

PHOENIX CHRISTIAN UNIFIED SCHOOLS

ELEMENTARY SCHOOL

Kindergarten through Fifth Grade

2011 - 2012

Parent / Student Handbook



4002 N 18th Avenue ♦ Phoenix, AZ 85015 ♦ (602) 264-4338

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Phoenix Christian Elementary

August 2011

Dear Parents and Students:

I want to thank each of you for choosing to be part of the Phoenix Christian community. It is our goal to provide you and your children with the very best Christian education available anywhere. We earnestly covet your prayers, your passion, and your participation as we seek to impact your student's life for Christ.

Throughout the Student Handbook, you will find various policies and procedures, intended to provide students a safe, secure, and pleasurable school atmosphere. Please take a moment to review carefully the following pages.

Please don't hesitate to contact us if we can be of service to you in any way. We want to partner with you in every way possible.

Sincerely,

*Dr. Phil Adams, Principal
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***"And Jesus grew in wisdom and stature, and in favor with God and men."
(Luke 2:52, NIV).***

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MISSION STATEMENT

Phoenix Christian Unified Schools, in partnership with the family, equips students to discover and develop their talents and spiritual gifts in order to live a life of service, impacting the world for Christ.

PHILOSOPHY

The Board of Directors, Administration, and faculty of Phoenix Christian Unified Schools believe the school must be in cooperation with the home for the purpose of serving families who have a desire to see their students educated in a Christian oriented atmosphere. PCUS' view of life is based upon the Bible as God's only infallible, written revelation to man.

Therefore, education is directed toward an understanding of God, man, and the universe and their interrelated natures.

Students are taught to live a disciplined life under the lordship of Jesus Christ. Discipline based on God's Word is administered firmly in Christian love.

Non-Christian viewpoints may be presented to enable students to evaluate all knowledge critically and develop their ability to discern right from wrong. Students are challenged to develop their talents for the honor of God and the service of others in all areas of life. Therefore, the Christian school broadens its influence within the communities in which the students live.

STATEMENT OF FAITH

We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God.

We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.

We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and the lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

MEMBERSHIP

Phoenix Christian is a member of the Association of Christian Schools International (ACSI). Through membership in the ACSI, our school may participate in competitions such as Spelling Bee, and Math Olympics, Speech Meet, Art Fair, Science Fair, and Music Festival. Winners advance to district or regional competitions that are held off campus and occasionally outside of normal school hours. Winning students who are unable to attend will be replaced in the competition with an alternate. Parents are always welcomed and encouraged to attend.

Because students who compete at district and regional competitions are representatives of our school, those students who consistently misbehave will not be allowed at these competitions.

ATTENDANCE POLICY

The right and privilege of attending Phoenix Christian Elementary School carries with it the responsibility of both parents and students to recognize the direct relationship between academic success and regular school attendance. Attendance is important for the following reasons:

- No student can achieve his/her full potential if parts of assignments and/or class discussions are missed.
- Good work and attendance habits developed at school prepare students for future academic success.
- Attendance is part of a student's permanent school record.
- Class attendance demonstrates respect for our teachers and recognizes the important work they do on a daily basis.
- Being present, and on time, are good habits that will stay with a child later in life.

Parents are discouraged from taking students out of school for any reason other than family emergencies.

A. Excessive Absences

Excessive absences and tardies will result in a conference with the principal. They may also result in the student becoming ineligible for re-enrollment for the next school year.

Administration is authorized to excuse additional absences for extended illness, injury, or extenuating circumstances upon satisfactory verification.

B. ABSENCE REPORTING

The Elementary Offices have a 24-hour number: (602) 264-4338

- a. The parent/guardian is expected to notify the office by telephone the morning the student is absent (no later than 9:00 a.m.). Students are not permitted to make calls. **Please call each day a student is absent.**

C. HOMEWORK REQUESTS

Parents may request their student's homework when reporting an absence. Assignments may be picked up in the office after 3:00 p.m. Assignments cannot be mailed or faxed.

As a general rule, a student has two (2) days to make up missed work. Normally, makeup privileges shall not exceed one (1) week.

BIRTHDAY PARTIES



Students may bring a special treat for the class on their birthdays. Treats must be purchased from a Maricopa County approved kitchen such as a bakery or a grocery store. **We cannot accept homemade items.** Students with summer birthdays may pick a day during the school year. Please notify the teacher of your plans so he/she can

work out the best time. Please don't plan a class party, bring special guests, or send singing telegrams. The cafeteria refrigerator will not be available for storing food and drink items.

Parents are to **mail** invitations when having home parties unless **all children** (or all boys or all girls) are invited. This helps to eliminate hurt feelings.

CAR POOLING

Zip code lists will be available in August prior to the beginning of each school year for parents who wish to organize a car pool from their area. The school does not arrange car pools but makes this information available for those who would like to make transportation arrangements with other school families.



CELL PHONES

As a general rule, cell phones should be turned off and not used during school hours. Teachers will publish their own class rules regarding cell phone access and usage.

CHAPEL

A highlight once a week is to come together for chapel. The chapels are varied from week to week and might include guest speakers, films, singing groups, plays and other special interest groups. A Spiritual Emphasis Week is held annually with daily chapel services. Careful attention and respect should be given to those who are leading in chapel.

CHILD ABUSE/NEGLECT

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

CLASS PARTIES

During the year, students will have the opportunity to participate in a number of classroom celebrations. **Halloween is not observed.** See "Birthday Parties" about school not accepting homemade food items. The cafeteria refrigerator will not be available for storing food and drink items.

CLOSED CAMPUS AND LEAVING EARLY

Students are not to leave the campus after arriving at school until they leave for home after school. If a student will be leaving early for any reason, the person picking him/her up must come to the office and sign that student out. If a parent is not the one picking the student up, a note must be written by the parent giving permission for the child to leave with that person.

If a student is leaving early, please don't call and request that your child be waiting in the office. Allow a few extra minutes so he/she can be called from the classroom **after** you arrive at school. This way, students don't miss valuable class time if you are delayed.

If students are taken off campus to eat lunch with a parent or other authorized person, they must be back on time for class or will be considered **tardy**. Please help your child be responsible by having him/her back on time.

COAT OF ARMS



The founders of Phoenix Christian created this Coat of Arms as a symbol of the great mission of P.C.

The **LAMP** on the Bible signifies all Knowledge, Wisdom, and Truth based on the Word of God. The Scriptures that support this are, "Study to show thyself approved unto God, a workman that needeth not to be ashamed but rightly dividing the Word of Truth." II Timothy 2:15, and, "Thy Word have I hid in my heart that I might not sin against Thee."

Psalm 119:11

The **CLASPED HANDS** indicate friendship and brotherly love. "Greater love hath no man than this, that a man lay down his life for a friend." John 15:13

The **CROSS AND THE CROWN** have been intertwined since the beginning of Christianity. They cannot be separated. Jesus said, "If any man will come after me, let him deny himself and take up his Cross and follow me." (Matthew 16:24) The goal is, "Henceforth there is a Crown of Righteousness, which the Lord, the righteous judge will give me at that day." II Timothy 4:8

The **WINGED FEET** signify evangelism at home and abroad. The Apostle Paul wrote to the Romans, "How beautiful are the feet of them that preach the gospel of peace and bring glad tidings." Romans 10:15.

COMPLAINTS

In accordance with Matthew 18:15-17, parents who have a complaint with a staff member or program/activity under the supervision of a staff member, should bring the problem in private to the person involved. If the problem is not resolved, parents should bring it to the Administration. After these avenues have been thoroughly exhausted, parents can request a meeting with the Board of Directors at their monthly meeting, provided written request is received by the Superintendent or Chairman of the Board within two (2) weeks of the action by the Administration.

For a complaint to be considered relating to grades or attendance, a letter of appeal must be written to the Administration within one month of the semester in question.



DELIVERIES FOR STUDENTS

No gifts, balloons, flowers, packages, etc. are to be delivered to the school for any students.

GENERAL SCHOOL RULES & EXPECTED BEHAVIOR

Phoenix Christian Central Campus is blessed with many wonderful children. Most students will never be sent to the Principal's office or get in any serious trouble at school. We want each student to be able to assess their own words and actions through the Christian standard "What Would Jesus Do" and "Would My Words and/or Actions Please God?" We believe that every incident of misbehavior provides us with the opportunity to teach children how to solve problems and behave in ways that please the Lord.

Misbehaving students will be attended to immediately. Depending on the severity of the misbehavior, discipline may range from conferencing with the teacher and/or principal to suspension or expulsion. Parents will be notified of student behaviors that result in school discipline.

Students are encouraged to display high standards of moral, ethical, and social conduct. Phoenix Christian is a community of Christian learners and educators. Christian standards concerning heart, attitude, and personal and social behaviors are both expected and upheld. Therefore, we share in the responsibility to live in a way to bring honor and glory to Jesus.

Attitudes and behaviors, which contribute to effective education for the community, are valued and nurtured.

1. Students are not to chew gum on school property.
2. All Phoenix Christian campuses are to be tobacco, alcohol and drug free. The use of tobacco, alcohol, or drugs—either at school or outside of school—is grounds for suspension.
3. The use of improper language (vulgarity, obscenity, profanity) will not be tolerated and could be grounds for immediate suspension.
4. Gambling is not permitted at any time.
5. Students should keep their hands off others, which would include pushing, hitting, holding, wrestling, horseplay, etc.
6. There is to be no running in the school, climbing trees, fences, or on buildings.
7. Students are to speak to peers and all adults with a respectful tone and attitude. There is to be no teasing, name calling, or put-downs. Good manners and respect for others is expected at all times.
8. Proper behavior is required when being transported in any school vehicle.
9. Weapons of any type are not permitted. Magnifying glasses, firecrackers, laser pointers, bottles and squirt or toy guns are not to be brought on campus.
10. Student-to-student harassment and bullying will not be tolerated.
11. Damage to equipment or school property will not be tolerated. When school property or equipment is damaged unnecessarily and needlessly, a fair charge will be made and parents will be notified.
12. Phoenix Christian Elementary Schools have a closed campus and students may not leave the school grounds without permission during the school day.
13. Students are to put all trash in trash cans, pick up paper on floors and grounds, and keep desks neat.



14. Students are to respect the property of others. Never take anything belonging to someone else without permission; return in good condition anything borrowed.

DISCLAIMER OF LIABILITY

Neither the teachers, staff, employees, nor governing Board of Phoenix Christian Unified Schools will be liable or responsible for personal injury that occurs as the result of any student attending the schools. Parents or guardians are responsible for obtaining proper insurance to cover adequately any personal loss or injury to a student.

Additionally, neither the teachers, staff, employees, nor governing Board of Phoenix Christian Unified Schools shall be liable for loss of any personal property owned by any student, parent, or guardian as a result of the student attending any school. The student, parent, or guardian shall purchase and maintain in force, sufficient insurance to guard against loss of personal property.

DISCRIMINATION POLICY

Phoenix Christian Unified Schools does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

DRESS CODE

Students are expected to live and conduct themselves in a manner that is pleasing to God and glorifying to the name of Jesus Christ (II Thessalonians. 1:11-12). To accomplish these purposes, careful consideration has been given to factors such as comfort, safety, modesty, appropriateness, and ease of enforcement. The cooperation of students, parents, and teachers is necessary in maintaining the dress code. (It is especially important to be mindful of this when school clothes are purchased.) Enforcing the dress code is NOT the sole responsibility of the school. We expect parents to cooperate in monitoring their student's daily attire to ensure compliance with the dress code.

While on campus, students must be in dress code. The only exception after regular school hours is school-approved athletic wear for school sports, including practice sessions.

Jeans/Pants/Slacks/Capris: Must be worn at the waist or hips. Clothing that exposes midribs or underwear is not acceptable. Clothing may not be frayed or torn.

Shirts: Students are required to wear official Phoenix Christian uniform shirts while on campus. (Shirts with excessive wear, holes, or stains should not be worn.) Order forms are available on the Phoenix Christian Website. Shirts may not be altered in any way. Any shirt that exposes the midriff in normal wear is not permitted. Likewise, an undershirt should NOT extend below an un-tucked uniform shirt.



Outerwear (jackets, sweatshirts): Students are required to wear official Phoenix Christian outerwear. You may access the various styles, colors, and logos on the school website under "Uniforms". Visible shirts must be school approved polo shirts.

Skirts/Skorts/Jumpers: Skirts, including slits, are to be no shorter than 3 inches above the knee cap. Girls are encouraged to wear shorts under jumpers, dresses, skirts for modesty.

Shorts: Shorts will be allowed throughout the school year. They must be walking/Bermuda style shorts. Shorts may be no shorter than 3" above the kneecap. Shorts may not be frayed or torn. Cut-offs are unacceptable. Athletic type shorts are accepted in P.E. classes and team practice/events only.

Footwear: Tennis shoes, dress shoes, and sandals with a back strap are acceptable. Laces must be tied securely. No heels higher than 1 inch. No flip-flops, slippers, boots, or shoes with wheels.

Beanies/Bandanas/Kerchiefs: May not be worn on campus during regular school hours.

Hats/Caps: Must be worn forward and may not be worn inside buildings.



Personal Grooming: Hair is to be neat and clean. Extreme styles are to be avoided. Boys' hair must be **above** the middle of the ear, the eyebrows and the collar. Girls may wear nail polish; however, extreme dark colors are to be avoided.

- Girls - No cosmetics are allowed (includes face glitter). Jewelry should be kept to a minimum (small post earrings only).
- Boys - No earrings, chains or studded bracelets.

P.E.: On P.E days, students are encouraged to bring a T-shirt, gym shorts, tennis shoes, and hat.

Other: Book bags, hats, notebooks, or other paraphernalia with inappropriate messages or pictures are not allowed. The school administration reserves the right to make modifications of the dress code for special occasions such as field trips, spirit days, or other fun/reward situations.

DROP OFF AND PICK UP

If a child is to be picked up during the day, the parent will first report to the school office to inform us that the child is ready to be released. Do not go directly to the room to get your child. If someone other than the parent is to pick up a child, the office must receive a note from a parent/guardian prior to the releasing of the child, or the parent must call the office giving definite verification of the individual that is picking up their child. PARENTS ARE DISCOURAGED FROM TAKING STUDENTS OUT OF SCHOOL FOR ANY REASON OTHER THAN FAMILY EMERGENCIES. (See also "Closed Campus and Leaving Early.")

EMERGENCY CONTACT INFORMATION

Please inform the school office of any changes in student information: business, home and cell phone numbers, address, and emergency and medical information. If parents are going to be out of town, please let the office know who is responsible for your child during your absence.

EXTENDED CARE

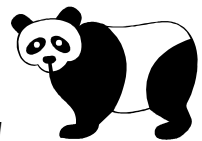
Extended care hours of operation are from 6:30 to 7:30 a.m. and 3:30 to 6:00 p.m. at an hourly rate of \$2.75. After 6:00 p.m. parents will be charged \$5.00 for each ten minutes over. Parents must escort students to and from extended care. All students not participating in extended care must leave the campus by 3:30 p.m. Students present on campus after 3:30 p.m. will automatically be signed into extended care at parents' expense. The person dropping off or picking up a student must sign the extended care sign in/out form and must be 16 years or older. By law, we must have first initial and legal last name of parent or guardian signing in student. Children will not be released to any person not on the Emergency Information sheet. If a child needs to bring medications on the school campus, parents must sign a medical permission form for each medication. Medicine must be in original bottle and/or original prescription bottle. The Extended Care direct line is 602-329-4861.

F.A.C.T. (For Academic and Christian Teaching)

FACT is a program that offers parents an opportunity to earn tuition credit through their regular purchases at a wide variety of Valley stores and restaurants. Enrollment and order forms are available in the school offices.

FIELD TRIPS

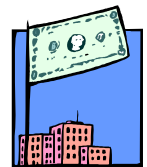
Classes take trips to interesting and educational places in the community and state as a vital part of the instructional program. Parents are notified in advance and are encouraged to help chaperone. However, due to the nature of most educational field trips, siblings will not be permitted to attend. This frees parents to supervise groups of students adequately and experience an enjoyable activity with their child. A permission slip for students to participate in field trips is signed as part of the application form to attend Phoenix Christian Elementary Schools. Field trips are part of required course participation and are not optional! School vehicles are used for field trips. Occasionally, parents are needed to drive. All drivers must have a copy of their driver's license and current insurance card on file in the school office.



FINANCIAL ASSISTANCE / SCHOLARSHIPS

A limited amount of student financial aid is available. Eligibility is based on the financial need of the family as well as the academic, citizenship, and positive spiritual impact of the student. Additional information and a financial aid packet are available in the Administration Office. Financial aid is processed through a company called Family Financial Needs Assessment (FFNA) and must be postmarked by June 30th for consideration for the next school year. Financial assistance is reviewed every year and is not automatically renewed.

Parents are also encouraged to participate in the FACT program, offering parents an opportunity to earn tuition credit through their regular purchases at a wide variety of stores and restaurants. Enrollment and order forms are available in the school office.



Families may also apply to the Arizona Christian School Tuition Organization (ACSTO) which is available to all who pay Arizona state income tax and the Arizona School Choice Trust (private school tax credit assistance based on financial need). Information on these programs is available in the Administration Office.

FIRE DRILLS/LOCK-DOWNS

The purpose of fire and lock-down drills is to instill thoroughly in the mind of the student the correct procedure for clearing or locking buildings so that in case of emergency, it may be done with no confusion. Great stress is laid upon the execution of each drill. Running and talking are prohibited.



Students shall remain quiet and with their group until the teacher has taken roll and the all-clear signal is given.

GRADING SCALE (Grades 2-5)

A+	98-100	4.33
A	93- 97	4.00
A-	90- 92	3.67
B+	87- 89	3.33
B	83- 86	3.00
B-	80- 82	2.67
C+	77- 79	2.33
C	73- 76	2.00
C-	70- 72	1.67
D+	67- 69	1.33
D	63- 66	1.00
D-	60- 62	0.67
F	59-	0.00

CONDUCT GRADES (All Grades)

O	=	Outstanding
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory



Reporting System

The purpose of our reporting system is to give parents and students an indication of the progress being made. Progress Reports are sent home every 4 ½ weeks. Report cards are issued four times a year at nine-week intervals. (See also "Student Recognition and Awards.")

Students must maintain satisfactory grades for promotion. Students may be retained in a grade after conference between Administrator, teacher, and parents if it is agreed that it is for the best interest of the student and his/her class.

HEALTH REQUIREMENTS/SERVICES

1. An up-to-date immunization record for each child must be on file in the school office. Immunizations must be completed according to the Arizona School/Child Care Immunization Law. Check with the school office for the requirements.
2. Our health program provides periodic audiometric testing for students.
3. Medications will be administered based on the following criteria:
 - Parent/Guardian must complete the Student Consent for Medical Treatment form to authorize dispensing of over-the-counter medications to their child.
 - According to the State Department of Health Services, only current prescription medication authorized by your child's physician may be administered. All prescription medication must be in the original containers. Any questions regarding the dispensing of prescriptions should be directed to the Principal.
 - School personnel will not administer injections to any child.
 - Students are not allowed to carry prescription medication on their person, with the exception of inhalers for asthma.
4. The school requires parents/guardians to sign a notarized Consent for Medical Treatment form that emergency treatment may be obtained from the paramedics/hospital. When a student is sick or hurt, parents/guardians will be notified as soon as possible.
5. Students becoming ill should report directly to the school office via a pass from a teacher. We are not equipped to handle children who are ill. A child who becomes ill or develops a fever will not be allowed to stay in class and must be picked up from the school. The student must be signed out in the school office before leaving campus.
6. Every possible provision is made to provide a wholesome, healthy atmosphere at school. We have found that there is a real correlation between a child's health and his enjoyment of school and ability to profit from it. A sick child cannot learn effectively and is unable to participate in



classes in a meaningful way. **If your child appears to be ill, please do not send him/her to school.** Keeping a sick child home prevents the spread of illness in the school community and gives the child opportunity to rest and recover.

The following guidelines should be considered when making the decision as to whether your child should come to school:

- **Fever.** The child should remain at home with a fever greater than 100°. The child can return to school after he/she has been fever free for 24 hours without the use of fever-reducing meds.
 - **Diarrhea/Vomiting.** A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom free for 24 hours.
 - **Conjunctivitis (eye infection):** Following a diagnosis of conjunctivitis, the child may return to school after the first dose of prescribed medicine.
 - **Rashes.** Common infectious diseases with rashes are not contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.
 - **Colds.** Consider keeping your child at home if he/she is experiencing discomfort of cold symptoms, such as nasal congestion and cough. A continuous green discharge from the nose may be a sign of infection. Consider having the child seen by your health care provider.
 - **Communicable Diseases.** The State Health Department requires written permission from a private physician or the Health Department to return to school after having a communicable disease, including, but not limited to, measles, chicken pox, mumps, scarlet fever, hepatitis, and impetigo.
 - **Head Lice.** Children with head lice or nits may not attend school, and may be readmitted only once treatment has been started and he or she has been examined by authorized school personnel. Suggestions for proper treatment may be obtained in the school office.
7. The school reserves the right to require the parents to procure medical help through a licensed physician when classroom behavior and/or academic performance demonstrate a need.



HOMEWORK



Homework assignments will be made for the purpose of drill, research, or completion of unfinished classroom assignments. Teachers will regulate this according to the needs of the child and the nature of the study being covered.

While parents may assist in seeing that the work is done and help explain the work when necessary, all work must be done by the child, and he/she must take responsibility for it.

INSURANCE

All students are required to have medical insurance. If you do not have insurance, you will be required to purchase student insurance through the office. If you do have other insurance, this student accident plan can help fill those expensive "gaps" caused by deductibles and co-pays. Information concerning the various types of coverage will be provided to parents and students at the beginning of the school year.

LIBRARY

A library is provided for the convenience of all students. Students will have the opportunity of going to the library to check out books. A maximum of two books may be checked out for one week at a time. If a book is lost or damaged, the student will be required to either replace or pay for the book. Reference books may not be checked out. As in any library, students are expected to choose a book quietly and wait for the librarian or teacher in charge to check it out properly.



Our librarian is interested in helping the students learn how to use the library more effectively. It is expected that students cooperate with them in every possible way.

LOST AND FOUND

Items found on school property will be placed in a box. We suggest that each piece of clothing, lunch boxes, lunch sacks, and other personal belongings be marked with the student's name to insure return of the item when lost.

Please encourage your child to claim belongings as soon as they are discovered to be missing. Unclaimed items will be donated to a charitable organization once a month.

LUNCH

Children may bring a sack lunch (no soda or candy) or may participate in our hot lunch program. A monthly hot lunch order form is available and all lunches must be prepaid one month in advance. We do not have a microwave for microwaveable lunches or heating of items brought from home. Refrigerators are also not available to store lunches, so plan to include an ice pack when needed.

Hot lunch order forms will be sent home with the students, and will also be available on the school website and the office. The form with payment attached (preferably a check or money order) should be sent in to the school with the student and given to the teacher. The teacher will forward the order to the Elementary Hot Lunch Coordinator. If you prefer, you may turn in the order form, with payment attached, to the office.

MESSAGES FOR STUDENTS

Because interruptions in the classroom are disruptive to the teaching process, only emergency messages will be delivered. If you have an emergency, call the school office. Unless urgent, messages are delivered the last period of the day.

Arrangements for after-school activities should be taken care of in advance. Please be sure your child knows about such arrangements before he/she comes to school in the morning.

OFFICIAL SCHOOL COLORS: Green, Gray

PARENT INVOLVEMENT

Parent involvement is an integral part of the elementary school. Parents volunteer time for field trips, aiding in the classroom, helping in the office, etc. There are various opportunities to build relationships with other parents.

PARENT-TEACHER CONFERENCES

A parent-teacher conference is held at the end of the first grading period. Parents are required to attend the conference to discuss the student's progress and receive their first report card.



Students in Grades 4-5 are encouraged to accompany their parents.

Following each grading period, the parent of any student who has received a failing grade in any subject shall be required to have a conference with the teacher, principal and student.

If you wish to discuss the progress of your child at any time, you may call the school office for an appointment.

PARENT-TEACHER FELLOWSHIP (PTF)

The Parent-Teacher Fellowship is an organization of parents and teachers to promote the welfare of children in the home, school, church and community. It is the desire of this organization to bring into closer relationship the home and the school, that parents and teachers may cooperate effectively in the training of the child. It is also the desire of this fellowship to seek divine guidance in helping the school provide the highest advantages in physical, mental, moral and spiritual education.

PERSONAL BELONGINGS

Aside from cell phones, electronic devices are not allowed in school except for a specific class project with teacher approval. Toys should not be brought on campus unless the principal or teachers give special permission. Balls are provided by the school for use on the playground. If students bring balls or other toys from home, the school will not be responsible for loss or damage. Students are not permitted to use bicycles, skateboards, scooters, or roller blades on campus at any time.



PHOTO RELEASE

Many pictures are taken at PC during the year for use on our website and in various promotional materials. Names will NOT be posted with any pictures or group that appear on our website. By enrolling your student at PC you give the school permission to use pictures of your student. **If you do not wish to have your student's picture used, you must notify the school office in writing.**

PICTURES

School pictures are scheduled for early fall and should Individual and class pictures will be used in the school welcome and encouraged to take pictures during



be back in time for Christmas. yearbook. Parents are school events, as well.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the republic for which it stands. One nation, under God, indivisible with liberty and justice for all.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty for all who believe.

REFUNDS/WITHDRAWALS

Written notice is needed if the parent wishes to withdraw their child from school. This notice is valid only when a withdrawal form is completed in the school office. If the student withdraws, the tuition will be prorated based on a school year of 180 days. All financial obligations need to be paid before transcripts are released.

Students may not return to school for a new year if the account remains delinquent from the preceding year



SCHOOL HOURS

School hours are: **8:00 a.m. – 3:00 p.m.** (Students are tardy at 8:05 a.m. and must get a Tardy Slip from the office.) We allow a half an hour in the morning (7:30 to 8:00 a.m.) and a half a hour in the afternoon (from 3:00 p.m. to 3:30 p.m.) for student drop-off and pick-up. If a student arrives before 7:30 a.m. or is on campus after 3:30 p.m., they must be checked into childcare. Child care is available from 6:30 a.m. until 7:30 a.m. and after school until 6 p.m.

SCHOOL MASCOT: Cougar



SCHOOL SUPPLY LISTS

Students are expected to bring their own given by the teachers in a letter sent out check the school website for supply lists or

supplies according to instructions during the summer. You may also contact the school office for a copy.

SNACKS

Your child may bring a personal healthy snack to school to have during morning recess. Snacks are not provided by the school. Please do not send sodas or candy.



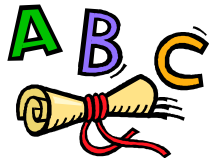
SPECIAL NEEDS

Parents of children with special needs should schedule an appointment for consultation on how their needs can best be served. Parents may contact the administration for a conference.

STUDENT DIRECTORIES

Each student will receive a free copy of the Student Directory for use in connection with the work and activities of the school. **If you do not want your number published, contact the school office.** Federal and State laws prohibit supplying the information in this directory to any individual or organization for the purposes of solicitation. Additional copies will be available for a nominal fee in the school office.

STUDENT RECOGNITION/ AWARDS



We will begin the Honor Roll and Principal's List with the 2nd Grade. Honor Rolls are published at the end of each quarter. One of the emphases of PC is academics. To recognize students and provide an incentive for achievement in academics we:

- Have a Principal's List for students achieving an A grade in all academic subjects (including specials) with an O or S conduct grade in all classes.
- Have an Honor Roll for students achieving a grade of A and/or B in all academic subjects (including specials) with an O or S in conduct in all classes.
- Reward students for areas of academic achievement even when they do not make the Principal's List or Honor Roll.

We do not have the Principal's List/Honor Roll for Kindergarten and 1st Grade because:

- Most of the work is done by the class as a whole as they follow the step-by-step instructions given by the teacher.
- The emphasis is on the learning of concepts with material being reviewed over and over until the student has completed the assignment correctly.
- Learning the material in these grades is of greater importance than making a "good grade" since this will be the basis for all future academic progress.

Awards

Awards are given to those students who have been consistently on the high honor roll and to those who have participated in special events or have maintained perfect attendance. Teachers may give out awards in each classroom in addition to the above at the teacher's discretion.

TARDINESS

Attendance is taken at 8:05 a.m. A student is tardy after that time. **A parent or guardian must accompany the student to the office to get a Tardy Slip.**

Excused tardies include:

- Car Trouble
- Public Transportation Schedules Running Late
- Traffic Accidents
- Verified Medical / Dental / Eye / Professional Appointments

TELEPHONES

Students are not allowed to use the telephones except in emergency situations with permission from the office. Forgotten lunches and books are not considered emergencies.

TESTS AND MEASUREMENTS

Phoenix Christian Elementary Schools participate in the annual Association of Christian Schools International (ACSI) achievement testing program. In order to evaluate the student's capability to learn and his/her progress, the following standardized tests in mental maturity and scholastic achievement are used as indicated:

- | | | |
|-----------------------------------|--------------|-------------|
| ▪ Stanford 10 Achievement Test | Grades 2 – 5 | Each Spring |
| ▪ Otis-Lennon Mental Ability Test | Grade 5 | Each Spring |
| ▪ Kindergarten Readiness Test | As Needed | |

When applicable, new students are given tests for admission.

TEXTBOOKS

Textbooks are provided by the school and distributed at the beginning of the school year by classroom teachers. At the end of the year, books must be returned to the teacher. Books lost or not returned will be charged to the student's account. Books returned damaged beyond one year of use, will be assessed a fine.



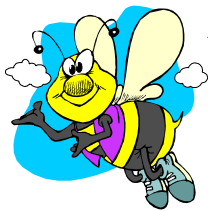
Workbooks are a consumable item and are included in the Workbook Fee paid before the student begins school.

Students are responsible for keeping books in good repair and are to refrain from writing in their textbooks or using sticky book covers. If books need to be repaired during the school year, students should see the classroom teacher.

TRANSCRIPTS

Transcripts and school records requests must be submitted to the office. Standardized test scores will accompany transcripts if available. All financial obligations need to be paid before transcripts are released.

VISITORS



All visitors (including parents) must register in the office if they are visiting on campus during school hours. This procedure will help us better protect our children from unwanted visitors and also help us know who is on campus in case of emergency. Exceptions to the sign-in procedure are programs, class parties, and all school-wide events. Parent involvement is welcomed and encouraged for all activities.

PERSONAL NOTES:

Policies and procedures are subject to change.