



## STUDENT HANDBOOK 2017 - 2018

### PUTTING CHRIST CENTRAL IN SCHOOL

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Polk County Christian School glorifies God through excellence as a Christ-centered educational environment that emphasizes servant leadership with a Biblical worldview.



# TABLE OF CONTENTS

## GENERAL INFORMATION

Purpose and Philosophy .....	1
Organizational Membership.....	1
Mission Statement.....	2
Statement of Faith .....	3
Statement of Purpose .....	4
Non-Discrimination Policy .....	5
Student Records .....	5
Special Needs.....	5
School Board & Administration .....	6
Goals of PCCS .....	6
Biblical Foundation.....	6
Church Attendance.....	6
Supportive Role of Parents .....	7
Parent-Teacher Involvement .....	7
Parent Volunteer Time .....	7
Financial Information.....	8
Parent Commitment .....	8
Application to Enroll.....	9
Attendance Policy .....	10

## ACADEMIC POLICIES

Curriculum .....	9
Student Transfer.....	9
Kindergarten .....	10
Grading Procedures.....	10
Student Grade Placement .....	10
Perfect Attendance .....	10
Tardiness .....	10
Library Policies .....	11
Standardized Testing.....	11
Special Classes.....	11
Early School Departures .....	11
Illness or Emergencies .....	11
Discipline Policy .....	12
General Categories of Misbehavior .....	12-13
Write-up .....	13
Suspensions.....	14
Prohibited Articles and Acts .....	14
No Tolerance Policies .....	15
Detention.....	15
Fighting.....	15
Video Games & Videos .....	15

## GENERAL POLICIES & PROCEDURES..... 16 - 19

Patriotism .....	16
Field Trips.....	16
Extended Child Care .....	16
B.A.S.E. (Bolivar After School Enrichment).....	16
Dress Code .....	16
Medication .....	17
Chapel .....	17
Technology .....	18
Lunches and Snacks .....	18

Personal Hygiene ..... 18  
School Functions..... 18  
School Property..... 18  
Siblings ..... 18  
Visitors..... 18  
Emergency Drills ..... 18  
Telephone..... 18  
Lost and Found ..... 19  
Celebrations ..... 19  
Communication with Parents and Homework ..... 19  
Child Abuse/Neglect..... 19  
Donations – Memorial/Honor Fund..... 19  
Grants and Fundraising ..... 19  
Withdrawing from PCCS ..... 19

**PCCS PRESCHOOL ..... 20 - 21**

Preschool Classes & History ..... 20  
Curriculum ..... 20  
Discipline ..... 20  
Extended Child Care ..... 20  
B.A.S.E. (Bolivar After School Enrichment)..... 20  
Evaluations..... 21  
Field Trips..... 21  
Snacks ..... 21  
Recess ..... 21  
Tardiness ..... 21  
Preschool Handbell Choir ..... 21

**Summary.....21**

**Directory Information ..... 21**

**Tuition Schedule.....22**

**Statement of Cooperation (Example).....23**

## GENERAL INFORMATION

### PURPOSE AND PHILOSOPHY

**The purpose of Christian education** is to glorify God by teaching children about Him, His laws and His love, and to strengthen their faith through the educational process.

**The educational philosophy** of Polk County Christian School (PCCS) is based on the Bible as the sole authority for the contents of its curriculum for the evaluation of truth, for determining practices, and for the basis of all our faith.

The Polk County Christian School Board and Administration believe that an atmosphere of excellence in education and one that is centered on Christ can only be achieved through the diligent involvement and cooperation of students' parents or guardians. Parents are required to sign a statement of cooperation and agreement to uphold the policies of the school. See page 30.

**PCCS views the Christian School** as an extension of the home. The authority of this concept of education comes from the following:

1. Parents are responsible for the education and training of their children.
2. God's command is that children are to be taught to love Him and place Him first in their lives.

PCCS is committed to help parents fulfill their responsibilities to "train up a child in the way he should go," (Proverbs 22:6) and to "bring them up in the nurture and admonition of the Lord" (Ephesians 6:4). PCCS is not a replacement for the home or the church, but a complement to them. It is a goal of PCCS to provide education consistent with that received in the home and that this education be Christ-centered, Bible-based and God-honoring (Deut. 6:4-7, Matt. 22:37). The School Board, administration, faculty, and staff take seriously the responsibility of being in authority as described in Romans 13:1. The school serves as an extension of the parents and welcomes communication with parents.

Parents will be notified as early as possible if a problem arises at school. The school is considered a partner of the three strand cord described in Ecclesiastes 4:12.

PCCS will always strive to keep the Bible emphasis as top priority while staying focused on academic excellence in all areas.

### ORGANIZATIONAL MEMBERSHIP

#### ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

PCCS is a member of ACSI (Association of Christian Schools International), which is an internationally recognized association of over 5,000 Christian schools in 100 different countries. ACSI is a professional resource for member schools and also provides organization for academic competition.

PCCS is accredited status from Missouri Nonpublic School Accrediting Association (MNSAA). MNSAA is recognized by the Missouri Department of Education as a school accreditation agency.

## **PCCS MISSION STATEMENT**

Polk County Christian School glorifies God through excellence as a Christ-centered educational environment that emphasizes servant leadership with a Biblical worldview.

Polk County Christian School will carry this mission out by being an organization focused on Christ and His Word. The school will provide a progressive, challenging curriculum that will assist students in pursuit of excellence academically and spiritually.

PCCS will:

Provide opportunities for learning in an atmosphere of worship.

Facilitate knowing God intimately and serving Him in all aspects of life.

Promote a sense of family through meeting individual needs and developing community.

Pursue excellence in academics and spiritual growth.

Continually evaluate curriculum and teaching methods to provide an exemplary Christian education.

Cultivate Christian integrity and behavior through modeling and instruction.

Expand educational opportunities and facilities while enhancing current procedures.

Strive to hire and retain dedicated Christian educators who are committed to excellence and consider PCCS their ministry.

## Polk County Christian School

### STATEMENT OF FAITH

We believe:

- There is only one God, the creator and preserver of all things, omniscient and omnipotent, infinite in being and perfection, and existing eternally in three persons: the Father, the Son, and the Holy Spirit, who are of one essence and equal in power and glory. *Genesis 1:1, Matthew 28:19, John 10:30*
- God revealed Himself to man in the person of Jesus Christ, who is fully God (divine) and fully man, and who existed with God in creation, was conceived by the Holy Spirit, was born of the virgin Mary, lived without sin, died for our sins, rose from the dead, ascended to heaven and is coming again in power and glory to establish God's purposes of resurrecting all, redeeming the faithful, and ruling in righteousness. *John 10:30, Matthew 1:18-32, Isaiah 7:14, Hebrews 4:15, Hebrews 7:26, 1 Corinthians 15:3-4, Mark 16:19, Acts 1:11*
- God is present in the world today in the person of the Holy Spirit, who convicts the world of sin, draws us to faith in Christ, and bears witness with our spirit that we are children of God. He indwells us, regenerates us, guides us, empowers us to manifest the likeness and character of Christ, and gives spiritual gifts to the Church for edification of all. *John 16:18, Ephesians 4:30, Romans 8:13-14, 1 Corinthians 3:16 and 12:7, Galatians 5:22:15*
- The Bible is the only inspired, infallible, authoritative Word of God, and is authoritative in revealing the will of God and the way of salvation to all persons. It constitutes the only infallible guide in faith and practice. It is without error. *II Timothy 3:16, II Peter 1:21*
- We believe that all who receive by faith the Lord Jesus are born again by the Holy Spirit through the Word of God, and thereby become the children of God. Therefore, we do not approve of, or accept, the cults and secular teachings of the Mormons, Jehovah Witnesses, Unitarians, New Age, Satanists, Christian Science, Scientology, or other cults and secular groups that do not accept Jesus Christ as their Savior.
- Man was created by God and in the image of God, freely able to choose right from wrong and responsible for his choices. Tempted by Satan, man rebelled and separated himself from God. Therefore, all men are born with a sinful nature and have need of reconciliation with the Holy God. *Genesis 1:27, and 2:7, Genesis 3, Romans 3:10-18*
- Christ provided this reconciliation by His death on the cross for our sins. It is by grace through faith in the shed blood of Christ that we are saved, and not by works--a gift to those who repent and believe. This faith is evidenced by a life of faithfulness. *Romans 3:22-24, James 2:17, Ephesians 2:8-9*
- The bodily resurrection of Christ is a historical fact without which "our faith is in vain." All men both saved and lost will also be raised from the dead. Those who reject God's grace are separated from God forever. The saved will worship God and fellowship with Him forever. *John 11:25-26 and 5:28-29, Luke 24:6-7.*
- All believers are brothers and sisters in the Body of Christ. They are children of God. Christ established the Church to take the good news to all mankind, to provide fellowship and nourishment for spiritual growth, to share in teaching the Scriptures, and to worship our Lord Jesus Christ. *Matthew 12:46-50 and 28:18-19, Romans 8:14 and 15-27, 1 Corinthians 12:12-14, Galatians 3:26-28, 1 John 5:1-2, Hebrews 10:24-25 and 13:15, Ephesians 4:12, 1 Peter 3:15*
- We believe that God creates each person as male or female. These two distinct genders reflect the image and nature of God (*Genesis 1:26-27*). Furthermore we believe that the gender God created a person, is not for us to change.
- We believe that God ordained marriage to be between a man and a woman as outlined in Scripture. The marriage relationship should be a single, exclusive union, as scripture denotes. (*Genesis 2:18-25*) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (*Hebrews 13:4, 1 Corinthians 6:18*)

Updated 2015/16

## **STATEMENT OF PURPOSE**

### **Polk County Christian School**

The educational philosophy of Polk County Christian School is based on the Bible as the sole authority for the contents of our curriculum for evaluating truth, for determining practices, and as the basis of our faith. The purpose of Christian education is to glorify God by teaching children about God, His laws and His love, and to strengthen their faith through the educational process. Christian education places a high priority on academic excellence through emphasis on the fundamentals.

The Holy Spirit uses the Word through the entire educational process to cultivate the student's fellowship with God, to develop within each student a Christian mind, and to instruct the student in godly living, for fulfillment of the total purpose of glorifying God in his/her life both personally and vocationally. The faculty and teachers, as born-again believers, must model the life of Christ as revealed in Scripture by integrating the material in their disciplines with the truth of Scripture and by developing personal relationships with their students. As God supplies, the school has the responsibility to choose the personnel, materials, and curriculum for young people to grow spiritually, academically, and physically into their potential. Students must be taught the Scriptures so that they may know God, understand the nature of man, and see God as the source of all truth, integrate and interpret all that is learned with the truth of the Bible, become an integrated individual honorably applying the student's own God-given abilities and personality; equipped to live and work with others at home, at school, at church, and in a changing society, become a committed servant and leader within the Body of Christ, and value citizenship by understanding biblical concepts of freedom, human dignity, and authority.

The authority for such an education comes from God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. Upon the parents' request, this Christian school will seek to aid the parents in fulfilling their God-given responsibility of training their children in the way of godly living.

### **DISCIPLESHIP SCHOOL**

There are many styles of Christian schools. For example, there are Christian reform, parochial, discipleship, and evangelistic schools. The desire of all these is to see children come to know the Lord and to grow in relationship with Him. However, each type has unique objectives and areas to which they work.

PCCS is designed to be a discipleship Christian school with our primary emphasis being to disciple and train students who are young believers to have a deeper walk with Christ. We hire only Christian faculty and staff. Students are accepted who are already Christians or those whose parents or guardians are Christians and agree to accept and abide by the Statement of Faith and guidelines found in this handbook.

The discipleship school offers the greatest opportunity for teaching spiritual truth to individual students. It is the belief of the school that if students have a few simple rules and are taught to live by grace, then there is great potential for long-term commitment. This offers the highest potential of testimony to the community and the highest potential for evangelism on the part of the students and the school.

Evangelism is important and the role of faculty and staff is to encourage a deeper walk in students only after they become believers in Jesus Christ as their personal Lord and Savior. If emphasis is placed on both evangelism and discipleship, students may acquire only a general understanding of Biblical knowledge which can lead to a legalistic attitude or mind-set. PCCS will do all that is within its power to prevent this from happening.



## STUDENT RECORDS

A cumulative record is maintained for every student at Polk County Christian School. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. While PCCS does not fall under the mandate of most of the compliance because it is a private school, the school will comply as an act of courtesy and as an ethical obligation to families.

Under the regulations of FERPA, PCCS may disclose records, without consent to the following entities:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Student records will not be released if there is an outstanding balance on the student's account. Directory information may be given to PCCS parents unless written refusal is given by parents.

## NON-DISCRIMINATION POLICY

PCCS will admit students of any race, color, or ethnic origin to all rights, privileges, programs and activities made available at the school. It will not discriminate on the basis of its educational policies, admission policies, financial aid, loan programs, athletic, or other school-administered programs. PCCS also operates under a non-sexual harassment policy--faculty to student, as well as student to student.

## STUDENTS WITH SPECIAL NEEDS

Great effort shall be put forth to be a comprehensive school serving the academic and spiritual needs of most families. However, PCCS is unable to accept students with severe disabilities or behavioral problems. Services are not available for students who require special education classes.

The school is not equipped to effectively teach children with special needs. The definition of learning disabilities and the guidelines followed in granting admittance for students with disabilities is outlined below. Each case will be considered individually.

Severe and Moderate Learning Disability: Any condition with a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents.

Learning Disability: Any condition with a potential student which may require a separate classroom, program, and staff in order to provide the educational services desired by the parents. For the purpose of this policy, it is not important whether or not the condition was accurately diagnosed, and is a genuine learning disability.

- Guidelines:
1. Children with a Severe or Moderate Learning Disability will not be admitted to PCCS due to the lack of adequate staff, funding, and facilities.
  2. Children who have been diagnosed as having a mild learning disability will be required to meet the same academic standards as all other children in their grade level.
  3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

## **SCHOOL BOARD & ADMINISTRATION**

Since its inception in October 1993 and restructuring in 1997, Polk County Christian School has been blessed by having dynamic Christian men and women serving God on the school board. The role of the school board is to be a governing body for the school. The Administrator is the person who is responsible for the daily affairs of the school. If parents have any concerns or questions regarding any aspect of the school, they are welcome to contact any member of the school board or the Administrator to make their voice heard. It is requested that individuals remember to follow appropriate methods of resolving conflict by first confronting those involved, according to the Biblical mandate in Matthew 5:21-24.

The appropriate chain of command for grievances would be: teacher, Administrator, school board president. Due diligence will be exercised to bringing resolution to all matters.

The current administration and Board members are:

John Peterson - Administrator

School Board:

Quentin Everson - President

Nate Noot –Treasurer

Mark Roberts

Dee Blakemore

Ginger Presley – Vice President

Rebecca Thiessen - Secretary

Doug Horner

## **The Goals of PCCS are to:**

**SUPPORT** the parental responsibility to train children by providing a high quality education in a caring Christian environment.

**PREPARE** students for life by training them to think for themselves and to use Biblical principles to govern all aspects of life.

**INSTILL** in the students a love for God's Word, a desire to study God's Word and a willingness to dedicate their lives to the Lord.

**CHALLENGE** students to use their talents and abilities to their greatest potential.

**PROMOTE** faithful Christian service, not only while in school, but later in life as active members of Bible-believing churches.

**TRAIN** students to develop high personal standards of conduct and to encourage habits and life-styles that are pleasing to God.

**THE BIBLE IS FOUNDATIONAL** at Polk County Christian School. The study of the Bible is viewed as essential for all areas. The Bible is taught throughout the day in word and in action, seeking not outward conformity to a set of religious regulations, but seeking an inward change of the heart toward loving, serving, and honoring God and His commands.

## **CHURCH ATTENDANCE**

Students are expected to be regular in church attendance as described in Hebrews 10:25.

Because the Christian school is a complement to home and church life, PCCS cannot successfully train students who are lacking such faithfulness to a local church. Students and parents are highly encouraged to be a part of a local body of Christian believers.

## **SUPPORTIVE ROLE OF PARENTS**

It is to be understood it is the obligation of parents to be positive and supportive of PCCS at all times. Any disputes or quarrels are expected to be reconciled quickly according to the Biblical mandates set forth in Matt. 5:21-24.

Parents must support the policies and rules of the school, as stated in this Handbook and set forth by the teacher. The school cannot function without policies and procedures. It is essential that students and parents have a clear understanding of the school policies. If parents are not in agreement with the policies, a school that more closely reflects their views and their personal standards of living should be sought. The task of discipline is virtually impossible without the cooperation of the parents, the faculty, and administration.

## **PARENT-TEACHER INVOLVEMENT**

Parent-Teacher Fellowship (PTF) meetings will be held throughout the year as a means of allowing parents to assist in the school program and to show their support of the school. These meetings offer ways of emphasizing the importance of Christian education with the added benefit of providing godly fellowship. Parents are highly encouraged to attend these meetings.

Since the Christian school is an extension of the home, PCCS recognizes the importance of the parents and the teachers working together. Teachers are happy to arrange private conferences with parents at scheduled times.

Please respect the privacy of your child and the preciousness of the teacher's time by not discussing your child with a teacher during church services, at public functions, or during a teacher's leisure hours. A private conference is the appropriate forum for parents to discuss matters pertaining to the child's education or any particulars of the functions of the school.

## **PARENT VOLUNTEER TIME**

Since PCCS relies so heavily upon parental involvement and support, it is expected that parents volunteer time each year to help keep costs at a minimum.

- Parents of preschool students - 10 hours per year.
- Parents of kindergarten through eighth grade students - 25 hours per year.
- These hours are for the school year and are for a couple. Single parents must volunteer half of the time required by a couple.
- Hours that are not contributed will be fined at \$10 per hour, billed at the end of the school year. Parents are responsible to log their own hours in the Volunteer Book located in the foyer of the main entrance.
- Teachers and staff are not required to log hours.

Volunteer hours may be in the following areas: janitorial work, yard care, secretarial work, chapel programs, assisting in producing the PCCS Yearbook, taking and developing pictures, field trip transportation and supervision, planning or implementing fund-raisers, planning or attending parent-teacher fellowships, aiding teachers or the Administrator (as needed), etc.

Volunteer hours must be approved of by the Administrator, and kept track of by the parents. Time should be recorded in the notebook at the main entrance of the school. Work hours will be on the honor system, and may include work done at home for the school as well as done at the school.

## **Volunteers in the Classroom**

Volunteers should maintain a high standard of work and

- be prompt, dependable, and regular in attendance and notify the Administrator or teacher in advance if unable to fulfill the responsibility
- be cooperative and willing to assist in any way needed
- be responsible for learning and observing the regulations of the school
- avoid asking children to do anything that might be physically dangerous
- refer discipline problems to the teacher or Administrator and not directly administer punishments
- recognize the importance of thorough preparation

## FINANCIAL INFORMATION

PCCS accepts no government financial aid, but is financed entirely through tuition and gifts. It is necessary that payments be received on time. Payment plans and other financial information can be found on a separate document. Accounts are required to be paid on or before the 5th of each month, August through May. A late fee of \$15.00 will be applied to late payments. Non-payment of tuition for more than two months may constitute grounds for dismissal of the student. If student records need to be mailed to other parties, a \$10 administration fee may be applicable. School records will not be released until the account is paid in full. Applications for financial assistance are available in the office. Please note the following financial aid policies:

1. Aid is not available for preschool children.
2. Financial aid may not exceed 1/2 of the tuition costs.
3. Only one grant per family.
4. Granted financial aid must be re-applied for each new school year.

These forms are due by June 1<sup>st</sup> of each year. Additional information may be found on the tuition schedule. Parents, teachers, staff, and board members have a responsibility for the education of our children. As a part of that team, we want to commit to each other to fulfill the responsibility with which God has entrusted us.

### **PARENT COMMITMENT (This commitment is signed by parents upon submitting an application to PCCS)**

1. Understanding that we submit to the authority of God, we accept His authority for the school. Romans 13:1, teaches that all authority exists by appointment of God. Under God, the school board accepts the highest authority for the school. The next step in authority is the Administrator.
2. Any disagreements or problems should follow the principles taught in Matthew 5:21-24. Therefore, if a parent, teacher, staff member, or volunteer has a problem, the first course is to speak to that person, then to the Administrator. If a resolution cannot be reached, the school board is the next step.
3. Each member of the educational "team" must cooperate fully in the educational functions of PCCS. Each person must do their best to make Christian education effective in the life of each child. It is the desire of each member of the team to instruct and encourage the children to earnestly love and serve the Lord Jesus Christ all of their lives.
4. All policies and procedures stated in the Student Handbook must be followed. If there are concerns, they should be addressed through the appropriate chain of authority.
5. All financial obligations to PCCS must be paid on or before the due date. If an individual is unable to pay on time, the Administrator must be notified in advance with the individual giving a reasonable explanation for the delay and offer a payment plan for the debt. The plan must be agreed upon by the appropriate authorities. It must be understood that if indebtedness is not paid, the school will take appropriate action to collect the money. **If a payment is late and arrangements have not been made in advance, a \$15 late fee will be charged for each month the payment is late.** A \$30 fee for insufficient funds will be charged. All financial information is confidential.
6. The parents' enrollment of students in PCCS is a commitment of tuition for the full school year. Positions must be filled and curriculum must be ordered based on the enrollment. Therefore, the school's budget must be based on the enrollment numbers.

Exceptions to this policy must be approved by the school board. If a parent moves from the community or if there is loss of a job would be the primary reason for an exception.

7. Each member of the educational team must seek the advancement of PCCS in all areas; spiritual, academic and physical.
8. In addition to the above items, each person must endeavor to pray earnestly for the ministry of Polk County Christian School.

## **APPLICATION TO ENROLL**

Parents are encouraged to share PCCS with others, and invite them to tour the school or meet with the Administrator. PCCS depends heavily on word-of-mouth publicity! The registration process for new students consists of the following:

1. Parents and/or students may tour the building and meet the Administrator.
2. Application is made to PCCS through the school office.
3. Interview is conducted by the school Administrator and screening tests will be given.
4. Parents and students should read the PCCS Handbook.
5. Enrollment and curriculum fees must be paid.
6. Student records are obtained from previous school.

New students may seek to enroll at any time and early enrollment begins by the end of February. All new students are required to attend school on a six week probationary basis before permanent enrollment is established. Students currently attending PCCS may re-enroll for the next school year at the end of February. Students should be re-enrolled by the end of March. Guaranteed placement for the next year requires that parents complete the enrollment information and pay the enrollment fee by the end of March. Students are not considered to be enrolled until the enrollment forms are completed and the enrollment fee is paid. Space will not be held for returning students who do not complete enrollment by the end of March. Further enrollment policies are outlined on the tuition schedule.

## **ACADEMIC POLICIES**

### **CURRICULUM**

**Preschool and kindergarten** - ABeka curriculum. It is a very strong phonics-based curriculum.

**First grade through eighth grade** – uses a combination of ABeka, Bob Jones, and Purposeful design for the curriculum. We are striving to reevaluate our curriculum to continue to offer your child the very best in Christian based curriculum.

These are rigorous, academic, Christian-based curriculums. Curriculum may be supplemented at the teachers'/Administrator's discretion if deemed appropriate or advisable. All classes are involved in school programs and field trips. Weekly special classes may include art, music, P.E., computer lab. Library is available each week as well.

### **STUDENT TRANSFER**

At times, people find the academic guidelines more stringent at PCCS than other schools with which they have been affiliated. Among other entrance guidelines, all students kindergarten and above must be tested academically. Most students will progress to the next grade as they would at their previous school. However, if students have had academic difficulty previously, if past school records (standardized tests and grades) as well as formal and informal tests given at PCCS indicate the student is not ready for the next grade at PCCS, the Administrator may recommend that the student either repeat a year, have tutoring, or that parents choose a different school. If the student receives tutoring, is re-tested, and sufficient progress is not made, the parents must follow the recommendation of the Administrator.

## **KINDERGARTEN**

Because the 1/2 day kindergarten program is focused on academic areas, students complete the objectives in one year. The student begins many of the basic learning skills which will continue in first grade. Morning classes are available and an afternoon class will be added if necessary. Reading, Bible memorization, and math are some of the skills emphasized by the program. The reading program is based upon the phonics approach, and is extremely effective. Daily Bible stories and special programs emphasize character development in our kindergarten students.

## **GRADING PROCEDURES**

The grading system of our school is designed to give parents a true indication of their child's progress in his academic efforts. Each student is evaluated in two areas--academic and spiritual/social. Kindergarten grade cards reflect "satisfactory" or "needs improvement." Letter grades are earned in the academic subjects from first grade on through the higher grades. The grading scale for PCCS is:

100% or higher--A+	80-82%--B-	63-66%--D
93-99%--A	77-79%--C+	60-62%--D-
90-92%--A-	73-76%--C	59% or below--F
87-89%--B+	70-72%--C-	
83-86%--B	67-69%--D+	

Report cards will be given to the student at the end of each quarter. The student must present the card to his parents, have it signed by them, and return it to the school promptly. Lost cards will be replaced at a cost of two dollars. Students who are participating in private, extra-curricular activities are reminded of their responsibility to complete their daily school work. Private lessons and other non-school activities are not to come before academic responsibilities. Progress will also be recorded in the area of behavior. The teachers will evaluate the student's progress in these areas and discuss that evaluation with the parents.

## **STUDENT GRADE PLACEMENT**

PCCS students normally progress from one grade to the next. Retentions may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student. As parents review grades and consult with teachers during parent/teacher conferences, the child's progress should be discussed. The final decision regarding retaining a student is with the Administrator.

If a parent desires that the student be promoted, they must provide tutoring and additional testing will take place before the student enters the next grade. If additional testing does not show satisfactory improvement, in the judgment of the Administrator, the child will not be promoted.

## **PERFECT ATTENDANCE**

At the end of the school year, certificates will be given to those students who have perfect attendance. In order to receive this award, the student must not be absent from school for any reason throughout the school year.

## **TARDINESS**

It is requested that students arrive by 8:10 a.m. each morning. Classes begin at 8:15 a.m. Students with no tardies and students with perfect attendance will be invited to attend a special event with the Administrator.

A student is considered tardy if he is not in his classroom by the time the 8:15 a.m. bell rings. The first tardy will result in a verbal warning, the second – the teacher will contact the parent; the third and subsequent tardies may result in disciplinary action as determined by the Administrator.

If a student is tardy they will be required to go to the office to receive a tardy slip before going to class. The slip will be marked excused or unexcused.

If a parent is "tardy" (later than 15 minutes) to pick up the student more than twice a semester, a \$5 fee will be charged.

## **LIBRARY POLICIES**

If a library book or video is overdue or lost, the student's grade card will be held until the item is returned or replaced. The parents will be contacted and arrangements must be made with the Administrator to pay for the lost item.

## **STANDARDIZED TESTING**

Standardized tests are given to each class each year in the spring. Kindergarten is the first year the tests are given and each year thereafter. Test results are given to the parents after the scoring is completed and the school receives the scores, usually in June.

## **SPECIAL CLASSES**

Some of the special classes that we try to offer are music, art, P.E., library, and computer classes. Classes are graded with a numerical rating for Kindergarten through 5<sup>th</sup> grade and letter grades for 6<sup>th</sup> – 8<sup>th</sup> based on following instructions, participation, tests, and behavior. Each special class has a specific curriculum and is considered to be a part of the PCCS students' education. Attendance and participation are not optional.

## **SCHOOL DEPARTURES**

All requests to leave the building while school is in session, including the lunch period, must be cleared through the school office. Leaving school without permission is classified as truancy. Parents should come to the school office to pick up their children. No child will ever be dismissed from class without the parent coming into the building. If you are picking your child up before the bell please stop by the office and the student will be called down for you to pick up.

## **ILLNESS OR EMERGENCIES**

If a child has been ill during the night or becomes ill upon awakening, please do not send the child to school. Parents are asked to keep their child home from school if his/her temperature is 100 degrees or above. The student should stay home until he/she has been fever-free for 24 hours. Other symptoms that indicate the child should remain at home include vomiting, diarrhea, an unusual or unexplained rash, phlegm-producing cough. This is for the protection of the child as well as for the other students in the school. Parents will be called to pick up their child if such circumstances arise while in attendance.

For the following specific illnesses/conditions, these policies apply:

- Chicken pox: student may return to school 7-10 days after the onset of the rash and when lesions are crusted
- Strep throat: student should be home on medication 24 hours before returning
- Pink eye: student may return to school when they have been on medication 24 hours, or redness and drainage is gone, or with a doctor's note
- Scabies: student may not return to school without proof of treatment
- Head lice: student may not return to school until they have proof of treatment and nit removal

If a child is recovering from an illness and should remain inside at recess for a day or two, it is necessary that the student bring a note from home. In the case of a long term need to remain inside, it is necessary to obtain a written statement from your physician.

Make-up work will be ready when the student returns to school after being sick, or parents may arrange to pick up make-up work at the end of the school day. Two days for each one-day absence will be allowed for assignments to be completed.

**NOTE:** All students must provide proof of immunization before enrollment or attendance at PCCS.

**DISCIPLINE POLICY**

All students are taught to be obedient. Usually, a reminder of appropriate behavior is all that will be required. On occasions when a reminder is not enough, the child will be given an appropriate length of “time out”. If a student is substantially disruptive, or continues to be disruptive, is fighting, deliberately disobeys, or shows aggressive behavior, he will be removed from the classroom. Parents will be notified if it is necessary to remove students from the classroom or play area.

“There are six things the Lord hates, seven that are detestable to him: haughty eyes, a lying tongue, hands that shed innocent blood, a heart that devises wicked schemes, feet that are quick to rush into evil, a false witness who pours out lies and a man who stirs up dissension among brothers.”

- Proverbs 6:16-19

“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves.”

- Romans 13:1-2

Because safety for all students is a prime concern, horseplay or misconduct which endangers the well being of others will not be tolerated and will be dealt with accordingly. Students are expected to conduct themselves as boys and girls their age can reasonably be expected to, and be young ladies and gentlemen at all times. Students are expected to exhibit honesty, courtesy, and proper respect in dealings with teachers and fellow students.

Students are expected to be respectful to all teachers, volunteer teachers, substitute teachers, parents, and fellow students. Students who show disrespect to others are showing disrespect to the Lord. Everyone in the Polk County Christian School family is expected to honor each other.

Offenses will be dealt with by the teacher or the Administrator as they occur. If a teacher has repeated problems with a student, they may contact the parents for support and assistance in correcting the problem. Parents will be informed if disciplinary action is taken.

Students who lose or damage materials or supplies are responsible for reimbursement of the cost of the items. Students and parents are expected to display the common courtesy of following the appropriate chain of command when dealing with any conflict resolution situation (teacher, then Administrator, then Board).

**GENERAL CATEGORIES OF MISBEHAVIOR**

The following list of offenses is not all-inclusive. All official disciplinary action will be documented. Parents will be contacted by telephone and/or in writing when necessary by the Administrator.

- Assault – Physical or verbal attack attempting to cause injury to another person,
- Intentionally placing a person in reasonable apprehension of physical injury.
- Cheating – Including but not limited to copying work of others, plagiarism, or submitting work that is not a result of student’s effort.
- Disparaging or Demeaning Language – Words or actions used to harass or harm another person.
- Disorderly Conduct – Any behavior that substantially disrupts classroom work or school activities.
- Disrespectful Speech or Conduct – Disrespectful verbal, written, or symbolic language. This would also include haughty eyes or uncooperative non-verbal behavior.
- Disruptive Speech or Conduct - Any speech or action that substantially disrupts classroom work, school activities, or school functions.
- Failure or Uncooperative Response to Discipline including but not limited to loss of privileges, loss or recess, or In School Suspension.
- Fighting – Hitting, kicking, or causing physical harm to another person.



- Insubordination – Being in opposition to or defiant of authority. Being asked to do something by an authority and refusing to comply with a direct request.
- Inappropriate language – Hurtful words, topics that are not appropriate for children to discuss.
- Interference with the Educational Process – This could include talking in class without permission or other interference with the teacher’s instructional time or class time.
- Weapons – As defined by the Safe Schools Act: “any instrument or device used to inflict physical injury to another person.”

**WRITE-UP. A write-up is written documentation of behavior considered inappropriate by the classroom teacher. A write-up may be on file in the student’s discipline file and a copy will be sent home for parents to review. A discipline file is kept in the office.**

Inappropriate behavior is documented by the teachers and Administrator. A process of possible consequences is listed below. Each situation is dealt with on an individual basis and the consequences are not required by the staff. When possible and when appropriate, the Bible will be referenced in disciplining students.

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”  
- 2 Timothy 3:16

Childishness is considered behavior that the child does not have the ability to understand. For example, if the preschool teacher allows the children to write on the white board and they also write on the wall, the child may have not been taught appropriate places he/she is allowed to write.

Foolishness is when the child is disobedient. If a sixth grade child is allowed to write on the white board, and he/she writes on the wall, it would most likely be considered destruction to property and disobedience.

The purpose of the documentation and consequences is not to be “tracking” every inappropriate behavior but to outline some expected consequences. However, the write-up documentation should give a basis for training students’ behavior.

Discipline, correction, and consequences are typically progressive in nature. However, neither the teachers nor the Administrator are bound by the sequence of this outline. The teachers and Administrator will always use their best judgment in disciplining students.

A sequence of write-ups may take place with less severe violations and those that may be re-occurring.

1. **The first write up** is usually between the teacher and the child; however, the teacher may at any point ask for the Administrator’s input.
2. **The second write up** would involve notification of the parent.
3. **The third write up** would involve the teacher, Administrator, and the parent.

The severity of the incident and context of the circumstance can prompt an advanced discipline procedure as determined by the teacher or the Administrator.

The logical sequence of consequences following the third write-up is as listed below. These consequences are possible consequences but are subject to the discretion of the Administrator and the specific situation. All punishment should fit the inappropriate behavior.

If a student's behavior isn't corrected with the series of write-ups, or if there are more serious violations or isolated violations the result could involve:

- Administrative conference
- Teacher conference
- Parental notification. (Parents will be notified if the teacher sends students to the office or needs to be removed from the classroom and when student's behavior is not corrected by discussions at school).

Possible consequences could involve:

1. Campus service - The punishment should always fit the behavior.
2. In-school suspension - Students would be required to be separated from their class. This could include loss of free time or recess time.
3. Out of school suspension - The student would be required to be out of school for a certain number of days as determined by the severity of the violation and as interpreted by the Administrator.
4. Expulsion. The student would not be allowed to attend PCCS. Re-admission would be determined by the Administrator and school board approval.

## **DETENTION**

Detention is available for all grades.

Detention would be held on Tuesdays and / or Thursdays as needed. Detention would be one hour

Detention would be something given by the Administrator. It would be used for students who had to visit the office on multiple occasions. Parents would continue to be involved in what was going on. If a child was to be in detention he/she would have to call or write and explain to their parents that they were serving detention and why. If written form was used it would be signed by parents and then brought back to the administrator, in these cases the administrator would follow up with the parents verbally as well. We would still involve parents before this time.

Infractions that could result in immediate detention would be items listed in our current handbook as prohibited acts or no toleration policies. Detention or a more severe consequence would be used in these situations as warranted.

Detention time would be a quiet time of working on homework and / or helping clean the facilities.

## **SUSPENSIONS**

A student will be suspended from PCCS when he or she is found to be out of harmony with the rules and policies of the school. It is understood that attendance at PCCS is a privilege, not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of the school.

The Administrator has the authority to suspend any student who willfully or persistently misbehaves, uses obscenities, or when the conduct is injurious to other pupils. Any absence due to out of school suspension from school will result in a "0" or failing grade for all work missed that day. A student on suspension will be allowed to make up any test administered covering material discussed prior to the absence. If a student is suspended, the parents must meet with the Administrator before the student returns to school.

## **PROHIBITED ARTICLES and ACTS**

Tobacco, alcoholic beverages, drugs (prescription or non-prescription) except as outlined previously, knives, explosives of any kind, lighters, matches, radios, and music playing devices are not permitted on school property. All books, magazines, pictures, and decorations must meet the approval of the teacher and Administrator of the school. Students are not to bring pets to school unless approved by the teacher. Appropriate disciplinary action will be taken by the teacher and/or Administrator if prohibited items are found in a student's possession.

Students will be expected to follow reasonable rules and practice good manners on the playground, in the cafeteria, in the classroom, and in the sanctuary, as well as other areas on school premises. No rocks, gravel, or sticks should be thrown on the playground.

Students are not to be anywhere except in the back of the property during recess and after school, and students are not to leave the premises without permission.

### **NO TOLERANCE POLICIES**

In addition, PCCS has a no tolerance policy involving threats or perceived threats of weapon related threats of violence by students. This policy is in compliance of the Safe School Act. Parents should be aware that this law required that private and public schools share discipline records when a student transfers from one school to another. The law gives provision for the Administrator to honor suspensions and expulsions from other schools. The school's first responsibility is the protection of all of its students.

If a student brings a weapon to school or to a school function, the school will:

- a. Contact law enforcement authorities as is appropriate for safety and security and as may otherwise be required by law,
- b. Expel the student if the investigation warrants it.
- c. Suspend the student pending investigation.

If the school determines that a threat of violence is credible, the Administrator will report the threat to the student and/or staff member threatened and to the appropriate authorities. Reporting such actions is also in compliance with the Safe Schools Act. Students making such threats will be expelled. (For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. In those circumstances in which the school determines the threat is likely not credible, the school will suspend the student pending a parent meeting).

Suspensions or expulsions as a result of a threat or act of violence will be recorded on the student's permanent record. PCCS will comply with the portions of the Safe Schools Act (Public Law 30) as it pertains to private schools.

The Safe Schools Act states that prior to admission to any school, the parent, guardian or other person having control or charge of the student shall, upon registration, provide a sworn statement stating whether the pupil was previously or is presently expelled from any public or private school for an act or offense involving weapons, drugs or alcohol.

### **FIGHTING**

PCCS also maintains a no fighting policy for **all** students. Any student involved in fighting will receive consequences.

### **VIDEO GAMES & VIDEOS**

Student tape players, music playing devices and radios will not be allowed in other vehicles used to transport students to school field trips.

Any video game (educational or for recess) must be approved by the teacher and/or the Administrator. All video games played at school must be rated E for everyone. No games may be installed in the computer lab or on any other computer without approval from the Administrator. All videos must be G rated or approved by the teacher and/or Administrator.

Toys will also be at the teacher's or Administrator's discretion. Do NOT allow your child to bring expensive toys or electronic games to school. The school allows students to have their cell phone for emergency purposes only. If students are using their phones in other situations it may be taken by Teachers / Administration and only returned to the parents.

**The school is not responsible for items students bring to school.**

The school reserves the right to restrict questionable items. Presently, the school has established that such items such as Pokemon and Harry Potter are prohibited at school.

## GENERAL POLICIES & PROCEDURES

### PATRIOTISM

It is the belief of PCCS that God has given us the privilege of living in the greatest country in the world. In concert with this belief, it is emphasized with students that our freedom was bought with the lives of men and women who loved their country enough to give their lives for it. It is our purpose to instill in each student a proper respect for those in authority, obedience to the law as directed in Romans 13, and a love for flag and country. It is expected that all students will participate in the pledges to the American flag, the Christian flag, and the Bible.

### FIELD TRIPS

Field trips are taken at various times during the school year. The same standards of conduct and dress required of students at school are required of students on school outings. Field trips are considered a part of the school program and are therefore required for every student. Usually, PCCS t-shirts/sweatshirts are worn on field trips for safety and school spirit purposes.

Parents must provide proof of insurance and a driver's license to assist in providing transportation on field trips.

All volunteer help and their preschool children will be expected to comply with school guidelines (as stated in this Handbook and by the teacher) on field trips.

### WEATHER – SCHOOL CANCELLATION

If it is necessary to cancel school due to inclement weather conditions, an announcement shall be made on local TV channels, which will run the school cancellation list continuously in the morning. Listen and watch for announcements regarding Polk County Christian School, it will be listed separately on cancellation lists.

### EXTENDED CHILD CARE

Parents of morning preschool and kindergarten children are also offered the option of Extended Care for their child for an additional fee. Supervised care will be given in the Extended Care Classroom from 12:00 -3:00pm. The parent must send a lunch or order from the school lunch list. Sometimes snacks will be served in the afternoon. Snacks are provided by donations from parents. In extended care the children have recess, rest time, as well as crafts, games, and other activities. The fee schedule is as follows:

\$8 for scheduled students until 3:00pm

\$10 for drop-in students until 3:00pm

Extended Care fees are due at the end of each month and are a separate payment from tuition.

### B.A.S.E.

Transportation is provided by the First Baptist Church van to First Baptist for PCCS students. BASE (Bolivar After School Enrichment) is through First Baptist Church and is from 3:00-6:00 p.m. BASE is not affiliated with PCCS and arrangements must be made through First Baptist by calling 326-2431. Parents may contact B.A.S.E. for a fee schedule and enrollment in their program.

### DRESS CODE

The atmosphere in which learning takes place exerts a tremendous influence on the participants. Cleanliness and neatness in dress enhances the school environment. No clothing is to be worn that suggests and/or advertises alcohol, tobacco, drugs, offensive writing or acts, or displays negative concepts contrary to the best interest of students and the mission of the school. No bicycle shorts, bare midriff tops, thin-strap tops that would allow under-garment straps to show, off the waist pants, or body piercing (except in ears) are to be worn to school. **Shorts and Skirts must come to within two (2) inches of the knee when standing.** Students are asked to always dress modestly. Flip-flop shoes and sandals without backs are considered unsafe for school and are discouraged.

For middle school students all shirts must have sleeves, cap sleeves are allowed for girls. This applies to PE dress as well.

Leggings and other skin tight pants can be worn under other appropriate clothing, but not as the primary pant. Clothes worn over the pants must meet the dress code.

The dress code applies to anytime school is in session, special events, and on school sponsored trips. When representing the school at a contest (Art Fair, Spelling Bee etc.) the following applies:

- ACSI Contest
  - Boys – khakis or dress slacks and PCCS polo or a collared dress shirt.
  - Girls – same as boys plus skirts or dresses.

Parents will be notified when a student is considered to be dressed inappropriately. If necessary, the parents will be asked to take the student home to change clothes. Otherwise, a write-up will be given to the student with the expectation of appropriate dress to follow.

Tattoos (even temporary tattoos) are considered distracting and are prohibited to be in view at school. Face painting may be approved by the Administrator for special occasions (*such as Spirit Week*).

Haircuts that draw attention are prohibited. Hair styles such as, but not limited to, Mohawks, and unusually colored hair are prohibited. Exceptions may be approved by the Administrator for special occasions (*such as Spirit Week*).

Students (first grade and up) may be asked to wear school uniforms to school programs, each Friday for chapel, and other days to be determined by the Administrator. The PCCS uniform consists of dark green polo shirts with nice denim or khaki pants for the boys, and nice denim or khaki pants, skirt, jumper, or skorts for the girls.

## **MEDICATION**

The office staff is willing to give medication to a child when needed. The school is not obligated to administer medication to students at school, but does so as a courtesy; therefore, the school retains the right to reject requests for medication administration. If medicine needs to be administered to your child at school, please send a written request with the student's name, name of the drug, dosage, frequency of administration, how the medication is to be given, the doctor's name, and instructions for any special need for storage (e.g. refrigeration). The first dose of any medication will not be administered at school. The medication should be in a properly labeled container with only those doses needed for school and should be brought to the office. Students may not keep any type of medication without the written request of a physician.

A copy of this request will be filed in the office. A written standing order or written protocol for the administration of over-the-counter medications must be given to your child's teacher to be filed in the office.

**Tylenol and Acetaminophen will NOT be given to a child without telephone permission.**

First aid must be limited to soap and water, antibiotic cream and a band aid without written permission from parents.

A new permission form must be signed each year for any medication administered at school. See the form in school enrollment documents.

## **CHAPEL**

The purpose of Chapel is not for evangelistic purposes, but to enhance the student's Christian experience. Chapel service is scheduled each Friday at 9 a.m. and parents are encouraged to attend. Various speakers may be invited, and parents are welcome to suggest possible speakers. Students are expected to wear school uniforms on Chapel days.

Students who fail to wear their uniform to chapel will receive one warning with the reminder of a write-up. After the first warning, parents will be called so the student may go home to change clothes. This allows for those who may have a good excuse for not wearing the uniform.

The uniform is to be worn all day on Friday, or to events specified by the Administrator.

**TECHNOLOGY**

The Computer Lab is designed for instruction and class projects. Students will not be allowed in the lab without supervision. Software may not be installed on any computer in the lab without permission of the lab instructor or the Administrator. Games may not be used in the computer lab without direct permission of the lab instructor.

The Computer Lab is equipped with a lock from some words or Web sites. The history of Internet access may be tracked and any student violating the appropriate use of the computers will be disciplined. Any attempt to access a Web site that is inappropriate will be documented in the student's discipline record. Any subsequent attempt would result in the student being restricted from using the Computer Lab.

**LUNCHES AND SNACKS**

Students attending school all day must bring their lunch or pre-order off the monthly "hot lunch" menu from PTF. Kindergarten and preschool students have snacks each day. Nutritious lunches that include foods from the major food groups are encouraged. Please do not over-balance the child's lunch with sweets or "junk" foods. If a student fails to bring a lunch, every effort will be made to contact the parents. If contact with the parent cannot be made, the student will be given a small lunch and a charge of one lunch will be added to the student's account.

**PERSONAL HYGIENE**

Students are expected to develop and to follow habits of good personal hygiene. Personal hygiene affects a student's self-concept and interaction with fellow students. Students are expected to have a nice appearance at school.

**SCHOOL FUNCTIONS**

Attendance at all school functions is encouraged to promote school spirit. Students attending school functions need to follow conduct and dress code standards as outlined in this Handbook. Students failing to follow these standards will be asked to leave. Parents and siblings are asked to follow our school standards when attending school activities as well. For convenience sake, the school calendar will attempt to align with Bolivar Public Schools as much as possible.

**SCHOOL PROPERTY**

Respect for the appearance and care of our facility is part of our Christian testimony. Students are to protect and respect school property. Any damaged property should be reported to the teacher immediately, and it will be the responsibility of the student to make restitution.

**SIBLINGS**

Supervision of siblings who are not students at PCCS is expected by parents who are in the school for any purpose. Respect for the building and its furnishings, curricular meetings, and teacher and Administrator's private materials must be the responsibility of the parents. A good rule of thumb is: "If it isn't yours, it's someone else's. Don't touch it without permission."

**VISITORS**

Parents are always welcome at PCCS. However, we do ask that any parent who visits the school check in with the office. Parents, especially of lower elementary students, are asked not to visit their child's classroom during the first few weeks of school.

Tours of the school facilities will be provided by some of our personnel for parents of prospective students.

**EMERGENCY DRILLS**

Several practice fire, tornado, earthquake and lock-down (intruder alert) drills will be held throughout the year. Each student will be instructed as to the proper procedure for evacuation of the building as quickly and safely as possible.

**TELEPHONE**

The office telephone is for business and may be used by pupils for emergencies only. Permission must be obtained at the office before the phone is used by a student. Messages for students may be left with our Administrator, Administrative Assistant, volunteer, or on the answering machine.

## **LOST AND FOUND**

PCCS provides a lost and found center from which articles may be claimed. At the end of each quarter, items not claimed will become the property of the school and will be sold at a garage sale or donated to a local clothing bank. Students are encouraged to mark all personal items brought to school.

## **CELEBRATIONS**

PCCS will celebrate various holidays, special days, or seasons during the year such as: Fall Festival, Grandparents' Day, Christmas, Valentine's Day, Easter, etc. When holidays are celebrated at PCCS; the emphasis will be placed on the Christian aspect of the holiday. Halloween will not be celebrated, nor will songs, stories, or decorations that deal with witches, goblins, black cats, etc., be used. Otherwise, the PCCS Board trusts its teachers in the tasteful and appropriate use of decorations, stories, and songs used in the celebration of holidays. Parents who wish to serve as a room parent should notify their child's teacher or a PTF officer.

## **COMMUNICATION WITH PARENTS AND HOMEWORK**

Many times throughout the year it is necessary to send home printed material with information or possibly requests of information from parents. It is important to go through students' backpacks nightly and promptly return any correspondence the following school day. It is also important to go through students' graded work.

Parents are the key to making home assignments a positive experience. Therefore, it is requested that parents make assignments and homework a top priority by providing necessary supplies, a quiet place to work, and to set aside a time everyday when assignments should be done. Please contact the student's teacher if there is a problem.

## **CHILD ABUSE/NEGLECT**

All educators are mandated by law to report all forms of child abuse or neglect. Proper procedures (according to family services) will be followed if necessary.

## **DONATIONS - MEMORIAL/HONOR FUND**

If you would like to donate money, equipment, or furnishings to PCCS to memorialize or honor someone, please talk to the Administrator and we will be glad to arrange something to your satisfaction. Thank you for promoting Christian education!

## **GRANTS AND FUNDRAISING**

All fundraising projects, grant applications, and approaching prospective donors must be approved by the Administrator. This is not intended to limit the possibilities but to avoid overlapping events or requests.

## **WITHDRAWING FROM PCCS**

As outlined in #6 of the Parent Commitment, enrollment at PCCS is a commitment of one full school year. There are exceptions and all exceptions must be submitted to the Administrator and approved by the School Board.

If parents withdraw students or do not enroll them for the following year, they are expected to complete an exit survey. The survey will help the school continue to improve procedures and all comments are appreciated.

## **PRESCHOOL**

### **PRESCHOOL CLASSES & HISTORY**

Preschool is available at PCCS for older three-and four-year-olds. It follows an academic and social curriculum. Children must be 3 by August 1 to enter into the two day per week preschool (six hours weekly). Children who are 4 by August 1 may enter the three day per week preschool (nine hours weekly). We also provide a five day per week class for 4 yr olds by Aug 1. This is the same curriculum as the 3 day per week program with two days of enrichment. The students in both the 4 yr old programs will be ready for kindergarten the next year. All preschool students must be toilet trained. The preschool calendar will follow the school's academic calendar. Therefore, the total number of days and hours may be affected by days off from school due to vacations and other breaks approved by the School Board.

Polk County Christian School's preschool was started in 1999, with 22 students. There is much to be proud of with the preschool students' achievement--both in academic and social gains! Most of the four and five year olds are reading many words by the end of the school year.

### **CURRICULUM**

The curriculum that is used for the preschool is ABeka for phonics, reading, and math. This is a very solid curriculum that incorporates Christian values. Music, art, and environmental studies are incorporated into the curriculum daily. Biblical values are taught by stories and discussion. Curriculum may be supplemented at the teachers' or the Administrator's discretion if deemed appropriate or advisable.

Students need to be on time to achieve the full benefit of the day. The students attending two days per week will begin learning letters, letter sounds, numbers, and number concepts. Students attending three days per week will expand their learning to include letter blends and will begin sounding out words by the end of the year.

All preschool students have play time and snacks (provided by parents) during their day. Bible lessons, songs, and field trips will be included in the preschool experience.

### **DISCIPLINE**

Preschool students are taught to be obedient. Usually, a reminder of appropriate behavior is all that will be required. On occasions when a reminder is not enough, the child will be given an appropriate length of "time out". If a student is substantially disruptive, is fighting, or continues to be disruptive, deliberately disobeys, or shows aggressive behavior, he will be removed from the classroom. Parents will be notified if it is necessary to remove students from the classroom or play area.

### **CHILD CARE**

Parents of morning preschool and kindergarten children are also offered the option of Extended Care for their child for an additional fee. Supervised care will be given in the Extended Care Classroom from 12:00-3:00 p.m. The parent must send a lunch or may order from the "hot lunch" form from PTF. Snacks will be served. Snacks are provided by donations from parents. In extended care the children have recess, rest time, as well as crafts, games, and other activities. The fee schedule is as follows:

\$ 8.00 for scheduled students until 3:15pm

\$12.00 for drop-in students until 3:15pm

Extended Care fees are due at the end of each month and are a separate payment from tuition.

### **B.A.S.E.**

Transportation is provided by First Baptist Church van to First Baptist for PCCS students. BASE (Bolivar After School Enrichment) is through First Baptist Church and is from 3:00-6:00 p.m. BASE is not affiliated with PCCS and arrangements must be made through First Baptist by calling 326-2431. Parents may contact B.A.S.E. for a fee schedule and enrollment in their program.



**EVALUATIONS**

Evaluations will be sent home for preschool students. The evaluation will incorporate the three major developmental areas--physical, social, and academic.

**FIELD TRIPS**

Field trips are taken at various times during the school year. The same standards of conduct required of students at school are required of students on school outings. All volunteer help and students’ siblings will be expected to comply with school conduct regulations on field trips.

**SNACKS**

Snacks are provided on a donation basis for the children. Usually a drink and a finger food are given at mid-session. Examples would be: teddy grahams, fruit roll-ups, goldfish crackers, graham crackers, grapes or small fruit, popcorn, crackers, small cookies, etc. Drinks could include powdered lemonade or kool-aid, or small juice boxes.

**RECESS**

The children will usually go outside for a 15-20 minute recess, so parents should send warm coats, hats, and gloves if the weather requires.

**TARDINESS**

If a parent is “tardy” (later than 15 minutes) to pick up the student more than twice a semester, a \$5 fee will be charged.

**PRESCHOOL HANDBELL CHOIR**

Thanks to a donation of color-coded handbells, all preschool children will have the privilege of performing in a handbell choir for special occasions such as Christmas Program. Songs will be practiced during regular school hours. Not only is this an enjoyable musical experience for the children, but the bells are played by assigned colors, so this reinforces academic content also.

**SUMMARY STATEMENT**

Parents are asked to read this entire handbook very carefully. If PCCS is to have the most effective ministry possible with our students, it is necessary that we have the full support of all those involved. It is our prayer that we can help you as parents to put God’s ways, God’s principles, God’s methods, and God’s Word in the center of your child’s life so they might become “perfect, thoroughly equipped for every good work” (2 Timothy 3:17).

**DIRECTORY INFORMATION**

<b>School Telephone Number</b>	417-777-2330
<b>School Fax Number</b> .....	417-777-5723
<b>Administrator</b>	
John Peterson .....	417-754-1225
<b>School Board</b>	
Quentin Everson – President.....	417-399-4582
Ginger Presley – Vice President .....	417-840-8237
Nate Noot – Treasurer .....	417-770-4034
Rebecca Thiessen - Secretary .....	417-327-6775
Dee Blakemore.....	417-327-3734
Doug Horner.....	417-619-0966
Mark Roberts .....	417-298-8827

**BOARD MEETINGS**

Guests are welcome to attend Open Session of the Board Meetings. The board may go into closed session at any time during the meeting. Individuals must call the Board President or the Administrator to be put on the agenda prior to the scheduled meeting if they would like to speak during the meeting.



# POLK COUNTY CHRISTIAN SCHOOL

PCCS, 2490 West Tower Drive, PO Box 303, Bolivar, Missouri, 65613, www.polkcountychristianschool.org

## 2017-2018 Tuition and Fee Schedule Tuition that is paid in full by June 5 receives a 5% discount!

Grade Level	Annual Tuition	Monthly Payment
Preschool (3 – 4 yrs.) 2 days per week (must be 3 by Aug 1)	\$1,000 (6 hrs. weekly)	\$100 (10 monthly pymnts)
Preschool (4 – 5 yrs.) 3 days per week (must be 4 by Aug 1)	\$1,320 (9 hrs. weekly)	\$132 (10 monthly pymnts)
Preschool (4 – 5 yrs.) 5 days per week (must be 4 by Aug 1) (Same curriculum as 3 days a week with two days of enrichment)	\$2,000	\$200 (10 monthly pymnts)

Note: 10 Month Payments are due by the 5<sup>th</sup> of each month Aug-May

½ Day Kindergarten	\$2,585	\$235.00 (11 monthly pymnts)
1 <sup>st</sup> – 8 <sup>th</sup> Grades	\$3,542	\$322.00 (11 monthly pymnts)

Note: 11 Month payments are due by the 5<sup>th</sup> of each month, July through May.

### Fees

#### Enrollment Fee

All Students -----\$ 50-----if paid before June 1, **\$100 on and after June 1**

#### Curriculum fee (Includes Praxi fee)

Preschool students -----	\$ 45-----	due by June 1
Kindergarten-----	\$215-----	due by June 1
1 <sup>st</sup> – 8 <sup>th</sup> Grade-----	\$265-----	due by June 1

#### Activities Fee 1<sup>st</sup> – 8<sup>th</sup> Grade-----\$215-----**May be paid up front or \$21.50 a month for 10 months added to your tuition payment**

Activities fee covers participation in ACSI fair participation (Art Fair, Spelling Bee, Math Olympics, Science Fair). It also provides for special class teachers and expenses associated with special classes.

**Activities Fee that is paid in full by June 5 receives a 5% discount**

*Note: All fees are non-refundable.*

*Only consumable books after student's use are property of the student.*

*All fees are not reduced if students enroll after the beginning of school.*

**Additional Information:** Limited financial aid is available. Please ask for a financial aid form if interested. Only one scholarship may be given per family, with the scholarship not exceeding ½ tuition. Financial aid is for one year and re-application must be made each year. Financial aid is not available for preschool.

### Multiple Child Discounts

	Preschool	Kindergarten	1 <sup>st</sup> -8 <sup>th</sup> Grades
Second Child – 15%-----	N/A	\$199.75	\$273.70
Additional Children – 25% -----	N/A	\$176.25	\$241.50

### Enrollment Policies

The following enrollment policies have been developed by the Board of Polk County Christian School to facilitate orderliness and fairness.

- All enrollment guidelines listed in the Student Handbook need to be met for any student enrolling in PCCS.
- Students who are currently enrolled in PCCS have priority for enrollment for the next year.
- Siblings of students currently enrolled in PCCS also have priority.
- Students who express a desire to continue attending PCCS have priority over those who express interest in only 1 – 2 years.

There are two particular occasions where this is important:

- Students who attend Kindergarten and also intend to attend higher grades have priority over those who desire to attend Kindergarten only.
- Students who attend preschool and also intend to attend Kindergarten.

## STATEMENT OF COOPERATION

All parents must agree in writing with the policies of Polk County Christian School, as stated in this handbook, by signing a Statement of Cooperation form.

I/We, the parents/guardians of a PCCS student, have read the 2017-18 Parent/Student Handbook and understand that the education of my/our child(ren) will be based on these guidelines.

I/We agree to support the PCCS staff and faculty at all times in the home. Any grievance will be taken *in private* to the teacher or staff member involved. If the grievance cannot be resolved between parents and the PCCS staff member, the cooperation of the Administrator will be enlisted. The next step would be to meet with a School Board member and/or the School Board.

I/We agree with PCCS's loving correction and know the **primary responsibility** for "training up a child in the way he should go" is **given to parents**. Therefore, I/we agree that the standards of discipline, respect, and conduct articulated in the CONDUCT CODE will be supported to my child by me/us and will be reinforced at home.

**I/We realize that if I/We cannot agree to the above statement of cooperation, our child(ren) cannot attend PCCS.**

*PCCS accepts students of any race, color, national, or ethnic origin.*

(Signature only needed on Parent Commitment Document from enrollment packet) Student's signature when applicable (5<sup>th</sup> grade and up)