCC: “See that you do not despise one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven.” Matthew 18:10 We feel that it is a great honor and privilege to pour into these precious children whose angels see the face of God everyday! Amazing!

## **Homeschooling Defined**

Home education, as defined by Florida law, is “sequentially progressive instruction of a student directed by his or her parent or guardian in order to satisfy the requirements of Statute 1003.21 and 1002.41.” The law is broad, giving parents quite a bit of freedom to direct their child’s education. – <http://fpea.com/homeschooling/requirements>

The student must derive at least 51% of their education from an adult family member and/or legal guardian at home or from a parent-delegated homeschool tutor. Homeschooling can consist of any activity the parent deems as part of the child’s homeschool curriculum including activities, online education, projects, etc. Since homeschooling is daily discipleship by the parents, at least one parent must be present and supervise the student’s work on non-PVCC days. Parents retain the supervisory position over their child’s education.

If your student participates in an elective on Wednesdays, that class is not considered “PVCC tutoring services” because the elective tutors are being paid directly and are not included in PVCC tuition.

## **Partnership**

Administrators and tutors in partnership with the parents will enforce all PVCC policies, academic and behavioral requirements. PVCC has sole discretion in all issues concerning the enforcement of all PVCC policies. The utmost respect should be given to the tutors and their classroom rules by parents and students.

Parents and Students are to sign the Code of Conduct and other policies. Everyone agrees to the PVCC requirements and disciplinary process.

Since this is a home school based program of education, tutors will assign work to the students to be completed at home. Students are expected to complete all work assigned to the best of their ability. Parents agree to oversee the completion of all assignments. This includes, but is not limited to:

- Checking coursework as assigned by tutors
- Ensuring your child has materials needed for assignments
- Coming alongside your child to assess if additional help, beyond what is provided in the classroom, is need and securing such help, via tutor or learning center

It is important for students, parents, tutors and administrators to realize that this is a unique partnership in education. All have come together for the common goal of educating God's precious children. The parental role is an active and highly important piece of educating and supporting the students.

## **Partnership Commitments**

PVCC Administration will:

1. Provide a learning environment, tutors and courses for the academic needs of students. Tutors have the educational experience, mastery of material, ability to teach, personal integrity and a love of the Lord. PVCC requires all tutors to undergo a criminal background check.
2. Maximize learning by maintaining small class sizes. (kindergarten – 10, 1st - 3<sup>rd</sup> – 12 students, 4<sup>th</sup> - 5<sup>th</sup> – 15 students, 6th-8th – 22 students)

PVCC Tutors will:

1. Provide a quality education based on a biblical worldview and discipleship.
2. Provide assignments and maintain grades based on assignments using Google Classroom.
3. Communicate with parents throughout the year via email.

Parents will:

1. Pay tuition and fees in a timely manner, understanding all fees are required and non-refundable.
2. Complete and sign all enrollment forms, and policy forms by the first day of classes.
3. Purchase books, materials, resources before classes begin.
4. Make sure students arrive on time for classes, or provide instruction at home so the student does not miss an instructional day.
5. Support tutors in the assignments given and help with time management, so all assignments are turned in by the due date.
6. Be available to be a lunch monitor on dates assigned or find their own substitute, or swap with another parent, ensuring all lunch times are monitored.

Students will:

1. Abide by all policies outlined in this handbook.
2. Come prepared to classes, attend all classes, and complete assignments on time.
3. Actively participate in class.
4. Communicate with tutors and administrators in a respectful manner.

### **Guidelines for Communication**

PVCC represents homeschooling, Christ's Church and above all Jesus Christ to the community at large and to each other. The actions of group members should be such to make this a positive representation.

"Do all things without complaining and disputing." Philippians 2:14

Gossip, slander, inappropriate interaction (verbal or otherwise) with another family and/or child are all examples of negative representation of PVCC and Christ.

#### **Proper Communication Procedure:**

1. If there is a problem with a tutor, the parent and/or student needs to go to the tutor.
2. If the problem is not solved, then go to PVCC Administrative staff

3. Once a decision has been made, the parent and student will respectfully abide by the decision.

If there is a problem with another student – contact that student’s parent directly and work out the situation (see Code of Conduct)

## **Admission Procedure**

Parents interested in enrolling their children in Ponte Vedra Christian Co-Op should follow the procedures listed below:

1. Visit the school website: <https://pvchristiancoop.com/> and select “request more information” on the Admissions page to be sent an email with a link to RSVP to an informational meeting.
2. After sending an RSVP, attend an informational meeting to learn more about the co-op and receive answers to any questions you may have. Please note this meeting is **mandatory**, and no application will be considered until this obligation is fulfilled.
3. If you feel as though PVCC would be a good fit for your child, fill out an application after the meeting and submit it, along with a **non-refundable** application fee of \$50. Please note, filling out an application does not guarantee a spot for your child.
4. If a spot opens up for your child, you will be contacted in February to attend a “Fit” meeting. This meeting will be with PVCC’s Director. It will help us to learn more about you, and for you to learn more about our program. Ultimately, the Fit meeting helps us to determine if an academic partnership with PVCC would work well for your child.
5. If it is determined that PVCC is a fit for your child, the next step would be placement testing. Placing Testing allows us to determine where your child is academically, so he or she can be placed in the appropriate classes. It also helps us to determine that our curriculum is the right fit for your child's academic success.
6. Based on all the above steps, an admission decision is made. If admitted, registration forms and fees are due at this time. The handbook, which includes all policies, is to be reviewed, signed and submitted.
7. The first installment of tuition is due July 1 prior to classes starting in August.

## **Tuition and Fees**

All fees and tuition are **NON-REFUNDABLE**.

- Application fee: \$50 per family
- Annual Registration Fee: \$350 per student
- New Family Placement Testing \$50 per student

### **Annual Tuition (per student):**

- K - 5<sup>th</sup> Grade: \$4,200
- Middle School 6th-8th: \$6,000

### **Tuition payment schedule:**

Tuition payments may be made quarterly or by semester using the following payment schedules.

#### **Quarterly payment schedule:**

**July 1st**-\$1,050 lower /\$1,500 Middle

**October 1st**-\$1,050 lower/ \$1,500 Middle

**January 1st**-\$1,050 lower/ \$1,500 Middle

**April 1st**-\$1,050 lower/ \$1,500 Middle

#### **Semester payment schedule:**

**July 1st**-\$2,100 lower/\$3,000 Middle

**January 1st**-\$2,100 lower/\$3,000 Middle

## **Financial Responsibility**

Tuition is due on July 1<sup>st</sup> before the upcoming year and on January 5<sup>th</sup>. Books and supplies are not included in tuition. **All fees and tuition are NON-REFUNDABLE.**

**Although PVCC works with families to provide documentation required for Florida Tax Credit Scholarship reimbursement through Step Up for Students, families remain responsible for tuition payments regardless of reimbursement approval status.**

## **Withdrawal Policy**

Your student is enrolled upon receipt of application fee, first tuition payment and email enrollment. Once a student is enrolled in PVCC, the family is financially responsible for the whole year of tuition regardless if the student completes the year. **We do not refund any tuition or fees applicable.**

If a family wishes to withdraw a student from PVCC, you must notify and speak with Renee Woods or Angelique Newman.

## **Respecting the Building**

Ponte Vedra Presbyterian Church has been gracious enough to let PVCC use the church property. Out of gratitude and respect, PVCC members are expected to treat the church property with care and respect. Any damage to the Church's property is to be paid for by the parent of the child who damaged said property.

## **Inclement Weather**

PVCC will monitor the weather and will generally close when St Johns County schools close. However, this is not always the case, since we only meet 3 days a week. Check your email in the morning and check our Facebook page. We will also send out closure notifications via Remind App.

## **Sick Policy**

If your student is not feeling well, has been vomiting, has diarrhea or has had a fever within the last 24 hours, please keep your student at home.

## **Code of Conduct Policy**

PVCC represents homeschooling, Christ's Church, and above all, Jesus Christ to the community at large and to each other. The actions of group members should be such to make this a positive representation.

Gossip, slander, inappropriate interaction (verbal or otherwise) with another family and/or child are all examples of negative representation of PVCC and Christ.

Students interact with people at all times. This includes, but is not limited to church members, bible study participants, tutors, adult volunteers, staff, and other students. PVCC expects the students to hold doors for others, address those in authority with respect, refrain from offensive language and maintain physical control.

Use of inappropriate language, rough housing, hitting, teasing and throwing objects will not be tolerated.

### **Action Steps**

#### **Students:**

If a tutor or administrator determines that a child's behavior is disrespectful or disruptive, the student will be:

1. Given a verbal corrective warning and name goes on the board for a visual reminder.
2. On the second offense on the same day, the child will be sent to the administration representative and removed from the class until the child can return to the classroom apologetically and with self control.
3. On the third offense on the same day, the child will be removed from the class and the parent will be called to come pick up the child. At this point it would be evident that there is something going on with the child. It is our philosophy that the parent will always be the best person to minister to the heart of their child.

While our goal is to follow these steps, certain offenses will determine a different course of action. For example, the different steps may be applied at the tutor's discretion and do not have to occur in succession. In particular, any offense that involves:

1. Physical harm to another child
2. Blatant defiance to authority (For example but not limited to: Talking back to those in authority, refusing to do what is being asked by the Tutor or administration, throwing objects with intent to harm someone)
3. Vile Language

#### 4. Drugs

##### **Parents:**

At PVCC students and families will treat others with love, kindness, respect, and dignity (Mark 12:28-31, Luke 6:31).

1. If a situation arises with your child and another child, please contact the parent of the child directly to resolve the situation. PVCC will only get involved once both parents are aware of the situation.
2. **All children at PVCC will need to be addressed with their own parents present.** Please do not take a child aside and speak to them about a situation without his/her parents. Administration reserves the right to talk to the child without their parent present to resolve issues and console/correct the child's behavior in an effort to minimize extraneous calls to a parent. Conversations that occur between administration and a child will be communicated at the end of the day to keep parents informed.
3. Please refrain from spreading gossip. If you hear of anything that is causing concern, please take it to the person or administration directly to get clarification.
4. Please refrain from slandering another family either on or off campus.
5. Yelling, hateful speech and harassing behavior or attitudes from parents directed toward any individual are not in accord with Scripture and are not permitted at PVCC.

If PVCC administration determines that a family has been disruptive and/or disrespectful the following steps will be taken:

1. First offense, a family conference with administration to review PVCC policies and behavior expectations.
2. Second offense, a second family conference with administration to review PVCC policies and behavior expectations and in addition a week away from campus to regroup.
3. Third offense, non refundable dismissal from PVCC.

**PVCC reserves the right to remove a family from the co-op if there is a fundamental disagreement in PVCC's policy or philosophy. This removal will include non refundable tuition and fees. By signing, you acknowledge that you have read the above Code of Conduct policy and accept the terms.**

### **Conflict Resolution Policy**

Fundamentally, we believe that parents should be the first point of contact when children are having difficulties at the co-op. When we perceive that your child has had a particularly difficult day that we think you should know about, we will inform you so that you can address

the situation as you see fit. However, there will be times when the Administration will need to step in and immediately resolve a situation or speak to a child directly. This policy outlines our general approach for how we seek to resolve conflict at PVCC. PVCC will follow this general approach (as may be tailored to the specific situation) during the hours of the co-op when you, as parents, have left your children under the supervision of the co-op.

## **Definitions**

Administration:

Angelique Newman or Renee Woods (with exception, Vikki Cline when either Renee or Angelique cannot be there)

When a situation has come to our attention, Administration will follow this general procedure, which it may adjust depending upon the particular circumstances:

1. Ask the child directly involved to describe what happened or how they are feeling.
2. Ask the children who witnessed the event or others involved what they witnessed.
3. Ask adults/tutors what they witnessed overall and what they see everyday in the classroom to gain a feel for what the classroom dynamics are like.
4. Ask parents what they are hearing/experiencing at home and also what they are seeing on a child's phone when appropriate.
5. Sit in on classes and observe hallways and lunch to observe dynamics.

With this information, we are able to give the parents a high level view of what is occurring or what occurred. Administration will work with parents and tutors to correct the situation and/or put in appropriate boundaries where needed. The PVCC Code of Conduct will then be applied.

Our philosophy is this: children have their own perspectives about what is happening in their world. Because their brains are not fully developed, their perspectives are not always accurate. They are heavily influenced by insecurities, peer pressure, fear, popularity and what is to be considered "normal" in their eyes. Under stress, kids and adults can perceive things differently than what actually occurred. We have learned over the last 8 years that a high level overview must be taken when a situation develops in order to try and see the whole picture.

## **Electronics – Cell Phone Policy**

## **Lower School (K - 5<sup>th</sup>)**

**Absolutely no cell phones, Apple watches, etc will be allowed on PVCC campus for lower school students.**

If a student is seen with a phone, smart watch, etc, that phone or watch will be taken away and turned over to the parent at the end of the day. Repeat offenses will call for a meeting with the administration.

## **Middle School (6<sup>th</sup> - 8<sup>th</sup>)**

**No Apple Watches (or other smart watches) are allowed.**

Phone pocket holders will be established by the co-op administration and kept in the main hallway downstairs. Each day, each middle school student will be responsible for putting their cell phone/smart watches in the pocket with the student's name on it.

If the administration sees that a pocket is empty, the student will be called down and asked to put their cell phone in the pocket. This will be considered the 1<sup>st</sup> infraction of the cell phone policy. We will give a 2 week grace period at the start of the year to help kids get used to this procedure.

Upon the 2<sup>nd</sup> infraction of the policy, the student will not be able to bring a phone to the co-op for a week.

Upon the 3<sup>rd</sup> infraction of the policy, the student will not be able to bring a phone to the co-op for the rest of the year.

**It will be the responsibility of the student to make sure their phone is put in their designated pocket first thing in the morning. This applies to Apple watches and other smart watches.**

If a student is seen with their cell phone at any point in the day by administration, volunteer or tutor, the cell phone will be taken away and returned to the parent at the end of the day. Again, this will be a 1<sup>st</sup> infraction of the policy. 2<sup>nd</sup> and 3<sup>rd</sup> infractions will be applied accordingly.

Please make arrangements with your child for doctor appointments, early pickups, etc. You will need to walk in to pick up your student early. PVCC Administrative team and the hallway monitor will always be available to communicate in case of an emergency.

PVCC will not be held responsible for any information shared by students. We are not an advocate for children under the age of 15 having phones based on our own experience.

Therefore we are putting in rules for minimizing the accessibility to the phones. If, however, students find a way, PVCC will not be liable for the information that was shared.

## **Academic Responsibility Policy - Lower School**

Ponte Vedra Christian Co-Op is a homeschool cooperative tutoring service. This model is successful when parents and PVCC partner together to make education meaningful for each student. This policy is in place to outline the responsibilities of our families when enrolled at PVCC.

### **Homeschooling Defined**

Home education, as defined by Florida law, is “sequentially progressive instruction of a student directed by his or her parent or guardian in order to satisfy the requirements of Statute 1003.21 and 1002.41.” The law is broad, giving parents quite a bit of freedom to direct their child’s education. – <http://fpea.com/homeschooling/requirements>

The student must derive at least 51% of their education from an adult family member and/or legal guardian at home or from a parent-delegated homeschool tutor. Homeschooling can consist of any activity the parent deems as part of the child’s homeschool curriculum including activities, online education, projects, etc. Since homeschooling is daily discipleship by the parents, at least one parent must be present and supervise the student’s work on non-PVCC days. Parents retain the supervisory position over their child’s education.

### **Thursday/Friday Parent Partnership**

PVCC strives to give you as much time on Thursday and Friday as we can to introduce to your child the activities and curriculum you would like to use to personalize your homeschooling experience. However, PVCC lesson plans will include assignments on those days that must be completed by your child to ensure seamless re-entry back into the classroom on Monday mornings. When Thursday and Friday work is not done, the classroom is stalled and the tutor is then required to go back and re-teach what should have been taught at home. PVCC is on a limited 33 week calendar which is the precise amount of time to get through our curriculum.

Each tutor will send home lesson plans for Thursday and Friday which will require a parent initial that the work was completed. The signed lesson plan will be returned on Monday with the homeschool work.

## **Curriculum**

All of our lesson plans are built on the assumption that the parent bought all of the recommended curriculum. Some curriculum is “optional” but most is necessary. By partnering with PVCC you agree to purchase the recommended curriculum. If you have financial hardship, please let the administration know.

## **Math Parent Partnership**

Math homework will be assigned every day. It is the responsibility of the parent to grade the math and send in the completed work on the following day for the tutor to see that the work was completed.

## **Family Vacations**

PVCC honors and values your family time. We want you to explore many opportunities with your children. If your vacation coincides with PVCC co-op days, please get the assignments from your tutor. All work will be expected to be done while you are away.

## **Lower School Academic Honor Code and Policy**

Every 4 weeks, Administration will meet with tutors to see if families are turning in their signed lesson plans. If lesson plans are not signed or not turned in and it is apparent the work is not being done at home after **3 consecutive weeks**, parents will be asked to meet with administration to address any concerns or issues.

If lesson plans are not signed or turned in consistently over an 8 week period and it is apparent that the work is not being done at home, another parent meeting will take place to see if PVCC is the right fit for the family.

If no improvement is made after 16 weeks and it is apparent that the work is not being done at home, PVCC reserves the right to remove the family from the co-op with no refund of tuition



## **Academic Success Policy - Middle School**

We can rejoice, too, when we run into problems and trials, for we know that they help us develop endurance. And endurance develops strength of character, and character strengthens our confident hope of salvation. Romans 5:3-4

Work willingly at whatever you do, as though you were working for the Lord rather than for people. Colossians 3:23

### **Homeschooling Defined**

Home education, as defined by Florida law, is “sequentially progressive instruction of a student directed by his or her parent or guardian in order to satisfy the requirements of Statute 1003.21 and 1002.41.” The law is broad, giving parents quite a bit of freedom to direct their child’s education. – <http://fpea.com/homeschooling/requirements>

The student must derive at least 51% of their education from an adult family member and/or legal guardian at home or from a parent-delegated homeschool tutor. Homeschooling can consist of any activity the parent deems as part of the child’s homeschool curriculum including activities, online education, projects, etc. Since homeschooling is daily discipleship by the parents, at least one parent must be present and supervise the student’s work on non-PVCC days. Parents retain the supervisory position over their child’s education.

Students are expected to conduct themselves honorably in pursuit of their education.

### **Students will ...**

- Always do their best and understand that the work might be challenging at times
- Have academic honesty in all aspects of their work
- Prepare sufficiently for all types of assessments
- Always be prepared for all classes

All students who are not prepared with books, pencils, etc for class will be sent downstairs to administration. Parents will be notified that their student was sent downstairs not prepared for class. While downstairs, the child will be required to write a paragraph as to why they were unprepared for class and then return to the remainder of the class.

- Ask questions and seek help from tutors
- Avoid engaging in cheating, plagiarizing and lying

### **Parents will ...**

- Discuss academic honesty with their child to ensure understanding

- Encourage their child to maintain high standards with regard to integrity, honesty and personal responsibility
- Support their child by ensuring all homework has been completed, checking work and initialing papers

PVCC has always been a place where students can learn in a meaningful way. We can be a place of rest for kids with test anxiety. We can give a more robust education through integrative teaching and the Socratic Method. We can give kids with anxiety a chance to breathe. We can give kids a rest from hearing the constant din of foul language in the hallways of their school. We can teach kids to embrace differences and not make fun of children who are different.

While we cannot accommodate many learning differences, we certainly are willing to work with parents, to the best of our ability, to let families provide the necessary tools for their children to be successful at PVCC

Please take time to inform the administration/tutors of any learning disabilities your child may have so we can manage our expectations appropriately while working with the family to set the child up for success.

While we don't have official "grades", each middle school tutor does record assignments and scores in google classroom. This will give us an indication of the effort level of the child. Ultimately, the grades will be the decision of the parent.

### **Academic Accountability**

It will be the understanding that all parents must check Google Classroom and sign off on homework and tests when asked by the tutors.

Grades will be reviewed at the end of the first 8 weeks. If grades are lower than a C (70), the following will be the required steps:

1. Family meeting with the Directors and Tutors. The purpose of this meeting will be to ensure that the parent knows what is happening and the status of the child's work. A plan will be developed to set the child up for success moving forward where parent and co-op administration are in agreement of the process to move forward.
2. Some items that will be discussed are the current plan for completing homework and what might need to be changed, time management, and possible need for outside tutoring.

3. 2 weeks after the meeting, PVCC will review the student's work/preparedness for class/Parent signing off, etc. to ensure the child is on the right path to success.
4. If the child/parent is still struggling to turn work in/achieve grades higher than a "C", a second meeting will be set to determine if additional steps need to be put in place to help the student
5. If the student/parent continues to not turn in work, not come prepared for class, or the parent does not sign off on the student's work, a final meeting with PVCC administration will be set to determine if PVCC is the right fit for the family.

## **Plagiarism Policy**

Our co-op is committed to fostering integrity, honesty, and respect for others' work. Learning to use others' ideas responsibly helps us become thoughtful learners and critical thinkers. This policy explains what plagiarism is and why avoiding it is essential.

### **What is Plagiarism?**

Plagiarism is using someone else's words, ideas, or work as your own without giving credit. It can include:

- Copying text from a book, website, AI, or another source without quoting or citing it.
- Paraphrasing someone else's work without acknowledgment.
- Using another person's work (such as an essay or project) and submitting it as your own.
- Reusing your own previous work in a new assignment without teacher permission.

### **Why Avoid Plagiarism?**

- Plagiarism takes away your opportunity to learn and grow.
- It's unfair to others who work hard on their own assignments.
- It prevents you from developing essential research and critical thinking skills.

### **How to Avoid Plagiarism**

1. Use Your Own Words: When researching, take time to read, understand, and then explain ideas in your own words.
2. Quote and Cite: If you use someone else's exact words, put them in quotation marks and cite the source.
3. Paraphrase Properly: Even if you rewrite someone's ideas, you must still credit the source.

4. Ask for Help: If you're unsure about how to cite sources, ask your teacher or use tools to check your work.

### **Consequences of Plagiarism**

Plagiarism is a form of dishonesty and will result in consequences based on the grade level and assignment. Consequences will include:

- Redoing the assignment with proper citation.
- Receiving a lower grade or a zero on the assignment.
- A meeting with your teacher or parents to discuss why plagiarism is not acceptable.

### **Support and Resources**

Our school provides resources like writing guides, citation tools, and teacher support to help you complete your work honestly. Developing your skills takes time, and your teachers are here to help!

**Remember:** Be proud of your own hard work and ideas. Respect the work of others by giving credit where it's due.

**By signing below, you as the parent(s) of the student(s) participating in PVCC tutoring programs, agree:**

(A) I/We have read, understand and agree to honor and abide by the **PVCC Handbook**.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name