



EARLY EDUCATION

PARENT-STUDENT HANDBOOK 2017-2018

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School Statement of Policy Procedures

Providence Christian Academy reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such modifications. When changes are necessary, parents will be informed in writing.

PCA 2017-2018 CALENDAR

August 1	New Teacher Orientation
August 2	First Day Faculty/Staff
August 7 August 7	Early Education Orientation at 6:00 pm; Visit Classes & Drop-off Supplies K-12 Orientation at 7:00 pm; Visit Classes & Drop-off Supplies
August 9	First Day of School
September 4	Labor Day (No School)
September 16	Annual PCA Carnival & Cruise-In
September 22	ES/MS/HS Professional Development (K-12 th Half Day)
October 2-6	Fall Break (No School)
October 20	EE Professional Development, NO Preschool or Leap & Grow
October 27	ES/MS/HS Parent/Teacher Conferences (K-12 th Half Day) Leap & Grow Available
November 17	ES/MS/HS Professional Development (K-12 th Half Day)
November 22-24	Thanksgiving Holiday (No School)
December 2	Christmas Program
Dec 18 – Jan 1	Christmas Holiday (No School)
January 15	Martin Luther King, Jr. Holiday (No School)
February 9	EE Professional Development, NO Preschool or Leap and Grow
February 16	ES/MS/HS Professional Development (K-12 th Half Day)
February 19	President's Day (No School)
March 23	ES/MS/HS Parent/Teacher Conferences (K-12 th Half Day)
March 30	Good Friday (No School)
April 2-6	Spring Break (No School)
May 18	Last Day of School for Students

INTRODUCTORY POLICIES AND STATEMENTS

WELCOME . . .

We thank God that you have joined the PCA family. Our goal is to “train up a child in the way that he should go and when he is old he will not depart from it” (Proverbs 22:6). This demands a concerted effort by the home, church, and the school—the PCA team. It is imperative that close harmony be maintained between the members of the PCA team to effectively meet all the needs in our students’ lives. The necessity of this closeness is seen when we begin to define our classroom as any place where a structured learning experience is occurring. In this context, everyone is a teacher.

PCA HISTORY

Providence Christian Academy was established in 2004 by parents and others in the community who desired to have a local Christian school for students to grow in the knowledge and grace of Jesus Christ. The first year was a tremendous blessing with over 75 students, age two through Kindergarten. This year’s programming includes Early Education through 12th grade.

PURPOSE OF THE HANDBOOK

This student handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Providence Christian Academy. Although the handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions concerning the policies and procedures of the school. It is important to realize these policies and procedures are formatted as a way to implement our goals in Christian education as well as to provide a safe, orderly, efficient, and consistent approach to problems. Commitment to these by students, parents, and staff enables the school to run on a smooth and orderly basis. These policies and procedures are basic guidelines which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of the handbook is to allow parents, students, and teachers to be “of one mind” in the privilege we have of training children to honor God with their lives. Please refer to this handbook throughout the time your child attends Providence Christian Academy. A current copy will be available in the school office, via RenWeb, and online at:

www.pcageorgetown.org

Please take time to read through the handbook with your child, and make sure both you and your child understand the policies as stated in this handbook.

MISSION STATEMENT

Providence Christian Academy, in partnership with the home, the church, and through reliance on the inerrant Word of God as the foundation of academia, seeks to lead the whole student into higher levels of excellence so each student may impact his/her own world for Christ.

VISION STATEMENT

That students attending PCA will pursue academic excellence and positively impact their world for Christ by understanding and living their lives in obedience to the Word of God.

PHILOSOPHY

Our goal is to graduate students who will significantly involve themselves within society according to their gifts, talents, and vocational callings. We will accomplish this by providing a Christ-centered environment for learning, based upon an orthodox, historic, and evangelical interpretation of the Bible and dedicated to the development of future Christian leaders.

We seek to train each student not only in the saving knowledge of God, so as to live in the biblical principles of Christianity, but to develop learners who will excel academically at each level of their education. Thus, we will challenge students to strive for Christ-like character, academic and athletic excellence, personal health, and emotional well-being.

CORE VALUES

Core values are an organization's inherent enduring beliefs that are not to be compromised for financial gain or short term expediency. They are values so fundamental and deeply held that they will never change or be compromised. We will use our core values to guide all of our decision-making in each facet of our ministry. It is our belief that by sharing, committing to, and practicing these values we can reach higher levels of excellence in Christian education.

- Developing an effective partnership with the home and the church
- Shaping the biblical world view within our school community
- Respecting the God-given uniqueness of each individual
- Teaching Christ-like character
- Inspiring a passion for learning
- Pursuing excellence in academic standards

STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).

We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1

Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

CODE OF CONDUCT

Providence Christian Academy seeks to promote an atmosphere that reflects basic scriptural principles. A student's conduct should measure up to that which is normally expected of a follower of Jesus Christ. Honesty, courtesy, reverence, dependability, cleanliness, trustworthiness, and respect for authority are qualities marking the Christian. **Scoffing and mocking, which are common in today's society, are condemned in Scripture and will not be tolerated. Respect will be shown for both school personnel and fellow students (Proverbs 3:34, 14:6, 22:10, II Peter 3:3).** Behavior in hallways and classrooms should demonstrate courtesy at all times. In acting responsibly, the student needs to observe all the school's rules and respect the rights and property of others. The Scriptures teach that "Whatsoever you do, work at it with all your heart, as working for the Lord, not for man . . ." (Colossians 3:23). There are specific items that arise as culture changes, which are not mentioned in the Handbook. If there are any questions regarding the acceptability of these trends for the PCA student, the administration should be consulted. The school does not thereby condone behavior and appearances which are not mentioned in this handbook.

The PCA faculty is comprised of Christian teachers who believe that teaching is God's calling and are dedicated to the task of training students to the utmost of their ability. Faculty and staff selection is based upon the criteria consistent with promoting the purpose and goals of PCA.

Family—School Covenant

According to the Bible, parents are responsible for the training of their children. PCA serves as a partner with Christian parents as they obey the command of God to train their children in truth. There must be harmony between home and school for godly training to take place (Deut. 6:1-7; Prov. 22:6; Eph. 6:1-4). This covenant verbalizes six basic life principles that, if followed, will result in the maturity we are all seeking in the lives of our children.

Life Principles

RESPECT—An attitude that highly esteems those in positions of properly placed authority. Parents, teachers, employers, governmental authority, and church leaders have been placed in our lives by God. We have a Biblical command to honor them because God says so, and it is for our own good (Rom. 13:1-7; Heb. 13:7; I Peter 2:13-21; I Thess. 5:12-13).

OBEDIENCE—The outworking of the attitude of respect. We are to obey God and all those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful, as He has promised (John 14:21; Eph. 6:1-4; Rom. 13:1-7).

DISCIPLINE—The correction that comes when we disobey. Discipline is a sure sign of love. Though never enjoyable at the moment, it later brings righteousness and peace. The goal is to have a life under control—self-disciplined by the Spirit of God as outlined in Gal. 5:22-26 (Prov. 3:11-12, 6:23; Heb. 12:4-13).

HOLINESS—A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature. Our standards are found in God’s Word, and our desire must be one with God and His holiness (Gal. 5:16-26; II Tim. 2:22; I Peter 1:13-16, 2:9-10; I Cor. 6:12-20; Prov. 23:29-35; Phil. 4:8).

WISDOM—Understanding what is true and doing what is right in any situation. Wisdom comes from God and our respect for Him. It is developed in our lives by our proper response to correction. The Bible says if we do not respond to correction with a teachable spirit, we are fools and unable to attain wisdom (Prov. 1:17, 20-33, 2:1-22).

RESPONSIBILITY—Being trustworthy and accountable in all relationships and tasks. We are accountable to each other to love, encourage, confront, comfort and forgive. Furthermore, initiative and excellence should be the marks of all tasks we attempt (I Cor. 13; Matt. 18:15-17; Gal. 6:1-5; Eph. 5: 29-32; Eccl. 9:10).

ADMISSIONS

The PCA Early Education program is designed to serve children ranging in age from 2-4 years old. This is a wonderful time of learning, and at PCA your children will excel in knowledge and grow in a love for Christ.

Nondiscrimination Policy

Providence Christian Academy adheres to a longstanding policy of admitting students of any race, color, nationality or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. PCA does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, athletic programs, or any other school-administered programs.

Admission Process

All students currently enrolled in Providence Christian Academy are generally given priority for the following year, except upon the express recommendation of the administration. Acceptance of students for the next school year begins with the re-enrollment of our current school families during the month of February. A place in the class is reserved for the student upon receipt of initial application materials and registration fee. In order to maintain enrollment status, all students must have an updated KY Immunization Certificate and a Student Information Form on file.

PCA is licensed to provide Early Childhood Education to children 2 years of age and older. Students are eligible to apply for the 2, 3, and 4 year old programs if their birthday is on or before August 1st. Any student entering the 3-year-old program and above **must** be fully potty trained. In thinking ahead to Kindergarten enrollment, students are required by school policy to be five years of age by August 1st in order to be admitted to a PCA Kindergarten class. However, parents of a student currently enrolled in our Early Education program may feel strongly that their child should be considered for Kindergarten even though he/she falls short of the August 1st deadline. The School Board is willing to consider exceptions to this policy if compelling reasons exist that indicate the child is otherwise prepared for entrance. If you would like to appeal the age requirement for your child, please contact the EE Director.

The first 6 weeks of the school year are probationary for all EE students. PCA reserves the right to dis-enroll students who are not compatible with the program. On-going observation of development will take place for all children in the 4 year old Pre-K program. All Pre-K students registered for Kindergarten at PCA will be administered the Dial 4 Assessment.

NOTE: PCA families desiring to use the services of our Leap and Grow (extended care) program are required to complete a Leap and Grow Registration Form.

Waiting List

When a class is full, the student who has completed the application process will be placed on a waiting list. As a vacancy in that class arises, the parents/guardians will be notified on a first-come basis. The student must meet the criteria as outlined in the admission process. The waiting list does not carry over into the next school year. The enrollment fee will be refunded if a spot does not become available.

Priority Enrollment

Students will be accepted for enrollment using the following priorities:

- 1. Current Students**—Students attending PCA will be given the opportunity to re-enroll during the month of February.
- 2. Siblings**—Siblings of current students may submit an application during re-enrollment of current students in February. They do, however, need to meet with the administration and meet all other entrance requirements.
- 3. Children of Present Faculty and Staff Members** (who are not enrolled for the current academic year)
- 4. Alumni Families**—Alumni Families (families with children who had previously attended PCA for at

least one full year) may submit an admission application during the Priority Registration period in February.

New Student Enrollment

New student enrollment will be available to the general public after the Priority Enrollment in February has been closed. PCA reserves the right to make exceptions to these priorities in individual cases with extraordinary circumstances.

Withdrawal Policies

1. A written request for withdrawal of the student from Providence Christian Academy must be submitted to the administration.
2. Because Early Education tuition is payable monthly, Early Education tuition is due for the entire month in which the student is withdrawn.
3. Student records will not be released until the student's accounts are paid in full.
4. All financial obligations according to the schools policies must be satisfied. Please refer to your copy of the Statement of Agreement and Financial Commitment.

Policy on Acceptance of Students with Disabilities

Providence Christian Academy believes that every child deserves and is entitled to a quality education, regardless of physical, mental or emotional disabilities. However, due to constraints on the school's ability to physically and financially accommodate children with varied disabilities (including food allergies) and lacking the necessary specialized support staff required to create a proper learning environment, it would be a disservice to the children to allow them admission at this time. Furthermore, if current PCA students are tested and diagnosed with a specific kind of disability and the school can no longer accommodate their academic or physical needs, then the student will be released from the school. The final decision on admission of any child shall be exclusively reserved to the School Board in consultation with the Administrator and is not subject to review or appeal.

Change of Postal Address, E-mail Address, or Phone Numbers

If parents/guardians have a change of postal address, e-mail address, home phone number, work phone number, cell phone number, or work location, the school office and teacher should be notified ASAP. It is important that emergency telephone numbers be current and updated on a regular basis.

FINANCES

Tuition

Please refer to the enrollment packet or the PCA website for current tuition rates and extended care program fees. Applicable fees are listed below. Applicable tuition discounts are incorporated into the payment schedule.

Financial Obligation Statement

A payment schedule will be sent to each school family, outlining their payment schedule for the next school year. Parents will receive two copies—one to keep, and one to sign and return to the school office, acknowledging your understanding of your financial responsibility. Before a student can begin

classes, a signed financial statement must be on file in the school Business Office. This statement gives specific details of tuition and other fees for the school year. It is the responsibility of parents/guardians to contact the Business Manager if financial problems arise.

Re-Enrollment Fee

This fee is non-refundable and must be paid in full when the re-enrollment forms are submitted. This fee is not credited to your tuition. Acceptance of re-enrollment is contingent on completion of all enrollment criteria.

New Student Enrollment Fee

This enrollment fee is required of each student who is applying for the first time. This fee covers application processing and testing materials and must accompany the completed application form. This fee is only refundable if the student does not gain admittance.

Late Fees

1. Tuition and extended care payments not received by the 15th day of the month (or first business day thereafter) will be charged a late fee of \$30. A further late fee will be added for each successive month that the tuition or extended care payment remains past due (check your financial statement for details). Accounts 30 days in arrears will receive notification from the Business Manager. Accounts 60 days in arrears may result in students not being able to attend classes. If the account remains past due or a payment plan has not been established at 60 days, the PCA Board reserves the right to remove the child/children from the school enrollment.
2. At any time during the school year, report cards and/or school records will be held until all outstanding and miscellaneous fees (lunch charges, etc.) have been paid. It is the responsibility of the parents to contact the Business Manager if financial problems arise.
3. A student is considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reduction can be made for vacations, snow days, or school holidays. Tuition is not based upon daily attendance. Should a student transfer before the end of the school year, the parents are responsible for the monthly installments through the current month enrolled for preschool students. Fees, discounts, and incidental charges are neither prorated nor refundable and cannot be allocated to the accounts of siblings.

Tuition Assistance

Board Consideration for Early Education assistance will be given in the event of emergency situations.

For Pre-Payment, Sibling, or Pastoral Discounts, See Appendix A

Donations

From time to time, parents might like to donate needed school equipment and supplies which qualify as charitable donations. Please see the administration for a current list of needed items. Donations to the general fund are always appreciated.

Fundraisers

Throughout the school year, families will be given the opportunity to help with school-wide fundraisers. Occasionally a specific group will conduct a fundraiser for a specific purpose. All fundraisers are approved by the administration and the PCA board. The standard for approval of fundraisers is that they must provide a value or service to the purchasers.

GENERAL STANDARDS

Faculty

All staff members of Providence Christian Academy have been carefully selected on the basis of their education, experience, and integrity. The most important qualifications for the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian School ministry is their service to God, and a personal acceptance of the Lord Jesus Christ. The teacher is in charge of his/her classroom. We ask that parents collaborate with their child's teacher by serving as an educational partner, speaking positively of the teacher, supporting classroom procedures, and being mindful to acknowledge the teacher's authority while in the classroom or participating in school sponsored events such as field trips.

Class Size

Early Education and Extended Care classes offer low teacher-child ratios that exceed the quality and care mandated by state regulations.

Early Education/Extended Care Dress Code

Children are able to explore their environment with ease when comfortable and are able to concentrate on learning and playing. Early Education students should dress in season appropriate clothing. Girls should wear shorts under a dress. Shoes with open heels (flip flops) are not allowed.

Be aware that activities can be messy at times. If at any time the children will be working with permanent paint, you will be notified in advance so that you can dress your child accordingly. Our teachers will make every effort to cover clothing with smocks.

Chapel and Assemblies

Chapel services, assemblies, and Warrior Prayers will be an important part of the spiritual and educational program of the school. Through the chapel services, students praise and worship the Lord Jesus Christ. Students and faculty minister to one another through prayer, music, and Bible messages. Parents are welcome to attend chapel services.

Incoming Telephone Calls

Teachers and students will not be called from the classroom to answer telephone calls unless it is considered by the office to be an emergency. Otherwise, a message will be left in the teacher's box to be picked up before school, after lunch or at school dismissal. Every effort is made to ensure that the message is given in a timely manner. Parents are encouraged to use email during the day to contact their child's teacher.

Holiday Celebrations

With teacher approval, refreshments may be served at the end of the school day prior to a holiday. Parties should be limited to about one hour. We realize there are divergent beliefs concerning what is acceptable in regards to the celebration of holidays, and families are certainly free to observe holidays at home as they personally see fit. However, the following guidelines for holidays will be observed in PCA classrooms:

Month	Holiday	Acceptable	Not Acceptable
October	Fall/Harvest Festival	Harvest, Scarecrows, Pumpkins, Happy Jack-O-Lanterns	Bats, Black Cats, Scary faces, Witches, Ghosts
December	Christmas	Biblical teachings of holidays and traditions, Celebration of Christ's birth, Star, Nativity, Caroling, Christmas tree, Giving spirit	Santa Claus, Reindeer, Elves
February	Valentine's Day	Friendship, Love for each other, God's love for us	Cupids, Anything of sensual nature, Kissing, Lips, etc.
March/April	Easter	The Resurrection, Resurrection Eggs, Coloring eggs, Egg hunt	Easter Bunny

Birthday Parties

Birthday celebrations are limited to light refreshments to be served at the discretion of the teacher. Lighted candles are not permitted. Parties will not be held at school or during school hours. No personal party invitations are to be distributed unless every student in the class or every child of same sex as the birthday boy/girl receives one. **Teachers should be notified in advance of any treats to be shared with the class. No deliveries (i.e., flowers, balloons etc.) are to be made to students on special occasions.** If delivered in error, it will be held in the office until dismissal or parent pick-up from the office.

Gum/Candy

Gum chewing is generally not allowed by students in any part of the school or church facilities. However, teachers may use their discretion when permitting gum chewing as a privilege or reward. Students should not bring gum or other candy to school (see Lunch section below that does not exclude candy). For safety reasons, candy donated to the class as a special treat may or may not be hard candy or candy on a stick, at the teacher's discretion, based on developmental age of the students.

Lunch

All Early Education students will bring a packed lunch from home each day. Children in the 2 year old, 3 year old, and 4 year old half-day classes will eat lunch in their classrooms. Children in the 4 year old, all-day Pre-K classes will eat in the cafeteria. Those students eating in the cafeteria are responsible for using good manners and clearing off their area of eating. Parents are also invited to share lunch with their child, whether in the classroom or in the cafeteria, not the HCC lobby. All visitors and volunteers must sign in at the school office. Gum and caffeinated drinks are not permitted in lunches.

Social Media

Social media (Facebook, Twitter, etc.) has become an increasingly common part of our culture, and we recognize the value it places in providing connections to friends and family. However, there is an expected responsibility that comes when using these social media outlets, whether at PCA or at home. Parents and staff of PCA should be mindful of what they post on these outlets. Our words should be uplifting and constructive, never hurtful or destructive. **Additionally, PCA encourages parents to refrain from publishing/reproducing images of students, other than their own children, that were taken while volunteering in the classroom, on a field trip, or at another school activity, as this may infringe on others' privacy.** This applies to personal websites and blogs, as well as social media networks. Parents should also refrain from mentioning children, other than their own, whether just by name or referencing activities, behavior, etc.

Media and Technology Acceptable Use Policy

Video usage in the classroom will be limited to educational purposes only and should fit into the time frame of that particular subject. If more time is needed, it may be continued the next day. Music, books, and videos are powerful tools for learning and will be utilized at PCA. All music, books, videos, and internet content/access that are used will be considered carefully by the instructor to make sure that they contain no inappropriate material. Our guide to the appropriateness of music, books, and videos is Scripture. The school administration will have authority to approve or disapprove of any material in the classrooms. If the instructor is uncertain as to the appropriateness of music, books, or videos, then the administration will review the particular item and make a decision.

All students, staff, and parents using the school computers, e-mail system, and internet are required to adhere to the **Acceptable Use Policy** (please refer to document on page 24). Each school computer is equipped with software that blocks inappropriate content and websites. School computers are the property of the school, and the administration reserves the right to review any information contained on the computers, networks, servers, Internet connections, e-mail etc.

Waiver for PCA Use of Student's Image

PCA does use images of students in advertising (the local newspaper, the PCA website, brochures, etc.). These images are always chosen carefully, are tasteful, and reflect positively on both the school and the student(s). Unless expressed by parents, in writing, that it is not acceptable for their child's/children's images to be used, PCA will assume the freedom to use images of children enrolled at the school.

Lost and Found

Please be sure that every item is labeled with the child's first and last name. If there is no name, the item will be placed in the Lost and Found box for a period of time. If it is not claimed, these items will be donated to a charitable organization.

Extracurricular Activities

All extracurricular activities (athletics and other special events) are only open to currently enrolled PCA students. It is expected that while students are at these functions, they will display behavior that is in accordance with the PCA Code of Conduct.

EARLY EDUCATION BEHAVIOR/DISCIPLINE POLICY

Early learning years are a time of acclimation and learning to be obedient away from parents or guardians. We expect there to be times when children will need redirection and guidance with Christ-like behavior. Teachers will be the primary disciplinarian and will handle discipline in a Christ-like manner, incorporating Christian principles and implementing a classroom behavior system the students will understand and adapt to.

Some minor infractions we expect are: Daily student disputes typical among preschool age students; Not sharing; Not keeping hands or feet to oneself; Talking out of turn; Disobeying classroom rules.

Unacceptable behavior deemed as a major infraction, such as biting, punching, choking, or any such behavior that prevents the teacher from carrying out daily tasks, such as instruction and caring for the other children, will be dealt with in a firm and earnest manner. The director will meet with the student, and a disciplinary form will be completed. The parent/guardian will be notified by the teacher or director via email or phone, concerning the behavior of the student. The parent/guardian will be given a copy of the discipline notice. If the student continues the behavior or similar behaviors, a meeting will be called with the parent/guardian, teacher and director, and a plan of action will be discussed. If improvement does not occur, the school administrator will be notified, and copies of the discipline form and plan of action will be forwarded to him/her. At this time, disciplinary alternatives include, but are not limited to, suspension and expulsion from the program. Corporal punishment is not used at Providence Christian Academy.

Biblical Discipline

The following reflects the heart of the biblical philosophy, which is incorporated into the various methods used in the discipline process:

- Reflects the character of a creative and redemptive God
- Considers the heart as the root of all behavior
- Sees the child as created in God's image and as a fallen sinner
- Understands the importance of relationships
- Grows and matures the student from the inside out
- Teaches the child to make wise choices in response to a loving God
- Does not ignore misbehavior
- Issues just rewards and punishment
- Affirms the child unconditionally
- Partners with parents
- Addresses the what and the why of a child's behavior

Positive Procedures

At PCA, we believe that placing a strong emphasis on positive behavior will not only reduce the negative connotation associated with discipline, but will also follow God's command to: **Train up a child in the way he should go; and when he is old, he will not depart from it** (Proverbs 22:6). Part of this training includes the study and exhortation of positive character traits throughout the school year. These will be presented through Bible messages, stories and games.

Bullying

Bullying is a habitual action(s) and can take many forms, which may have devastating consequences. It can mean hurting someone by causing physical pain, such as hitting, pinching, or kicking. It can also mean threatening, teasing, calling names, or talking about someone in a negative way to someone else.

Bullying is doing ANYTHING that causes someone else to feel afraid. PCA does not want any person in our school to feel afraid to come to school. PCA expects our school to be a safe place for everyone, and a place where children and adults look forward to coming each day. **PCA will not tolerate bullying.**

Disciplinary Action WILL BE TAKEN. All bullying incidents will be dealt with by the Administrator on a case by case basis, in consideration of the offense(s) that is committed, as well as the age and cognitive development of the child who has committed the act(s) (of threatening/bullying or actual physical harm).

In accordance with Biblical principles (Matthew 18:15-17), PCA asks students, parents, and staff to follow certain steps when bullying (or any conflict situation) occurs between students. If a child reports bullying or conflict to parents, the parents should first encourage the child to report the events to the classroom teacher. If there are no positive results, then the parents should meet with the teacher, so that a plan can be established to deal with the situation—alerting the administration and the parents of students who are habitually causing fear in others, etc. If after meeting with the teacher, resolution is not achieved, then parents should request a meeting with both the administrator and teacher. Lastly, if there is no resolution to the situation in a mutually agreed-upon and documented timeframe after meeting with the teacher and administrator, parents should request a meeting with the administrator and a minimum of two members of the PCA Board of Directors.

PARENT-TEACHER COMMUNICATION AND GRIEVANCE PROCEDURES

The decision by parents and their children to be a part of Providence Christian Academy includes a commitment to be governed by the school's policies, procedures, rules and our Christian values. All parents/ guardians, volunteers, and staff are expected to follow these policies, procedures, and rules in addition to conducting themselves in a respectful, Christ-like manner in all areas involving the school, its students and personnel, and related school business. As a Christian school, we consider it the responsibility of all adults to conduct themselves in such a manner that they serve as Christian models for our children. It is through our actions and behavior that our children learn how to conduct themselves. We must all share this responsibility and work together to provide our children with the best training and education possible for them to become strong Christian people. If a student or parent/guardian has concerns or grievances, that person should follow the principles given by Jesus Christ in Matthew 18:15-17. These principles include the following:

- The grievance should be treated as confidential by all involved parties. Everyone involved should take care that all words and actions build up and do not tear down the involved parties (1 Peter 3:8-12);
- Schedule a private meeting with the teacher/staff member in question;

- If the concern is unresolved, schedule private meetings with those in the school's correct line of authority, i.e., first the Early Education Director and then the Administrator;
- Finally, if resolution has not been made, submit the concerns in writing to the Chair of the Personnel Committee.

If a grievance is brought before the School Board, all appealing parties (the parents, the involved PCA employee(s), and the administrator) will each provide a written statement addressing the complaint, corrective steps that have been taken, suggested steps for resolutions, and if appropriate, suggested procedures for preventing future recurrences.

After the School Board has considered all information provided, the Board will, in a written statement to the parties involved, announce their decision. All parties must abide by the decision. The Board's decision is final, and no further appeal is possible.

Conferences

Occasionally, during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and a parent, parent and the school, or any one of several possible areas. Teachers at PCA are professionals and should be treated as such. If a conference is needed, please schedule an appointment with the teacher via email or by contacting the office, whereby, they will forward the message to the teacher. Parents should use discretion when contacting teachers at their home. Teachers have the option of making their personal telephone numbers available. Please be considerate of their time away from school. Parents and students are also discouraged from having conferences with teachers at church/school functions. The administration is also available for conferences. **However, if the issue relates to the classroom, the parent should speak with the teacher first.**

The time before and after school is reserved for teachers to welcome and dismiss students and extracurricular activities. Parents are asked not to involve the teachers in a conference at those times.

VOLUNTEERS

Volunteer Policy

Opportunities are available to volunteer in the regular classroom, enrichment classes, special events, extracurricular activities, athletics, clubs, school office, PTF organization, and chaperone and/or drive for field trips and athletic events. Please make prior arrangements with the appropriate teacher if you are available to help. Siblings are not allowed to accompany a parent/guardian during his/her volunteer duties. All volunteers who work directly with children, whether in the classroom, on a field trip, or at an athletic event, must complete and submit a Volunteer Application, which includes a criminal background check through the Administrative Office of the Courts, a confidentiality agreement, and a PCA statement of faith. A new Volunteer Application must be submitted each school year.

A parent, guardian, grandparent, etc. of a PCA student is NOT required to submit a Volunteer Application and criminal background check if the person's SOLE involvement is any of the following:

1. As an attendee at a school function. (e.g. Christmas program, annual car show, etc.)
2. As an observer/attendee in the child's class—the adult must not exercise any control or supervision of any child except their own child/grandchild. This prohibition shall include, but not be limited to, taking a child to the restroom or being left alone in the classroom with students.
3. For drop-off or pick-up of one's child/children at the PCA campus or another location where a PCA function is conducted.
4. PTF service opportunities (non-classroom) that include but are not limited to the following: car show booths, landscaping, Festival of the Horse, school picnic, annual book fair, fundraisers, Christmas program hospitality, art show setup, consignment, etc.
5. Other instances that are pre-approved by the PCA Board of Directors, in which the person will be present but will not be supervising, having disciplinary control or having direct contact* with a child.

*"Direct contact" does not include the mere presence of a person in the same room as a child, such as when observing or visiting a classroom or eating lunch with one's child in the cafeteria. It also does not include the incidental interaction between the visitor and child when it is done in the presence of other PCA employees and/or authorized volunteers. "Direct contact" does include, among other things, any physical contact that is anything other than very brief and unobtrusive. It also includes any directives or commands to the child. "Direct contact" also means escorting a child to the restroom or other location outside the classroom, or being left alone in the classroom with students.

PCA reserves the right to deny a volunteer based upon knowledge of any offense that demonstrates a risk to students. No consideration will be given to any volunteer applicant who has a conviction for the following offenses:

- Any felony conviction
- Any drug conviction within the past five (5) years; or more than one (1) drug conviction, one (1) of which has been in the past ten (10) years
- Any weapons violation
- Any sex related crime
- Harassment
- Assault; criminal abuse
- Unlawful transaction with a minor; endangering a minor; offense with or to a minor
- Any pending criminal charges

In the event a parent, grandparent, guardian, etc. does have one of the above offenses on a background check that prevents "direct contact" volunteering, an appointment may be scheduled with the PCA Board of Directors to make an appeal.

Many volunteers are needed in order to make PCA a successful school. We encourage parents, grandparents, and various members of the community to submit a volunteer application. This process helps keep our students as safe as reasonably possible.

Parent-Teacher Fellowship (PTF)

The purpose of the PTF is to further enhance the relationship and fellowship between the parents and teachers here at PCA. The membership of PTF includes all teachers and parents represented at

Providence Christian Academy. You are welcome at all PTF meetings. Please take this opportunity to become involved in the quality of the programs offered through our school. The Parent-Teacher Fellowship also provides very creative and successful fund-raising efforts to benefit all the students and teachers.

Room Parents

Each class will have room parents to assist the teacher with parties and various other activities of the class. Parents interested in helping are encouraged to contact the PTF. This parental involvement is important for the special activities regularly held at school.

HEALTH AND SAFETY

School personnel work diligently to maintain a safe and healthy environment for all students. Parental cooperation with school health and safety policies is necessary in order to avoid accidents and properly care for students. For the health and safety of your child, please see that all telephone numbers and emergency contacts are kept up-to-date.

Procedures for Illness

For the well-being and health consideration of all our students and staff, parents are asked to keep home all students with fevers and contagious illnesses. Students need a signed note from the parent or physician, or official email, stating the reason for missing school, otherwise the absence will be unexcused. It is school policy that a student must stay home when experiencing any of the following conditions:

- Diarrhea – stool frequency exceeds 2 stools above normal during 1 school day or if causing accidents
- Persistent cough - interrupting or interfering with their participation
- Fever - 100.4 degrees or higher (Must be fever free **without** medication for 24 hours before returning to school)
- Vomiting - more than twice in 24 hours (Student must have gone 24 hours since the last time they vomited)
- Strep Throat (24 hours on medication before returning)
- Pinkeye/Conjunctivitis (24 hours on medication before returning)
- **Any general symptoms that keep them from participating in regular activities**

Students do, at times, come down with illnesses while at school. If that happens, the student will be sent to the school office for evaluation by the Early Education Director to determine if the child should stay in school or be sent home. If a child needs to be sent home, every effort will be made to contact a parent/guardian. If a parent/guardian is not available, the emergency contact person will be notified. Sick students will remain in the office until someone comes to get them.

The staff of Providence Christian Academy will attempt to exercise reasonable judgment for the care of students in the case of major illness or injury. In those cases where an injury or illness appears to be

serious, the school retains the right to seek professional help, including ambulance, doctor, and emergency room services. Parents/guardians will be responsible for payment of the services obtained on the child's behalf. Student injury and/or accident insurance is covered under the school's general liability policy.

Medicine Policy

Most prescription medications can be given before/after school or in the evening. Whenever possible, please arrange your child's dosage times so that the medication does not need to be given during the school day. Otherwise, all medications (prescription or over-the-counter) must be stored in the office and administered by administrative personnel. Medication must be furnished by the parent in the original container. Parents must complete the appropriate medicine permission form. **No medication whatsoever is permitted to stay in a child's backpack or desk.**

Lice

PCA shall enforce a nit-free policy in regard to head lice. If a student is found to have lice or nits after coming to school, the parents/guardians will be called to pick the student up from the school office. Any student who has had lice and/or nits must provide a doctor or health department statement indicating the student is lice and nit-free before returning to school.

Food Allergy Policy

Because Providence Christian Academy cannot control the various groups that use the Harmony Christian Church building, it is impossible to promise an allergen-free school to families of children with various food allergies. Also, it is PCA policy that the school may not be able to accommodate children with various disabilities, and food allergies may be considered as such. However, PCA is committed to keeping allergic children as safe as is reasonably possible. Therefore, PCA has established a Food Allergy Policy for the following reasons: 1 in 25 children suffer from food allergies; food is ubiquitous in schools and many allergic reactions can be life-threatening; and PCA has students presently enrolled who have various food allergies. The goals of the Food Allergy Policy are as follows: Educate staff on recognition of a food-allergic reaction; Educate students about food allergies and the potential threat an allergic reaction can have; Use the most effective method in avoiding allergic reactions; Effectively manage reactions, should they occur; Adopt an individual food allergy action plan for allergic students. PCA's food allergy policy requires specific responsibilities of parents of allergic children, the school, and allergic children themselves. These responsibilities are outlined in the detailed Food Allergy Policy, which can be found both on RenWeb and in the school office.

Visitors and Security

All parents/visitors/volunteers **MUST** report to the school office to check in, record arrival time and the purpose of the visit, and receive a badge or sticker. Approved volunteers will receive a badge on a lanyard that indicates their role as a volunteer. Visitors (any person who has not completed a volunteer application) will receive a "Visitor" sticker to be worn while in the classroom, in the cafeteria, etc. At the conclusion of the visit, the visitor/volunteer must return to the office to check out and return the badge or sticker. **The volunteer or visitor must wear the volunteer badge/visitor sticker at all times during his or her stay in the school.** Unscheduled visitors/parents can be disruptive to the class. For this reason, parents/guardians who are picking up students during the school day or dropping off items to students are required to check in at the school office. Office personnel will retrieve the student or deliver items to the student.

Sex Offender Registry

As pursuant to **Kentucky Revised Statutes (KRS) 17.545 (2)**, “No registrant as defined in **KRS 17.500** nor any person residing outside of Kentucky who would be required to register under **KRS 17.510** if the person resided in Kentucky, shall be on the clearly defined grounds of a high school, middle school, elementary school, preschool, or licensed day care facility, except with a the advance written permission of the school principal, the school board, or the day care director that has been given after full disclosure of the person’s status as a registrant or sex offender from another state and all registrant information as required in **KRS 17.500**.”

Providence Christian Academy’s position on this matter is that permission will **NOT** be granted for any person on the Sex Offender Registry to be on school property at any time.

Disaster Drill Procedures

Drills for fire, tornado and lockdown situations will be practiced throughout the school year. In the event that the school will need to be evacuated, parents will be notified, and all students will be picked up at McDonald’s, located directly in front of Providence Christian Academy.

Weapons

Carrying, using, or possessing any firearm or other deadly weapon, destructive device or explosives on school grounds, in any school vehicle or at any school-sponsored activity is strictly prohibited. This policy applies to students, staff/faculty members, and visitors. Except for authorized law enforcement officials, PCA prohibits the carrying of concealed weapons on school property.

Violations of this policy will include but are not limited to, the following:

- Confiscation of the firearm or deadly weapon
- Immediate phone call to the student’s parents
- Immediate phone call to the appropriate law enforcement agency

In keeping with the Kentucky State Law, PCA will post the following notice in prominent locations in the school. The notice shall be at least six (6) inches high and fourteen (14) inches wide and state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE. This policy is intended to reflect all provisions of KRS 527.070

Child Protection Policy

Providence Christian Academy and its employees comply with Commonwealth of Kentucky reporting requirements regarding suspected child abuse or neglect. Reports may be made by contacting the Department of Community Based Services (DCBS) at the toll free child-abuse hotline: 1-877-597-2331 or at its local Scott County office: (502) 863-0565.

Kentucky Revised Statutes (KRS) 620.030 states: *Any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the Cabinet or its designated representative; the commonwealth’s attorney or the county attorney; by telephone or otherwise ...*

KRS 620.030(1) also states: *...Any supervisor who receives from an employee a report ... shall promptly make a report to the proper authorities for investigation ...*

Immunity

KRS 620.050 (1) states: *Anyone acting upon reasonable cause in the making of a report or acting KRS 620.30 to KRS 620.050 in good faith shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding or resulting from such report or action.*

Penalty for Failure to Report

KRS 620.990 (1) states: *Any person intentionally violating the provisions of this chapter shall be guilty of a Class B misdemeanor. A class B misdemeanor carries a penalty of up to 90 days in jail and /or a fine of up to \$250.*

Providence Christian Academy chain of communication regarding child abuse/neglect reports:

- The report shall be made to the Department of Community Based Services (DCBS) by the employee who has the suspicion/evidence that a child is dependent, neglected or abused.
- The school Administrator shall be notified of any such report made to DCBS.
- The school Administrator shall notify the PCA school board.
- All parties shall cooperate to the extent required by the commonwealth agency and perhaps beyond.

Confidential Information

If a student reveals information that in faculty/staff's opinion and discretion raises concerns for the safety and/or emotional stability of the student, that information may be revealed to the appropriate officials and/or the parents.

Right of Access to Records

The school maintains a complete record for each student that is kept in the school office. Parental permission is no longer required when authorized school personnel request records (*Family Educational and Privacy Act. Final Rule on Education Records. Federal Register, June 17, 1976, Vol. 41, No. 118, pg. 24673*). All material in these records is treated as strictly confidential and is available according to the following policy:

1. Parents/guardians have the right to inspect and review any and all official records, files and data directly relating to the student, including all material that is incorporated into the student's cumulative record folder.
2. All requests to inspect and review the official records relating to the student are to be made in writing to the administration by the parents/guardians. Such requests will be honored within one school day following receipt of the request. All records will be reviewed or inspected in the presence of the child's teacher or the administration so

Records will not be given without the written consent of the parents/guardian to any individual, agency

or organization other than the following:

1. Staff members of the school who have legitimate educational interest
2. Court or law enforcement officials, if the school is given a subpoena or court order
3. Certain federal, state or local authorities performing functions allowed by law
4. Officials of other schools in which the student intends to enroll. In all such cases, the parents/guardians are to be notified of the transfer of records, receive a copy of the record desired and have an opportunity for a hearing concerning the contents of the records. Verification must be received that the student has in fact applied for admission to that school.

ATTENDANCE POLICIES

While attendance is not mandatory at the preschool level, it is highly beneficial to the students' learning experience to both attend regularly and arrive on time each enrolled school day.

Instructional School Day

Early Education—8:30am to 1:00pm

Leap and Grow Extended Care Program—See Appendix C for hours and pricing

Drop-off/Pick-up Procedures

Early Education and Leap and Grow students should be escorted into the building by their parents/guardians and their arrival noted on the Childcare Manager time clock. The early education day begins at 8:30am and ends at 1:00pm for half-day programs, and at 3:30pm for the full-day programs. Classrooms will not open until 8:20am, and students should not be on the school property before that time, unless attending the Leap and Grow program.

Delayed Opening & Closure of School

If school is cancelled or delayed due to inclement weather and/or other emergencies (including during the school day), parents will be notified via the local television stations. PCA will be mentioned directly. Television channels are: LEX 18 (NBC) and WKYT (CBS).

Please make prior arrangements and provide a list of the individuals who may pick-up your child in the event of early dismissal. The school will maintain a list of people who are authorized to pick up your student(s). **People not known by sight to school personnel should be prepared to show photo identification.** A written note from home will be required before students will be released to anyone not on the list of people authorized to pick up their student.

For specific times, please see the chart in Appendix B.

LEAP & GROW EXTENDED CARE PROGRAM

PCA's Leap and Grow Extended Care program is offered as a service to our families who need care for

their students outside of regular school hours. To assure the safety of students not picked up by 1:05pm, they will be sent immediately to Leap and Grow, with charges incurred for the time the student is there.

*For Leap & Grow times and pricing, please refer to Appendix C.

Leap & Grow Policies

1. All 2 year old children are required to take a 2 hour nap. A crib sheet and a small blanket from home will need to be brought in, labeled with the child's name. Bedding will be sent home once per week for laundering.
2. All 3 and 4 year old children who are in attendance for 4.5 hours or longer will have a required 30 to 60 minutes of rest. During this rest period, the children will rest quietly on a mat provided by PCA. However, a crib sheet and a small blanket from home will need to be brought in and labeled with the child's name. Bedding will be sent home once per week for laundering.
3. Snacks will be provided at 4:00 pm.
4. All children are to be picked up by 6:00 pm. A charge of \$2.00 per minute will be assessed for late pickups.
5. Leap & Grow Statements are sent home on the 1st of each month and are due by the 15th of each month. A \$30 late fee will be assessed to any outstanding balance after the 15th. Any changes to your extended care schedule must be pre-arranged by the 30th of the prior month.
6. Drop-ins must pay when services are rendered.
7. Students participating in the Morning Session 1 may bring breakfast from home.
8. Students participating in the afternoon session are required to bring lunch from home or participate in the vendor lunch program offered through the school.
9. We are unable to heat or refrigerate student lunches. Please provide appropriate ice packs and/or thermoses in your child's lunch box.

Providence Christian Academy Acceptable Technology Use Policy

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language shall be required.
2. No individual student shall be permitted to access any home email, instant messaging system, or screen name without the express written permission of the PCA administration. Teachers and classes as a whole will be permitted to use such items on a case-by-case basis if the particular plan of study requires it. There is no guarantee of privacy for such transmissions, and therefore, only appropriate teacher or class messages shall be allowed.
3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in

- student use of the Internet without express written consent of a parent or guardian on file in the office.
4. Illegal activities, including copyright or contract violations, shall not be permitted. The Internet may not be used for financial or commercial gain.
 5. Threatening, profane, or abusive messages shall be forbidden.
 6. No activities shall be allowed which may damage or interrupt equipment or any networking system.
 7. Any attempt to alter, harm, or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
 8. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.
 9. Resources offered by the Internet and supplied by the school and its representatives may not be willfully wasted.
 10. A user shall not attempt to access any Internet resources or entities without the authorization of the teacher.
 11. Invading the privacy of another user, or using their identity within the system, shall not be tolerated.
 12. Posting personal messages shall be forbidden.
 13. Sending or posting anonymous messages shall be forbidden.
 14. Perusing or otherwise accessing information that could be viewed as slanderous, explicit, or subversive in nature shall be forbidden.
 15. Perusing or otherwise accessing obscene or pornographic material or using profanity in messages shall be forbidden.
 16. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
 17. Any subscriptions to list servers, bulletin boards, or other online services shall be approved by the administration or their designee prior to any such usage.
 18. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
 19. Suspension shall automatically result for any user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.
 20. Any inappropriate use of the Internet may result in appropriate disciplinary action and loss of privileges to use the Internet. Loss of privileges shall apply to all students, teachers, staff, and administrators who abuse the privilege of using the Internet.

***Violations will be dealt with on a case-by-case basis, but such violations will be viewed as a serious offense requiring swift and severe disciplinary action.**

APPENDICES

Appendix A: Available Discounts

Pre-Payment Discount

A 2% discount will be applied to the total tuition amount if the full year is paid on or before the first day of school.

Semi-annual/Semester Payments: First semester tuition paid by the first day of school will receive a 1% discount. Second semester tuition paid in advance by January 1st (or the first business day of the new

year) will also receive a 1% discount.

Sibling Discounts

Sibling discounts are available to families that have multiple children enrolled at PCA and at least one of the children is enrolled in Kindergarten-12th grade. The discounts are as follows: First (oldest) child 0% discount, second (oldest) child 10% discount, third and subsequent children 15% discount per child.

Pastoral Discounts

A 20% Pastoral Discount is available to any paid pastoral staff as verified by the individual church and approved by the PCA board.

Appendix B: Delayed Opening, School Closure and/or Early Dismissal

On days that Scott County Schools are closed for snow or ice, PCA morning Leap and Grow will begin at 7:00 a.m. instead of 6 a.m. Morning Leap and Grow may be cancelled or delayed even if school is not.

In the event of a PCA one-hour delay, Leap & Grow services will begin at 7am. The school day for Early Education (EE), Elementary, Middle, and High School will begin at 9:30am.

In the event of a two-hour delay, L&G begins at 8am, and Early Education, Elementary, Middle, and High School will begin at 10:30am.

On a mid-day weather closure (after school has begun for the day), parents will be notified by means of email, along with the closure being announced on the NBC and CBS television stations. Leap and Grow services will be cancelled.

Appendix C: Leap & Grow Times and Pricing

Extended Care Hours: Before and After School from 6am-6pm

Enrollment and Materials Fee: \$50

Sessions and Pricing:

		(Enrolled)	(Drop-In)
Morning Session 1:	6am-7am	\$ 3.00/day	\$ 10.00/day
Morning Session 2:	7am-8:30am	\$ 4.00/day	\$ 10.00/day
After Preschool:	1pm-3:30pm	\$10.00/day	\$ 11.00/day
Evening Care:	3:30pm-6pm	\$ 8.00/day	\$ 10.00/day