

**Phoenix Christian Preparatory School
Elementary (Kindergarten – 5th Grade)**

Student/Parent Handbook 2023 – 2024



Administration Office: 602-264-4338
Attendance Line: 602-264-4338

Superintendent: Mr. Jeff Blake
Elementary Principal: Mrs. Charity Sianturi
Assistant to the Elementary Principal Mrs. Susana Pacheco

1751 West Indian School Road
Phoenix, AZ 85015

www.phoenixchristian.org

2023-2024 SCHOOL POLICY AND REGULATION ACKNOWLEDGEMENT FORM

Name _____ GRADE _____
(Please Print)

By signing this statement, I/we fully understand and agree that Phoenix Christian Preparatory School is a private, evangelical Christian school where enrollment is a privilege and not a right. I/We certify by the signatures below that I/we understand the general rules and regulations published in the Student/Parent Handbook. the rules of behavior as outlined in the *Student/Parent Handbook* and these rules apply for the entire year, on and off the Phoenix Christian Preparatory School campus.

I/We have read and will abide by the Academic Integrity policy and Honor Code as outlined in the handbook.

I/We have read and will abide by the Technology Student Appropriate Use Policy as outlined in the handbook.

I/We further understand the rules and regulations are subject to revision by the school at any time, and each student/parent/guardian is expected to be familiar with current school rules.

I/We agree to abide by the rules and regulations of the school. As a student, I also realize that if I break the rules, my continued enrollment will be subject to immediate review. In the role as parent and/or guardian, I/we promise to enforce these rules.

STUDENT SIGNATURE _____ DATE _____

PARENT (GUARDIAN) NAME _____ DATE _____

PARENT (GUARDIAN) SIGNATURE _____

Each year updates occur in the Student/Parent Handbook. It is the expectation students and families will carefully read the Handbook to prepare for a successful school year. All policies outlined in the handbook are relevant and important.

**Phoenix Christian Preparatory School
Elementary Campus Theme
2023-2024**

“Be Kind”

“Be kind and compassionate to one another, forgiving each other just as in God in Christ Jesus forgave you.” Ephesians 4:32



Phoenix Christian
PREPARATORY SCHOOL

2023 – 2024 IMPORTANT SCHOOL DATES

1st Semester:

| | |
|-----------------------|---|
| August 7 | LAUNCH |
| August 9 | First Day of School |
| August 28-September 8 | APEX FUN RUN |
| September 4 | Labor Day – No School |
| September 18-22 | 3 rd -5 th grade MAP Testing |
| October 2-5 | Parent-Teacher Conferences – Noon Dismissal for Oct 5th |
| October 6-9 | Fall Break – No School |
| October 13 | Q1 Report Cards Sent Home |
| October 27 | Homecoming – Noon Dismissal |
| November 6-9 | 5 th Grade Camp |
| November 20-24 | Thanksgiving Break – No School |
| November 28 | Community Service Day – Noon Dismissal |
| December 15 | Q2 Report Cards Sent Home |
| December 13-15 | Semester Exams – Noon Dismissal |
| December 18-January 2 | Christmas Break – No School |

2nd Semester:

| | |
|-----------------|--|
| January 3 | Classes Resume |
| January 15 | Martin Luther King, Jr. Day – No School |
| January 16 | Community Service Day – Noon Dismissal |
| January 22-26 | 3 rd -5 th grade MAP Testing |
| February 12-16 | Parent-Teacher Conferences |
| February 16 | Grandparents Day - Noon Dismissal |
| February 19 | Presidents' Day – No School |
| February 20 | Faculty & Staff PD Day – No School |
| March 8 | Q3 Report Cards Sent Home |
| March 11-15 | Spring Break – No School |
| March 22 | Noon Dismissal |
| March 28 | Community Service Day – Noon Dismissal |
| March 29 | Good Friday – No School |
| April 1 | Easter Monday – No School |
| April 29- May 3 | 3 rd -5 th grade MAP Testing |
| May 17 | 5 th Grade Award Celebration |
| May 20-22 | Final Exams – Noon Dismissal |
| May 22 | Last Day of School – Gr. 1-4 Award Celebration |
| May 24 | Report Cards Emailed Home |

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VISION STATEMENT

To be a vibrant Christ-centered school in our community prioritizing resources to continually pursue new horizons in educating minds, forming hearts, and equipping hands of students.

MISSION STATEMENT

Educating the minds, forming the hearts, and equipping the hands of students in a Christ- centered environment.

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.

CORE VALUES



Lamp Set Upon the Word of God

We believe all knowledge, truth, and wisdom flow from the Scriptures. The lamp represents the Spirit, sent to us by God the Father, is alive and active today.

2 Timothy 2:15 & Psalm 119:11



Evangelism at Home and Abroad

It is a sacred responsibility to share and spread the Gospel message worldwide.

Romans 10:15



Cross and Crown Intertwined

By the cross of Christ, we receive the righteousness of God.

Matthew 16:24 & 2 Timothy 4:8



Love for Our Neighbors

Grace, kindness, and consideration are due for everyone. We are to love our neighbors sacrificially.

John 15:13



1949

God ordained the establishment of our current facilities in the heart of central Phoenix.

MISSIONAL PLEDGE

- Encounter Jesus Christ daily.
- Grow in relationship with Jesus Christ.
- Share the good news of Jesus Christ.
- Embody a community in which students will not be judged by the color of their skin but by the content of their character, the dream of Dr. Martin Luther King, Jr.
- Excel through the abundance of opportunities to launch a Christ-centered life.

CODE OF CONDUCT

- We honor the ways of Jesus Christ on which Phoenix Christian is built.
- We respect one another with affirming words and sacrificial action.
- We adhere to the Phoenix Christian regulations on dress code, tardiness, and behavior.
- We take pride in our school.
- We disconnect from technology to connect with others.
- We celebrate success.

ANTICIPATED STUDENT OUTCOMES

These are spirit driven goals. We trust in a big God who desires to build into our students the abundant life through an encounter with His truth.

Personal Character, Values, and Spiritual Formation

- Phoenix Christian students will understand and commit to a personal relationship with Jesus Christ, actively participate in a local church, and know, understand, and apply God's truth in their lives.
- Phoenix Christian students will personally communicate their faith locally and/or around the world.
- Phoenix Christian students will understand the value of healthy, moral, and biblical family living.

Biblical Worldview Grounding

- Phoenix Christian students will understand that the entire world, including all academic content, and each of their experiences can only be thoroughly understood and fully appreciated through the lens of God's Word. As biblical thinkers, they will be able to critically evaluate competing world views.
- Phoenix Christian students will understand that there is design, dignity, and honor in God's highest creation, the individual and eternal human soul, created in His image.

Skills for Life and Living

- Phoenix Christian students will develop and exercise their unique talents and spiritual gifts under the leadership of the Holy Spirit to better themselves, their home, their local church, and society, and so that their life plans may be fully explored and realized.
- Phoenix Christian students will understand and experience healthy physical, mental, social, and spiritual living.

Academic Ideas and Thinking

- Phoenix Christian students will be well prepared in all academic disciplines, reading, writing, speaking, listening, and thinking, and appreciation of beauty as observed in nature and human creativity.
- Phoenix Christian students will become life-long learners who know how to utilize resources to find, analyze, and evaluate information.

SCHOOL COLORS

Black, Green, and Gray

SCHOOL MASCOT

Dux the Cougar

SCHOOL SONG

Phoenix Christian High School—
What a happy crowd are we!
Cougars brave, undaunted,
Marching on to victory.
Rah! Rah! Rah!

Serving Christ our Leader,
This our song of happiness.
P-C-H-S Cougars,
C-O-U-G-A-R-S!



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.

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.

ACADEMIC INTEGRITY

Academic honesty is foundational to education. Student performance, unaltered by cheating, is vital to protect an accurate measurement and instructional response to student learning. The student, parent, and teacher each share a responsibility to protect an academic way of life that promotes individual growth.

Scriptural Foundations:

2 Corinthians 8:21, “For we aim for what is honorable not only in the Lord’s sight but also in the sight of man.”

Proverbs 11:3, “The integrity of the upright guides them, but the crookedness of the treacherous destroys them.”

Proverbs 28:6, “Better is the poor man who walks in his integrity than a rich man who is crooked in his ways.”

Proverbs 20:7, “The righteous who walks in his integrity—blessed are his children after him.”

Proverbs 12:22, “Lying lips are an abomination to the Lord, but those who act faithful are his delight.”

Colossians 3:23, “Whatever you do, work heartily, as for the Lord and not for men.”

Luke 16:10, “One who is faithful in very little is also faithful in much, and one who is dishonest in a very little is also dishonest in much.”

Honor Code:

On all coursework (assignments, tests, projects), students at Phoenix Christian Preparatory School are expected to honor the following commitment:

On my honor, as a Phoenix Christian Preparatory School student, I will not cheat, aid in cheating, nor plagiarize on any coursework.

Shared Responsibilities:

Academic honesty is foundational to a student’s education which requires all stakeholders to share responsibility.

Student responsibility:

- To not take part, either directly or indirectly, in cheating or plagiarism; to actively discourage cheating or plagiarism by others.
- To quickly report violations to your teacher.
- *What happened? When did it happen? Where did it happen? Who was academically dishonest?*

Parent/Guardian responsibility:

- To actively support the Phoenix Christian Preparatory School honor code.

Staff responsibility:

- To promote the Phoenix Christian Preparatory School honor code in course procedures.
- To establish biblical expectations regarding academic integrity and honesty; to review Honor Code with students in Student Advisory Groups and maintain documentation of its review.
- To be prepared to address violations of the honor code when it occurs.

Phoenix Christian teachers are strongly encouraged to weight in class assessment more heavily than out of class homework and embrace preventative technologies such as turnitin.com and effective classroom management strategies.

Definition of Cheating:

Cheating is misleading a teacher to get or attempt to get credit for work not completed by the student or work supported with unapproved help. For example:

- Copying another student’s test or homework.
- Sharing questions or answers to homework or test.
- Allowing another student to copy your work.
- Using unapproved “cheat sheets,” notes on desk, clothing, self, or technology devices.
- Giving or receiving copies of tests or information on tests.
- Using technology inappropriately to complete coursework or examinations.
- Turning in substantially the same work that was produced for another assignment or class.
- Using AI generators is considered cheating.

Definition of Plagiarism:

Plagiarism is the use of passages, words or ideas that come from someone or something else, without properly recognizing the source. For example:

- Copying someone’s assignment.
- Copying text or other materials from the Internet or other source without citing them.
- Paraphrasing items from a book or article without citing them.
- Using translation software without the teacher’s permission to translate sentences or passages.

- Using the same sentence structure or thesis as another source without citing it.
- Utilizing an AI generator and submitting it as your own work.

Response Plan:

Evidence of a violation of the honor code will result in a confidential investigation. Academic dishonesty is considered a Level II offense. Teachers may use discretion to administer reasonable discipline for academic dishonesty.

Consequences may include, but are not limited to:

- Zero for the assignment/test.
- Letter of apology.
- Student explains offense to parent.
- Teacher contacts parent.
- Referral to Administration for further consequence (a minimum of 3 days after-school detention).
- Removal from course with an F.
- Loss of National Honor Society membership or other positions of leadership.
- Revocation or refusal of teacher college recommendations.
- Any combination of above.

How do I, as a Phoenix Christian Preparatory School student, avoid academic dishonesty?

- Always do your own work!
- Never let another copy any of your work from a test or assignment.
- Never share information about a test, afterwards!
- Never “work together” on an assignment, project, or exam unless the teacher has given permission for collaboration.
- Use the power of technology responsibly (e.g., Smart watches, cell phones, etc.)

ACADEMIC PROBATION

Probation is defined as a specific length of time during which a student is expected to demonstrate his/her ability to perform satisfactorily. A probated student will be given a specified time in which to improve his/her record to the extent necessary to satisfy the faculty and Administration that he/she would profit from continued enrollment at Phoenix Christian Preparatory School. If such improvement does not occur, the student may be required to transfer.

ACCREDITATION

Phoenix Christian Preparatory School (PCPS) is dually accredited K-12 with the Association of Christian Schools International (ACSI) and Cognia.

ATHLETICS

Opportunities

Phoenix Christian Preparatory School is proud of our students and their athletic accomplishments. PCPS Athletics enjoy a positive reputation throughout the state of Arizona. The way our coaches, athletes, and fans represent themselves to the community and state is of the utmost importance. The PCPS Athletic Department maintains a policy for coaches and athletes. Please contact our Athletic Director for more information.

Various after school activities are available for kindergarten – 5th grade students. Fifth graders are also welcome Middle School Athletics based on openings in the roster.

Equipment

All school issued athletic uniforms and equipment must be returned at the conclusion of each season for participation in the next sport. Failure to return uniforms and/or equipment will place that student on the ineligible list and will not receive a uniform for the next season of sport. The family may be charged the replacement cost of the uniform and academic transcripts may be held until school property is returned.

Eligibility (For 5th graders participating in MS Athletics)

Academic requirements for extracurricular activities are the same as for athletic eligibility. In order to be eligible, a student must maintain a 2.0 current grade point average with two D's and no F's in any class. Student must also exhibit appropriate attitude and conduct with limited behavior concerns.

- An Eligibility List with the grades available on RenWeb based on published dates.
- The student will be granted one warning of ineligibility or “Free Check” per sport season (Fall, Winter, Spring). The warning/free check lasts until the next official grade check.
- Any student with less than a 2.0 current GPA or two D's or an F in any class at the eligibility check will be ineligible to play in games but may practice. Ineligibility will begin on the day after the designated eligibility check date.

- In-between eligibility checks, Monday **"grace checks"** will occur which are designed to permit any ineligible student-athlete to regain eligibility. Once a student is deemed eligible in all classes based on the **"grace check"**, the student is released to participate in games.
- During Christmas break, if a student has received less than a 2.0 semester GPA or two D's or an F in any class for the semester, the student may not play in any Christmas break team competitions.
- Students who are ineligible may not miss scheduled classes for any school-sponsored extracurricular activity including not traveling with a team to away games if class time is missed.

For a student to be eligible for interscholastic athletic participation, the student must:

- Adhere to the eligibility rules established by the Arizona Interscholastic Association.
- Have a current physical examination per the AIA guidelines, completed by his/her personal physician and at his/her own expense. A physical exam is current if completed after March 1 of the previous school year.
- Carry insurance as recommended by the Administration or provide a satisfactory substitute policy. In addition, parents/guardians must sign the waiver on the Emergency Form before the first practice session.
- Complete and return the Participation Release form to the Administration Office before the first practice session.
- Attend class periods 2nd – 7th on the day of practice, activity, or contest in order to participate unless absence is due to a confirmed medical appointment and approved ahead of time.
- Not reach age 19 on or before September 1 of the school year in which competition occurs.

Team Game Day Dress

On game days, PC sports teams may ONLY wear approved team apparel adhering to the following guidelines:

- The **entire team** must be uniformed and wear the same designated approved team dress.
- Game day attire may consist of the following knowing every member is in the same attire:
 - Game Day shirts with the normal PC dress code bottoms (jeans, black, khaki, and navy uniform-style shorts or pants)
 - Dress Up Attire – Males: button-down shirt, tie, and slacks; Females: dresses, skirts, or slacks with blouse
 - School issued warm-ups

Game Day dress should be in line with the General Dress Code Principles and the heart behind it. Students are to be dressed and ready to learn and not be a distraction from the learning process of others.

ATTENDANCE POLICY

The right and privilege of attending Phoenix Christian Preparatory School carries with it the responsibility of both parents and students to recognize the direct relationship between academic success and regular school attendance.

- Positive attendance allows a student to achieve his/her full potential as they can actively participate in class discussions and complete assignments.
- Good work and attendance habits developed at school benefit students whether college or work-world bound.
- Attendance is part of a student's permanent school record. College admissions officers and future employers consider attendance important and inquire about attendance patterns.
- Class attendance demonstrates respect for our teachers and recognizes the important work they do on a daily basis.

Parents are discouraged from taking students out of school for any reason other than family emergencies. Parents are encouraged to review the school's calendar in order to plan doctor's appointments or other pre-planned absences.

The Attendance Office and/or Administration have the final authority on all attendance matters.

A. ABSENCES

1. Verification of Absences

- The Attendance Office must receive notification of a student's absence by 9:00 AM the day of the absence. Written notification may be sent to the Attendance Office or a message may be left on voice mail (602-264-4338).
- The Attendance Office may require verification of appointments that necessitate a student missing class. All verified and unverified absences are calculated as a part of the Excessive Absence Grade Reduction Policy.

2. Excessive Absences

- Students are allowed up to nine (9) Absences per class each semester.
 - Personal illness
 - Extended illness - reviewed by the Administration on an individual basis.
 - Arriving to the first class of the day more than 15 minutes late with a pass.
 - Doctor, dental or professional appointments which cannot be made outside of school hours. *(Every effort should be made to schedule appointments outside of school hours. Students who have appointments on a regular basis should stagger the times, so they do not miss the same class each time.)*
- Administration may excuse additional absences for extended illness, injury, or extenuating circumstances upon satisfactory verification.
- Under exceptional circumstances the Administration can modify the grade reduction penalty.
- Students may be required to make-up hours at the discretion of the Administration, including but not limited to lunch or after school homework help.

If a student misses more than 10% of the academic year, the student *may* be required to repeat the academic year and the matter *may* be reported to city or state agencies.

Communication of Excessive Absences:

- 5th Absence Parent Conference
- 7th Absence Parent/Student Conference to discuss the reason for the absences and to create an Attendance Improvement Plan which may include request for documentation and/or attending lunch or after school homework help.
- 9th Absence Admin Hearing to review the Attendance Improvement Plan and next potential steps;

WARNING: 10th Absence may results *may* results in repeating the academic year and the matter *may* be reported to city or state agencies.

▪

B. TARDY POLICIES

Tardies are viewed as a disruption to the classroom environment. Students who are tardy not only miss class time but also disrupt the education of other students. To assure arriving on time, students should plan sufficient travel time to allow for unusual traffic circumstances. A tardy is considered as a Level II offense.

1st Period Tardy:

- Parents are required to call the Attendance Line before 9:00 AM and report why the student was tardy.
- Students arriving at school after 7:55 AM are considered tardy should be escorted directly to the Front Office by a parent or guardian for documentation.
- Student will not be allowed into 1st hour class without proper documentation.
- Administration may make exceptions/considerations to excuse tardies based on extenuating circumstances.

All Other Tardies:

- For campus security, teachers lock their classroom doors when the tardy bell rings. Students are therefore expected to be in their classroom by the time the tardy bell rings.
- Students that are tardy to class three (3) times within the semester will result in a Parent/Student phone conference with the Assistant to the Principal. Additionally, the student will serve a Lunch Detention.
- Students that are tardy to class five (5) times within the semester will result in a Parent/Student Conference with the Administrative Team. An Attendance Improvement Plan may be created. The student will continue to serve lunch detention for each consecutive group of 3 tardies.
- If a student is caught “skipping”, the action will be understood as a Level II Offense and appropriate consequence determined.

BICYCLES / SCOOTERS / SKATEBOARDS

Due to liability and risk of injury, skateboards are not to be used at school. Bicycles and scooters can be used for transportation to and from school but are not to be ridden on school grounds. Students must check with Administration for a secure location to lock their bicycle or scooter. The school is not responsible for any harm or injury to a student as the result of using a bicycle, scooter or skateboard on campus.

BULLYING

*But now you must also rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips. Do not lie to each other, since you have taken off your old self with its practices and have put on the new self, which is being renewed in knowledge in the image of its Creator. Here there is no Gentile or Jew, circumcised or uncircumcised, barbarian, Scythian, slave or free, but Christ is all, and is in all. **Colossians 3:8-13***

*If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ **Matthew 18:15-16***

At Phoenix Christian we desire to be scriptural with every action we take. Regarding bullying, we believe that principles found in Scripture provide for us very clear instruction on how to handle this issue. We believe that the Matthew 18 principle can be taught to all our children as a means of peaceful interaction with others.

PCPS should be a place where students feel safe and enjoy coming to school each day. We recognize that some students may hurt others in words and actions. We want all students to know that they have the support and backing of their teachers and administrators to quickly address any bullying behavior. If parents suspect that their child is a victim of bullying, we encourage them to notify the classroom teacher and the administration as soon as possible so that the school can address this situation immediately.

To help better distinguish between bullying behavior and bullying, we utilize the definition by the National Association of School Psychologists.

Bullying is defined as:

- “The use of force or coercion to negatively affect others.”

- “Involving an imbalance of social, physical, and/or emotional power.”
- “Involving willful and repeated acts of harm. Bullying behaviors may be persistently directed at the target based on a student’s actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, physical appearance, sex, or other distinguishing characteristics. Bullying behavior is not limited to children and adolescents and can also occur among the adults in children’s lives.”

When bullying behavior occurs, we want to work with the students to take the steps outlined in Matthew 18. If the negative behavior continues after proper communication has been completed, the school will take the necessary disciplinary steps to address the situation. We also wish to encourage students who witness negative behavior towards their peers to follow the biblical steps of encouragement, rebuke, and accountability. Bystanders can rebuke negative behavior and they can encourage the offended to take the proper communication steps when negative behavior occurs. **(Galatians 6:1-2; 1 Timothy 5:20; 1 Thessalonians 5:11)**

Ongoing bullying is considered a Level III offense (harassment). As such, it demands a serious response from the school. The types of response the school may use can be found in the “Discipline” section of the handbook.

The following is an example of how proper protocol may unfold:

Step 1:

For issues not involving physical harm or threatening physical harm: We will meet with the offended student and help the student to identify the issue clearly. We will encourage the student to communicate in a calm, yet assertive way directly to the offender. We will take time to discuss the appropriate environment, tone and words that will best accomplish this. Role-playing may help the student “practice” how to approach the person.

If the offended student is not comfortable or ready for direct one-on-one communication, the administrator can facilitate a meeting allowing the student to communicate directly to the offender in an environment controlled by the facilitator, making sure both parties are heard without either feeling cornered. Parent(s) of both the offender and the offended student will be notified.

Step 2:

If the offended party reports that the problem persists after proper communication has taken place, the issue now becomes, by definition, “bullying.”

The teacher or Administrator will meet with the offender and his/her parent and clearly communicate that both the offended student and now the teacher have warned the offender to stop and discuss consequences if the behavior continues.

Parent(s) of the offended student will be notified that a meeting had occurred.

Step 3:

If the bullying behavior continues after both the offended party and the teacher or Administrator have clearly explained that the behavior in question is unacceptable, then appropriate consequences will be issued. Ongoing bullying is considered a Level III offense (harassment). As such, it demands a serious response from the school. The types of response the school may use can be found in the “Discipline” section of the handbook.

CAFETERIA

Students may order hot lunch through the school cafeteria. Students notify their homeroom teacher within the first 15 minutes of 1st period if they will be ordering hot lunch for the day. If a student is tardy and he/she needs to order hot lunch, the parents must notify the front office before 9 a.m. Menus are published monthly during the school year. Specialized purchasing plans are available through the Business Office.

Sacks may be brought from home for morning break and for lunch. Please send a healthy snack. Students that bring only sugary snacks or candy may be asked to save the snack for after-school. Soda and gum are not permitted at any time.

CAMPUS HOURS

Campus is open from 7:00 AM to 3:05 PM during regular school days. Students are to remain on campus from the time they arrive in the morning until after the last class of the day unless parents come for their student. Students arriving after 7:55 AM or leaving before the end of the last period must report to the Front Office. The front gate will be closed at 7:55 a.m. each school day. Students arriving after 7:55 a.m. will need to have their parents escort them to the front office to receive a tardy slip. Students are not allowed to leave campus for lunch. The school day ends at 3:00 PM therefore, students should be picked up from school immediately. Students not able to be picked up at 3:05 a.m. be sent to the after-school Cougar Club.

CARPOOLING

A list of families by zip code can be provided in the Administration Office for carpooling purposes.

Bus service is offered from the west valley. There are three pick-up/drop-off locations – the IHOP at 1491 N. Dysart Rd., Avondale (on Dysart Rd north of Van Buren), the Avondale Park & Ride located at Roosevelt and Avondale, and the Southeast corner of 95th Ave and Van Buren.

A monthly fee will be charged for this service. Students may sign up for the bus in the main campus school office or online on the PCPS website.

CELL PHONES/ELECTRONIC DEVICES

The use of cell phones or accessories (such as headphones or ear buds) during the school day (7:55 AM to 3:00 PM) is prohibited. Smart watches are not specifically prohibited, but students should be advised to use them responsibly. Electronic devices are disruptive in class and are subject to theft and loss. **Cell phone during the school day is prohibited.** The school is not responsible for lost, stolen, or damaged items.

Parents and guardians sometimes provide cell phones to their children in order to promote the safety of their children or to communicate regarding unanticipated changes in transportation. In light of this, the following restrictions/allowances apply:

- A student may keep a cell phone turned off and stored in his or her cubby or book bag during the school day.
- After school, a cell phone may be used.
- Any non-permitted use or possession of a cell phone or accessories will result in confiscation and disciplinary action.
- If a faculty member observes a student using a cell phone, smart device or accessories during the school day, the faculty member will collect the item.
 1. On the **first occurrence**, the confiscation by the classroom teacher will be documented and the student may pick up his/her device at the conclusion of the class period.
 2. On the **second occurrence**, the confiscation by the classroom teacher will be documented and the student will pick up the student's phone at the conclusion of the school day from the Assistant to the Principal or his/her designee.
 3. On the **third and subsequent occurrences**, the confiscation will be documented as a Level II offense, consequence assigned, and the parent/guardian will pick up the student's phone at the conclusion of the school day from the Assistant to the Principal or Principal.
 4. On the **fourth occurrence**, the confiscation will be documented as a Level II offense, consequence assigned, and the parent/guardian will pick up the student's phone at the conclusion of the school day from the Assistant to the Principal or Principal. The student must leave their phone in the Administration Office each day until the designated number of days is done.
 5. On the **fifth occurrence**, the confiscation will be documented as a Level III offense, suspension assigned, and the parent/guardian will pick up the student's phone at the conclusion of the school day from Assistant to the Principal or Principal. The student must leave their phone in the Administration Office each day until the designated number of days is done.

CHAPEL

Mandatory chapels are held every week and are scheduled to encourage spiritual formation. Careful attention and respect should be given to those who are leading in chapel. Students must be in their assigned seats at all chapel services and special assemblies. The Spiritual Life Coordinator and Administration lead the chapel program. Food and drinks are prohibited as well as cell phone and electronic devices. Parents are welcome to attend weekly chapels.

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 notify parents. 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 does not have any legal alternative except to make the report to the proper authorities for their investigation and review.

COMMUNICATION

Open communication between your home and our campus is very important to us. In a continual effort to improve our service to our families, we have developed a variety of communication vehicles that we utilize to keep the community, our parents and students informed with the most accurate and timely information available.

We have learned that the most efficient manner possible to communicate with our PCPS family is to utilize email to accomplish our communication goals. Consequently, it is important that we always have your correct email address. If you need to update your email address, please contact cdriscoll@phoenixchristian.org with the new information. Be sure to mention the student's name and grade level when updating this information.

There are several ways we will be **communicating** with your family. These include:

1. **FACTS/Student Information System (SIS)**
This is our student information database which allows our parents to access grades, homework, attendance, and other pertinent information 24 hours a day, 7 days a week. Internet required.
2. **Regular Campus Newsletters (Cougar Highlights)**
These publications are generated from the Administration and pertain to upcoming news and events on each campus. These newsletters are distributed via email and text.
3. **FACTS/SIS Parent Alert**
The FACTS/SIS Parent Alert System allows the school to text parents quick reminders or notify them of an emergency.

4. Phoenix Christian Preparatory Website & Tandem Calendar

www.phoenixchristian.org & www.phoenixchristian.org/calendar

The school Tandem calendar on the Phoenix Christian website has the most up to date event information. Families and students can subscribe to receive alerts for new and updated events.

5. Remind

Parents are encouraged to sign up yearly for the Remind Communication App. This app will be used for Elementary-wide communication and announcements. Classroom teachers are also welcome to have a classroom Remind page for specific class wide reminders and announcements.

CONFLICT RESOLUTION

In accordance with Matthew 18:15-17, parents and/or students 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, the student or the student's parents should bring it to the Administration. After these avenues have been thoroughly exhausted, parents can request a meeting with the Executive Committee at its monthly meeting provided written request is given to the Superintendent or Chairman of the Board within two (2) weeks of the action by the Administration.

For a grievance 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.

COUNSELING

Guidance and counseling involve a trained, professional counseling staff assisting students with their personal, social, and spiritual needs.

Our counseling office can meet with a student upon request and will refer parents to outside counselors if ongoing counseling is recommended. Parents can contact the Elementary Office if they would like to set-up an appointment with the counseling staff.

DEBTS AND FINES

Tuition is the responsibility of each family. **All financial obligations need to be paid before grade sheets and/or transcripts are released.** Students may not be able to participate in camps or graduation/promotion ceremonies if the account is delinquent. Students may not be able to return to school for a new year if the account remains delinquent from the preceding year. Accounts may be fined for damage to, or loss of, school property and/or violations of library regulations.

DISCIPLINE

Attending PCPS is a privilege granted to those who are willing to adhere to the philosophy and policies of PCPS on and off campus. Students who reach the age of 18 while attending PCPS will continue to be subject to all rules that apply to all senior high students. The primary goal of all discipline is to be **redemptive** and **restorative**; it is intended to impact attitude and behavior. It is the desire of the school to demonstrate compassion for the student with reconciliation as the goal.

If a student takes the initiative to come forward privately, with a sincere and repentant heart, the school may have more latitude to redeem the situation. Not all discipline is punitive, and not all situations will be handled exactly the same. Restoration to all that God wants us to be is the goal.

However, the school also has an obligation to protect the integrity of its student body as a whole. When deemed appropriate, the school may notify the student's pastor or counselor for additional support. Dismissal will result from parental unwillingness to cooperate with the school in the discipline of their children.

There are three levels of offenses in the discipline system. Inappropriate conduct may include, but is not limited to, posting of inappropriate material on social media, web pages or social networking sites, or inappropriate use of any electronic or digital device. These conduct issues may come to the attention of the school by various means including but not limited to direct observation, witness reporting, or social media. In areas not specifically addressed by the handbook, Administrators will exercise discretion. All offenses will be documented in the FACTS Family Portal (www.ph-az.clien.renweb.com/pwr/).

Level I: Areas usually addressed by the teacher in the classroom, cafeteria, or campus.

Offenses:

- Excessive noise
- Gum chewing
- Outside vendor/food deliveries
- Unapproved food or drink in the classrooms
- Minor classroom disruption or conflicts
- Misbehavior in chapel

- Writing on desk or textbook (restitution may be required)
- Late to class
- Out of class without a pass
- Being in an unauthorized area
- Public Display of Affection (PDA) of minor nature
- Materials lacking
- Parent signature not returned
- Littering on school grounds
- Other such offenses

Consequences: At teacher's discretion (e.g. clean boards/classroom, classroom detention, lunch detention, etc.) Teachers will enter the incident in FACTS/SIS.

Level II: Administration is involved, and the incident is entered into the student's discipline record.

Offenses:

- Repeated Level I offenses
- Dress code violation
 - *After two dress code violations, the student will serve lunch detention. After five, the student will serve one day In-School Suspension and lose further dress down privileges.*
- Major classroom disruption or conflicts
- Disrespect toward staff or teacher (refusing to follow a request, etc.)
- Ongoing negative/uncooperative attitude
- Profanity of any kind
- Skipping classes
- Misuse or abuse of school property (restitution may be required)
- Slander or gossip
- Academic dishonesty (cheating, plagiarism, copying/stealing homework)
 - *In the case of academic dishonesty, a grade of "0" plus probable other consequences.*
- Inappropriate communication or innuendo of any kind (i.e., verbal, written, electronic)

Consequences:

- Class removal
- Detention (lunch or recess detentions at Administration's discretion)
- Conference with parent, by phone or in person
- Disciplinary probation
- Suspension, in which case the student will not be allowed to attend any extracurricular activities

Level III: Warrants disciplinary probation, suspension, or expulsion.

Offenses:

- Repeated Level II offenses
- Severe and blatant disrespect
- Theft
- Vandalism
- Harassment—physical, verbal, sexual, racial
- Deceit /slander toward school employee
- False alarms being called in or set off
- Fighting
- Any use, possession, or distribution of alcohol, tobacco, e-cigarettes, vapes, and any other similar devices and accessories (on or off campus).
- Possession of weapons or hazardous items* (see Hazardous Items section in the Handbook)
- Simulation of weapon use
- Pornography
- Sexting
- Sexual immorality
- Any criminal offense, not including traffic violation

Consequences may include but are not limited to:

Administration, at its sole discretion, may determine the following consequences for Level III offenses.

- Disciplinary probation
- Suspension
- Expulsion

Suspensions of five days or fewer, other non-suspension disciplinary responses by the Administration, or disciplinary responses by the Administration for Level I or Level II offenses are not subject to appeal.

Students/Parents who wish to appeal a disciplinary response for a Level III offense of longer than five days may appeal to the Administration Team. Such appeals must be in writing and delivered to the Superintendent within 48 hours of the initial disciplinary decision.

If expulsion is determined the best course of action by the Administration Team, the matter will be referred to the Board chairman who will convene a meeting of the full board or the Executive Committee of the Board. At this meeting, the student, his or her parents or guardian, the administrator who initially dealt with the discipline response, and the Superintendent will be heard. The Board will render its decision and that decision will be communicated to the student and his or her parents or guardian within 48 hours. This decision is final. A student recommended by the Administration Team for expulsion will be suspended until the Board makes its decision.

The Administration Team is chaired by the Superintendent or his/her designee. The membership is comprised of members of the administrative team, faculty, or others at the discretion of the Superintendent.

DISCIPLINARY OPTIONS

- A. Work Assignments:** Supervised activities related to the upkeep and maintenance of school facilities.
- B. Written Assignments:** Topic, length, and deadline shall be at the discretion of the Administration.
- C. Detention:** Work (academic or otherwise) under supervision of the Administration for up to one hour during school. Detention is not for the convenience of the student or parent; therefore, students who are assigned detention must serve it on the scheduled day, or it will result in further disciplinary action. Students are responsible for notifying their parent(s).
- D. In-School Suspension (ISS):** Separation from all school activities where interaction with other students occurs. Suspended student needs to be off campus immediately after school and may not attend any extracurricular activities on the day of suspension. Suspension will take place on campus during school hours. Students serving ISS will be responsible for all assignments due at the time of the suspension plus any missed assignments made by teachers during the suspension. ISS counts as an absence. **DRESS CODE WILL BE ENFORCED.**
- E. Out-of-School Suspension (OSS):** The student may be suspended by the Administration for no more than ten (10) days. Suspensions of longer than five days will require the approval of the Administration Team. Suspended student may not be on campus including any extracurricular activity on the day suspension(s). Students serving OSS will be responsible for all assignments due at the time of the suspension plus any missed assignments made by teachers during the suspension. OSS counts as an absence.
- F. Disciplinary Probation:** Due to misconduct, students may be placed on disciplinary probation, a definite period during which the student is under increased scrutiny. In addition, both parent and student will be required to sign a behavioral improvement plan outlining the terms of the probation. Violation of the behavioral improvement plan is extremely serious and may result in expulsion.
- G. Expulsion:** More drastic measures may be required when certain behavior goes beyond the scope of the discipline system. In accordance with the Education Code of the Arizona Revised Statutes, "Expulsion means the permanent withdrawal of the privilege of attending a school unless a governing board reinstates the privilege of attending the school." PCPS therefore reserves the right to expel a student that is uncooperative with the school and its discipline policies.

Expulsion is by action of the School Board after review and recommendation of the Administration. The student may request review of the expulsion or consideration for readmission only after first meeting with the Administration and then with the Administration Team. Administration Team will make a recommendation to the School Board for final determination.
- H. Withdrawal:** Students who are asked to leave PCPS because of disciplinary issues may be permitted to withdraw from the school rather than be expelled. During that period students are not permitted to be on campus. *Withdrawal must be within 36 hours of meeting with Board of Trustees or Administration.* A "W" will be listed on their permanent record with a note of disciplinary action. This withdrawal allows students to enroll in another school.
- I. Dismissal:** Students may be dismissed from PCPS for reasons other than discipline issues. Students and/or parent or guardian who are unable or unwilling to adhere to the philosophy of PCPS will be dismissed.

The student may request review of the dismissal or consideration for readmission only after first meeting with the Administration and then with the Administration Team. Administration Team will make a recommendation to the Board of Trustees for final determination.

DISCLAIMER OF LIABILITY

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

Additionally, neither the teachers, staff, employees, nor governing Board of Phoenix Christian Preparatory School shall be liable for loss of any personal property owned by any student, parent, or guardian as a result of the student attending school. The student, parent, or guardian shall

purchase and maintain in force, sufficient insurance to guard against loss of personal property.

Phoenix Christian is not liable for students outside of the given campus hours as proper supervision is limited.

DRESS CODE

PCPS endeavors to promote excellence in all areas of education— including dress. 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 Thess. 1:11-12). Careful consideration has been given to factors such as comfort, safety, modesty, appropriateness, cost efficiency and ease of enforcement.

PCPS students are required to adhere to the dress code as designated by PCPS Administration. If a student is out of dress code, the appropriate infraction may be enforced, and the student may be sent home, or the parent may be asked to bring appropriate attire to the school for them to change. PCPS dress code requires modesty, neatness, cleanliness, and professionalism. Students are expected to follow dress code both in letter and in spirit. Repetitive or egregious violations of the dress code become grounds for suspensions or further disciplinary actions.

Please note, Administration has the right to make changes as they see fit to the below guidelines. Any changes that may be made will be communicated to students and parents.

Parents will be notified of each dress code violation occurrence either by email or by phone.

There will be an escalation of disciplinary action for dress code violations:

- 1st Violation: Warning, parent/guardian contact, change into appropriate dress code attire.
- 2nd Violation: Recess Detention, parent/guardian contact, change into appropriate dress code attire.
- 3rd Violation: Lunch Detention, parent/guardian contact, change into appropriate dress code attire.
- 4th Violation: Level III (Repeated Level II Offense) – Insubordination – subject to an In-School Suspension or Out-of-School Suspension (1-3 Days), change into appropriate dress code attire.
- 5th Violation: Out-of-School Suspension pending an Administration Hearing, change into appropriate dress code attire.

General Dress Code Principles:

The Administration will enforce the dress code; however, it is NOT the sole responsibility of the school. Parents are expected to cooperate with the school in monitoring their student's daily attire to assure compliance with the dress code.

- All garments must be modest, in good repair and not draw attention to the student.
- Undergarments must never be visible.
- For any school event, nothing is allowed that is inconsistent with PC's community standards or codes of conduct.
- After school hours, any student dressed in immodest or inappropriate attire will be required to change or leave campus.
- The Administration reserves the right to further define or clarify the school dress code.

Academic Day Dress Code (Upon arrival until end of school day):

- Students out of dress code may be excluded from classes until they are within dress code.
- Students are given one dress code warning for the academic year and escalating disciplinary action will follow (see above).
- Subsequent notices will result in detention, In-Class Detainment, In-School Suspension, or escalating disciplinary action (see above).
- Parents may be called to deliver appropriate attire to school. If such a step is imposed, the missed classes will be counted as an Absence.
- Depending on the circumstances of the dress code violation, the student may wear assigned/loaned clothing items for the remainder of the school day, at the discretion of the Administration. **The student may be required to leave collateral (such as their cell phone) with the Front Office to ensure loaned clothes will be returned at the end of the day.**

Shirts:

- Students are required to wear a BLACK, GREEN, WHITE, GRAY, or PINK solid-colored polo shirt. Polo shirts with the Phoenix Christian logo are RECOMMENDED.
- Shirts may not be altered in any way including sleeveless shirts (cut).
- Any shirt that exposes the midriff in normal wear is not permitted.

Bottoms:

Bottoms include shorts, skirts, jeans, pants, slacks, and capris.

- Bottoms must be denim, black, khaki (tan), or navy-blue uniform-style bottoms.
- Shorts will be allowed throughout the school year.
- Shorts and skirts may be no shorter than 3" above the kneecap. Girls are encouraged to wear shorts or leggings under jumpers, dresses, and skirts for modesty. The leggings must be denim, black, khaki (tan), or navy-blue.
- Bottoms may not be frayed, torn, or holey, even if skin is not visible through the holes.
- Bottoms must be worn at the waist or hips.
- Clothing that exposes midriffs or underwear is unacceptable.

- Cut-offs are unacceptable.
- Athletic type bottoms are not acceptable outside of the gym. Athletic type bottoms may be worn only for P.E. classes and team practice/events only. Typically, if bottoms have a draw string instead of a button and zipper, they are considered athletic bottoms. All students that have PE must be in dress code when leaving PE classes.
- Other items not allowed include, but are not limited to, over-sized baggy pants, pajamas, bib-overalls, yoga pants, athletic joggers, and athletic attire such as warm-ups and sweats.

Footwear:

- Shoes must be worn at all times.
- Tennis shoes, dress shoes, or close-toed sandals are acceptable. No heels higher than 1 inch. If closed-toed sandals are worn they must have a back-strap.
- Laces must be tied or tucked in.
- No slippers are allowed.

Outerwear (Jackets, Sweatshirts):

- Students must wear official Phoenix Christian Preparatory School outerwear. It is recommended to write students names on the inside of the jackets in case it is lost.
- Blankets are NOT considered outwear. Therefore, students should not utilize or have blankets in class or on campus.

Hats/Caps/Beanies/Hoods:

- May not be worn during regular school hours unless it is during an outdoor activity such as morning recess or lunch recess break. All hats must be worn forward.
- No other headwear may be worn at school.

Hair & Make-Up:

Females

- Hair and make-up should look neat and natural with an emphasis on cleanliness.
- Hair, whether natural, dyed, or colored, must remain a natural color.
- Nails must be of a reasonable length so as not to inhibit participation in PE and other classroom activities.

Males

- Hair for males must be off the ears, off the collar, and off the eyebrows. A hair tie will be required if the hair is kept long.
- Failure to comply with the above standards will likely result in the requirement for the student to cut their hair.
- Sideburns may not extend below the bottom of the ear.
- Male students must be clean-shaven; beards, mustaches, and goatees are not permitted. Male students will likely be required to shave (during the school day if not compliant with the dress code policy).
- Males may not have painted nails.

Jewelry/Tattoos:

- Earrings are acceptable for females only.
- If males have pierced ears, they may not wear earrings during regular school hours.
- No other body piercing is allowed. If present and seen, a clear plug must be worn in place of the jewelry.
- Jewelry with objectionable symbolism is not allowed.
- Tattoos must be covered at all times.

PE/Weights Classes:

- Sneakers, loose fitting, knee length athletic shorts (no spandex or yoga pants) and appropriate shirt.
- No tank tops or sleeveless shirts are allowed.
- School logo or team name on shirts is preferred.
- This applies only while in PE/Weights class; at no other time or location is this acceptable.
- All students currently taking a PE/Weight class must immediately change back into their school uniform prior to returning to their next scheduled class.

Co-Curricular Activities and Field Trips:

- The dress code applies to all events which students are required to attend unless otherwise specified.
- At all other school-sponsored functions (on and off campus), students will be expected to dress appropriately and modestly. This includes 5th grade camp.
- Students who dress otherwise may be refused admittance or be asked to change.
- Please refer to the General Dress Code Principles.

Team Game Day Dress:

On game days, PC sports teams may ONLY wear approved team apparel adhering to the following guidelines:

- The entire team must be uniformed and wear the same designated approved team dress.
- Game day attire may consist of the following knowing every member is in the same attire:
 - Game Day shirts with the normal PC dress code bottoms (jeans, black, khaki, and navy uniform-style shorts or pants)
 - Dress Up Attire – Males: button-down shirt, tie, and slacks; Females: dresses, skirts, or slacks with blouse
 - School issued warm-ups
- Game Day dress should be in line with the General Dress Code Principles and the heart behind it. Students are to be dressed and ready to learn and not be a distraction from the learning process of others.

Spirit Days:

- Every Friday, students may wear a PC spirit wear shirt with dress code bottoms (denim, black, khaki (tan), navy blue).
- Other spirit days such as for Homecoming week will be determined by the Administration.

Other:

- Book bags, hats, notebooks, or other paraphernalia with inappropriate messages or pictures are not allowed.

DROP OFF AND PICK UP PROCEDURES

Students should be dropped off at the gate on 18th Avenue (7:30-7:55 a.m.) They can be picked up from the gate on 18th Avenue (immediately after release time). If a student is dropped off or picked up from the aftercare program, parents will need to park on Fairmont, enter through the gate, and sign the child in/out. 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. Parents should not go directly to the room to get a child. If someone other than those listed on the Pickup form needs to pick up a child, the office must receive a note or email from a parent/guardian prior to the releasing of the child. Parents should be mindful of taking students out of schools for reasons other than appointments and family emergencies. (See also Attendance Policy and Excessive Absences pg. 14)

Older students picking up siblings:

A student must be 16 or older to be placed on the elementary pick-up list. If a student is under 16, the sibling will not be allowed to pick up the child. If the student is on campus (secondary or elementary campuses) unsupervised after being picked up by a sibling, we may reserve the right to no longer allow the other sibling to pick up the elementary student.

DRUG / ALCOHOL / TOBACCO FREE ENVIRONMENT

The buildings and grounds on all Phoenix Christian Preparatory School campuses will be drug, alcohol, tobacco, vape, and e-cigarette free. Parents and visitors must refrain from these activities at all PCPS activities on all PCPS properties and at all school-sponsored events on or off campuses.

ELECTRONIC COMMUNICATION POLICY

EMPLOYEE / VOLUNTEER TO STUDENT ELECTRONIC COMMUNICATION POLICY

Phoenix Christian Preparatory School requires that communication between students and employees/volunteers including coach's & sponsors be in person or through an approved platform such as Microsoft Teams. It is expected that ALL communication is professional and beyond reproach. It is highly encouraged to include multiple PC employees/volunteers/coaches/and or sponsors in any group communication. Employees are not allowed to be friends with students on any social media platform.

For the protection of our students, and employees/volunteers, no personal email addresses, web cams, or social networking sites will be used to communicate with students without full knowledge of their parents or guardians. It is the responsibility of the employee/volunteer to obtain permission prior to communication.

Exceptions may be made for those employees/volunteers that are also ministers outside of Phoenix Christian Preparatory School, i.e., youth pastors, Young Life leaders, etc.

ELEMENTARY EXTENDED CARE

Extended care hours of operation are from 7:00 a.m. – 7:30 a.m. and fifteen minutes after school releases until 5:30 p.m. (Most days, that is 3:05-5:30 p.m., Thursdays 2:15-5:30 p.m., and half day it is 12:15-5:50 p.m.) Parents must escort students to morning care and from extended care. All students not participating in extended care must leave the campus immediately after school unless they are enrolled in an official after school activity under adult supervision. Students present on campus after school will automatically be signed into Extended Care and charged the extended day fees. Persons dropping off or picking up a student must sign the Extended Day sign in/ sign out form and must be 16 years or older. By law, we have have a first initial and legal last name of the parent or guardian signing for the students. Children will not be released to any person not on the Pickup List. All students must be picked up by 5:30 p.m. Parents will be charged an additional \$1 per minute after 5:30 p.m. This fee will need to be paid immediately upon student pick up.

EMERGENCY CONTACT INFORMATION

Parents need to inform the office of any changed in student information: ex. Home and cell phone numbers, address, e-mail addresses, and emergency/medical information. If parents are going to be out of town, the office must be informed on who is responsible for the child during their absence.

FIELD TRIPS

Teachers will notify parents of field trips in advance. All school conduct and dress code standards are in effect on field trips except where a specific exception has been made by the school Administrator. Field trips are part of required course participation and are not optional. Parent’s permission is documented in the enrollment application therefore, specific permission slips may not be required.

FINANCIAL AID

Families can apply for individual and corporate tax credit scholarship or utilize Empowerment Scholarship Account (ESA) opportunities to help fund tuition. Families are also encouraged to participate in the Cougar Scrip Program, offering parents an opportunity to earn tuition credit through their regular purchases at a wide variety of stores and restaurants. Additional information, enrollment and order forms are available in the Administration Office.

FIRE DRILLS AND LOCKDOWNS

Procedures are in place in the event of an emergency involving a fire or the need to secure the campus. All classrooms remain locked while class is in session. The school will adhere to regular drills to ensure students and faculty and staff know the proper procedures.

FUNDRAISING

All fundraising requests must be submitted in writing and approved by the Advancement Team. Requests for fundraising activities for sports teams must be submitted to the Athletic Director, who will coordinate approval with the Advancement Team. PCPS is a nonprofit organization and is eligible to receive tax deductible contributions.

GRADE REPORTING

Grades are computed on a semester-cumulative basis for high school and middle school. Our teachers are available to discuss a student’s current grade with the parents.

GRADING

- Grade of A** (Exceptional): highest grade given for work; merits special recognition.
Numerical equivalent: 90-100%
- Grade of B** (Above Average): given for work above the average of the class.
Numerical equivalent: 80-89%
- Grade of C** (Average): lowest recommended grade for employment or college entrance.
Numerical equivalent: 70-79%
- Grade of D** (Below Average): given for accomplishing the minimum course requirements.
Numerical equivalent: 60-69%
- Grade of F** (Failure): given for not completing the minimum course requirements. Students must repeat the course to receive credit.
- Grade of I** (Incomplete): given for failing to complete the minimum course requirements. The incomplete work becomes an “F” one (1) week after the end of the grading period unless the student completes the required missing assignments and/or approval from the teacher or Administration. Removal of the “I” is the responsibility of the student.

GRADING SCALES

| 4.0 SCALE | | |
|-----------|------|--------|
| A+ | 4.33 | 98-100 |
| A | 4.00 | 93-97 |
| A- | 3.67 | 90-92 |
| B+ | 3.33 | 87-89 |
| B | 3.00 | 83-86 |
| B- | 2.67 | 80-82 |
| C+ | 2.33 | 77-79 |
| C | 2.00 | 73-76 |
| C- | 1.67 | 70-72 |
| D+ | 1.33 | 67-69 |
| D | 1.00 | 63-66 |
| D- | 0.67 | 60-62 |

GUESTS / VISITORS / STUDENT SHADOWS

Visitors must sign in and out at the office and wear a visitor badge while on campus. Visitors and the student or staff member who has invited the visitors to the campus must display evidence that they understand the following guidelines before approval will be granted.

Students who have withdrawn due to disciplinary action or been expelled from Phoenix Christian Preparatory School may NOT visit the campus unless have received approval by Administration. The authorities will be called if the student does not comply.

Student shadowing for prospective students must be pre-approved and scheduled through the Admissions Office, 602-265-4707 ext. 208. Only designated and approved student shadow days through the Admissions Office will be allowed.

HAZARDOUS ITEMS

Matches, lighters, fireworks, firearms, ammunition, knives, pepper spray, laser pointers, air guns, paint guns, and other such items which expose students, school personnel, and/or property to danger are forbidden. Anyone possessing or using such items in school, on campus, or at school-sponsored activities is subject to a Level III suspension or expulsion, depending on the circumstances and materials involved and the Phoenix Police Department may be contacted.

HAZING PROHIBITION POLICY

PCPS affirms the dignity of every student. Hazing incidents have no place in the activity programs in our schools and will not be tolerated.

Purpose: The purpose of this policy is to maintain a safe environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the spiritual and educational goals of PCPS and are always prohibited.

General Statement of Policy

- No student, student organization, teacher, Administrator or other PCPS employee, coach, contractor, or volunteer shall plan, direct, encourage, aid, or engage in hazing.
- No student, student organization, teacher, Administrator or other PCPS employee, coach, contractor, or volunteer shall permit, condone, or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

This policy applies to hazing behavior that occurs on or off school property.

PCPS will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, student organization, teacher, Administrator or other PCPS employee, coach, contractor, or volunteer who is found to have violated this policy.

Definitions:

"Hazing" means committing an act against a student, or coercing a student into committing an act, which creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. All hazing is prohibited including direct hazing (first person), indirect hazing (second or third person), as well as any hazing conducted through any electronic media. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of excessive physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, which subjects a student to extreme mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

"Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures:

- Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may

constitute hazing shall report the alleged acts immediately to an appropriate PCPS official.

- Teachers, coaches, Administrators, other PCPS employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing must inform the building principal immediately.
- Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

Consequences:

In response to hazing reports, PCPS will take appropriate action, which may include, but is not limited to:

- Warning
- Parent Meeting
- Suspension from group activities, performances, practices, rehearsals, or games
- Dismissal from group or team
- Suspension, exclusion, expulsion, transfer, remediation, termination, or discharge
- Incident reported to the proper authorities
- Other as deemed appropriate by the Administration Team

HEALTH SERVICES

The school reserves the right to require the parents to procure medical and psychological help through a licensed physician when classroom behavior, academic performance, and/or social emotional health demonstrates a need. The school may require documentation from a medical professional in order for the student to return to school.

The school requires parents/guardians to sign a *Consent for Medical Treatment* form in order 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. Parents/guardians must complete a written authorization form provided by the school for medications that will be taken at school.

All medications must be turned in to the office in the container dispensed by the pharmacy. Students are not allowed to carry prescription medication on their person, with the exception of inhalers for asthma.

During most school hours, PCPS does have office personnel specifically dedicated to assist in the Health Care Office. Students who become ill during the school day should report directly to the Health Care Office via a pass from a teacher. Over-the-counter medications can be given with the appropriate consent form on file, and a student will be given permission to lie down if warranted.

Students must report to the Health Care Office if ill and the school will contact the parents/guardians to pick up their student. Students contacting parents or grandparents directly disrupts our attendance and care systems. The parent or student must sign out in the Front Office before leaving campus.

Parents should not send sick children to school (temperature of 100.3 degrees or higher, excessive coughing, ill to the point of lack of focus, etc.). A child with a fever may not return to school until they are fever free for 24 hours without the aid of fever reducing medication. **Any child sent home with a fever MAY NOT return to school the next day.**

A physical examination is required of all 5th – 12th grade students each year. The exam must be conducted after March 1 to be applicable the following school year. Forms may be picked up in the Front Office.

Children with lice will have their parent or guardian notified and be picked up within one hour of notification. Students with suspected cases of lice or nits will be referred to the office for assessment. Students found with live lice will be excluded from school until they have been treated. They will be readmitted after an assessment by the office. Parents are encouraged to nit-pick/comb for 2 weeks following infestation. If nits are found with no live lice, parents will be notified and will be asked to pick up the student to treat and remove the nits. Information regarding treatment will be in the Health Care Office for parents. Confidentiality of that student will be maintained if diagnosed with head lice.

HOMEWORK & LATE WORK

Students may expect daily homework and/or studying in each of their core classes. Homework gives a student an opportunity to review class material, prepare for an upcoming lesson, learn time management, and to set priorities. Homework helps teachers determine how well the lessons are being understood by their students.

Students are responsible for being aware of their assignments, note due dates, and turn in assignments on time.

Parents are encouraged to view FACTS to review their student's grades and access each teacher's lesson plans for assignments that have been missed during an absence.

Late work will, however, be accepted under the following guidelines:

- Assignments turned in on time are eligible to receive full credit.
- Assignments are considered late when the due date and time arrives, and the student is present without the assignment.
- Late work turned in a day after the due date may only be eligible for 75% of the given point value.

- Late work turned in more than a day after the due date may only be eligible for 50% of the given point value AND may only be turned in until the end of a unit or the end of a progress period.
- Late work that is not turned in after the end of a unit or by the end of the progress period cannot be made up and the student will be issued a zero (0%) for that assignment.

Student Absence:

- When a student is present for a portion of the day and absent for the other portion, the student is responsible to turn in all assignments prior to leaving and/or make arrangements with the teacher to make-up any missed tests, quizzes, or assignments.
- When a student is absent the day an assignment is due, the student must turn in the assignment the day the student returns to school.
- It is the student's responsibility to meet with the teacher the day he or she returns to school to receive assignment details and due dates and to arrange for make-up work.
- Students are expected to make up any missed tests or quizzes on the day they return to school unless other arrangements are made with the teacher.
- When a student is absent for multiple consecutive days, the student must meet with the teacher the day he or she returns to school to set up a make-up work schedule.

Students should meet with their teachers and turn in late work as soon as possible to avoid deductions. The standard late work policy will begin if a student does not make the appropriate arrangements for work missed due to absence or fails to turn in missed work after arrangements have been made with the teacher.

Students should meet with their teachers and turn in late work as soon as possible to avoid deductions.

HONOR ROLL / PRINCIPAL'S LIST

To qualify for the Honor Roll, students must earn a grade point average of 3.0 to 3.49 in major subjects, have no grade below "C", and have no "Incomplete." The Principal's List consists of students with a grade point average of 3.5 or higher.

INSURANCE

All students are required to have medical insurance. If student (Kindergarten – 12th grade) needs accident coverage, please visit K&K insurance Group, Inc. at www.studentinsurance-kk.com or by phone: (855) 742 – 3135. Online Enrollment – secured accident coverage can be purchased any time throughout the year. Contact our Front Office for more information.

LOST AND FOUND

Students should indicate their names on books and other possessions for identification purposes. Items found on school property will be placed in Lost and Found. Unclaimed items will be donated to charity monthly.

MESSAGES / DELIVERIES FOR STUDENTS

Because messages are disruptive during the school day, parents are encouraged to leave only messages of an *urgent* nature. The Attendance Office will contact the student at a convenient time. Once a student has been notified, it will be the student's responsibility to check with the Attendance Office for the message. Deliveries are also disruptive. If brought to the school, items such as, balloons, candy, stuffed animals, flowers, etc., will normally be given to students at lunch or after school. A Special Announcement Form is available in the office to leave a message to be announced over the intercom during morning or afternoon announcements for birthday shout outs, sports, special occasions, or faculty/staff messages. **Off campus food deliveries are permitted during lunch on a limited bases and primarily for emergency situations.**

NON-DISCRIMINATORY STATEMENT

Phoenix Christian Preparatory School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, in accordance with our statement of faith. It 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.

PARENT TEACHER ORGANIZATION (PTO)

PCPS offers numerous opportunities for parental involvement. Please check the PCPS website for further information. PTO for the School is a parent organization designed to enhance our school community. Please contact the school for more information on how you can be involved at pc-pt@phoenixchristian.org.

PARENT-TEACHER CONFERENCES

Conferences are scheduled once each semester. However, parents are encouraged to maintain regular communication with their student's

teachers. As well, parents are encouraged to monitor their student's grades, behavior, and attendance through RenWeb/FACTS.

PARTIES / BIRTHDAYS

Special Announcements: A "Special Announcement Form" will be available in the office to recognize birthdays or special accomplishments. Those messages will be announced over the intercom during morning or afternoon announcements for birthday shout outs, sports, special occasions, or faculty/staff messages. Students may bring a special treat for the class on their birthdays. Parents need to get permission from the classroom teacher if they want to bring in homemade treats. Otherwise, the treats need to be store bought. Students with summer birthdays may pick a day to celebrate their birthday during the school year to celebrate with a teachers consent and approval. The cafeteria refrigerator **is not** available for storing food or drink items. Parents are to mail invitations or contact families directly when having home parties. Invitations **cannot be** passed out at school unless all children (or all boys/all girls) are invited. This helps to eliminate hurt feelings. Students will have the opportunity to participate in a number of classroom celebrations throughout the year. Parents need to notify the health office and the classroom teacher if there is a particular food preference or allergy.

PASSES

CAMPUS PASSES

Any student not in class during assigned class periods must have a Campus Pass. *A student out of class during an assigned class period without a Campus Pass is subject to disciplinary action.*

Classroom time is valuable learning time. Students are expected to take care of any needed bathroom breaks, gathering material from their locker, etc. during the allotted time between classes. Teachers may require students to 'make-up' the time if they miss class time even if they utilize a pass.

- Student passes may not be used during instructional time. They may only be used during independent work time.
- Student passes and Health Care Office passes will be given to the student by the teacher and needs to record the time out and time in.
- If an emergency arises, please be sure to let your teacher know.

PERSONAL BELONGINGS

Electronic devices are not allowed in school without 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 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.

PICTURES

Many pictures are taken at PCPS during the year for use on our website and in various promotional materials. By enrolling your student at PCPS you give the school permission to use pictures of your student. Students' names will not be published with any public pictures. If you do not wish to have your student's pictures used, you must notify the school office in writing.

RISEN Parents of children with special needs should contact the Director of R.I.S.E.N. (Responding to Individual Student's Educational Needs) for further information on meeting the needs of your student.

SCHOOL SUPPLY LISTS

Students are expected to bring their own supplies according to instructions given by the teachers in a letter sent out during the summer. You may also check the school website for supply lists or contact the school office for a copy.

SCRIP PROGRAM

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

SEXTING POLICY

In keeping with the school's responsibility to provide a safe learning environment for all students, PCPS has established the following policy regarding the use of "sexting." Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and Level III school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy. A sexting violation will result in school discipline, up to and including expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school Administrator.

STUDENT DIRECTORIES

Families can request a copy of carpooling options of other families in the zip code for carpooling purposes. **If you do not want your number or email published, please contact the school office.**

STUDENT ID CARDS

Students will receive a Student Identification Card at the beginning of the school year. These will remain on campus for elementary use. Lost or additional cards can be replaced at the front office. A nominal fee may be required to replace a lost card. Students are required to keep their ID cards on their person during all school activities.

STUDENT RECOGNITION/ AWARDS

There are many student recognitions and awards throughout the year. The first chapel of every month we will recognize our “Star Students” for the month. Principal’s lists are students who have a GPA of 3.5 or higher. Honor Roll are students who have a GPA of 3.0 -3.49. In May, there is an end-of-the year assemble to recognize students who have demonstrated excellence in various areas of academics and behavior.

TECHNOLOGY – STUDENT APPROPRIATE USE POLICY

Use of the PCPS computers and their respective hardware, software, devices, and connections is a privilege, not a right, and therefore each authorized student user accepts the responsibility for the appropriate use of said equipment leaving each without damage of any sort.

- Authorized student users may make use of the PCPS computers and their respective hardware, software, devices, and connections for the sole purpose of school related research, study, or application.
- Authorized student users may not share passwords with unauthorized individuals for the purpose of accessing PCPS computers and their respective hardware, software, devices, and connections.
- Authorized student users may not make changes of any type to any of the PCPS computers and their respective hardware, software, devices, and connections.
- Authorized student users may NOT use any personally owned computer hardware, software, devices, or connections with 2 exceptions:
 - Authorized student users may use these aforementioned items separate from the PCPS computers and their respective hardware, software, devices, and connections.
 - Authorized student users may use a storage device in conjunction with the PCPS computers and their respective hardware, software, devices, and connections to implement one’s own, personally generated documentation, e.g., CD, or USB.
- Authorized student users’ e-mail shall be used only to send, receive, or communicate regarding school assignments.
- Authorized student users’ Internet connections shall be used only for original research directly related to school assignments. Research specifically excludes instant messaging (IM), CHAT, Social Networks, and peer sharing networks.
- Authorized student users should be aware that all internet usage is monitored and filtered to provide quality security and appropriateness of content.
- All inappropriate usage of computers whether intentional or not should be immediately reported.
- Inappropriate use can include Internet posting of material as addressed by the Admissions Policy with regard to conduct and elsewhere by the *PCPS Student/Parent Handbook* as applicable to discipline.
- Authorized student users should be aware that all reports of inappropriate usage will be investigated by technology security and administration.
- No food or drinks are allowed in any of the computer labs.

Disciplinary Action for Policy Violations by Authorized Student Users:

- Intentional violation of any portion of the *Appropriate Use Policy* may result in total, permanent loss of access to the PCPS computers and their respective hardware, software, devices, and connections.
- First time, unintentional violators of the *Appropriate Use Policy*, withholding damage, will result in temporary loss of all privileged use of the PCPS computers and their respective hardware, software, devices, and connections.
- First time, unintentional violators of the *Appropriate Use Policy*, specifically regarding damage, will result in temporary loss of all privileged use of the PCPS computers and their respective hardware, software, devices, and connections, and will result in full financial restitution being made.
- Repeat violators of any portion of the *Appropriate Use Policy* may result in total, permanent loss of access to the PCPS computers and their respective hardware, software, devices, and connections and will additionally be subject to disciplinary action as provisioned by the school’s *Student/Parent Handbook* or other applicable policies.

NOTE: By signing the Student Enrollment Application and/or the School Policy and Regulation Acknowledgement form you state you understand and will comply with the technology policy as stated above.

TESTING

Phoenix Christian Preparatory School utilizes the MAP Growth standardized assessment in grades K-11. The MAP Growth assessment is used to measure a student's academic growth and identify areas of strength and areas needing additional support. Students will be assessed in math, read, and language usage. The tests are given multiple times a year to diagnose individual and class-wide academic needs to be addressed during the year.

TRANSCRIPTS

Transcript requests must be submitted to the Registrar's Office. Standardized test scores will accompany transcripts if available. Phoenix Christian Preparatory School prohibits the altering of information on transcripts for students that have graduated. All financial obligations need to be paid before transcripts are released.

TRAVEL REDUCTION INCENTIVE PROGRAM /GUARANTEED RIDE HOME POLICY

Do you know that if you become an Alternative Mode User (AMU) – carpool, ride your bicycle, bus or walk – to get to and from school, you are eligible for several benefits that are not offered to your co-students who drive alone? Below are a few examples of the benefits of being an AMU.

- Reserved preferential parking for carpoolers.
- A Guaranteed Ride Home in case of emergency.
- A bike rack located on campus, accessible to all students.
- Showers are available in the Athletic Locker Rooms for students that bike or walk.
- Gift card/raffle drawings.

To become a Registered Alternative Mode User or for assistance finding a carpool partner, please complete the Alternative Mode User Registration Form which can be found at the front desk and return it to the main office registrar Carol VanderNaalt.

The circumstances and use of Phoenix Christian's Guaranteed Ride Home Program are:

- All students who use an alternate mode of transportation and register with the Transportation Coordinator (TC) may participate in our Guaranteed Ride Home Program (GRH). To register as an alternate mode use (AMU), fill out an Alternative Mode User Registration Form and return it to the main office registrar Carol VanderNaalt for the proper procedure.
- AMUs will be provided - and limited to one (1) emergency ride in each 6-month period beginning with their registration in the program. Emergency rides may not be accumulated or carried over.

Transportation will be provided to registered AMUs who encounter the following circumstances during the school day:

- Unexpected severe illness of an immediate family member
- Unexpected severe illness
- Inclement weather - precipitation, extreme heat, or high winds - at the close of the business day (walkers and bicycle riders only)
- Missed school bus due school related matters - tardiness will not be covered
- Carpool driver has left the school because of personal emergency (thus stranding riders)
- The registrar of the school Carol VanderNaalt and the TC of the Travel Program must approve emergency transportation use and be notified before an employee may leave the school premises.

The TC may allow the student to use one of the following options depending on the situation:

- Be driven by a PC employee.
- Take a taxi and be reimbursed 100% of the fare.
- Reimbursement will be made by sending a request with the taxi fare receipt to the TC.
- School absence policies and practices remain in force in situations when an AMU uses emergency transportation.
- When a student utilizes emergency transportation parents will be notified, and once they are no longer on school time the school assumes no responsibility for the student during this time.

For more information about the Travel Reduction Program please contact our TC Veronica Perez vquezada@phoenixchristian.org, (602) 265-4707, Ext. 209.

For information on solutions for your drive alone commute, visit ShareTheRide.com or call Valley Metro Commute Solutions at (602) 262-7433 (RIDE).

*Eligibility: Employee or Licensed Student carpooling one or more employee(s) or driving age (16+) student(s).

VOLUNTEERS

To volunteer at Phoenix Christian Preparatory, an individual must complete the following:

1. Complete the Volunteer Form (Parts 1 & 2).
2. Completed Background Check OR a valid fingerprint clearance card issued within the last 4 years.
3. Submit a copy of the individual's license and social security card.

4. Sign the acknowledgement form the individual has read and reviewed the Mandated Reporting PowerPoint.

All documentation should be submitted to the front office. An individual may only volunteer after all paperwork has been submitted and approved.