



Palmetto Christian School

Parent/Student Handbook

2023-2024

Pastor's Message

Dear Parent(s):

On behalf of the administration of PCS we would, first, like to take this opportunity to welcome you and your child(ren) to our 'Church and School family.' Whether you are new to our school or have been a part of the PCS family for years (i.e. in our pre-school) one of our goals here at RC/PC Miami and PCS is to make you feel 'at home' and give you and your child(ren) a place to belong. We live in a city that is very wonderful and beautiful, but very transitory as well. It is our hope that our institution will become your 'home away from home.' A place that will be steady and safe for you. Choosing a school, whether a Pre-school or High-School education, for your children is one of the most important decisions you'll ever make as parents. It is with that very thought in mind, that we, at PCS, continue to strive to create a learning environment where our children are, first and foremost, blessed by learning eternal truths from the Bible, God's Word, and are introduced to Jesus Christ Second, PCS strives to create and be a safe environment for your child(ren) to learn and grow, as well as a place where, above all, they will be loved and appreciated for their God-given uniqueness. As the Founder, Headmaster and current Director of PCS I can say with confidence that PCS is such a place.

Teaching is a lifelong commitment and our staff, I am proud to say, see it as more than simply a 'job' and/or a 'salary.' They are dedicated to developing the heart and soul of your child(ren) as well as their minds. I encourage you to get involved in the continued development of our school as we add an Autistic Academy at the Middle-School level, a High-school program dedicated to facilitating learning for students with mild learning disabilities as well as the development of a Middle-School sports program with an eye towards a High-School program in the very near future. Your involvement demonstrates to your child that you value what they do here at PCS and please know this-we value YOU!

A Christian, Private School Education is by far the best investment you could ever make in your child's life. Please know that I am always available to address any and all of your questions and/or concerns. We look forward to building, in partnership with you, an amazing Christian Educational institution in the very heart of Miami to serve as a blessing to any and all who walk through our doors

May the Lord bless you and your family richly' In His

Service,

Rev. Edwin Collado Founder,
Headmaster

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PALMETTO CHRISTIAN SCHOOL

MISSION STATEMENT:

Palmetto Christian School seeks to provide a Biblically based and grounded educational environment that nourishes the spiritual and emotional wellbeing of the student as they are equipped academically to thrive within their God-given potential in all areas of life for the glory of God.

PURPOSE OF PCS:

As a ministry of Palmetto Presbyterian Church of Miami, Inc., the purpose of Palmetto Christian School is to establish and maintain a Christian school, with daily Christian instruction, which creates an environment in which students and their families can explore the Christian faith and, consequently, build a relationship with Christ, as they experience the transforming power of the Gospel and, in turn, seek to extend that Good News (Matthew 28:19-20) and share their God-given talents and abilities to impact our community with Christ, as well-educated and well-rounded citizens and members of our community, city, state and nation.

PHILOSOPHY OF EDUCATION:

Our philosophy of education at Palmetto Christian School begins with the knowledge that God is the source of all truth (Luke 11:52; Proverbs 1:7). Since God is over all and for all, He is at the heart of our curriculum. God is our frame of reference as we learn about our surrounding world. Therefore, the Bible itself holds a position of priority and authority in our schools' philosophy of education. Its intent is to inspire and encourage the student of their need for a personal relationship with Jesus Christ. Its aim is to cultivate, reprove, and inspire the student to live a life that is dedicated, full of service, and dependent on God in every area (Ephesians 4:1-6).

As Scripture clearly states in Deuteronomy 6:9-12 and Proverbs 22:6, it is the sole responsibility and privilege of parents to stimulate the joy of learning for their children. Hence, it is the purpose and objective of Palmetto Christian School to partner with parents in providing a grounded Christian education.

STATEMENT OF FAITH:

I. WHAT WE BELIEVE ABOUT: God

We believe in God, the Father Almighty, maker of Heaven and Earth, Alpha and Omega, the beginning and the end, who has loved us from eternity past (Ephesians 1:4-6), whose plan of salvation has been revealed in Christ (John 3:16-17) and who has prepared a glorious destiny of eternal fellowship with Him (Revelation 21) for those who have called upon Christ in faith as their Lord and Savior.

II. WHAT WE BELIEVE ABOUT: The Trinity

We believe in a Triune God, who through a united Godhead is three distinct persons yet the same in substance, power and whose nature and being is eternal. The three are: God the Father, God the Son, and God the Holy Spirit.

III. WHAT WE BELIEVE ABOUT: Jesus Christ

We believe in one Lord and Savior Jesus Christ, the only begotten Son of God (John 3:16). Jesus Christ is God, is Light, is Truth, is very God of very God. He was not created; there was never a moment when He was not. He is of the same substance as the Father (Nicene Creed) and in Him and through Him all things were made (John 1: 1-5; Colossians 1:15-17). Jesus Christ stepped down from Heaven, humbling Himself and taking the very nature and form of a servant (Philippians 2: 5-11). He was born of the Virgin Mary (Matthew 1: 18; Luke 1 :26-38) and He took on human flesh (John 1:14).

He lived the perfect life that we could not live, and He died the perfect death that we could not die to satisfy the righteous judgment of God upon us. Jesus suffered, was crucified, and buried, rising on the third day according to the proclamation of the Scriptures (Matthew 28:1-10; Mark 16:1-8; Luke 24:1-8; John 20:1-9). Jesus ascended into heaven (Acts 1:9) and sits at the right hand of the Father almighty, in glorified form, interceding on our behalf (Heb 10:12). It is from that position that He will return (I Thess 4:13-18; Acts 1 :11), in glory and power, to judge (II Tim 4: 1; Rev 20:4) and to inaugurate His Kingdom which shall have no end, that at His name every knee would bow and every tongue confess that He is Lord (Phil 2:10-11). We believe in the total, all-encompassing redemption found in Jesus Christ.

IV. WHAT WE BELIEVE ABOUT: The Holy Spirit

We believe in the Holy Spirit, the Lord and Giver of Life (Nicene Creed). The Holy Spirit proceeds from the Father and the Son; and along with Father and Son is to worshipped and receive glory (Nicene Creed). The Holy Spirit guides the church (Acts 2:1-41; Acts 16:6) which is the body of Christ (Ephesians 2:19-22; I Cor 12).

V. WHAT WE BELIEVE ABOUT: The Church

We believe in one Church which seeks to ground believers in the Word of God, create opportunities for prayer, worship and access to the Lord's table, as well as rich times of fellowship in our journey to becoming a diverse family of faith (Acts 2:42-47), led by the Holy Spirit, built upon the redemption found in Christ, the freedom found at the cross and the hope brought forth by an empty tomb. The church is entrusted with the Great Commission of Christ as found in Matthew 28:18-20 to the best of its ability.

VI. WHAT WE BELIEVE ABOUT: The Lord's Supper

We believe that on the night Jesus Christ was betrayed He instituted (Matthew 26: 26-29; Mark 14:22-25; Luke 22: 14-20; I Cor 11:23-26) the sacrament of the Lord's Supper, the sacrament of His body and blood. The first of two sacraments (the other being baptism) to be ordained by Christ in the New Testament. This sacrament is meant for observation by His church until He returns-in power and glory. This sacrament is meant for the remembrance of His sacrifice to save us from sin and death, the spiritual nourishment of believers, the sealing of the blessings promised to believers, and it is to serve as a bond between His followers and Himself as well as each other-making up His body, the Church. (WCF 29.1). In observing the Lord's Supper, Christ is not re-sacrificed, nor is it any type of sacrifice made on behalf of our sins or for those who have passed on into eternity. Christ sacrifice commemorated in the serving of the elements was a once and for all action, which calls forth praise for the Father for His powerful display of grace toward and unto us at the cross. (WCF 29.2).

VII. WHAT WE BELIEVE ABOUT: Baptism

We believe that Baptism is a sacrament of the New Testament. It was ordained by Jesus Christ, not solely for admission into the visible church, but to be a sign and seal of the covenant of grace, of the ingrafting into Christ, of regeneration, of remission of sins, and of our giving up unto God, through Jesus Christ, to walk in newness of life. This sacrament is, by Christ's own appointment, to be continued in his Church until the end of the world. (WCF 28.1)

VIII. WHAT WE BELIEVE ABOUT: The Bible

We believe the Bible to be the inspired word of God, therefore its authority, depending not on the testimony of individuals, rests upon God as its author, making the Scriptures infallible for they are God-breathed, to be believed and obeyed.

X. WHAT WE BELIEVE ABOUT: The Life to Come

We believe in the resurrection of the dead, the blessing of a glorified body (I Corinthians 15), and the eternal life that awaits us in the world to come (Revelation 21:5). Amen!

STATEMENT OF NONDISCRIMINATORY POLICY.

AS TO STUDENTS:

Palmetto Christian School admits students of any race, color, national or ethnic origin with all the rights, privileges, programs, and activities generally afforded to and/or made available to students at the school. Palmetto Christian School does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admission policies, athletic and other school-administered programs.

LICENSING & ACCREDITATION:

Palmetto Christian School is a ministry of Palmetto Presbyterian Church of Miami, Inc. Palmetto Christian School is a member of the Florida League of Christian Schools (FLOCS) and is in the process of seeking accreditation via this organization. Our facility is licensed by the State of Florida Department of Children and Families and is current in all of its health, fire, safety and educational inspections.

STANDARD OF ETHICAL CONDUCT (State of FL):

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of Biblical truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential.
3. Concern for the student requires that our instructional personnel:
 - Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - Shall not unreasonably deny a student access to diverse points of view.
 - Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - Shall not intentionally expose a student to unnecessary embarrassment/disparagement.
 - Shall not intentionally violate or deny a student's legal rights

- Shall not harass or discriminate against any student based on race, color, religion, sex, age, national or ethnic origin, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- Shall not exploit a relationship with a student for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service unless disclosure serves professional purposes or is required by law.

4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

- a. Shall maintain honesty in all professional dealings.
- b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, farther, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.

Training Requirement All instructional personnel and administrators are required as a condition of employment to complete a staff orientation in regard to these standards of ethical conduct. (Conducted twice throughout school year; in August and January)

Reporting Misconduct by Instructional Personnel and Administrators All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to the headmaster of the school to be reviewed and investigated by the governing body of the church and the board of the school.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services.

Policies and procedures for reporting misconduct by instructional personnel or school administrators which affect the health, safety, or welfare of a student are found in the school handbook for guidelines and operating procedures.

Reporting Child Abuse, Abandonment or Neglect All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report1i online at: <http://www.dcf.state.fl.us/abuse/report/>.

Reporting may include, but not be limited to:

Signs of Physical Abuse: In other words, unexplained bruises, welts, cuts, or other injuries, broken bones or burns. A student who is withdrawn or depressed seems afraid to go home, expresses a desire to run away, shying away from physical contact, be overly aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse: Such as trouble walking or sitting, pain or itching in genital area, or speaking about sexually transmitted diseases. A student suddenly showing an unusual amount of knowledge about sex or beginning to act seductively with classmates. A student showing fear of a particular person, seeming withdrawn or depressed, suddenly gaining or losing weight, shying away from physical contact, or expressing a desire to run away from home.

Signs of Neglect: A student who has consistently unattended medical needs, little or no supervision at home, poor hygiene, or appears underweight. A student who is also frequently tired or hungry, is caught stealing food, or appears overly needy for adult attention.

Liability Protections Any person, official, or institution participating in good faith in any act authorized or required by law or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

SCHOOLWIDE INFORMATION

I. STUDENT ADMISSIONS

A. ADMISSIONS

1. PCS seeks to provide a Christian education in a Christian environment to the benefit of the student and their respective family. Families enrolling students in PCS will be made aware that their child will be told about the importance of having a personal relationship with Jesus Christ so that they understand the centrality of the Bible and the Gospel message. They will also be made aware that the educational program and curriculum is Christian in its foundation and nature.

2. Every family that shows interest in PCS will have a personal meeting with the headmaster to help determine if:

- The students can profit from a challenging program using Bible-based curriculum
- The parent(s) desires a Christian education for their child
- The student will agree to abide by school standards; and
- If it is warranted because of previous and/or a history of behavioral problems, they have had their records cleared with their previous school.

3. PCS expects families that apply for admissions to honestly disclose any information that would be critical to the spiritual and educational well-being of both the PCS staff and student body should their student be enrolled.

4. Falsification of information written on the application *or* stated in the interview is grounds for immediate dismissal.

5. The administration (Academic Dir and Special Education Dir.) will evaluate incoming test scores, transcripts, and other academic records to be certain PCS can meet the academic needs of the student.

6. A conference (with the Headmaster, Academic Dir and Special Ed Dir) will be set up with the parents and the child to discuss the possibility of acceptance or non-acceptance.

B. REGISTRATION

For enrollment, Palmetto Christian School, will require that the following documents be presented at the time of registration for the student's file:

1. Completed Application for Admissions
2. Step-up/Mckay/Gardiner/Hope Scholarship-Financial award letters.
3. Payment of the Registration Fee.
4. Original Blue and Yellow Medical forms as required by the State of Florida Department of Education and Health.
5. Copies of any Custody Documents between parents (for drop off/pick up information; additional emergency contacts; discipline issues, etc).
6. Copies of Transcripts, Final Report card showing promotion (applicable for those enrolling in 1st through 8th grades) from previous school attended.
8. Copies of any psychological evaluations or special testing.
9. If a student registers for the upcoming school year and their current account is not paid in full for the current school year, payments made will, first, be applied to pay off their pending balance. Once the current school year is paid in full then their registration for the upcoming school year will be complete. A seat in the classroom will not be provided until the registration process is complete and all fees are paid in full.
10. Waiting lists and class assignments are left to the complete discretion of the administration.

C. TUITION

1. A registration discount (50%; non-refundable) is given for students that are registered in January for the upcoming school year.
2. Monthly tuition must be paid in full by the 10th of each month. Late payments will be assessed with a \$25 late fee.
3. All accounts must be cleared by May 31st of the current school year for the student to participate in the end of the year program and/or Graduation Sunday when applicable.
4. Lunch Program: PCS provides a hot lunch program at an additional cost of \$120 per month/\$1,200 for the school year/per student. This fee may be paid on a month-to-month basis.
 - You may also bring your child's lunch from home rather than opting for school lunches. Beginning with our 4/5th grade students will have access to the cafeteria microwave. The teacher must be informed when a student will need help with the microwave for their lunch.
5. Registration and Improvement fees are non-refundable and non-transferable.
6. Upon completion of the student's registration form the family assumes the educational costs for their child and are responsible for the tuition to be paid in full. Students who do not have their accounts cleared by May 31st will be referred to the church attorney and a collection agency. The person signing the registration form is responsible for all tuition costs from enrollment date through formal withdrawal date.

7. If the student should withdraw from PCS before the end of the school year, but has an outstanding balance, no academic records will be afforded to the family nor their new school until their outstanding balance has been paid off. All fees and payments made until that point are non-refundable.
8. Notification of withdrawal must be given in writing to one of our office personnel.
9. All tuition payments are due to PCS by the first of the month. If you desire to pay by cash, you must make payment in the school office where you will immediately receive a receipt.
10. A space in the school will not be provided for students whose accounts are not kept current.
11. No credits are given for absences due to vacation, holidays, illness, hurricane, Covid closures, etc.

12. If a check is returned (i.e. 'bounces'), PCS will not redeposit the check and a \$25 fee for the returned check will be applied to the students' account and must be paid before the end of the month in which this took place.
13. A student's account must be maintained current from month to month. If your account reaches past due, your child will not be permitted in class until the account is paid.
14. If you should default on the tuition agreement made when the student was registered, PCS reserves the right to require payment in full before offering further service.
15. PCS closes at 5pm(sharp!)
16. Please make sure that the individual picking up your child is authorized to do so and that the school office has a copy of their Driver's License in the students file. This should be done immediately as the school year begins.
17. Late pick-up fees: \$10.00 per half hour.

D. STUDENT RECORDS

1. PCS maintains a complete record, including a cumulative academic record, for each child. The information in these files is strictly confidential.
2. Records are available under these circumstances:
 - When a student seeks a transfer and all accounts are paid in full, a copy of the health records, SAT scores, report cards and parent/teacher conferences will be released.
3. Parents or legal guardians have the right to inspect and review all official records, files and data directly relating to their child.

4. All requests to review the official records of a child must be made in writing to the administration/Headmaster. Appointments will be scheduled with an administrator so that all questions are answered, and proper educational explanation are given for the academic record achieved by the student.

E. WITHDRAWAL-DISMISSAL

1. Withdrawals from the school must be made in writing to the school office, and must be made by the individual who filled out the registration form and/or the legal guardian of the student.
2. The student is not withdrawn until the school office/administration has written notice.
3. No school records or report cards will be given to families whose financial account is not paid in full.
4. After careful consideration, a student may be dismissed or not readmitted for the next year should he/she be found out-of-harmony with the behavioral regulations and academic policies of the school.

F. FACULTY

1. Our Kindergarten through 8th grade teachers have a minimum of a Bachelor's degree and are required to have a current teaching certificate.
2. Our teachers are encouraged to continue their education at the graduate level when and if possible.
3. Our teachers receive in-service training on teacher workdays from our Academic Director and will begin to attend educational seminars and conventions, as our school schedule allows, throughout the academic year.
4. Our faculty signs an annual contract which encourages them to attend RC Miami local church and challenges them to live a life of high moral and Christian standards. Any violations of contractual standards on their behalf are grounds for immediate dismissal.

GENERAL INFORMATION

A. CHANGE OF ADDRESS

- If you have a change of address, home telephone or business telephone numbers, please inform the office immediately. This is critical should an emergency occur.

B. EMERGENCY/ FIRE DRILLS

- PCS conducts fire drills at regular intervals as required by law.
- PCS also conducts lock-down drills in the event of an active shooter/intruder on campus.
- For these drills to be optimal for the safety of our students:
 - Our educational buildings are cleared promptly and via a prescribed route when the alarm sounds.
 - Students are not permitted to talk during the fire drill until they are safely outside and are to remain outside of the building until the 'all clear' signal is given by the office staff/administration to return inside.
- When the fire drill signal is given, all class activities must cease.
- Students are to follow their teacher and exit in accordance with the instructions posted in each classroom.
- It is imperative that the following rules be strictly followed:
 - Walk quickly. Do not run or push.
 - Do not talk inside or outside the building.
 - Each class is to exit in single file.
 - Listen to the teacher's directions.

C. HURRICANE/INCLIMATE WEATHER POLICY

- PCS follows the inclement weather closing decisions of Miami-Dade County Public Schools.
- If Miami-Dade County Public Schools are closed because of severe weather warnings, PCS will also close.
- Early dismissal due to severe weather warnings will be communicated via the PCS Facebook page, website and/or teacher text messaging app to parents.
- Students will be released as parents arrive and check in with the school office.
- PCS may opt to reopen earlier than the public school system based on the overall condition of our academic buildings, overall facility and roads surrounding our facility.

Again-notice will be given via the school Facebook page, website and/or teacher/parent text messaging app.

D. LOST AND FOUND

- PCS encourages parents to label their child's clothing and other school items with their child's full name.
- Items found with a child's name on them will be taken to the child's classroom and/or the school office.
- Unlabeled articles of clothing not claimed by any student will remain in the school office.
- Please be advised that PCS will not be held liable for items left behind on school premises.

E. SCHOOL HOURS

- PCS Office Hours are from 8:00 a.m. to 3:00 p.m.
- *Early drop-off can be at 7:30 a.m. (free of charge)
- School Hours: 8:00 a.m. to 2:40 p.m. for all Middle School students.
- School hours: 8:30 a.m. to 3:00 p.m. for Elementary School.
- PCS Middle School students will be marked tardy at 8:15a.m.
- PCS Elementary students will be marked tardy at 8:40 a.m.
- PCS After School program begins at 3p.m. (please see fee schedule for monthly cost) and concludes at 5 p.m. (*Facility closes at 6 p.m.)
- All students must enter the school via the school office entrance at which point parents must sign-in their child while their temperatures are taken.
- Students are to be picked up and signed-out for the day in that same area.

F. PARENTAL VISITS

- In the wake of the Covid-19 pandemic and to avoid any class/school closures PCS will offer a staggered personal drop-off schedule per grade once a week to facilitate parent/teacher communication.
- However, depending on the rise/decline of infection rates PCS will announce if these visits will be permissible.
- In the event of a Drs appointment and/or any other early withdrawal for the school day parents/guardian must report to the office first, sign the student out and then wait outside the school gate for the student to be brought out.
- All conferences with a teacher and/or administrator require an appointment. Please call the school office to make an appointment.

G. TEXTBOOKS AND MATERIALS

- All textbooks are the property of the PCS student. Books that are not desired at the end of the school year can be donated to the classroom for future use.
- Students are responsible for all books and materials they use and/or bring to school throughout the academic year.
- Students may only write in workbooks as assigned by their teacher.
- Students are also responsible for bringing books, paper, pencils, pens, etc. to class each day.

H. PROTECTION OF CHILDREN

- Parents should only send those individuals that have been reported to the school office at the beginning of the academic year to pick up their child.
- If the individual is not among those listed then the office must receive a phone call from the parent in order to release the child to the individual. A copy of their driver's license will be taken to confirm identification.
- No child can be released from school until the parent makes a personal request to the school office.
- This procedure often requires additional time, so we ask that you please plan accordingly.
 - This process might seem tedious and does take several moments, but please remember that it protects your child.
 - Parents who desire to have their child ride home with another school family must send a note to the teacher and school office explaining the arrangements for that day.

I. PROMOTIONAL MATERIAL

- PCS uses pictures for the yearbooks, ads and the school Facebook page in order to promote the school. There are times that your child will be in our promotional material. If you do not want your child to be in any of our promotional material, you must notify us at the time of registration and not sign off on the 'Media Release form.

III. HEALTH AND SAFETY

A. STATE OF FLORIDA MEDICAL ENTRANCE REQUIREMENTS

According to Florida Statute (232.032), students enrolling in any school in the State of Florida must present tangible documentation that immunization and health requirements have been met.

- Documents required are DH Form 680 (shot record) and **DH** Form 3040 (Physical Examination).
- In addition, the State of Florida has additional regulations mandating that all students entering Kindergarten and 7th grade meet additional immunization requirements. These documents must also be submitted to state agencies in order to show compliance.

B. LUNCH PROGRAM (Health)

- The PCS lunch program is optional and an out-of-pocket cost. You may opt to participate in the school lunch program. (\$120 a month/\$1,200 for the academic year)
 - The lunch program can be paid monthly in the school office.
 - You also may choose to send a lunchbox with your child.
 - In the event a child forgets his/her lunchbox, the parent will be notified so that they may eat the school lunch for the day. Parents will pay the lunch fee the following morning at drop-off.
- Absolutely no peanut butter nor peanut products may be brought onto the school campus.
 - No soda/soft drinks are allowed for/with lunch and/or snack. Parents are encouraged not to provide their child(ren) with sugary drinks and/or juices.
 - Glass jars are a safety hazard and are not permitted at PCS.
 - Breakfast and/or early morning eating is not a part of/provided by the PCS morning-care program.
 - Please be sure your child is well fed before he/she starts the day at PCS.
 - Students in the 4th – 8th grade are allowed to warm up their food in the cafeteria microwave under the supervision of their homeroom teacher.

C. FIRST AID AND MEDICATION

- The school office has first aid supplies.
- If a student becomes ill or injured the teacher will fill out an accident report that is to be signed by the parent upon pick up and the parent will be notified immediately.

- For minor injuries (such as knee scrape, fall in the playground not deemed serious by the staff, etc.), the parent will not be called, but an accident report will be sent home with the student to be signed by the parent and returned for their file.
- PCS staff and/or administration will not administer any medical treatments to any of the students.
- If a medication is deemed critical for the health and wellbeing of the student and has an accompanying letter from the student's physician the school office will accept the medication of the student and administer as directed by the physicians letter (on letterhead).
 - Please do not send the medication with your child; we ask that you take the medicine directly to the office.
 - The parent MUST have the medicine in its original container, clearly labeled with the child's name, amount of the dosage and the time to be administered-expressed in the letter from the physician.
 - The parent must then sign a medical release form to confirm the amount of the dosage and the time at which it should be administered.
 - In the event that a student becomes ill or is accidentally injured, the child will be taken to the office and the parent will be called.
 - Emergency first aid will be applied to an injured child.
 - However, in the case of illness the school is not allowed to administer medication.
 - Please make sure that the office is always updated on home, work and emergency phone numbers.

D. SPECIAL MEDICAL CONDITIONS

- PCS recognizes that some students have unique medical conditions such as diabetes, asthma, allergies etc. that might necessitate special attention during school hours.
- It is critical that this information be kept on file at the school office. Please call the school office to report any changes in your child(ren) health. Please bring any accompanying documentation (medical authorizations and/or information accompanying medications, etc.) to the school office to be added to your child's file.
- Once again PCS does not allow any nut/peanut products on campus in order to ensure all students with nut allergies are not exposed.
 - However, please note that although we encourage parental cooperation, we cannot possibly know nor be held liable for what each child brings in his/her book bag each

day. Therefore, in the event an outbreak should occur PCS will immediately contact 911 and then call the students' parents.

- We desire that a student not remain in the school office for more than one hour waiting for pick up.

E. COMMUNICABLE DISEASE

- PCS desires to maintain a healthy school environment by instituting the following controls designed to prevent the spread of communicable diseases.
- The term "communicable disease" is defined as an illness, which arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly to a susceptible host by an infected person and/or animal.
- Parents will be notified when the child has any symptoms of the following: lice, "suspicious" rash, fever, any sign of infection, conjunctivitis, diarrhea and vomiting.
- At the time of notification, the parents will be required to pick up the child as soon as possible.
- If a teacher or administration official should reasonably suspect that a student or employee has a communicable disease they are required to immediately notify the school principal/Headmaster.
- The reportable diseases include: Acquired Immune Deficiency Syndrome (AIDS), Meningitis, AIDS Related Complex (ARC), Meningococcal Disease, Amebiasis, Mumps, Animal Bite of Humans by a potentially rabid animal, Pertussis, Plague, Anthrax, Poliomyelitis, Botulism, Psittacosis, Rabies, Campylobacteriosis, Relapsing Fever, Chancroid, Rocky Mountain Fever, Dengue, R. Rickettsia, Diphtheria, Rubella (including congenital), Encephalitis, Salmonellosis, Giardiasis (Acute), Schistosomiasis, Gonorrhea, Shigellosis, Granuloma Anginal, Smallpox, Hansen's Disease (Leprosy), Syphilis, Hemorrhagic Fevers, Tetanus, Hepatitis, Toxoplasmosis (Acute), Histoplasmosis, Trichinosis, Human Immunodeficiency Virus (HIV), Tuberculosis, Legionnaires Disease, Tularemia, Leptospirosis, Typhoid Fever, Lymphogranuloma, Venereum, Typhus, Malaria, Vibrio Cholera, Measles (Rubeola), Vibrio Infections, Meningitis, Yellow Fever.
- Any student or employee with a communicable disease for which immunization is required by law shall be temporarily excluded from school while ill and during recognized periods of communicability.
- Students and employees with communicable diseases for which immunization is not available shall be asked not to be on onsite while ill.
- If the nature of the disease and circumstances warrant, PCS reserves the right to require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease.
- PCS reserves the right to make all final decisions in regard to the enforcement of this communicable disease policy as well as to take all necessary actions to control the spread of communicable diseases within the school.

F. COVID PROTOCOLS:

PCS takes the health and wellbeing of our student body and staff very seriously and in light of this will continue into the foreseeable future to keep these protocols in place:

- All students are required to undergo a Covid test before beginning to attend school in August and as they return from December break. They are to bring their negative results to the school office for their file.
- A student will have his/her temperature taken upon arrival at school.
- Parents must sign their child(ren) in/out at the main school entrance and are not permitted to enter the facility unless they are stepping into the school office for payment and/or to discuss a medical issue with their child.
- Parents nor any family members are permitted onto the school grounds. PCS has a 'no foot traffic' policy within the premises. (This policy will be relaxed once the pandemic slows/ends)
- Parent 'drop off at the door' (to communicate with teachers) days are as follows: (we ask that you visit with the teacher for only 2-3 minutes and if necessary)
 - Kinder-Mondays (8:15-30am)
 - 1/2nd - Tuesdays (8:15-30am)
 - 3/4th- Wednesdays (8:15-30am)
 - 5th & Middle-School -Thursdays (8-8:15am)
- PCS reserves the right to suspend these visits if it deems them a risk to the health and wellbeing of the rest of the faculty and student body.

E. ILLNESS OR INJURY DURING SCHOOL

- A student who is too ill to remain in class or who is injured will be immediately taken to the school office. Office personnel will call parents to arrange for pick up.
- Upon notification by school personnel, parents should make every effort to come as quickly as possible to pick up their child.
- Only ice packs will be administered to an injured student.
- No oral medication will be given to students.

ELEMENTARY AND MIDDLE SCHOOL GENERAL INFORMATION

A. HOME/SCHOOL COMMUNICATION

- PCS uses the Gradelink system to communicate quickly and clearly with parents. Please make sure to stop by the office to have the system explained to you and so you can download the app.
- Parents are encouraged to call the school office if they should have any question and/or concerns related to anything in regard to their child(ren) education and experience here at PCS.
 - PCS welcomes the help of parents towards our institution. We value our relationships with our student's families and wish to always strengthen and bless those. Soon PCS will be launching a Parent Booster Club that will help with activities such as: Fundraisers, class trips, room parents, volunteering, classroom parties, Teacher Appreciation Week, etc.

B. PROGRESS REPORTS/ INTERIM REPORTS

- All children will receive a progress report at the midpoint of each quarter. The purpose of this report is to keep you advised of your child's spiritual, academic, social, and emotional progress. Please discuss the findings with the classroom teacher and, if necessary, with our academic director.
- These reports are to inform parents of any specific academic struggles your child is facing. We ask that you always provide positive reinforcement for your child in regard to their academics. This report provides you the opportunity to help your child improve their grades before the end of the report card period.
- Please note the school calendar as to when progress reports will be handed out. If you do not receive one, please notify the school office immediately.

C. REPORT CARDS

- Report cards will be issued four times during the year. Report cards go out within one day following the end of the grading period.
- Report cards must be signed by either parent and/or guardian and be returned to the homeroom teacher. You may then keep the report card at the end of the school year.
- However, if you have an outstanding balance on your account, your child's report card will be held in the office until the outstanding balance is paid.

D. COMMUNICATION AND CONFERENCES

- Proper communication is essential in the operation of a school.
- Your cooperation concerning the signing and returning of important notices and documents to the school office is greatly appreciated.

- If you have any questions regarding grades, school functions, classroom practices, or disciplinary action, please contact the school office and/or Headmaster immediately.

- PCS desires to have a healthy, transparent and uplifting relationship between parents, teachers and the administration.

- PCS has a 'zero tolerance' policy for any disrespectful or threatening addressing of a teacher by a parent(s).
 - If a parent addresses a teacher in an inappropriate manner and without respect for the position the teacher holds, then the administration will decide on the situation and corrective action will be taken. Corrective action may include having the student withdrawn from PCS.
 - Baseless and/or unwarranted criticism of the school, its teachers and administration lead to strained relationships and is not conducive to the kind of educational environment we are striving to have and build here at PCS and therefore will not be tolerated.
 - In the event of any kind of misunderstanding or something that seems like a misunderstanding between teacher and student, the parent should immediately take the matter to the students' teacher and/or the administration.
 - Often a very quick and clear conversation can clear up the matter with very little difficulty.

- If the problem remains and/or persists, the school office will arrange a three-way conference with the parent, the teacher and the Headmaster/Director.
 - Appointments with a teacher must be made at least three days in advance.
 - You may request an appointment at the school office.
 - On scheduled 'drop off at the door' days (Covid protocol) the administration asks that you do not remain in the classroom, at the door nor on the property once classes have begun.

- Parents are not to address other students concerning situations with their own child. This action constitutes grounds for an immediate dismissal with no grounds for appeal to the administration, school board and/or headmaster.

ACADEMIC MATTERS

The PCS Grading scale is as follows:

- A+ 100- 97
- A 90-96
- B+ 89- 87
- B 80-86
- C+ 79-77

- C 70-76

- D+ 69-67
- D 60-66

- F 0-59

B. ACHIEVEMENT TESTS

- Each spring, PCS administers assessment tests to all students K-8th grade.
- The IOWA test is given throughout a specified week, small sections at a time.
- During testing week your child must be on time at school (6th – 8th; 8:00am K-5th 8:30 a.m.)
- Failure to arrive on time will result in their failure of that section of the assessment for that day (unless in the case of some unforeseen circumstance and/or emergency).
- Tests are administered during the students' first period in the morning.

- No other tests and/or quizzes will be scheduled for that week.
 - The results of the assessment will be sent home to the parents with the final report card.

C. ACADEMIC ACHIEVEMENTS

- Students that achieve outstanding academic performances are honored every semester during chapel time with their fellow students and then on Graduation Sunday at the end of the school year.
- PRINCIPAL'S LIST: All A's (with A's in Conduct)
- HONOR ROLL: All A's & B's (with A's in Conduct)

D. ACADEMIC PROBATION

- PCS takes great pride in and strives for academic excellence for its entire student body. Our desire and expectation are that every student will put forth their maximum effort every single day at every opportunity they are given.
- Any student averaging less than a 2.0, in any class, will be considered to be and placed on academic probation until their GPA rises above a 2.0.
- Probationary measures will involve the following:
 - First: Principal/ Teacher/ Parent/ Student Conference with 3 weeks given for the GPA to rise to an acceptable level.
 - Second: Mandatory tutoring sessions (if the student shows no improvement)
 - Third: Along with mandatory tutoring, strict accountability for assignments and tests will be kept by the student's homeroom teacher, academic director and parent(s).

E. RETENTION

- Promotion or retention of students is an educational decision made by the Principal/Headmaster, academic director and teacher(s), after careful examination of academic progress and contributing factors.
- PCS will always consult with the parent(s) of the student in regard to this decision, but PCS reserves the right to either promote or retain a student.
- The following criteria will serve as the rationale for retention:
 - (1) Insufficient Attendance: If a student has been absent for more than twenty (20) days within the school year, he/she may be retained. Any absence past the 10th must be accompanied by a Drs. note. If a parent refuses to provide a Drs. note then the students' academic hours will be counted to ensure they meet the State of Florida Department of Education threshold for a passing grade/promotion.
 - (2) If a student has been absent or consistently tardy for a class he/she may not receive credit for that class.
 - (3) Unsatisfactory Achievement: If a student does not have a passing grade in 2 or more major academic subjects, he/she may be retained. Major academic subjects are Mathematics, Language Arts (English, Reading, Spelling), Science, Social Studies and Physical Education.

F. CURRICULUM

- PCS uses BJU (Bob Jones University) for its K-5th grade curriculum and IGNITIA for its 6th – 8th grade curriculum.

ATTENDANCE

A. ABSENCES / TARDINESS

Absences should be limited to the following:

- Personal illness.
- Death in the family.
- Appointments with doctors/dentists made in advance of the school day.
- (We encourage appointments to be made after school.)
- If the appointment is made during school hours we ask the parent to please provide a copy and/or an original note from the doctor/dentist for the student's file.
- Special absence requests must be approved by the administration during school hours.

B. ACADEMIC ABSENCES

- PCS requires that students be in attendance for a MINIMUM of 30 days for each grading period to receive that particular quarterly report card.

C. TARDY

- Elementary students are considered late if they are not in class by 8:45 a.m.
- Middle School students are considered late if they are not sitting in class by 8:15 a.m.
- If your child is Tardy when he or she arrives, the parent or individual that brought them to school must sign in the student in the school office.

The PCS Tardy Policy is as follows:

- After the 5th Tardy within a given academic quarter, the student will serve a detention.
- After the 7th tardy, the teacher will request a parent conference.
- If a student has more than 5 tardies in a school year, they will not be eligible for the perfect attendance award.

- To enter a classroom after the start of the academic day (8:00am/8:30am) the student must have a late pass issued by the school office.

D. MAKE-UP ASSIGNMENTS

- If a student has an excused absence, the teacher will determine a reasonable plan for make-up assignments.
- If a student is expected to be absent for more than one day, their parents must call the school office to report this absence 1 week before the days are missed and must arrange for assignments to be picked up on the students' last day before their extended absence.

E. LEAVING SCHOOL DURING THE SCHOOL DAY

- If a student becomes ill, he/she must report to the school office and his/her parent will be notified. The student will be dismissed from the school office.
- If a student has a doctor's appointment during the day, they will wait in the classroom until the security guard arrives to walk them to the school gate.
- Parents must report to the school entrance/office to pick up their child.
- If a student leaves the school grounds without parental notification or being signed out, these may be grounds for suspension and/or expulsion from PCS.

APPEARANCE AND DRESS

A. THE PCS DRESS CODE is as follows:

- Navy Blue Polo (with logo)
- White Polo (with logo)
- Grey (Lighter color) Polo (with logo)
- Khaki Pants (boys/girls)
- Blue Pants (boys/girls)
- Khaki Cargo Shorts (boys)
- Blue Cargo Shorts (boys)
- Khaki (mid-thigh length) skorts (girls)
- Blue (mid-thigh length) skorts (girls)
- **PLEASE NOTE:** Girls' skorts must reach (no more than) 2" from the top of the knee when standing. GIRLS WITH SKIRTS TOO SHORT WILL NOT BE ALLOWED IN CLASS. This length requirement must be maintained throughout the school year.
- Repeat dress code violations will result in suspension.

Shoes:

- Sneakers can be worn daily.
- No boots, crocs, sandals and/or open toe shoe of any kind are allowed.

P.E. Uniform: (5th – 8th grade)

(mandatory unless parent opts student out for another class and/or elective; must be approved by Homeroom teacher, Academic director and Headmaster/Director)

- Grey T-Shirt with PCS logo.
- Navy Blue Athletic Shorts (mid-thigh length boys/girls)

Uniforms are available at:

All Uniform Wear 7346
S.W. 117 Ave.
Miami, FL 33183

Store e-mail: store7@alluniformwear.com Phone:
(305) 274-4545

*During the winter months, students are required to wear PCS approved attire. No jeans, sweatpants, etc. are allowed to be worn unless it is a 'Casual' Friday.

*Any student that comes to school with a jacket or sweater, that is not approved by the administration, will be asked to take off his/her jacket or sweater in the building.

* In the event of cold weather students must wear the uniform sweater, sweatshirt or jacket. In very cold weather, students are permitted to wear heavy coats but they must be removed in class and students must wear a PCS uniform. Uniform long pants are available for both boys and girls.

PLEASE NOTE: Any student who comes to school without a complete uniform will be given:

- 1st Offense: Warning
- 2nd Offense: Parental Call
- 3rd Offense: Parents will be called to bring the student proper clothing and the student will not be permitted in class until properly attired.
- Please note that throughout the school year, your student's uniform should be in good condition. Ripped, torn or stained uniforms should not be worn and need to be replaced.

B. GENERAL APPEARANCE:

- PCS expects all students' hair to be clean and properly groomed.
- Extreme haircut styles (Mohawks, shaving one side of the head but not the other, etc) are not permitted for either boys or girls.
- Boys are not allowed to wear earrings.
- Students violating the hair code may be asked not to return to class until meeting the hair code. Repeated violations may result in suspension.

The following are non-acceptable during school hours:

- A cap or hat of any kind.
- More than one piece of neckwear.
- Any jewelry or clothing associated with music, the drug culture, or morally

questionable lifestyles and/or philosophies or if the administration considers being inconsistent with the Christian standards of the school.

- Make-up is NOT to be worn by any PCS student.
- Make-up may not be brought to school.

C. PROCEDURES FOR NON-UNIFORM DAYS FOR PCS STUDENTS

Girls may wear:

- Slacks, jeans, modest shorts (no short-shorts)
- T-shirts and/or sweatshirt
- May not wear tops that show off their stomachs and/or 'belly button.'
- Sandals/flip flops are not allowed.

Boys may wear:

- Jeans, modest length shorts (no short shorts)
- T-shirts and sweatshirts
- Sandals/flip flops are not allowed.

Any student who comes to school with unacceptable attire and/or clothing outside of this policy will be given:

- 1st Offense: Detention
- 2nd Offense: Detention and will not be allowed to attend the upcoming field trip.
- 3rd Offense: Parents will be called to bring proper clothing and will not be permitted in class until properly attired.

A. FIELD TRIPS

- Field trips should be viewed as a privilege for the student. If the student's behavior is continually less than satisfactory then he/she will lose this privilege. On the next scheduled field trip, he/she will not be able to attend and must remain at home for that day completing work assigned by their homeroom teacher.

B. FIELD TRIP DRESS

- All students will wear the PCS 'Theme' for the academic year t-shirt for all field trips unless otherwise approved by the school administration.

C. SPECIAL GROUP DAYS

- As PCS develops its sports program and expands its aftercare program: clubs, and/or teams may wear their respective jersey, team shirt or special event shirt on these days. These must be worn with school pants, shorts or skirts.

PLEASE NOTE:

- PCS respectfully asks that all parents and/or guardians dress appropriately when at school and/or attending school events. We desire our adults to model proper and respectful behavior to our students.
- PCS does NOT allow any smoking on school property.

STUDENT CONDUCT

A. CODE OF CONDUCT

- All students attending PCS agree to respect and obey those who have authority (staff and administration) over them, for this is what is right in the eyes of God.
- All students attending PCS agree to always show respect to their fellow students.
- All students attending PCS agree to uphold PCS school policies.
- All students attending PCS agree to refrain from the use of drugs, tobacco and alcohol since these elements are destructive in excess and the Bible speaks directly against each. Students under the influence of any of these elements will be immediately suspended and/or expelled from PCS.
- All students attending PCS agree to refrain from posting images and/or pictures of themselves surrounded by any of the above-named elements. This is also grounds for dismissal because it runs contrary to the kind of Christian educational institution PCS strives to be as well as not portraying nor communicating a positive and clear Christian witness to our community.
- All students attending PCS agree to refrain from selfish, irresponsible, demanding, disrespectful, irreverent, and/or destructive behavior as well as in their attitude towards fellow students and teachers.
- All students attending PCS agree to refrain from profanity, offensive slang, vulgarity, divisive rivalry/cliques, and inappropriate gestures.
- All students attending PCS agree to always refrain from chewing gum on the school grounds.
- All students attending PCS agree to refrain from lying, cheating, or stealing.
- All students attending PCS agree to not only adhere to this policy, but to also promote and encourage their fellow students in it.
- All students attending PCS agree to maintain Christian standards in courtesy, kindness, patience, love, forgiveness, honesty, and overall positive behavior the Bible demands between people.

B. CLASSROOM GUIDELINES

- All students attending PCS agree to follow all teachers and staff directions.
- All students attending PCS agree to respect the feelings, rights, and property of their fellow students.
- All students attending PCS agree to be quiet in class, to raise their hands before speaking, to not interrupt others, to walk in the hallways of the facility and to eat with proper manners.
- All students attending PCS agree to ask for permission to speak in class and to leave your seat during classroom instruction.
- All students attending PCS agree to use appropriate language and tone of voice while speaking to their teachers and/or staff.
- All students attending PCS agree that their behavior will be uplifting and God Honoring.

- PCS students who are not in control of their behavior and/or fall behind in their schoolwork, will forgo all privileges of extracurricular activities: picnics, field trips, athletic trips, etc.
- PCS reserves the right to suspend any student for violating the above-mentioned conduct code and classroom guidelines depending on the severity of the situation.

C. GENERAL RULES

- Chewing gum is not allowed on campus.
 - Writing and passing notes in class is not allowed.
 - PCS has a 'hands to yourself' policy: no hitting, fighting, etc. Any student who violates this policy will be suspended for a day. If they engage in this behavior a second time within the same semester the suspension will increase to 3 days with a conduct grade lowered by a full letter grade and a note will be placed in the students' permanent file. A third violation of this policy will result in the student being suspended and or expelled from school.
 - Any student who is caught purposely damaging or defacing (i.e. graffiti) school property will be expected to repay the school for the damaged property and will immediately be expelled from PCS.
- All PCS students should help keep their school clean by placing trash in its proper containers.
 - Desks must be kept clear of trash and kept clean throughout the school year.
 - Once a PCS student is dropped off for the school day, they are not allowed to leave the campus at any time, unless prearranged with the office and accompanied by their parent/agreed upon individual for pick up.
 - If a PCS student should have a phone with them, it must be turned off throughout the school day. Phone calls during any moment of the school day are not allowed unless in case of an emergency. If a student should use their phone at any point during the day the phone will be taken away and only their parent can pick it up from the school office at the end of the day.

D. DISCIPLINE

PCS expects our students, to adhere to the following:

- Respect authority and peers.
- Maintain Christian standards of courtesy, kindness, morality and integrity.
- Follow the school code of conduct.
- Salute and give proper respect to the American flag and the Bible.
- Do everything they do for the glory of God!

Discipline creates an environment that is safe, honorable, and Christian. The board, administration and staff of PCS strongly believe that it is only with this kind of atmosphere that effective learning can take place. We have, therefore, set these specific standards to create a positive and powerful learning environment as well as to ensure that each child is obedient, respectful and is held accountable for his/her actions. When necessary, parents will be notified of their child's behavior by means of a notice from the school office that is to be signed and returned immediately. PCS expects the cooperation of parents regarding a student's adhering to school policy.

E. DISCIPLINE PLAN FOR PCS ELEMENTARY STUDENTS

- Verbal correction by the teacher
 - Verbal warning is given.
 - Teacher will administer classroom incentive protocol (whether red-green light and/or reward system)
 - If the student continues to refuse to cooperate the student will be taken to the school office, have their parents contacted and disciplinary action with the parent will be discussed.
- Please Note: PCS highly values a spirit of active cooperation between school staff and parents in providing appropriate disciplinary measures. Because PCS is a Christian institution and desires for our students and families to be positively impacted by the amazing principles of Scripture, we will do our best to see that all infractions are always dealt with in a Biblical manner.
 - Each classroom teacher will employ the discipline plan listed above.
 - Please Note: Any PCS student receiving three office referrals during a grading period will be automatically suspended for one day, will not be allowed on any field trips during that grading period, will not be able to participate in any special school activities (they must come in attendance; the student cannot stay home and simply be absent).
 - This type of suspension will be agreed upon with the students' parents via a meeting with the administration.
 - Should the behavior and continued referrals to the school office continue then expulsion could become a necessary step to preserve the learning environment. PCS strives to create for all our other students.

F. SUSPENSION

- A suspension at PCS is reserved in response to serious disciplinary violations and/or after less serious forms of discipline have failed to bring about the necessary change of conduct.
- Suspensions may last anywhere from one day to a period of 3 weeks.

- Any PCS student that injures another student will receive an automatic three-day suspension and will have a letter grade in conduct lowered.
- Students will be suspended for repeated offenses such as: hurting or injuring another student-physically and/or with their words, profanity, vandalism, smoking, drinking alcohol, drug possession or any violation deemed to require a necessary response by the teacher and/or administrators.
- If suspected or accused of drug or alcohol usage, a certifiable clear drug test result must be provided for admittance back to PCS.
- If a student is suspended:
 - (A) The student will not receive academic credit in his/her courses during the time of suspension.
 - (B) Academic work must be made up and the work must be presented to the teachers within the agreed upon time between the administration and parent(s).
 - (C) The student is responsible for all homework, tests, quizzes, due on the day he/she returns to school.

G. DISMISSAL / EXPULSION

- Any serious displays of non-Christian actions, attitudes and/or threats may prompt a student's immediate dismissal from PCS
- Once a student has been expelled from PCS they will not be readmitted.

F. GROUNDS FOR DISMISSAL / EXPULSION

PCS will dismiss/expel a student only after all options to help the student and in communication with the parent(s) have been exhausted. Grounds for dismissal are as follows:

- (A) ATTITUDES which tear down fellow students or go against the Christian environment and 'spirit' PCS strives to create.
- (B) Disrespecting the Bible or God.
- (C) Creation of cliques that lead to peer pressure which distracts students from growing in their relationship with God.
- (D) Bullying other students or creating a hostile environment.
- (E) Behavior that seems and/or is sexual in nature and inappropriate towards another student.
- (F) Any verbal and/or physical abuse of a fellow student and/or staff member. PCS has a 'zero tolerance' policy for sustained verbal and physical abuse.
- (G) Unwillingness of parents to work alongside, in a cooperative fashion, with the staff and administration of PCS if continued and/or the same repetitive problems persist with the student. PCS is committed to a 'spirit of teamwork,' between parents and the school, which we believe, wholeheartedly, is Biblical and essential. However, when a parent continually shifts blame, is in denial about their child's behavior or constantly defensive when discussing their child, refuses to allow the student to take responsibility

for their actions, it will be very difficult to work together for the good of the student - constituting grounds for dismissal.

(H) If a student wanders off the school grounds, at any point and for any reason these are grounds for immediate expulsion.

E. STUDENTS DO NOT HAVE TO BE CHRISTIANS IN ORDER TO ATTEND

PCS. At PCS we strive to create not only a learning/educational environment, but an environment where students can encounter the Bible and Christ via Chapel time, Bible class and see Christian principles at work and applied in the classroom and/or the hallways of our institution. If your family has decided that they simply do not believe in Christ or Christianity, PCS will respect that belief and ask that you and your child respect the foundational beliefs and practices of this institution. If there is a continual, prolonged attack on the spiritual beliefs and practices at PCS we will, first, respectfully, ask the family to find a school more conducive to their beliefs. Second, we will not allow a continual prolonged resistance and attack on Christianity at PCS-if this is the attitude of the student then this constitutes potential grounds for dismissal.

F. DISCIPLINE MISC:

(A) DETENTIONS: Classroom teachers may assign individual detentions to be served after school on Wednesdays (early release days).

(B) CHEATING / PLAGIARISM:

- Cheating includes, but is not limited to copying a student test, copying off the Internet/other sources, cheat sheets, etc.
- Penalty (first instance; includes talking or suspicious behavior): Zero on test, report or assignment and phone call to parent(s).
- Penalty: (second instance; see below): The student will be suspended for one day, receive a zero on that particular test, as well as receive zeros in every course for the day of suspension.
- Penalty: (third instance; see below): the student will be suspended for three days, receive zeroes in each course for the three days and potential dismissal from PCS.

G. STUDENT RELATIONSHIPS

PCS is keenly aware of the manner in which God has made us, as human beings, and our need for healthy, respectful relationships. With this in mind:

- Students are not to have any physical contact such as holding hands, arms around one another or kissing on school grounds.
- Violations will result in a one-day suspension (cheating standards for academic applied).

MISC POLICIES

A. STUDENT INSURANCE

- All students who attend PCS are covered by a school insurance policy. This coverage is automatic once school is in session and ceases to cover the child during school holidays, days off (teacher workdays, etc.) and once the academic year concludes in June.
- The coverage is second to the family's insurance policies, which are primary throughout the school year.
- PCS insurance policy covers all school activities on the school property, field trips and/or athletic/after school activities as well as athletic competition.
- If a student should be hurt in an accident at school, any claim should first be filed with the parents' primary insurance company; the accident policy is secondary. Claims must be filed within 90 days of the first treatment date. It is the parents' responsibility to submit the claim.

B. DRUG &ALCOHOL ABUSE

The PCS Drug and Alcohol abuse policy is as follows:

- Drug abuse is defined as the following: All substances taken into the body in any manner, excluding prescriptions taken properly, which have the capability of altering a person's mental or physical faculties and/or judgment.
- PCS prohibits any and all use of marijuana, any and all narcotics, amphetamines, hallucinogens, steroids, alcohol and any other stimulants or depressants.

C. SCHOOL PROCEDURES FOR SUSPECTED DRUG & ALCOHOL ABUSE

- PCS reserves the right to question students about suspected or actual drug abuse.
- If a student is suspected to be involved in any way with drug abuse, the parent(s) will be notified and a meeting between the parent and administration will take place immediately.
- Considering a drug and/or alcohol suspicion PCS reserves the right to search a student's book-bag and/or personal belongings.
- PCS reserves the right to request an adequate and accurate drug (urinalysis test, etc.) test for drug/alcohol use, at the parent and/or guardian's expense.
 - PCS reserves the right to immediately dismiss any student who fails to undergo such tests and provide the results to the school office.
 - PCS reserves the right to dismiss any student caught buying, selling or otherwise distributing drugs.

D. MEDICINE FOR ELEMENTARY & MIDDLE SCHOOL STUDENTS

PCS asks that all medicine be dropped off in the school office and a medicine authorization form and/or a letter (on letterhead) from the students' physician accompany the medication to be taken/administered.

- PCS does not allow any kind of medicine to be brought by the student in their book-bag.
- All medicine, whether by prescription or over the counter, must be dropped off upon arrival in the school office.

E. UNAUTHORIZED PROPERTY

- PCS prohibits radios, listening devices, playing cards, inappropriate magazines and/or images. These items will be taken to the school office, thrown away and the student's parents will be called about the incident.
- Weapons of any kind. Weapons found in student possession will be confiscated, police will be notified and upon investigation, student will be expelled.
- PCS prohibits items being brought to school for the purpose of selling.
- PCS prohibits student soliciting, sponsoring, selling for any group and/or organization without written permission from the headmaster.

F. FUNDRAISERS

PCS will host several fundraisers a year. We ask that all of our PCS parents participate in these fundraisers. The proceeds will always go directly to benefit our students, our programs and upgrading our equipment: computer lab, library and playground equipment, etc.

G. PARTIES AND HOLIDAYS

- PCS encourages the celebration of the traditional school holidays such as: Trunk or Treat, Thanksgiving, Christmas, Valentine's Day and Easter as well as other special days.
- For birthday parties celebrated at school we remind parents of our no nut/ peanut policy and ask that all cupcakes, cookies and juice be brought on campus prepackaged and not from an already open container.
- PCS teachers expect to receive assistance from room moms/dads for the specified party.

H. SCHOOL SPIRIT WEEK.

- PCS celebrates a school spirit week in the Spring. The students will receive a calendar and a note to take home with directions and guidance as to themes, acceptable outfits, etc.

I. HALLOWEEN

- PCS does not observe Halloween because of its natural dark spiritual connotations. Instead, PCS offers a Harvest festival in conjunction with the church Trunk or Treat event. For the Harvest festival we ask that students refrain from costumes such as: witches, ghosts, death, black cats, any kind of superstition.

J. THANKSGIVING, CHRISTMAS AND EASTER

- PCS will celebrate Thanksgiving, Christmas and Easter with enthusiasm. These moments in the year remind us of God's love, mercy and goodness toward us and as such deserve to be celebrated.
- PCS will host a gift giving moment and picture with Santa Claus as Christmas break nears for K-5th. Although we recognize this is a myth, we nonetheless want our children to enjoy this time of the year to the fullest. PCS will make clear that Christmas is about Christ but will never challenge a family's desire to celebrate Christmas with the added persona of Santa Claus.

K. GRADUATION PARTIES

- PCS will not host graduation parties. Instead, PCS hosts a Graduation Sunday in which diplomas and awards achieved throughout the school year are celebrated and recognized within a worship service.
- If a family desires to have a Graduation Party: invitations handed out to students or staff onsite must be approved by the school office.

L. VOLUNTEERS AND GUESTS

- As PCS continues to grow and expand its programs, we recognize that volunteers will be a vital part of that growth.
- We ask all PCS teachers who are having parent volunteers in their classroom to please notify the school office.
- Volunteers are to sign in at the school office and pick up a visitor's pass.

M. GIFTS AND MEMORIALS

- PCS accepts gifts such as books, movies (for our preschool), classroom furniture and/or equipment and/or financial gifts to bless our students/expand our school. PCS also accepts any gift, financial or otherwise, in memory of a loved one or to a living memorial.

N. TRANSPORTATION

- PCS will be transporting students from Ebenezer Learning Center to our school beginning in August 2021. If you should live near this Educational Center you may take advantage of the school transportation.
- Parents are responsible for their child's transportation to and from school daily. Students are not allowed to go home with another student unless otherwise communicated to the school office.

O. PICKING UP YOUR CHILD

- When either dropping off or picking up your child from school, please sign them in/out in our administrative office. This enables PCS to keep an accurate record of student attendance as well as ensure their safety heading back home.
- Students will be picked up as a drive through at the west door of the cafeteria as an option.
- When leaving your car, as a precaution, please take all of your valuables with you.

Q. CHAPEL

- A regular part of the schedule for a student at PCS is the weekly Chapel time with Pastor Edwin. The students will enjoy a time of worship (singing) and then watch a short video and/or clip from the Bible which Pastor Edwin then explains and speaks on. Chapel time is 30 minutes in length and viewed as a priority in regard to Christian growth.

R. PHYSICAL EDUCATION

- PCS mandates that all students participate in Physical Education.
- PCS requires that all students dress-out in their PE uniforms, which are available for purchase at 'All Uniforms' (Please see uniform section for address/info).
- Failure to dress-out for PE will result in a zero for the day.

T. INTERNET ACCEPTABLE USE

- Students at PCS will have limited access to the Internet.
- Although we recognize the valuable and unique resources it can provide to both students and teachers, we also recognize that it also provides access to images, sites that can be harmful to your child. To this end PCS will 'block' a certain number of and certain kind of sites.
- PCS expects its students to be responsible 'users' of the internet in the same way they are responsible and behave properly in the classroom and school hallways.
- PCS provides internet access for students to conduct research and/or for educational purposes.

- PCS will provide access to students who agree to act/research in a responsible manner. Access entails responsibility. Inappropriate use will result in a suspension or cancellation of internet access.
- The administration, faculty and/or staff may request the system administrator to deny, revoke or suspend specific students accounts.

PCS INTERNET PARAMETERS:

PCS students are expected to abide by the criteria as well as by the following parameters:

(a.) PCS students are to limit their use of the Internet to class assigned educational objectives assigned by their teachers.

(b.) PCS students are subject to all local, state, and federal laws.

(c.) PCS students are not to tamper with any PCS computer equipment. (d.) PCS students who intentionally damage a school computer, the PCS computer system and/or PCS computer networks will result in an immediate suspension. The students will be responsible for any cost associated with restoring the PCS computer systems and networks.

(e.) PCS students are not allowed to play computer games unless directed to do so by their teacher.

(f.) PCS students are not allowed to download any information and/or material onto school computers unless directed to do so by their teacher. (g.) PCS students who access inappropriate information by mistake should immediately inform their teacher and/or staff person in charge.

(h.) PCS students must respect all copyright laws that protect software owners, artists and writers.

(i.) PCS students are not allowed to plagiarize (i.e. taking ideas or writings of others and presenting them as if they were your own) in any form. Information from Internet sources used in student research papers and reports must be properly cited as references.

DISCIPLINE CODE FOR MIDDLE SCHOOL

PCS desires its student body to excel spiritually, academically and as members of our surrounding community. This section is viewed as a supplement to the code of discipline already presented above, providing for the differences in age, development and understanding between Elementary students and those in Middle School.

A. MIDDLE SCHOOL VIOLATIONS ARE AS FOLLOWS:

1. Tardiness (consistent and regular).
2. Excessive talking (in class and lunchroom).
3. Lying (when confronted by a teacher and/or staff member).
4. Incomplete homework assignments.
5. Unfinished class assignments.
5. Students not arriving prepared for class.
6. Copying the homework/class work of a fellow student.
7. The use of inappropriate language among fellow students.
9. Uniform violations.
10. Consistently harassing classmates via words and/or actions.
11. Possession or use of, during school *time*, of any electronic devices. These devices will be confiscated and must be retrieved in the school office by the students' parent(s).

B. DETENTIONS

Any of the above noted violations will be addressed by detention (to be served on Wednesdays), then a teacher/parent conference, followed by a one-day suspension which entails lowering of the students conduct by one grade level, and finally a three-day suspension with the consequences of a three-day suspension noted above.

C. MORE EGREGIOUS VIOLATIONS

1. Destruction of school property.
2. Fighting with fellow students.
3. Possessing and/or distributing immoral material and/or images.
4. Vandalism of school property.
5. Assaulting and/or threatening another student or staff member.
6. Sexual harassment whether by words and/or actions.
7. Defying the authority of the teacher and/or staff member.
9. Profane language.
10. Threatening another student or staff member.
11. Possessing, using and/or distributing: Tobacco, Alcohol, Illicit drugs, Weapons, etc.
12. Theft.

D. STANDARD DISCIPLINARY PROTOCOL

1. Teacher communicates the problem with the PCS student.
2. If behavior persists, the teacher will notify the administration for a teacher/principal meeting with the student.
3. If behavior persists, there will be a meeting between the Parent and Principal.
4. If behavior persists the student will be suspended for 1 day with the above noted consequences.
5. If behavior persists the student will be suspended for 3 days, with the above noted consequences.
6. If the behavior persists and there is no parent cooperation, the student will be expelled.
7. Please Note: The administration of PCS reserves the right to accelerate or waive any part of the disciplinary protocols in order to expediently address the situation that the student body of PCS would not be severely affected.

E. SCHOLARSHIPS

PCS accepts the following scholarships:

- Step Up for Students.
- McKay
- Gardiner
- Hope
- Registration fees are not covered within the granted scholarship.
- Tuition is due on the first business week of each month.
- A late fee of \$25 will be assessed if payment is made after the 15th of the month.
- In the event of a returned check PCS will charge a \$25 fee.
- After three returned checks, PCS will only accept cash payments for the remainder of the academic year.
- All accounts must be paid in full by the end of May before the following can occur for your child: taking final exams, receiving year end awards, receiving a diploma for graduation, final field trip, participating in athletics and release of final report cards, assessment scores and/or transcripts.

- if you do not meet the requirements of this payment agreement, PCS reserve the right to require payment in full before registering your child for the upcoming school year.
- If your account is past due past the 15th of the month the student(s) will not be accepted into the classroom until the account is brought current.
- PCS closes at 6pm. Extra fees will be charged for late pick-ups (please see above, p10-11).
- If the parent(s) of the student will not be picking up the student at pick up please make sure that the individual picking up your child is on the pick up list and that the school office has been notified with their name and driver license number.
- Late charges are due the following school morning.

The intent of the PCS handbook is to provide the general guidelines that our board, administration and staff have agreed to be adhered to both by all PCS students and parents. PCS realizes that not every situation is covered in this handbook because our human experiences are varied and inexhaustible. Please note that PCS reserves the right to dismiss any student if their behavior violates the policies named above and if their behavior should fall outside of these guidelines. The administration reserves the right to exercise its disciplinary policies in responding to all new circumstances.

F. DISCIPLINE POLICY & UNRESOLVED BEHAVIORAL PROBLEMS

I have read the PCS discipline policy and section regarding behavioral issues in this Handbook. I pledge to make every effort to partner and cooperate with my child's teacher in order to enable my son/daughter to abide by the teacher's classroom directives. I pledge to cooperate with the PCS administration in their efforts at addressing behavioral issues. I acknowledge that I have been made aware that in the event a profitable solution for both family and PCS cannot be found or arrived at, the family will be asked to, respectfully, find another educational facility that will best suit your child's needs.

G. ELEMENTARY/MIDDLE SCHOOL PARENT AND STUDENT COVENANT

I have thoroughly read the 2023-24 Parent/Student Handbook and agree to uphold and abide by the policies contained therein.

Parent's Signature: _____ Date

Student's Name: _____ Grade Level: