

Parent-Student Handbook

Policies, Procedures,
Requirements & Responsibilities



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2023-2024

Please initial all of the items on the last page of this handbook, print your name(s) at the bottom of the form, and submit the completed form to the office. Please keep the rest of this handbook in an accessible place for easy access.

Our Foundation

The mission of Phoenix Christian School PreK-8 is to partner with Christian families and Christian churches to educate children for lives of loving and obedient service to God, His kingdom, and all humankind.

The school enrolls Christian families from many Christian churches. We focus on God's Word and the assurance that Jesus loves us. Students begin with the premise that all truth comes from God. We have confidence that will provide for our needs. God reigns, so that, even in this world of opposition and strife, we can be assured that our Lord loves us.

Rooted in Christ

"Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving."

Colossians 2:6-7 (ESV)



Home of the Wildcats!



PHOENIX CHRISTIAN

SCHOOL PRE K - 8

Dear Parents and Students,

As we prepare for the upcoming school year, we thank our Lord for the faithfulness He has shown to Phoenix Christian School PreK-8 over the years. As we partner together in the education of our children, we pray to God for wisdom, understanding, and grace. May each new day continue the legacy that started in 1959.

Returning families continue to be the backbone of the school. Their continued support of the entire education program is amazing. Their willingness to pitch in when and where needed makes our school great. We thank you for your continued support through generous sharing of your prayer, time, talent, and treasure.

We welcome all our new students and families to our school. We are blessed to have you as part of the PCS PreK-8 family. May you feel a sense of community from the faculty, staff, board, and our families.

Please take some time in reading over this handbook. Each year we strive to communicate new or revised procedures that have been put into place. As we partner with you, the parents, during this school year, may your children be educated in the knowledge and fear of the Lord.

We welcome you all to Phoenix Christian School PreK-8. We pray for God's continued blessings on our school. May each child develop his or her gifts and talents as we commit to partnering with Christian homes and Christian churches to educate children for lives of loving and obedient service to God, His kingdom, and humankind.

Warmly in Christ,

A handwritten signature in blue ink, appearing to read "Ryan K. Groen", is written in a cursive style.

Ryan K. Groen
Principal

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Education with a Promise

Christian Education is education with a promise: God promises to teach us His ways, and we promise to walk in his paths (Micah 4:2).

At Phoenix Christian School PreK-8 (PCS), students learn that they are God's redeemed children in God's world. They will discover that God is teaching who He is and what He has created - including atoms, equations, art, literature, mathematics, history, and current events - all in the light of God's Word. In this supportive Christian community, children discover that God cares for each of them personally.

As children see God's promises unfold according to His plan, they learn to respond with a promise to walk in His paths. Children are trained to seek excellence as they develop their God-given talents to do God's work in this world.

This Christian educational program promotes growth in:

- knowledge and insight
- moral awareness and choice
- creative freedom

Phoenix Christian School PreK-8 seeks to enable each student to better serve God and others. This is education with a promise . . . and you are part of it!

Beliefs Relating to Education

We believe. . .

- **Human life is a gift of God.** God created people to live their life in total commitment to Him. Following Him demands that we educate our children to respect life as from God's hand.
- **The Bible is the infallible written Word of God.** The truths of Scripture help us to understand our great God, His world, and our place in it. Our children must be told of and experience God's leading in their lives. Through Scripture we can begin to know God's will and hear His heartbeat of love for us.
- **The creation, preservation, and ultimate restoration of the world is the work of the Triune God.** When we study the world in relationship to God, then we can properly understand it. We are to bring glory to His name in every area of our lives.
- **People are created in the image of God** to enjoy covenant fellowship with their Creator. We should reflect God's image. God instructs people to exercise dominion over the world in loving obedience to Him and to interpret all reality according to His design and will.
- **Sin is disobedience to God's will.** By sinning we have estranged ourselves from God and our neighbor and brought God's curse upon the creation. As a result, we have become corrupt in heart and blind to the true meaning of life. We repress and misuse the knowledge of God that confronts us in creation and Scripture.
- **Jesus Christ, our living Lord, has made the world right with God and redeems our lives completely.** Until His return, our life should express itself in constant gratitude to Him in Christian service for His redeeming and reconciling work.

- **Through His Holy Spirit, God renews our hearts to love God and our neighbors.** He directs our minds to know Him, ourselves, and our world.
- **The rule of the Triune God over all things establishes the Kingdom of God,** which makes this life and the life to come meaningful and full of great anticipation. In obedience to God and with His strength, we daily follow the divine commandment to love God above all and to love our neighbor as ourselves.
- **The purpose of Christian education is to direct and guide the child in the way of truth, which is Christ.** Each child is to attain understanding, wisdom, knowledge, and righteousness to serve God competently and responsibly in the home, church, and community.
- **God gives parents the responsibility to nurture and train their children.** Christian parents may choose to share this responsibility with institutions such as Phoenix Christian School PreK-8 that are able to carry forward their God-given task.
- **The child, entrusted by God to the parents, needs nurturing, correction, and instruction.** Children of Christian homes share in the Gospel and are entitled to study the world and deal with life's issues and problems from a Christian perspective.
- **The teacher is a servant of God and is called to walk in the ways of the Lord and teach the child to do the same.** The teacher is committed to Christ and will help the child experience relationships so that the child follows a life committed to Christ. The teacher is a co-worker with the parent since the school is the extension of the home. All avenues of communication must be kept open so that the child's school life brings glory to God and builds His Kingdom.

School Structure

Phoenix Christian School Society, Inc., owns and operates the school founded in 1958. Members of this society represent about 45 churches in the valley. Voting membership in this society is open to parents, grandparents, and friends who share the vision of the school, give financial support, and/or enroll their children in the school. Such individuals can become members by attending the society meetings and acknowledging the Three Forms of Unity - the Canons of Dordt, the Heidelberg Catechism, and the Belgic Confession - as the basis of the school.

- The Society meeting is scheduled annually to elect new Board Members, approve the annual budget, and consider other matters submitted by the Board of Directors for approval.
- Special society meetings are scheduled as required to consider needs or proposals for the approval of the corporate body.
- The complete constitution, by-laws of the society, and Three Forms of Unity are available on request.

The School Board

The school board of Phoenix Christian School Society, Inc., is elected during the annual meeting in the spring of the year. A majority of the board members must be members of a Reformed Church. Up to one third of the board may be members of other Christian churches. All must be members of the society. Each member is elected for a three-year term with two optional one-year term extensions. Each year new members are elected to replace retiring members. These members attend monthly meetings to make decisions concerning the welfare and direction of Phoenix Christian School PreK-8.

There are various School Board Committees that are under the direction of the School Board.

-The **Executive Committee**, comprised of the Principal and the School Board officers, meets to set the general direction of the school and concentrates on long-range planning.

-The **Education Committee** supervises educational policies, considers staff matters, deals with student discipline, and sets the curriculum.

-The **Promotions Committee*** decides the methods of bringing the cause of Christian education to the constituency and the public.

-The **Ways and Means Committee*** seeks to find means of non-tuition financial support.

-The **Finance Committee** is responsible for procurement and expenditure of funds as mandated by the School Board. All tuition matters, bookkeeping matters, accounts payable, accounts receivable, and Tuition Tax Credits are administered through this committee.

-The **Building/Grounds/Transportation Committee*** deals with all matters concerning the use and maintenance of the physical property of Phoenix Christian School PreK-8 and transportation.

*These committees have representatives from the School board but also solicit participation from PCS family members and other society members.

The School Board meets on a specific Monday night of each month at 7:00 p.m. at the school. The meetings are open to society members and parents, but any specific issue must be brought through an appropriate committee. Notification to the Board President is necessary prior to the meeting if visitation at a board meeting is desired.

Credentials

Phoenix Christian School PreK-8 meets the curriculum requirements of the state and Phoenix Christian School Society. All teachers are professing Christians and certified graduates of accredited colleges or universities.

At Phoenix Christian School PreK-8, teachers strive for excellence in academics and, therefore, continually update their own education. Teachers also integrate their faith with their teaching, and take a personal interest in their students.

Phoenix Christian School PreK-8 is a member of Christian Schools International (CSI), a unique support organization that offers a Reformed approach to Christian education. This particular perspective can be seen daily in classrooms as teachers unfold the mysteries of God's sovereignty over each area of our lives. Since 1920, CSI has promoted the development of over 600 Christian grade schools and high schools. As a CSI member, Phoenix Christian School PreK-8 receives high-quality curriculum materials, assistance with teacher placement, and other support services. CSI strengthens the school, helps shape its character, and advances the worldwide cause of Christian education.

Phoenix Christian School PreK-8 is also a member of the Association of Christian Schools International (ACSI). This is a full-service organization designed to be a meaningful aid to our educational process. In 2016, ACSI and CSI increased the collaboration of their organizations so all member schools could enjoy combined services provided by the two groups.

Admission Policy

At Phoenix Christian School PreK-8, we believe that the partnership of home, school, and church is essential in the presentation of the consistent view of life to children. Therefore, applications are welcomed from all Christian parents who regularly participate in the life of a Bible-believing church. Phoenix Christian School PreK-8 admits students of any race, color, or national origin.

Requirements for application include a family recommendation from a pastor and a personal interview with members of the school board and the administration.

Admission Process (new students)

1. Complete and submit a student application for enrollment (non-refundable \$100 fee per family).
2. Have your pastor or church leader submit a completed recommendation form.
3. Have the student tested for placement (\$25.00 fee per child)
4. Have an interview at school with board member(s) and/or the administration

5. Approval of application by Board. New Student fee of \$150/ student is due.

Late Fee

Tuition is due on the first of each month. A late fee of \$20.00 is charged to the account if payment is not received by the 10th of the month.

Special Fees

Information on other fees that are required for field trips, class projects, ACSI competitions, and some extracurricular activities is sent home to parents before the event.

Kindergarten Testing

All new applicants for Kindergarten will be tested by the Kindergarten teacher. Students are also evaluated on an individual basis using the Gesell Developmental Assessment to decide their school readiness. This test, administered by a qualified examiner, gives an excellent reading of the developmental age, learning potential, and possession of skills that each child has when entering our Kindergarten. Current PreK students advancing to Kindergarten will be tested, as needed.

Curriculum

Because "The earth is the Lord's", we confess that all creation and every facet of culture is the Lord's and, therefore, under His direction and control. Everything can and will be studied in the light of Christ's love.

All Phoenix Christian School PreK-8 students receive a carefully defined educational program emphasizing basic skills and a full range of creative activities. Our students are provided with many opportunities for mental, spiritual, physical, and emotional growth in a caring atmosphere.

Devotions/Chapel

Each class has daily prayer and devotions in the classroom. All school (PreK-8) chapels are typically scheduled twice a month. Chapels are conducted by teachers, students, and guests. Parents and friends are welcome and encouraged to attend these chapels held on Wednesday morning from 8:50 – 9:20.

Bible Instruction

Scripture is at the heart of every lesson in every grade level. The entire chronological sequence of the Bible is repeated four times during grades PreK-8. The curriculum is designed to foster growth in students that equips them to love God, others, and themselves. Students are urged to accept God's call to repentance, faith, and service.

Mathematics

Math demonstrates the order and precision of our Creator God. By the time PCS students reach 8th grade some students will be in Pre-Algebra, some will be in Algebra I, and some students will likely be in Geometry. Students at all three of these levels will be prepared and ready to go to high school. PCS uses the data from MAP (Measures of Academic Progress) testing as a resource in placing students in advanced math. In the younger grades, PCS intentionally does not track students for math so that every student has an equal opportunity to excel. Teachers and parents are able to monitor individual student progress via MAP test results starting in first grade. MAP tests are given at the beginning and the end of each school year, and the data from MAP testing provides helpful feedback regarding what each child knows and what each child does not know yet.

Social Studies

The course of study used at Phoenix Christian School PreK-8 is designed to help the students become geographically aware, historically literate, and politically astute. Various textbooks and trade books are incorporated into our course of study to assure a thorough coverage of all of the essential elements of social studies, geography, history, and civic responsibility.

Language Arts

The Language Arts Curriculum encompasses the reading and literature programs, writing skills, grammar studies, as well as spelling and language usage. Library skills are taught in all grades. The upper-level classes study speech and drama. Phoenix Christian School PreK-8 feels strongly that all students must have a firm foundation in phonics training. Starting in Kindergarten, our students receive phonics instruction to encourage reading success.

Technology

Keyboarding is included in grades 3-8. A student who progresses through the 3-8 program will be ready for high school assignments requiring typing. Students will be able to produce letters, articles, stories, and documents with the use of word processing software that also includes graphics.

Handwriting

Our school emphasizes handwriting for both appropriate manuscript and cursive handwriting skills. Grades K-6 have specific handwriting workbooks for students, and grades 7-8 continue to focus on these.

Music

All students participate in choir. As students learn to read music and sing parts, their material challenges them to even greater levels of learning. Beginning in the fifth grade, students learn to play the recorder. In grades six through eight, students play handbells.

All segments of the music program are included in at least two public performances during the school year. All students are required to be present and participate in performances as part of their grade.

Physical Education

Students are taught how the body works and how it moves. They then apply this knowledge through performing skills, participating in activities that develop skills and provide cardiovascular stimulation. P.E. uniforms may be purchased on our website for students in grades 5-8.

Science

Science is the study of God's World (see Psalm 33:6-8). It is the aim of the Science Curriculum to develop within each child a deep reverence for the almighty power and infinite wisdom of God. This helps the student understand the order and precision of the physical world. The world operates in His continual providence, and He reveals Himself in this natural world. (see Psalm 19:1).

Media Center

Phoenix Christian School PreK-8 is equipped with an extensive library of both fiction and non-fiction material that complements our curriculum. Every week each child will visit the library to check out books for personal reading. Chromebooks are also available for classroom use by our students in 5th through 8th grade.

Spanish

Students have the opportunity to begin learning Spanish. Grammar, vocabulary, and reading and writing skills will be introduced.

Extra-Curricular Activities

Sports

Students in grades 5-8 are given the opportunity to become involved in extracurricular activities, including a competitive sports program involving other schools in the Cactus Christian School League. Boys participate in soccer, cross country, baseball, and basketball. Girls participate in volleyball, soccer, cross country, softball, and basketball.

Eligibility Requirements: A student participating in the after-school sports program must be up-to-date with assignments and be passing all classes.

- If a student is missing three or more daily assignments or one major project assignment he/she will not attend or participate in any activities, practices and/or games until all assignments are completed and submitted.
- A weekly grade check will be done for all students participating in sports.
- Students failing any course (including music, PE, etc.) will be placed on probation for one week. During that time, he/she should work on getting the grade raised and will not be allowed to practice or participate in games.
- If the failing grade is not improved by the next grade check, the student will have another week's probation.
- If a student has a failing grade (F) for three grade checks, he/she will be suspended for the remainder of that sport season.

Schedule(s): Students participating in the interscholastic sports program will be given a schedule of practices, games, and rules for team membership.

Field Trips

Field trips provide enrichment to the learning experiences of our children. Therefore, each class is encouraged to take several trips each year. Written notification will be given to parents before each event, with details of the nature and purpose of the trip. Permission approval is given on the family registration form. NOTE: Younger siblings or friends of students may not ride the school transportation on field trips.

Contests

Being a member of the Association of Christian Schools International and Christian School International gives Phoenix Christian School PreK-8 students the opportunity and privilege to take part in several different competitions, options include Spelling Bee, Math Olympics, Geography Bee, & STEM. Requirements for involvement vary with each activity.

Class/School Parties

Class parties are planned by the individual classroom teacher with the room parents. All plans for parties must be approved by the principal to avoid disruption of the instructional program of the school.

Note: *We ask that parents please help their children to be sensitive to the feelings of other children when inviting classmates to a birthday party or giving presents for birthdays. **If you are not including all classmates, please extend invitations by mail or by phone.** The school classroom is a small community of people with tender feelings. Feelings often get hurt by not being included. It does not take much to disrupt the delicate balance of feelings that exist in the classroom. Presents should be left in the office if they are brought to school. Please use adult judgment and common sense in matters which could stir up jealousy.*

Textbooks and Supplies

Textbooks are supplied for all students in grades PreK-8. We ask that all students keep workbooks and textbooks neat and free from damage. Respect for other students who will use the textbooks in the future requires diligence in caring for the school-owned books. All hard-cover texts should be covered with book covers. Parents/Students are responsible for all books and school property assigned to students and will be charged if items are lost, stolen, or damaged.

A replacement fee may be charged for school materials lost, stolen or damaged.

At the end of the school year grades, PreK-8 will be given a list of supplies needed for the next year, to facilitate summer time purchasing.

Academic Assignments and Homework

The faculty, staff, and Board members at Phoenix Christian School PreK-8 recognize that parents have chosen PCS for their children not only because it offers a Christ-based education but also because it holds to high standards and the programs are designed to produce high-quality students, with a first-rate education. It is the philosophy of Phoenix Christian School PreK-8 that the education of its children is a team effort. The members of this team are the principal, the teachers, the student, and the parents / guardians, etc., with the head being our Lord Jesus Christ. Each member of the team has an important responsibility in ensuring a successful education.

- **Students in Grades 3-4:**

Students in grades 3-4 are issued an assignment book/agenda by the school. The student should bring the assignment book home each day and complete the required assignments. Parents need to check that the required homework is completed neatly and is ready to return to school the next day. Help and explanation, if needed, is encouraged. If the homework was not completed, parents should not sign the planner, but write a brief note explaining why the homework was not completed (e.g. my child was ill or my child needs help from the teacher or there was a family emergency.)

- **Students in Grades 5-8:**

Students in grades 5-8 are on the verge of becoming young men and women. Important skills for students today are self-discipline and self-responsibility. The Bible instructs us to “Train up a child in the way he should go; and when he is old he will not turn from it.” (Proverbs 22:6). We are committed, as a staff, to help our students become strong, respectful, responsible, caring, and competent young Christian men and women. In order to encourage growth in this area, we have developed the guidelines outlined as follows:

Daily Assignments and Homework:

Homework consists of specific homework assignments, as well as uncompleted work from the school day. These assignments may also be available on Jupiter (online) for grades 4-8. Parents should check that assignments are completed and up to date.

Late Work

All daily homework and unfinished class assignments are required to be completed and submitted by the following day. Late work will be awarded 50% credit, if completed by Friday of that week. If submitted later, no credit will be awarded. Any assignments completed after a test has been given over that material will not be accepted for credit. If a student is absent, he/she will be given 2 days per absent day to complete and submit missed assignments and tests.

When a 5th-8th grade student is missing three or more daily assignments, or one major project assignment, that student will be required to attend after school study hall until all work has been satisfactorily completed. Parents are asked to regularly check jupitergrades.com for a list of any missing work.

Study Hall

Study Hall is provided for students in grades 5-8 after school, Monday through Thursday until 4:30. The proctoring teacher will provide a quiet atmosphere to allow students to study and work. The teacher is there to help students and monitor the Study Hall. The teacher can answer questions but needs to be available to monitor the whole room.

Academic Support Services

Phoenix Christian School PreK-8 will address the needs of children with extensive physical, emotional or cognitive disabilities. We can provide academic support services to those students referred by their teacher. Upfront, we inform parents who inquire about a Resource education program, that our school is staff-equipped to address special needs requiring additional support services. While we regret that we cannot provide a Christian Special Education Program, the administration is quite willing to provide information to encourage parents in their search for a special education program.

Communication with Parents

Report Cards

Report cards are e-mailed or mailed after each nine-week grading period.

Mid-term Reports

Mid-term progress reports will be sent home for each child at the end of the fifth week of school. In the remaining three quarters, progress reports will be sent home at the discretion of the individual classroom teacher.

Grading Scale

In grades 1-3 the grading scale is:

Praiseworthy, Satisfactory, or Needs Improvement

In grades 4-8, most subjects will be marked with the following:

A= 98-100	B+= 92-94	C+= 83-85	D+= 74-76	A= Superior
A-= 95-97	B= 89-91	C= 80-82	D = 70-73	B= Above Average
	B-= 86-88	C-= 77-79	D-= 60-69	C= Average
			F= 0-59	D= Below Average
				F= Failure

Principal's List

To qualify for the Principal's List, students in grades 4-8 must earn a 3.7 GPA or higher which is approximately an A- average.

Honor Roll

To qualify for the Honor Roll, students in grades 4-8 must earn a 3.3 GPA or higher which is approximately a B+ average.

National Junior Honor Society

Students in grades 7-8 may apply for NJHS membership, which recognizes students for outstanding scholarship, leadership, service, character, and citizenship. No grades may be lower than a "C."

8th Grade Graduation Awards

- **Valedictorian-** This award will be given to the student, or multiple students, who maintain(s) the highest grade point average for both the seventh and eighth grade school years. This

includes all academic subjects and includes art, music, physical education, technology, and other classes we may offer.

- **Salutatorian** - This award will be given to the student that maintains the second highest grade point average for the first seven quarters seventh and eighth grade school years. This includes all academic subjects and includes art, music, physical education, technology, and other classes we may offer.
- **Athletic Award** - This award may be given to one boy and/or one girl who demonstrate focus on developing their God-given talent in athletics to compete as the highest level they can reach. This includes commitment to competing on the school teams and evidence of developing skills in physical education classes. Athletes will demonstrate a consistent striving of servant leadership to lead teams in practice and games, in skill development, refinement, and performance of skills on the field. Athletes will excel in competitions and cooperative team play along with showing a willingness to be coached.
- **Music Award** - This award may be given to one boy and/or one girl who demonstrate focus on developing their God-given talent in music by dedicating themselves to achieve their highest level in choir, band, and musical performances. Musicians will show evidence of growth in musicality both instrumentally and vocally, and enthusiasm toward instructional growth in class. Musicians will show evidence of musicianship and creativity and set high goals for the class, leading by example toward the desired outcomes of the instructor.
- **Drama Award** - This award may be given to one boy and/or one girl who demonstrate focus on developing their God-given talent in acting and theater. Thespians will be dedicated to helping with the whole show including learning lines, helping with props, staging, make-up, and technical aspects and creative ideas that enhance the presentation. Thespians will show evidence of mastery in getting into character, learning their mannerisms while helping others learn their lines/mannerism, and bring an enthusiastic servant leadership to practices and performances.
- **Visual Arts Award** - This award may be given to one boy and/or one girl who demonstrate focus on developing their God-given talent in the visual arts by dedicating themselves to achieve their highest level in art and design. Artists will show evidence of growth in their artistic abilities and enthusiasm toward instructional growth in class. Artists will show evidence of ability and creativity and set high goals both in and out of class, leading by example toward the desired outcomes of the instructor.
- **Citizenship Award** - This award will be given to the student that best represents the fruits of the Spirit as outlined in Galatians 5:22-23. The citizenship award is voted on by peers and will be ratified by the faculty and staff. The fruits of the Spirit will need to be displayed in all aspects of the student's life, including all activities at PCS PreK-8, at church, home and community. The student who receives this award will have his/her name engraved on the Citizenship Award plaque in the school office.
- **Service Award** - This award is given to the student who has served as a member of the National Junior Honor Society and Student Council. Though their service to PCS PreK-8, church, community they have logged many hours of volunteering. Although all volunteering hours will be counted, this award honors hours that best help the greater community at a higher percentage.

7th Grade Award

- **George Groen Scholarship** - This award will be given to the student that best represents the fruits of the Spirit as outlined in Galatians 5:22-23. The George Groen Scholarship is voted on by the faculty and staff. The fruits of the Spirit will need to be displayed in all aspects of the student's life, including all activities at PCS PreK-8, at church, home and community. The student who receives this award will have his/her name engraved on the George Groen Scholarship plaque in the school office. This award comes with a \$700 scholarship for the 8th grade year.

Parent/Teacher Conferences

A formal parent/teacher conference will be scheduled regarding each child **following the first quarter**. The student's progress will be discussed with an emphasis on parent/teacher cooperation to help each student fulfill his/her God-given potential. Anytime during the year, parents can request a special appointment with any teacher.

Measure of Academic Progress

The Measures of Academic Progress (MAP) testing is given to students enrolled in grades 1-8. These tests will be given to the students in the fall and spring.

Written Communication

-Parent/Student Directory: A directory listing all families, along with address and phone number, is published and supplied for all families. It is not intended for solicitation purposes.

-School Calendar: A list of events is sent out in the fall. It includes Society activities, PCS Wildcat PAC functions, and any other events important to the school family.

-Wildcat Weekly: Each week the "Wildcat Weekly" will be e-mailed. These announcements inform the parents and children about upcoming school activities. Requests to have information included in the announcements should be in the office by Monday morning. All announcements should be intended for the entire school family.

-Newsletter: The "PCS Snapshot" is published quarterly during the school year and sent by email. This publication is also sent to alumni and friends of the school. If you know of someone who would like to be added to our mailing list, please inform the school secretary.

Non-Custodial Parents

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school related activities, or wishes to have contact with or take custody of a child while the child is at school.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs. Access to the child or the child's records will be allowed unless the school is presented with a court order, or a comparable legal document, which restricts such involvement or access.
2. A non-custodial parent may not take custody of a child or remove the child from school, unless the parent presents either a written court order or a written authorization, signed by both custodial parents, which permits such custody.
3. If the action of any parent(s), custodial or otherwise, becomes disruptive to the operations of the school, the school has the right to restrict access to such parents and to take other reasonable and necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, * unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

*Normally, this is the person who has signed the registration form. The school has no desire to be involved with domestic quarrels.

K-8 Dress Code (Updated March 2021)

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” I Timothy 4: 12

We recognize that each student’s mode of dress is an expression of personal style and individual preference. These guidelines are designed to provide a variety of choices and options for both students and parents as they make decisions regarding school clothing. The Bible often refers to modesty as being the rule of thumb to be used in the area of dress. (*When one goes to the beach, he/she dresses appropriately; when one goes for a workout he/she dresses appropriately; when one goes to school, he/she dresses appropriately. There are “normal standards” for each activity.*) On special days, such as spirit week, there will be exceptions, but special information for such occasions will be given. The principal, in consultation with staff members, will determine what is appropriate as current fads and styles may be introduced throughout the school year. The following are given as standards, with the staff and ultimately the school administration having the discretion to decide on anything not addressed below:

1. School logo polo shirts are required for Monday through Thursday. Shirts are to be purchased online. The link to purchase uniforms on-line can be found on school website.
2. PCS t-shirts may be worn on Fridays.
3. Footwear is to be enclosed in the back or have straps on the heels (flip flops are not appropriate for school). Athletic shoes are to be worn for PE.
4. Students may wear any color of jeans, chinos, shorts, skirts to school including florals, stripes, and patterns. Elastic waistbands are permitted for dress code appropriate jeans, chinos, shorts, etc.
5. Clothing styles designed specifically for athletics and leisure (for example: basketball shorts, soccer shorts, yoga pants, joggers, and sweat pants) are not to be worn to school with PCS polo shirts or PCS t-shirts.
6. Shorts and skirts are required to be at least fingertip length.
7. Clothing is required to be clean and without holes or rips. Clothing, including face masks and sweatshirts, may not have any wording or images other than clothing brand names (i.e. Quicksilver, Old Navy, etc.) PCS spirit shirts and theme shirts are exempt for this requirement. Clothing brand names and logos are to be appropriate and are not to draw excessive attention to the student’s bottom.
8. Students may wear sweatshirts, sweaters, and jackets to school as long as there is a PCS uniform shirt underneath. When temperatures are above 90 degrees, sweatshirts, sweaters, and jackets are not permitted to be worn outdoors by students due to health concerns and a desire to keep students active at recess and breaks.
9. Clothing is to be appropriately sized (not too baggy and not too tight), and underwear is not to be visible.
10. Leggings/jeggings are appropriate for elementary (grades K-4) as long as the student’s bottom is covered with shorts, a skirt, or a shirt. Leggings/jeggings or other excessively tight pants/shorts are not appropriate for middle school (grades 5-8).
11. For PE: Students in middle school are required to wear the school approved uniform for PE. If the PCS PE uniform shorts do not fit well, students are to wear other similar royal blue athletic shorts with the approved PCS PE t-shirt.
12. For Game Days: PCS athletes are encouraged to wear their jerseys to school on game days. Blue, black, gray, or khaki pants/ shorts/ jeans/ skirts are to be worn with PCS jerseys for the school day.
13. For Special Events: clothing that exposes cleavage, midriff, underwear, or bra straps are unacceptable for school events. Straps are required to be at least two inches wide.
14. For Concert and Graduation Attire:
 - a. Boys – dress pants, collared shirt, dress shoes with socks.
 - b. Girls – dresses must have straps, just above the kneecap is acceptable, dress shoes or sandals with a back strap.
15. Hair is to be neat and natural with the emphasis on cleanliness and moderation. Extreme haircuts and unnatural hair colors are not permitted for any grade level.

16. Jewelry placed into parts of the body other than a girl's ears is not permitted for any student (boys are not permitted to wear earrings to school or any school events).
17. Students in elementary may not wear make up to school. Girls in middle school may wear make-up to school with moderation.
18. Hats, beanies, or scarves are not to be worn indoors or at any public gathering, except for medical purposes. Hats are welcomed for outside for recess. Hats are required to be worn as intended (for example: brims of hats should be forward and not inside-out).
19. Backpacks, jewelry, buttons, stickers, etc. that advertise, promote, or picture alcoholic beverages, tobacco, drugs, sexual, or violent behavior are not acceptable.
20. Items related to any gang logos, pictures, gestures, symbols or emblems or related language that may suggest intimidation or threat are not acceptable.
21. If a student has a tattoo it must be kept out of sight for school and school events.
22. Chains (*except delicate chain jewelry*) are not permitted at school.
23. The School Student Dress Code will be in effect for all school-related activities such as field trips, special events, programs, etc. The only exceptions are members of music, drama, or athletic teams who would be wearing attire that reflects the activity.

Consequences for Dress Code Violation:

- If a student violates the dress code, he or she will be referred to the office. The office will keep track of students who come to the office for dress code. The first or second time to the office may be a recorded warning depending on the seriousness of the dress code infraction.
- Repeat trips to the office or a more serious dress code infraction will result in the student needing to change clothes. At this point, a set of clothing (PE uniform or used school shirt,) will be given to the student, and he/she will be asked to change into that clothing and bring it back to school cleaned for the following day. Obviously, we will make every attempt to protect the child's dignity and respect in this exchange, but also expect the parent's cooperation for such action. Parents may need to drive to school to provide a change of clothing, if necessary. Part of the correction will be in the child's requirement to change into clothing provided by the school or clothing provided by the parents depending on the situation.
- Continued dress code infractions will result in further disciplinary action depending on the severity of the issues involved.
- Parents are urged to be consistently aware of what their child is wearing or taking to school.

Discipline

The word “discipline” is derived from the word “disciple”. To disciple means to provide training that instructs, corrects and molds for purpose of developing appropriate behavior. Matthew 18 becomes our model for addressing inappropriate behavior. Learning always requires a change of behavior; otherwise, the appropriate desired behavior has not been learned.

Discipline may appear to be negative, but when done out of love and commitment, it is also a positive thing...we discipline ourselves to be a great athlete, musician, artist, etc. As God’s children we want to discipline ourselves for His glory. Our focus, therefore, is on heart changes that impact behavior changes. It is easy to get sidetracked with behavior without addressing the issues of the heart. God’s law requires obedient behavior. Parents, teachers and children must come to understand that it is the straying heart that results in wrong behavior. Scripture consistently reminds us: “Above all else, guard your heart, for it is the wellspring of life” (Proverbs 4:23).

“Heart training” takes discipline by the home, church and school and really occurs “all of the time,” as Deuteronomy 6 clearly admonishes. In order to provide a safe school environment, there must be codes for conduct in behavior and for dress. (*Please Note: The word “parent” throughout the text refers to “parent or guardian”.*)

In school, corrective discipline is generally carried out in the setting where an infraction has occurred. However, repeated infractions or more serious concerns will be addressed with the school principal and, eventually, may even go to the Board. Such behaviors as outright or subtle harassment, defiance, defacing of property, profanity, bringing contraband material to school, general disrespect, etc., WILL ABSOLUTELY NOT BE TOLERATED.

Code of Student Conduct

Governing Scripture: “...whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” (Philippians 4:8)

Christian homes understand the need for a code of conduct in the school setting too. Discipline is desired, which is one of the primary reasons that families want their children in a Christian school. We don’t rewrite the Ten Commandments; God already wrote them for all ages long ago. God wrote them with the intent to have us strive to obey them. Obedience is a virtue in all of life. As a Christian school, our obedience is to Jesus Christ, our ultimate authority. School is no exception. So, we do not give new “commandments” here, but rather we agree upon guidelines necessary for a safe and productive learning experience:

1. State law prohibits student use or possession of tobacco, alcohol, and illegal substances at school. State laws also prohibit profane or foul language or gambling at school. (A.R.S. 15-345, 15-841)
2. Campus policy prohibits having the following items on campus (*unless approved by the teacher/coach responsible*):
 - Aerosols
 - All electronic devices are to be turned off and kept in backpack during the day
 - *The school has a zero-tolerance policy for weapons of any kind*) Weapons of any kind include, but are not limited to, handguns (toy or real), explosives firecrackers, matches, lighters, knives.

- Hats and sunglasses are not to be worn inside buildings (*except with doctor's written orders*)
 - Gum or sunflower seeds
 - Stink bombs, snap caps, pop bags, bean shooters, spit-wads or other prank items
3. Students are not permitted to enter campus or leave campus during regular school session hours unless a parent signs them in or out in the school office.
 4. Food/candy is to be eaten only in the designated classroom or lunch area under the direction and with permission of a staff member. Trash or food is to be placed only in the provided waste containers. Each student is responsible for their own trash.
 5. Students are not to make disrespectful or threatening comments, exhibit inappropriate behavior, participate in student-to-student harassment (bullying), engage in gossip or slander, speak disrespectfully, or use inappropriate gestures toward staff members, visitors, or other students.
 6. Students are to remain in designated playground areas as outlined by the classroom teachers. (*These areas include the grass playground on the east side of classroom buildings and the paved basketball courts.*) There is to be no play or running, chasing, etc. on the sidewalk area between classrooms. However, during inclement weather, a teacher may direct children to play in that area. At no time are students permitted to play in any area west of the main building or classroom building that is adjacent to 26th Street! (*That includes while waiting for transportation home*).
 7. Prescription drugs and over the counter medications must be kept in the school office. (*See Specific Instructions Regarding Health Care and Medications elsewhere in this Handbook*).
 8. No skateboards, skates, roller blades, Heelys, or scooters are permitted to be used on campus.
 9. Spitting is not permitted.
 10. No animals are permitted on campus, except by special permission of classroom teacher and the principal.
 11. Graffiti or vandalism will not be allowed on any personal or school property. Any items displaying such inappropriate writing, as judged by staff, will be noted and parents contacted.
 12. There is to be no public display of affection (PDA) such as holding hands, kissing, and hugging between girlfriend and boyfriend on campus.
 13. Limited phone calls are permitted by students. Necessary phone calls should be made during lunch, before, or after school. Students may use the courtesy phone in the office, or their personal cell phones. Personal cell phones are to be stored in student backpacks, or the designated classroom areas and may only be used with permission of, and in the presence of, a staff member to contact an adult.
 14. Any additional significant rule(s) will be included in special "Wildcat Weekly" announcements throughout the school year.

General Playground Rules:

- a. All students must stay within the fenced boundaries during school time hours.
- b. Students must stay outside of classrooms, unless they have special permission from that classroom's teacher to be inside.
- c. When the first outdoor bell rings for classes to begin or for lunch to end, students are expected to come immediately to take their line-up positions as instructed by their teacher. Students should be in their seats by the time the second bell rings.
- d. Recess times are for bathroom use to minimize the need for anyone using the restroom or filling water bottles during class time, except in emergencies or for medical reasons.
- e. Any balls or items that go over the fence can only be retrieved if an adult supervisor has given permission. If the gates are locked, students will go through the designated entrance area. No jumping the fence!

- f. Balls are not to be thrown into the sand area that contains the playground equipment. Obviously this includes not throwing any objects towards or on top of roofs or canopies. Students are not to throw balls or any objects near the classroom windows or on cement in-between classrooms and walking paths.
- g. Games involving tackling or rough play are not to be played. Overly aggressive “keep away” or “take away” will not be allowed.
- h. Playground Sand Area rules:
 - The slide is for sliding down, not for climbing up.
 - Standing on top of horizontal bars or monkey bars is not acceptable.
 - Playground equipment should be used appropriately.
- i. Students must stay away from standing water.
- j. Swings must not be thrown over the upper horizontal bar from which they hang.
- k. Students are not to jump or flip out of the swings.
- l. Students should not attempt to monopolize one piece of equipment for an entire recess period when other students are also waiting to use any part of the equipment.
- m. Sand is not to be removed or thrown. (☺*except that which shows up in children’s shoes and slacks*☺) There is to be no throwing of sand at any time.
- n. Students are not to climb soccer goals.
- o. **Do Not Disturb** classrooms by knocking on windows or doors while passing by.

Disciplinary Actions/Consequences for Problem Behavior:

Students who become involved in areas of problem behavior will be subject to disciplinary actions. The Bible commands us to discipline. It is important for us and for our children.

- *“Blessed is the man you discipline, O Lord; the man you teach from your law”*
(Psalm 94:12)
- *“The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline.”*
(Proverbs 1:7)
- *“Do not withhold discipline from a child.”* (Proverbs 23:13)
- *“He who ignores discipline despises himself, but whoever heeds correction gains understanding.”* (Proverbs 15:32)
- *“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.* (Hebrews 12:11)

Therefore, at Phoenix Christian School PreK-8, we make the child aware of our expectations both in schoolwork and in school behavior. We work cooperatively with families to support the program of nurturing children by the Christian home and the Christian church. Together, we believe that we make a significant difference in the life of a child. It is our business to give structure that will guide a child in “*the way to go.*”

When students demonstrate mean/hurtful behavior at school they will be documented on the behavior rubric. The goal of the behavior rubric is to curb these behaviors. The definition of mean/hurtful behavior at PCS is any mean look, gesture, word, or action that hurts a person’s body, feelings, friendships, or things. The behavior rubric will be shared with parents by the homeroom teacher. There is a slightly different behavior rubric for PreK-4 than for grade 5-8. If you would like a copy of the behavior rubric, please feel free to ask the homeroom teacher or the office. Parents will be notified any time a student is documented on the rubric.

When student behavior becomes a problem and there is repeated disregard for classroom or playground behavior standards any of the following steps may also be taken. Normally, the student's teacher or teacher on duty will handle infractions. However, if after repeated warnings the student chooses not to heed those warnings and continues to disregard the established code of conduct and/or dress, the following steps may be taken. Please note: more severe infractions may begin at steps well down the line, even to potential suspension and/or expulsion.

Step I - Initial Reporting: Misconduct is reported to the principal, who may have a conference with the student to reach an understanding as to how the student should behave. While behavior problems in lower elementary are also obviously addressed, teachers in Grades 5-8 will complete a discipline notice form after each occurrence. The form will be shared with the parents and filed with the principal. After three such notices, the student will be assigned a detention. After three such detentions, the student will have a conference with the principal.

Step II - Informal Talk: A student meets with the principal to lead the student through his/her pattern of misbehavior and/or the seriousness of violation of the Discipline Code of Student Conduct. This discipline information will be shared with the student to help him/her to see the seriousness of continued misbehavior. *(Parents may or may not be contacted. The purpose of this conference is to trust the student to take his/her own responsibility to change behavior).*

Step III - Formal Conference: - More serious discussion occurs between the student, parent and the principal to review specific results of the student's misbehavior. A consequence will be outlined that may range from detention(s) to suspension and/or any discipline measure that fits the behavior. Behavior over which a student has individual control translates into reputation. Growth and learning is our concern, and during the conference the student will be challenged to explain how he/she plans to change behavior to be more positive. Obviously, suspension and/or expulsion is not where the student wants to be.

Step IV - Direct Parent Involvement: The parent will be notified by telephone, personal contact, or e-mail. A conference will be conducted with the parents, student, and principal at the school office. The teacher or person with whom the violation occurred may be asked to be present as well. A program for solution in correcting the student's behavior will be developed, which may include a short in-school or out-of-school suspension depending on the seriousness of the infraction. The Education Committee of the Board will be notified with documentation that includes results of conference in Step III - Step VII.

Step V - Suspension: Repeated misconduct, with little progress towards the agreed upon goals for positive behavior developed in earlier conferences, will result in a suspension (duration determined by principal.) Parents are to be contacted and Education Committee notified regarding the discipline status of the student. Teachers will provide assignment information, but any tests missed during the suspension will be graded as a zero and all extra-curricular activity will be suspended as well during this period of suspension.

Step VI - Indefinite Suspension: When a student gets to this step (see Steps I – V above), he/she will be suspended from school and from any contact with the school, until the Education Committee can make a decision regarding continued enrollment. (Such decision could result in a recommendation to the School Board that the student be expelled from the school without opportunity to reapply for the privilege of enrollment at Phoenix Christian School PreK-8.) Parents will be given opportunity for input to the Committee. Assignments may be obtained by contacting a classmate, but the teacher will not be responsible to provide any assignments, tests, or makeup work. If the student is offered one last opportunity to correct negative behavior, he/she will receive a zero for missed classroom work or tests during the suspension.

Step VII - Expulsion: The Board of Directors reserves the right to authorize expulsion of any student, which means the permanent withdrawal for that student's attendance at Phoenix Christian School PreK-8. The student and parents will be informed when the child is subject to expulsion from Phoenix Christian School and that the student's behavior report will be shared with the future school that may request such information, as a matter of record in forwarding our school information.

**CHARACTER DEVELOPMENT - INCLUDES COURAGE, RESPECT, FAIRNESS,
RESPONSIBILITY, INTEGRITY, HONESTY.**

Behavior Rubric
Phoenix Christian School PreK-8
PreK-4th Grade

	Behavior that is not Christ-like	First Time	Second Time	Third Time	Fourth Time
Disrespect toward people or property	Such as... * Unkind gestures or looks (e.g. eye rolling) * Name calling * Insulting * Excluding others * Behaviors that hurt others * Inappropriate language	* 15 second Intervention * Restate definition of hurtful behavior * Discuss/practice an alternate behavior w/ teacher * Opportunity for apology	* 15 second Intervention * Restate definition of hurtful behavior * Discuss/practice an alternate Behavior w/ teacher * Apology * 10 minutes time out	* 15 second Intervention * Restate definition of hurtful behavior * Discuss/practice an alternate behavior w/ principal * Loss of 1 recess and Time to Think form * Student calls parent * Opportunity for apology	* 15 second Intervention * Restate definition of hurtful behavior * Loss of 1 recess and Time to Think form * Discuss/practice an alternate behavior w/ principal * Opportunity for apology * Student calls parent
Disrespectful behavior, uncooperative attitude, or defiance toward any PCS faculty, staff, or volunteer:	Includes, but not limited to, eye-rolling, arguing, shouting, refusal to follow directions, "smart" comments.	* 15 second intervention * Student calls Parent w/ teacher * Two missed recesses * Time to Think sheet	* 15 second Intervention * Student calls parent w/ teacher * One after-school detention * Time to Think sheet	* 15 second Intervention * Student calls parent w/ principal * Two after-school detentions * Parent conference required * Time to Think sheet	* 15 second Intervention * Student calls parent w/ principal * Three after-school detentions * Parent conference required * Time to Think Sheet
Physical Contact	Such as... * pushing * shoving * hitting * grabbing * pinching * goofing around	* 15 second Intervention * Restate definition of hurtful behavior * Discuss an alternate behavior w/ teacher * Opportunity for apology	* 15 second Intervention * Restate definition of hurtful behavior * Discuss/practice an alternate behavior w/ teacher * Loss of 1 recess and Time to Think form * Opportunity for apology * Student calls parent	* 15 second Intervention * Restate definition of hurtful behavior * Loss of 2 recesses and Time to Think form * Discuss/practice an alternate behavior w/ principal * Opportunity for apology * Student calls parent	* 15 second Intervention * Restate definition of hurtful behavior * Loss of 3 recesses or play times * Discuss/practice an alternate behavior w/ principal * Student calls parent * Time to Think form * Parent conference * Opportunity for apology

Severe Physical Contact or Severe Disrespectful Behaviors	Such as... * punching * biting * spitting * kicking * stealing * damaging property * harassment	* 15 second Intervention * Restate definition of mean/hurtful behavior * Discuss an alternate behavior w/ principal * Loss of 1 recess or play time * Student calls Parent Form * Possible parent conference * Opportunity for apology	* 15 second Intervention * Restate definition of mean/hurtful behavior * Discuss/practice an alternate behavior w/ principal * Loss of 2 recesses or play times * Student calls parent * Time to Think form * Parent conference * Opportunity for apology	* 15 second Intervention * Restate definition of mean/hurtful behavior * Discuss/practice an alternate behavior w/ principal * Loss of 3 recesses and Time to Think form * Student calls parent * Opportunity for Apology * Parent conference	* Administrative decision as to possible suspension(s) or other disciplinary action
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Definition of Mean/Hurtful Behavior: Any mean look, gesture, word, or action that hurts a person's body, feelings, friendships, or things. Consequences assigned may be immediately more severe in any above category based on the seriousness of the action, severity of result of infraction, or prior offense(s) in other categories. Student age, attitude, and/or intentionality may affect the level and severity of consequences – school discretion is maintained. Students will normally be engaged in a reflection process that will help them accept responsibility, reflect on what went wrong, and identify alternatives. After the fourth time a student repeats a behavior during the school year, the school staff will design an Individual Behavior Plan (IBP). While the specifics of the plan may vary from person to person, the expectations for behavior would be consistent with the standards for all Phoenix Christian School students.

Behavior Rubric

Phoenix Christian School PreK-8

5th to 8th Grades

Behavior that is not Christ-like	First Incident	Second Incident	Third Incident	Fourth Incident
Horseplay: "Goofing around" or playing that may include grabbing, pushing/shoving, hitting, tripping, play fighting, or name-calling in which there is no imbalance of power and no one is hurt.	* 15 second intervention * Time to Think sheet	* 15 second Intervention * Student calls parent w/ the teacher * One missed recess * Time to Think sheet	* 15 second Intervention * Student calls parent w/ the teacher * Two missed recesses * Time to Think sheet	* 15 second intervention * Student calls parent w/ the principal * Three missed recesses * Time to Think sheet
Teasing: Name calling, note writing, gossiping, spreading rumors, playing mean tricks, rude gestures, profanity, or other behavior that would hurt others or make them feel bad about themselves (including internet and cell phone misbehavior).	* 15 second intervention * Time to Think sheet	* 15 second Intervention * Student calls parent w/ the teacher * One missed recess * Time to Think sheet	* 15 second Intervention * Student calls parent w/ the teacher * Two missed recesses * Time to Think sheet	* 15 second Intervention * Student calls parent w/ the principal * Two missed recesses * Parent conference required * Time to Think sheet
Disrespectful behavior, uncooperative attitude, or defiance toward any PCS faculty, staff, or volunteer: Includes, but not limited to, eye-rolling, arguing, shouting, refusal to follow directions, "smart" comments.	* 15 second intervention * Student calls Parent w/ the principal * Two missed recesses * Time to Think sheet	* 15 second Intervention * Student calls parent w/ the principal * One after-school detention * Time to Think sheet	* 15 second Intervention * Student calls parent w/ the principal * Two after-school detentions * Parent conference required * Time to Think sheet	* 15 second Intervention * Student calls parent w/ the principal * Three after-school detentions * Parent conference required * Time to Think Sheet
Moderate Physical Contact: Hitting, pushing, shoving, grabbing, slapping, tripping, etc. in an attempt to control other(s). Moderate Intimidation: Threats of emotional or physical aggression, intimidation, exclusion.	* 15 second intervention * Student calls Parent w/ the teacher * One after-school detention * Time to Think sheet	* 15 second Intervention * Student calls parent w/ the teacher * Two after-school detentions * Time to Think sheet	* 15 second Intervention * Student calls parent w/ principal * Three after-school detentions * Parent conference required * Time to Think sheet	* 15 second Intervention * Student calls parent w/ the principal * One day in-school suspension * Parent conference required * Time to Think Sheet
Severe Physical Contact: Punching, kicking, fighting.	* Discussion with Principal * Student calls	* Student sent to office	* Student sent to office	* Student sent to office

spitting, and similar behavior that is designed to injure other(s).	Parent w/ the principal * One-day suspension * Parent conference required	* Student calls parent w/ the principal * Two days suspension * Parent conference required	* Student calls parent w/ the principal * Three days suspension * Parent conference required	* Student calls parent w/ the principal * Five days suspension * Parent conference required
Severe Harassment and Intimidation: Racial, ethnic, sexual, religious, or other forms of severe harassment.	* Discussion with Principal * See Student Handbook			

Definition of Mean/Hurtful Behavior: Any mean look, gesture, word, or action that hurts a person's body, feelings, friendships, or things. Consequences assigned may be immediately more severe in any above category based on the seriousness of the action, severity of result of infraction, or prior offense(s) in other categories. Student age, attitude, and/or intentionality may affect the level and severity of consequences – school discretion is maintained. Students will normally be engaged in a reflection process that will help them accept responsibility, reflect on what went wrong, and identify alternatives. After the fourth time a student repeats a behavior during the school year, the school staff will design an Individual Behavior Plan (IBP). While the specifics of the plan may vary from person to person, the expectations for behavior would be consistent with the standards for all Phoenix Christian School students.

School Property

This is private property, and it belongs to all of us. It is our Christian duty to be stewards of the blessings God has given us. Property belonging to the school, teachers, students or our neighbors that is damaged or broken carelessly, accidentally, or intentionally will be replaced or repaired at the cost of the person(s) responsible for such damage. This includes such things as windows, bathroom interior, drinking fountains, student desks, books, fences and such property. Additional disciplinary action may be taken.

Definitions of Disciplinary Problem Areas:

1. **BULLYING:** The act of harassment or intimidation in any gesture or written, verbal or physical act that taking place on school property, at any school-sponsored function or on a school bus. Students who feel threatened in any manner should immediately notify a school employee for appropriate measures to be taken.
2. **DEFIANCE OF SCHOOL STAFF AUTHORITY:** Refusal to comply with reasonable requests of school personnel.
3. **DESTRUCTION OR DEFACEMENT OF PROPERTY:** Destroying or mutilating objects or materials belonging to the school, school personnel, or other persons.
4. **DISORDERLY CONDUCT, INCLUDING OBSCENE BEHAVIOR:** Conduct and/or behavior which is disruptive to the orderly education procedure of the school.
5. **DRUGS: NON-PRESCRIBED:** Use (including inhalation), possession, or distribution of non-prescribed drugs, narcotics or other noxious substances.
6. **FIGHTING:** Threatening or engaging in physical contact for the purpose of inflicting harm on another person.
7. **HARASSMENT:** Bothering or annoying another person physically, verbally, or visually. This includes the use of offensive language, symbols, gestures, touching, or offensive comments/actions that show bias against race, religion, gender or national origin of a student.
8. **INTIMIDATION:** Engaging in any activity that frightens another student or makes that student uncomfortable.
9. **PHYSICAL ASSAULT/HARM:** Physical attack of one person, or a group of persons, upon another person.
10. **PROFANITY:** Abusive, vulgar or irreverent language. Showing irreverence or contempt toward God or sacred things.
11. **SEXUAL HARASSMENT/SEXUAL MISCONDUCT:** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student.
12. **TARDINESS:** Arriving late to class.
13. **THEFT:** Taking or concealing property belonging to others.
14. **WEAPONS:** Possession of a dangerous weapon or the use of an object to inflict bodily injury to another person.

The Matthew 18 Principle for Solving School Problems

Our Christian school is made up of people - parents, students, teachers and support personnel. Like any other group of sinners, we have the potential for misunderstanding, disagreement, and wrong-doing. Nevertheless, it is God's will that we live and work in harmony. Jesus said, "By this all men will know that you are my disciples, if you love one another." (John 13:35 NIV)

Due to our human nature, we sometimes irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17 Jesus gives His formula for solving person-to-person problems. There are several clear principles that Jesus taught in solving person-to-person problems:

1. **Keep the matter confidential.** Sharing the problem only with those directly involved establishes the principle of confidentiality.
2. **Keep the circle small.** The first step, and most often the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate a face-to-face dialogue. Most problems are solved at the two-person level.
3. **Be straightforward.** Jesus tells us to be forthright and to love honesty. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter, but restoration and improvement can only come when the issues are lovingly yet clearly presented.
4. **Be forgiving.** Once the matter is resolved, we should wholeheartedly forgive and restore the person who has offended us. Most school problems can be resolved at the two-person level. Forgiveness and restoration are the normal happy conclusions. But what is the correct Matthew 18 principle if the individual will not listen to you or openly disagrees with your version of the problem?
5. The parent and the teacher **should meet with the school principal.** Each person should come to a necessary joint meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution.
6. If any party is not satisfied with the handling of the matter following the administrative conference, the matter is referred to the Education Committee or Executive Committee. The committee will then determine how best to proceed. Depending on the complexity of the problem, it may be appropriate for the committee to request that all persons involved be present at a special meeting. The goal of such a high-level meeting is:
 - a. to provide a clear understanding of the problem,
 - b. to solve the problem, if that is possible,
 - c. to give reproof and correction if necessary, and
 - d. to allow for forgiveness and wholehearted restoration.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to the principal. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure.

School Transportation

Riding in the school van is a privilege provided by the constituency and is not a right of a student. Students riding school transportation to athletic events, field trips or on other school-sponsored activities are under the direct supervision of the van driver in cooperation with that activity's sponsors. It is the student's responsibility to do the following:

- Conform to the same behavior/rules as required on the school campus. The van is school property.
- Respect van property (*no littering or vandalism*). Parents/students will be charged for van damage caused by students.

- Enter and leave the van in an orderly manner. That means, no running, pushing, shoving, yelling, or boisterous behavior.
- Keep the van aisle clear at all times.

School Transportation Conduct Rules

The following rules will be enforced any time students are transported by a Phoenix Christian School PreK-8 or chartered vehicle:

1. Follow the van driver's directions.
2. Keep hands, feet, books and objects to yourself.
3. No loud voices, yelling, offensive language, obscene gestures, teasing or abusive language is permitted.
4. Students may use their cell phone to call an adult if needed, with permission, and in the presence of the driver or staff member.
5. Always keep arms, legs and head inside van. Window opening/closing is controlled by the van driver and can be done by a student only with driver's permission.
6. No littering on the van or throwing any objects out of the van at any time. It is your job to assist in keeping the van clean.
7. Eating on the van is not permitted. Water may be consumed on the van.
8. Any act (*i.e., fighting, teasing, harassment, abusive language, throwing objects*) that endangers the safe transport of students in route to or from their van stop is not permitted.
9. Van riders are expected to be courteous and respectful to fellow-students and the van drivers.
10. In case of an emergency, students are to remain on the van and follow instructions.
11. ANIMALS, REPTILES, INSECTS OR ANY PETS ARE NOT PERMITTED ON THE van AT ANY TIME.
12. No glass or glass containers are permitted on the van at any time.
13. Any item that could, in the opinion of the van driver, cause a safety hazard cannot be transported on the van (i.e. large bulky items, sharp metal objects, skateboards, scooters, etc.)
14. Severity of consequences of misbehavior will vary depending on the offense.
15. Transportation rules and regulations will govern all van passengers.

When Leaving the Van, These Instructions Also Apply:

- Leave the van with caution, alert to your surroundings.
- When crossing the road, cross the road at least ten feet in front of the van, only after looking to be sure that no traffic is approaching from either direction.
- Help younger children cross the street.
- Be alert to danger signals given by the van driver.

CONSEQUENCES FOR VAN MISCONDUCT:

Disciplinary measures will be handled as appropriate. Specific disciplinary and revocation processes will be discussed with the principal. (*Disciplinary Consequences/Actions to Problem Behavior in the Parent/Student Handbook may apply.*)

Other Transportation:

- ◆ ***Car Pools*** - All students that are being brought to school or picked up from school must be dropped off in the front parking lot, on the north side of Sheridan Street, or at the curb on the east side of 26th street with car traveling north (*At no time should a child be dropped off on the west side of that street as it creates a crossing hazard*). Please be aware of Arizona Revised Statute Section 28-901B which states:

“No person who is a driver of a vehicle carrying children to and from school shall, in receiving or discharging children at the school, fail to stop on the side of the highway upon which the school is located.”

- ◆ ***Bicycle Riders*** - Any student who may be riding a bike to and from school is required to practice safety rules at all times. The bike must be walked, not ridden, onto campus and placed in the appropriate space. Students may not loiter outside the school grounds with their bikes and may never ride them inside the fenced boundary areas of the school campus.
- ◆ ***Transporting Students to School Events and/or Activities:*** For special events, athletic events, etc., parent/staff transportation may be needed along with any school-provided transportation. The coach or sponsor in charge, along with the athletic director or other staff involved in planning, will coordinate the transportation to and from the event

Those riders must be returned in the same vehicle in which they rode to that event.
(Exceptions will be when parents of children are at the event and want to take their child home with them. In such cases, the “responsible driver to the event” must get direct verbal confirmation from the parent or driver who is taking that child. IF another child also rides with that parent, the “responsible driver to the event” must be totally assured that such decision has the okay of that child’s parent to be released to that parent-driver.

- ◆ All conduct rules and transportation rules will apply to any vehicle that is transporting students to and from school-sponsored events. The driver can expect and demand that student riders follow his/her vehicle rules. Any misconduct should be reported to the athletic director, coach or staff member in charge of the event.

Student Services

Extended Daycare Program

PCS PreK-8 provides a before-and-after-school Extended Day Care Program for children enrolled in the school. Day Care is provided from 7:00 to 8:00 a.m. and 3:30 to 5:00 p.m. on school days only. **If there is early dismissal, there is no After School Day Care.** Parents who have a child ARRIVING ON THE SCHOOL CAMPUS PRIOR TO 8:00 are required to personally register that child at Day Care (*Safety Purposes*) as required by Arizona State Department of Child Care Licensure. A student on campus at 3:30, except for athletics or such student activity, must report to Day Care. Day Care students in grades 5-8 must report to Study Hall, to be specifically used for the purpose of study under a teacher’s supervision. They must be signed in by that teacher at 3:30. All school rules that are outlined in this Parent/Student Handbook, apply for Extended Day Care also.

Lunch Program

We will be offering a lunch on Monday, Wednesday & Friday. Information on ordering will be placed in the Wildcat Weekly.

Telephone

Limited phone calls are permitted by students. Necessary phone calls should be made during lunch, before, or after school. Students may use the courtesy phone in the office, or their personal cell phones. Personal cell phones are to be stored in student backpacks, or the designated classroom areas and may only be used with permission of, and in the presence of, a staff member to contact an adult.

Pictures

Individual pictures are taken once during the school year. An announcement with several weeks' notice will be given. There is no obligation to purchase these pictures.

Yearbook

Each year the Junior High students assemble and publish a yearbook with class pictures, candid shots of students and school activities, and other photos. The yearbook is sold and distributed at the end of the school year.

Insurance

All parents are urged to have their own health and accident insurance for their children. **Individual student accident insurance is not offered by the school.** While the school carries insurance for our total student population, your own insurance would be desirable, since it is always referenced first as the Primary Carrier.

School Schedule

Arrival and Dismissal

Students must not arrive at school before 8:00 a.m. Students not involved in school activities must be picked up or leave by 3:30 p.m. Students must wait for their ride in the designated area. Any students on campus before or after these hours must go to Day Care or Study Hall for supervision.

Parents picking up students

Parents should wait near the gates. To maintain traffic flow, waiting near classrooms windows is disruptive to the classroom activity, unless after 3:30. ***Parents should not leave vehicles unattended in the front parking lot to find their student.***

Visitations to the Classroom

Visitation is permitted for parents upon prior permission by the teacher. Grandparents or others **must** make such arrangements through the office. These times are to remain limited. Children not enrolled must be accompanied by a parent and under the parent's, not the teacher's, direct supervision.

Daily Schedule

Grades K – 4

First Bell	8:35 am
School Begins	8:40 am – Gates are locked
Morning Recess	10:15 am – 10:30 am
Lunch Hour	11:45 am – 12:25 pm
Afternoon Recess	2:00 pm - 2:15 pm
School Ends	3:20 pm

Grades 5 – 8

First Bell	8:35 am
School Begins	8:40 am
Morning Break	10:50am - 11:00am
Lunch Hour	12:30-1:00 pm
School Ends	3:20 pm

Attendance

ARIZONA COMPULSORY ATTENDANCE LAW: A child must be five (5) years of age prior to September 1 in the year that the child begins kindergarten, six (6) by September 1 of the first grade, etc. (*Phoenix Christian School PreK-8 enforces that policy; exceptions are not at all encouraged, but the Board does reserve the right to consider an early enrollment if the child's birthday falls within only a few days of the kindergarten deadline.*)

Students must be in school at least until they reach the age of 16 or successfully complete the 10th grade (A.R.S. 15-802). Students are required to be on time and present at school unless they are ill or there is an emergency. Students may not participate in after school activities or athletic events unless they have been at school for at least half of that school day.

Procedure for informing school of student absence:

- **Parents should call the school before 9:00 a.m. if a child will not be at school.** Each child must be accounted for. This is a safety precaution to ensure that no unauthorized person takes any child.
- **If a child is tardy for any reason, the child must stop at the office to get a tardy slip.** This tardy slip will admit the child to class. (*A child is tardy after 8:40 a.m.*)
- **After 5 tardies per quarter, parents of students in grades K-8 may be invited to a conversation with the principal.**
- If a child is picked up or dropped off during the school day, he/she must be signed out or signed in by a responsible adult.
- No student will be released from school to any person other than the parent or legal guardian, unless the school has positive proof through the principal's office that the parent having custody or legal guardianship has given permission for the release. This also refers to Extended Day Care. In the event parents are legally separated, the school shall release the student only with the consent of the parent who has custody (*court order may be required to be on file*).
- At the close of the school day, students are expected to leave campus unless they are staying for some athletic event or activity with a supervising adult. Non-participants are under the supervision of their parents and should not be in the courtyard area, in/near any classrooms, nor on the playground if there are daycare students present.

4. **Planned Absence:** If parents must take their child out of school for vacations, they should contact the office indicating the days of anticipated absence and the reason for the absence well in advance of the departure time. Planned absences for part or all of the day before or after school calendar vacation times is discouraged. The student and/or student's parents should ask the teacher for the assignments. If possible, assignments should be completed before the student leaves school. If that is not possible, the assignments are expected to be completed when the student returns to class.

5. **Regular attendance: There is a limit of 10 absences allowed per semester for any reason.** If that is exceeded, the principal may arrange a conference with the homeroom teacher, the parents, and the principal. Retention in the present grade will also be considered any time this limit is exceeded.

6. Attendance at Special School Events: Student participation in scheduled music concerts and Track Day is mandatory. **Lack of attendance may result in a lowering of the grade for that quarter.** If for some reason a student is not able to attend an event, the following guidelines must be honored:

- a. All requests for absences are to be considered on an individual basis by the specific teacher and principal.
- b. All requests for absences must be submitted in writing to the appropriate teacher at least 2 weeks prior to the concert.
- c. Parents will be notified by the specific teacher when a decision has been made regarding the validity of the request.

Visitors to The Campus

Phoenix Christian School PreK-8 welcomes and encourages parents and other family members and guests to visit the school. We ask that you be sensitive to classroom interruptions and talk to the classroom teacher or call the school office to inquire as to a best time to make a visit. **All visitors must report and check in at the school office before entering the school campus.** Children who are not enrolled in PCS PreK-8 must remain under the direct supervision of the parent. Dropping off a non-enrolled child in the classroom to be with a brother, sister or friend while a parent is doing something else at the school is generally not permitted. As a courtesy to the teacher and for the benefit of the other children in the classroom, we ask that parents take this matter seriously and not be offended when a teacher says that the rules of the school do not permit him/her to be responsible for that child.

Safety and Security Of Students

NO TRESPASSING signs are installed at different locations around the campus to discourage individuals from walking on campus. Although such signs may be intimidating to parents and others with legitimate reason for visiting school, the safety of children is foremost in our minds. We want to assure parents and others that they are always welcomed and valued. The faculty and staff have discretion to prohibit any suspicious individual or items that may jeopardize the safety and security of students. Teachers and staff have practiced procedures for a lock-down in the event that such a process is necessary.

In case of any emergency, we ask that parents remain patient and calm and take directions from staff in charge, as well as any public official. (i.e. policeman and fireman) IT WILL BE THE PRAYERFUL INTENT TO ACCOUNT FOR EACH CHILD AND NOT TO RELEASE ANY CHILD EXCEPT TO A PARENT OR A RESPONSIBLE PERSON THAT IS SPECIFICALLY KNOWN TO THAT CHILD AND FAMILY AND WOULD HAVE THAT PERMISSION.

Drug Free School Zone

School campus and the surrounding 300 feet are covered under the Drug-Free School Zone Act. This Act is part of Arizona Revised Statue 13-341. The Legislature has revised this law to insure that criminal gang activity and drugs in our community will not be tolerated. The non-medical use, possession, distribution or sale of drugs on school property or at school events is strictly prohibited. *Non-medical* is defined as “a purpose other than the prevention, treatment, or cure of an illness or disabling condition”. Any student who violates this policy will be subject to suspension and/or expulsion, in addition to other civil and criminal prosecution pursuant to A.R.S. 15-345.

W. E. L. L. — Working Equally Lightens the Load

The W.E.L.L. being of PCS is closely related to the lives invested in it. We know God has gifted each of us so we can serve others. We have some unbelievably faithful servants at PCS who go above and beyond the call of duty by offering a wide variety of gifts that help us keep down expenses. The need is too great for just a few...we don't want service to become a burden; we need to lighten the load.

One great illustration of this principle is found in Exodus 18. The story speaks of the overwhelming burden Moses had once Israel emerged from slavery. Jethro, Moses' father-in-law, saw that the pace and pressure was too much for Moses. Moses was at his limit; alone he couldn't effectively handle the load, and as a

result, the patience of the people was being taxed. Jethro advised him to delegate the workload. Moses applied this wisdom, chose able men, put them to work, and was then able to endure the strain and do things in a timelier manner. (Exodus 18:14-25) Taking this same principle, which began in the 05-06 school year, we are asking all of our families to participate in W.E.L.L. Each family's contribution will be 20 hours for the school year; 10 hours if you are a single parent without support or a grandparent/guardian...not much over the course of a school year. There is a fee of \$20 per hour if you do not participate in the W.E.L.L. program.

Options/Opportunitites for WELL hours

- Greet parents and students when they arrive before school / August (8:00am – 8:45am)
- Welcome families at “Meet the Teacher” morning and/or Parent Night
- Supervise AM Recess for K – 4 (10:15 – 10:30)
- Supervise AM Recess for 5 – 8 (11:00 – 11:10)
- Supervise Noon Recess for K – 4 (12:00 – 12:25)
- Supervise Noon Recess for 5 – 8 (12:30 – 1:00)
- Supervise PM Recess for K – 4 (1:45 – 2:00pm)
- Assist with vision and hearing testing / normally about 2 hrs for 3 or 4 days
- Willing to receive training for hearing testing through a local agency
- Help pass out lunch ordered by students during M, W, F lunches (11:45 – 12:00 & 12:30 – 12:45)
- Go on field trips with your child’s class when needed
- Be In the Driver’s Seat – Drive athletes to sporting events off campus
- Help coach 5 – 8 grade teams
 - Co-Ed Soccer
 - Girl’s Volleyball
 - Cross Country
 - Boy’s Basketball
 - Girl’s Basketball
 - Girl’s Softball (if enough pitchers available)
 - Boy’s Baseball (if enough pitchers available)
- Be a Parent Community member for:
 - Buildings/Grounds/Transportation Committee (meets once a month)
 - Promotions Committee / help us get our schools name out there (meets once a month)
 - Ways and Means Committee / helps to organize fundraisers (meets once a month, <Pickleball Tournament> February, <Golf Tournament>April)
- Substitute teach when a teacher is absent
 - Grades 1 – 4
 - Grades 5 – 8
 - All Grades
- Joining the parent booster organization / Wildcat PAC (Parents in Action Committee)
- Be a room parent
- Volunteering to help with fall fundraising event
 - Steering Committee (oversees the event)
 - Silent Auction (procure, set up, assist, run)
 - Live Auction (procure, set up, assist, run)
 - Dinner (set up, catering, center pieces, serve)
 - Anything else I can help with (volunteer for whatever is needed)
- Photography – taking pictures at school events, field trips, sports (yearbook & Wildcat Weekly)
- Kindergarten Graduation (set up, decorate, serve refreshments, clean up)
- 8th Grade Graduation (set up, decorate, serve refreshments, clean up)
- Any jobs I can do at home to help the school or teachers

Plus much more - - - give us a call!

Student Personal Data

Please notify the school office immediately when there is a change of address or telephone number, change of employment or a change in the emergency telephone number used when unable to reach a parent's primary number. Even though you may have an unlisted telephone number, the school MUST have the phone number to call in case of emergency.

Normally, all emergency information has been completed with the registration form when the child(ren) is enrolled. If not, the school secretary will call the parents.

During the school year, Phoenix Christian School PreK-8 may keep on file non-confidential student information containing students' names, photographs, grade placement, extracurricular participation, and achievement awards or honors. These files may also include monthly school newsletters, graduation programs, activity programs, newspapers and the yearbook. Student information will be released without prior parental consent for school publications and to recognized news media. If, however, you DO NOT wish any of the above listed information released about your child/children, please submit written notification to the school office. If such notification is not received, it is assumed that your permission is given to use directory information as described above.

Tuition & Fee Payment Policy

PCS PreK-8 offers several options for your tuition payments.

- Full payment prior to July 1st for a 3% discount (discount does not apply to STO funds)
- Quarterly – July, October, January, April
- 12-month plan (July - June)

Each month PCS PreK-8 will send you a tuition and fee statement. Tuition will be billed to you prior to the end of each month for the following month. Full payment is due on the 1st of the month, payment is late after the 10th of the month. Tuition may be paid with cash, check, credit card or state tuition tax credit monies. There will be a returned check fee based on what the bank charges for insufficient fund checks. **Delinquent Accounts** – Account will be charged a \$20.00 late fee each month the payment is received after the 10th of the month. Tuition is recorded as income when it is invoiced. The accountant will prepare a monthly aging report to present to the Finance Committee at the monthly meeting. The following action may be taken for past due accounts:

- If a tuition account becomes more than 60 days late, the student may not be allowed to attend class until the account is brought current.
- If a tuition account becomes more than 60 days late, the student's parent(s) will be required to meet with the finance committee and agree to a written plan to bring the tuition account current.
- If a tuition account becomes more than 60 days late, the payments for the tuition account for the rest of the school year will be set up on an automatic payment draft to be taken from the account holder's checking or credit card account on the 1st of the month.
- Future ACSTO or other tuition scholarships cannot be used or counted on for current tuition payments.

Tuition Tax Credit Policy

Many PCS families use the Universal ESA. In addition, we encourage all of our families to participate in the Arizona State Private School Tuition Tax Credit. This is just one way to save for high school tuitions. ACSTO (*Arizona Christian School Tuition Organization*) is one state tuition organization that manages these tax credits, and the one most parents at PCS PreK-8 use. Information about other organizations may be obtained through the school office. Once the school receives the designated funds, they are held for your child's tuition, and credit is applied to your account each month. It is our policy to credit as much of the tax credit toward each month's tuition as is possible until all of the tax credit is utilized. Tuition payments cannot be deferred until the next tuition tax credit distribution. It is important to also note that these dollars by law can only be used for tuition. Full details are available from the school office. Other tax credit organizations are listed below:

Arizona Private Education Scholarship Fund, Inc., Arizona School Choice Trust,
Arizona Scholarship Fund, Institute for Better Education, Arizona Leadership Foundation, AAA
Scholarship Foundation

Re-enrollment Procedure and Policy

Each spring you will receive re-enrollment information. We ask that you take the time to make changes to each child's forms. Up-to-date records are important for the office and teachers, and they keep us in compliance with state and county laws. Please return the packet along with the student re-enrollment fees. **Your school account must be current for your student to attend classes the following next school year.**

Health Information

Phoenix Christian School PreK-8 is grateful to have volunteers with medical backgrounds. These volunteers are called on frequently for medical advice regarding student health concerns. They are responsible for developing necessary health information and forms, as well as to inform parents of necessary immunizations required for school attendance. First Aid supplies are maintained in a safe environment, with appropriate instructions to staff for use. Also, there are appropriate policies and forms for administering medicines to students. This is closely monitored with parents.

Immunization Requirements

Immunizations are an important part of each child's health. The State of Arizona has established the following law for children entering/attending school. All students attending PCS must meet the following immunization requirements before starting school:

- Three polio vaccines must be administered. One more dose is necessary if the third dose was given before the fourth birthday.
- Five DTP doses must be given. One more is necessary if the fourth dose was given before the fourth birthday. A Td booster is required ten years after the DTP series has been completed.
- Two MMR doses must have been given.
- Three doses of Hepatitis B vaccine must have been given,
- One dose of Meningococcal.

The school law allows exemptions for medical reasons or if immunizations are contrary to the religious or personal beliefs of the parent or guardian. A form is available at the school for such an exemption. As per state law in Arizona – the only allowable exemption for PreK students is a religious exemption.

Phoenix Christian School PreK-8 adheres to this state law. If you know that your child has not had his/her complete set of immunizations, please see your local health care provider to ensure your child's health and the health of his/her classmates.

Each child attending Phoenix Christian School PreK-8 must have met the legal requirements for immunizations or have an exemption form on file.

Administration and Dispensing of Medication

Basic Goal: In order to provide a legal and safe method of medication control and recording, Phoenix Christian School PreK-8 has established this policy:

Prescription Medications

- Each separate medication must have a parent/guardian permission form completed, signed and on file in the school health office.
- RX (*Doctor Prescribed*) medication must be locked in the school health's designated area **IN THE ORIGINAL RX BOTTLE**; administration of medication will be recorded (*documented*) for each medication dose (*giving date and time administered*).
- All prescription medication will include the following information:
 - ✓ Name of child
 - ✓ Name of medication
 - ✓ Dosage of medication
 - ✓ Frequency of administration
 - ✓ Direction for administration
 - ✓ Name and telephone number of prescribing doctor
 - ✓ Name/Telephone/Address of pharmacy
 - ✓ Date prescribed

(Please note that this must be accompanied by the school's parent consent form)

Over-The-Counter Medication

- In order for any child to receive additional Tylenol, cough medication, or decongestants, a consent form must be signed by the parent on an as-needed-basis:
 - ✓ Any Over-the-Counter medication must be in a locked central area at the school with appropriate administration and recording of dose/date of all medications.

Note: All Over-the-Counter meds must be in the original package with directions available; child's name on package with parent/guardian's written permission/request/dosage form.

Exceptions to the special permission: asthma inhalers, allergy medication (e.g. Epinephrine.)

Communicable Disease

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion has passed or until a physician recommends a return, in accordance with A.R.S. 36-629 and A.R.S. 36-629-01, appropriate regulations of the State Department of Health Services, and policies of the County Health Department. Parents are asked to keep children home if a student exhibits any of the following symptoms: skin rashes, sore throat accompanied by fever, fever over 100°. Please call the school office to inform us if one of these is the reason for your child's absence. Parents are asked to provide a history of

communicable diseases for each child when completing the enrollment registration forms, and such records will be kept and maintained by the school's office.

Administrative Procedures:

- Any student excluded from school under the aforementioned health regulations must receive clearance from your doctor before being readmitted to class.
- All diagnosed and suspected communicable diseases considered to be reportable under appropriate Arizona Department of Health Services rules and regulations and A.R.S. 36-621, are to be reported to the Maricopa County Health Department by the school principal or his designee.
- Any student exhibiting symptoms of illness such as skin rashes, inflamed eyes, fever and the like will be referred to the school health committee. The parents/guardians will be contacted. Depending upon the condition of the student, the school may request physician clearance before the student is allowed to return to class.

PEDICULOSIS (Lice Infestation)

Teachers and support staff as well as medical professionals may need to examine an entire classroom to check for pediculosis (*lice*) and will notify a child's parent/guardian if the examination is positive. Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated, there are no nits in the hair, and the student has been cleared to return to school.

Mandated Child Abuse Report

In accordance with Arizona Mandatory Reporting Law, A.R.S.13-3620, school personnel, having responsibility for the care of children, are MANDATED to make an immediate report to a peace officer or Child Protective Services when by observation of disclosure they have reasonable grounds to believe that a minor has been the victim of child neglect, physical abuse or sexual abuse.

Phoenix Christian School PreK-8 is committed to being in compliance with this statute. The law is very clear that school personnel have the responsibility to make an immediate report and there is no legal alternative except to report to the proper authorities for their investigation. School personnel will not contact parents or guardians in advance of making the report to authorities, as would be the normal procedure for other situations.

A complete copy of the law and the reporting procedure is kept in the administration office and is available for you to read.

Other Provisions:

- When a suspected child abuse incident is reported, mandatory reporters must call police/CPS to report the alleged abuse immediately.
- After that, mandatory reporters must file a written report with the CPS on the Mandatory Child Reporting Form.
- State of Arizona Abuse Hot Line #888-767-2445. The local Phoenix number for Crime Stop is 602-262-6151.

Personal Property: Lost and Found

All personal property worn or brought to school should be properly labeled. Items left at school will be placed in a designated "Lost & Found" area. Anything not picked up will be donated.

Personal Vehicles

This school is not responsible for vehicles parked on campus or incurring damage while left on property. Neither will the school be liable in any way for vehicle accidents that may occur in the parking lots of the school.

Extended Day Care and Study Hall

Rules for Use

PARENTS

1. **A Parent or guardian is required to sign the student into and out of day care/study hall each day a student uses the program as follows:**
 - If the student arrives on campus prior to 8:00 a.m.
 - If a student is on campus after 3:30 p.m. and is not involved in a sports program
 - Elementary students (K-4) may be picked up from the day care room.
 - Middle School students (5-8) may be picked up from designated study hall classroom.

STUDENTS

1. Upon arrival, the student is to place backpack, coat, and lunch box in the area designated by the supervising adult.
 2. Any student in the morning day care may eat any breakfast items they have brought.
 3. If using day care or study hall after school, the students will wait in an orderly manner outside the school office until asked to go to those assigned rooms at 3:30.
 4. Study hall is for studying. If a student does not have homework, they are expected to read or be engaged in a quiet activity such as drawing, coloring or handwriting. Students are not to disturb other students.
 5. No student is to be in the kitchen.
 6. If a student has an after-school snack, they are expected to clean up their own food mess once finished.
 7. Students are to let the day care supervisor know when they need a drink or the bathroom. Students are to stay within the playground/field area when outside. Students are not to roam the campus. The courtyard is off limits except to use the bathroom and get a drink.
 8. Students may use designated materials and games located in the day care room
 9. On PCS PreK-8 home game days, the students may attend the game only if the entire group and supervising adult attend. Otherwise, all students will remain on the playground equipment or in the day care/study hall room.
 10. Students may use the telephone or their cell phone, with permission and in the presence of a staff member, only for necessary calls to an adult.
 11. All school rules and disciplinary measures apply during day care/study hall. Students are to respect the supervising adult and school property.
- ◆ We provide child care to children, ages 4 by Dec. through 8th grade, limited to students enrolled at Phoenix Christian School PreK-8.

Before and After School Care is open for all ages from 7:00 a.m. to 8:00 a.m. and 3:30 p.m. to 5:00 pm. For current rates, please contact school office.

Before School: 7:00 – 8:00 am

Study Hall: 3:30 – 4:30 pm

After School: 3:30 – 5:00 pm

Preschool operates from 8:45-11:45 am (1/2 day)

8:45-3:20 pm (full day)

Please pick up your child on time. The day care charges are computed monthly on the tuition statement e-mailed to the home. There is no refund of tuition or fees.

The school is open Monday through Friday except for holidays.

- ◆ All children enrolled in the school are entitled to use the before and after school care.
- ◆ In the morning, each child is signed in by the parent or adult designee upon arrival. At the end of the session, the child is released to the school. In the afternoon, the child care supervisor signs in each child upon arrival. The child is released to the parent or designated adult when he/she signs the roster. **NOTE:** An adult (18 yr. or older) **MUST** sign in or sign out the child or will jeopardize the daycare service.
- ◆ Discipline is administered in compliance with the student handbook which is updated annually and distributed to each enrolled family.
- ◆ The school has breakfast available for students in Before-School Care and a snack is provided to those in After-School Care. A menu is posted in the child care room.
- ◆ Before-and-After-School children receive care and supervision of play and study activities. This includes the availability of outdoor playground activities, indoor games, books, and puzzles. Preschool age children's activities comply with State required curriculum. Lesson plans for both are posted in the child care room
- ◆ Liability insurance as required by the Arizona Department of Health Services is provided by Wright Ins. Co., with the Certificate of Insurance on file with them and in the school office.
- ◆ Medication (in original prescription container) will be administered only with receipt of signed medical consent form supplied by the school office.
- ◆ If a child has an accident, injury, or emergency that requires medical treatment while in child care, the staff will notify the child's parent immediately after the accident, injury or emergency. Staff may call 911 in emergencies. The date, time and location of the incident, the time and method of parental notification will be documented via a Student Injury Report Form. This documentation will be retained for 24 months from the time of the child's exit from school.
- ◆ Inspection reports are available upon request.
- ◆ This center is regulated by the Arizona Department of Health Services, 150 North 18th Ave., 4th Floor, Phoenix, AZ 85007, phone number 602-364-2536.

THANK YOU FOR HELPING MAKE THIS PROGRAM A SUCCESS!

DAY CARE AFTER 4:00 P.M. CALL: 602-956-9330 ext. 303

STUDY HALL AFTER 4:00 P.M. MONDAY –THURSDAY CALL: 602-956-9330 ext. 107

(ext. 105, ext. 106, ext. 108 on occasion)

PHOENIX CHRISTIAN SCHOOL PreK-8

Before-and-After-School Care

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Parent Commitment and Statement of Cooperation

The Mission of Phoenix Christian School PreK-8 is to partner with Christian homes and Christian churches to educate children for lives of loving and obedient service to God, His Kingdom, and all humankind. In order to fulfill the Phoenix Christian School mission in the lives of our children we, as PCS parents, do hereby pledge our support of the following:

Parents: please place your initials beside each statement and print your name(s) at the bottom of this form. Please return the form to the office.

_____ We agree to cooperate with the administration and faculty in support of the school programs, policies, and procedures.

_____ We invest authority in the school to discipline our child when necessary. We further agree that we will cooperate and discipline our child in the home as needed.

_____ We understand that we will be assessed for damages caused by our child to PCS property (including breakage of windows and abusing the personal property of others).

_____ We recognize that Christian education requires parental support. We agree to support the school by volunteering our time, attending events and activities, and participating in fundraising efforts.

_____ We agree that if a conflict arises between our child/family and others in the PCS family students, parents, faculty, staff, and administration – we will, in the love of Christ and with prayer, register necessary complaints with the teachers or administration in compliance with the school's Matthew 18 policy.

_____ We understand our student will be required to use technology as part of their education. This includes use of the internet at school and at home (especially in the older grade levels).

_____ We recognize that rumors and gossip are toxic and unacceptable within a Christian community. We agree not to participate in such behavior.

_____ The signing of this agreement constitutes a contract to abide by the rules and regulations of the school as established by the school board, the administration, the faculty, and the staff of Phoenix Christian School PreK-8.

Parent Signature _____ Date _____

Student Signatures if 4th grade or older:

1. _____ Date _____

2. _____ Date _____

3. _____ Date _____