

PMP Film Academy Handbook

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PMP Film Academy

Parent Handbook

I. Introduction

Welcome to PMP Film Academy.

PMP Film Academy is a private, K–12 learning environment built around hands-on, project-based education with a focus on film and media production. Students receive instruction in all core academic subjects while applying their learning through real-world creative work.

All coursework is aligned with West Virginia College- and Career-Readiness Standards to ensure students remain academically on track.

Mission: Every Story Deserves to be Told.

II. Academic Model

Core Instruction

Students receive instruction in:

- English Language Arts
- Mathematics
- Science
- Social Studies

Instruction follows an Accelerated Mastery Model (+1), meaning students are challenged at or above grade level and progress based on demonstrated understanding.

Core Development

Students also receive instruction in:

- Physical Education (Gym)
- Health & Wellness
- Foreign Language

These subjects may be delivered through structured lessons, rotating blocks, or integrated activities depending on grade level and scheduling. All instruction is designed to support overall student development and meet state expectations.

Film Integration

Students apply academic concepts through:

- Scriptwriting
- Acting
- Directing
- Editing
- Production design

Grades 6–12 participate in full production. Grades 3–5 may participate in acting opportunities within upper-level productions.

III. Daily Schedule

PMP Film Academy operates on staggered start times to support family flexibility.

Each day includes:

- Core academic instruction
- Daily film production block
- Talent development (rotating specialties such as choreography, editing, sound, etc.)
- Lunch (not counted toward instructional hours)

Students receive approximately 6 hours of instruction daily.

IV. School Calendar

- School Year: August – April
 - Approximately 150 instructional days
 - Instructional hours meet or exceed West Virginia requirements through an hours-based model
 - Built-in snow days
 - Extended summer break
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V. Enrollment

- PMP Film Academy accepts the West Virginia HOPE Scholarship
 - Enrollment is first-come, first-served
 - Enrollment is considered complete once all required forms are submitted and approved
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VI. Attendance

Due to the collaborative and production-based nature of the program, attendance is essential.

- Students are expected to attend regularly
- Absences may impact participation in productions
- Parents should communicate absences as early as possible

VII. Drop-Off & Pick-Up Procedures

PMP Film Academy operates on staggered schedules. Families are expected to follow assigned arrival and dismissal times to ensure smooth daily operations and proper supervision.

Drop-Off

- Students may be dropped off up to 15 minutes before their scheduled start time
- Example: Track A arrival window is 6:45–7:00 AM
- Students should not be dropped off earlier than the designated window, as supervision may not be available

Pick-Up Windows

- Track A: 3:00–3:15 PM
- Track B: 4:00–4:15 PM
- Track C: 5:00–5:15 PM

Students must be picked up within their assigned 15-minute dismissal window.

Late Pick-Up Policy

- Late pick-up may result in a fee of \$10 per hour
- Fees may be waived at staff discretion for occasional or emergency situations

Consistent late pick-up may result in further action, as staff supervision is limited beyond scheduled hours.

VIII. Dress Code

PMP Film Academy does not require student uniforms; however, students are expected to dress in a manner appropriate for a professional, on-set environment.

General Expectations

- Clothing must be appropriate for a school and production setting
- Clothing must not be excessively revealing

- Clothing must not display inappropriate language or imagery
- Students must be able to move safely and participate in all activities

Safety Requirements

- Closed-toe shoes are required during all film production activities
- Sneakers/tennis shoes are required during physical activity
- Clothing must not create safety hazards

Outerwear

- Jackets, hoodies, sweaters, and sweatshirts may be worn
- Outerwear must have minimal or no pockets
- Staff may require removal of outerwear for safety or instructional reasons

Themed Days

- Themed days may be held periodically
- All safety and dress code expectations remain in effect

IX. Safety & Conduct

Student safety is a top priority.

- Weapons of any kind are strictly prohibited
- Unsafe or disruptive behavior will not be tolerated
- Staff may address any behavior that interferes with safety or learning

Students are expected to function as part of a collaborative production team.

Field Trips & Off-Campus Activities

- Students may participate in off-campus activities, including film-related events, field trips, and film festival attendance
- Students may be required to wear designated PMP Film Academy shirts during off-campus activities for identification and safety purposes
- All school rules and expectations remain in effect during off-campus activities

X. Discipline Policy

PMP Film Academy uses a professional, real-world discipline model based on accountability, safety, and teamwork.

Expectations

Students are expected to:

- Follow staff direction
- Respect peers, staff, and equipment

- Participate appropriately
- Contribute positively to group work

Progressive Discipline

1. Redirection
2. Warning
3. Removal from activity
4. Parent communication
5. Further action as needed

Students who cannot meet expectations may lose participation privileges.

Students who consistently refuse to participate in academic or production activities may face additional intervention or removal from the program.

Professional Conduct Standard

PMP Film Academy operates as a collaborative production environment. Unprofessional behavior—especially behavior that disrupts production, disrespects others, or risks equipment—will not be tolerated.

Students are part of a team. When one member is not functioning appropriately, it impacts the entire group.

XI. Suspension & Expulsion

While most issues are handled through progressive discipline, serious offenses are handled differently due to the nature of the environment.

Probation Policy

For significant behavioral violations (excluding minor conflicts such as verbal disagreements), students may be placed on a 90-day probation period.

During this time:

- Expectations are clearly defined
- Behavior is closely monitored
- Any additional serious violation may result in immediate expulsion

Grounds for Immediate Action May Include:

- Possession of a weapon
- Threats of violence

- Physical aggression
- Severe or repeated disruption
- Theft or intentional damage of property
- Refusal to follow safety expectations

Administrative Authority

Administration reserves full discretion in determining consequences, including immediate removal from the program when necessary.

Core Principle

PMP Film Academy functions as a team-based production environment.

If one part of the team is compromised, it affects the entire group. Maintaining a safe, respectful, and professional environment is required for all students.

XII. Film & Media Policy

By enrolling, families acknowledge that:

- Students will participate in filmed productions
- Projects may be publicly shown (including theater premieres)
- Media release forms are required

Production Credits

Students receive on-screen and production credits for their work.

While every effort is made to include all students, participation in final productions may vary based on attendance, behavior, and role requirements

Select productions may be submitted to industry platforms such as IMDb when eligibility requirements are met, providing students with opportunities to build verified production credits.

Student productions may be submitted to film festivals and other public showcases when appropriate.

XIII. Grading, Credits & Transcripts

Grading Scale

- A: 93–100%
- B: 85–92%
- C: 75–84%

- D: 65–74%
- F: Below 65%

Evaluation

Grades are based on:

- Academic work
- Project-based learning
- Participation and collaboration
- Skill development and mastery

Credits

Students earn credits comparable to traditional schools based on successful completion of coursework.

Transcripts

Official transcripts include:

- Courses completed
- Credits earned
- Final grades

Transcripts support transfer, college, and career pathways.

XIV. Health, Wellness & Physical Education

PMP Film Academy provides instruction in health and physical education aligned with West Virginia expectations.

Students participate in:

- Physical activity
- Health education
- Wellness development

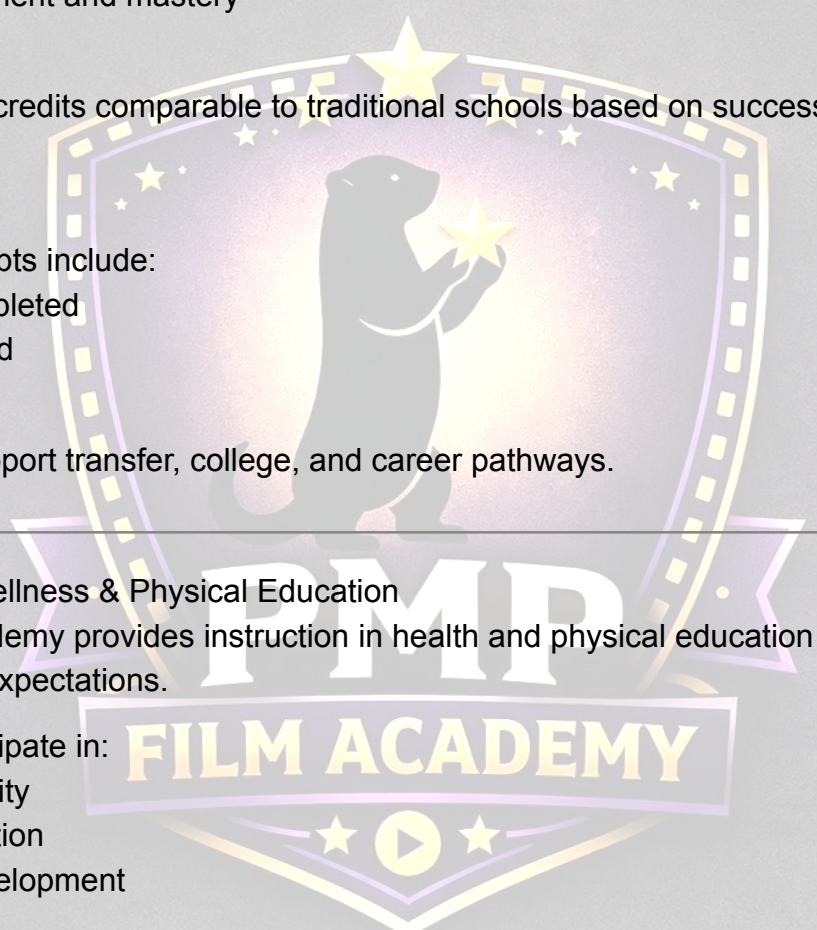
Instruction may be delivered through structured activities and integrated learning experiences.

XV. Technology & Devices

Technology is an essential part of learning at PMP Film Academy.

Students may use devices for:

- Filming
- Editing



- Research
- Academic work

Expectations

- Devices must be used appropriately
- Misuse may result in loss of privileges
- Equipment must be handled responsibly

XVI. Communication

PMP Film Academy communicates through:

- Text
- Email
- Announcements

Parents are expected to stay informed and respond when necessary.

XVII. Parent Partnership

PMP Film Academy values strong collaboration with families.

Parents are expected to:

- Maintain communication with the school
- Support student attendance and participation
- Uphold school policies

XVIII. Final Statement

PMP Film Academy combines structured academics with real-world application in a collaborative environment.

Students are not only learning—they are creating, producing, and developing skills that extend beyond the classroom.

XIX. Parent Agreement & Acknowledgment

By signing below, I acknowledge that I have read, understand, and agree to the policies and expectations outlined in the PMP Film Academy Parent Handbook.

I understand that my child is expected to follow all academic, behavioral, and production-related expectations as outlined in this document.

Payment Method (Select One)

- I will be using the West Virginia HOPE Scholarship
- I will be paying tuition (\$5,100) out-of-pocket on payment plan or in full.

Acknowledgments (Required)

- I have read and agree to the PMP Film Academy Parent Handbook
- I understand that my child will participate in filmed productions and that media release is required
- I agree to follow all school policies, including attendance, discipline, and payment expectations
- I understand that failure to comply with policies may result in removal from the program

Student Information

Student Name: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Signature: _____

Date: _____

