

Pueblo Christian Academy

2017-2018

Parent - Student Handbook





## Pueblo Christian Academy School Contact Information

Established: .....2006

Enrollment: .....55

Address: .....347 S. Del Norte Ave.  
Pueblo West, CO 81007

Office Hours: .....M – F: 8:00 AM to 4:00 PM

Office: .....719-647-2868

Web: .....[www.PuebloChristianAcademy.org](http://www.PuebloChristianAcademy.org)

Facebook Page:.....[www.facebook.com/PCACampus](http://www.facebook.com/PCACampus)

Email: .....PCACampus@gmail.com

Director / Office Manager: .....Lily Boda

School Board Email: .....PCABoard@gmail.com

## **MISSION STATEMENT:**

The mission of PCA is to demonstrate and encourage being a disciple of Jesus to all who come within the sphere of the program's influence, as well as provide the social and educational activities that are appropriate for students from preschool to high school.

## **PHILOSOPHY OF CHRISTIAN EDUCATION:**

Pueblo Christian Academy sees itself as an extension of the home to partner with the parents in the raising of children to become disciples of God – as found in the Proverbs, “Start children off on the way they should go, and even when they are old they will not turn from it.” (22:6, *New International Version*). The ultimate goal of any Christian education program such as PCA is to help a student become a better follower of Jesus who is dedicated to learning and doing what Jesus taught.

PCA views Christian education as *fostering learning with God as its foundation* (see Proverbs 1:7). God can be found in every discipline, discussed in every subject, included in every lesson, and acknowledged in all school functions. This foundation affects all aspects of the educational process. There can be no separation between “secular” learning and “moral” training. God is found in all.

Bible is the best and most reliable source to know of and develop trust in God; therefore, we follow Paul's advice that “all Scripture is inspired by God and is useful to teach us what is true and to make us realize what is wrong in our lives. It corrects us when we are wrong and teaches us to do what is right” (2 Timothy 3:16, *New Living Translation*). God's Word provides the paramount foundation to promote close harmony between the home, the school, and Christ's Church. Students must be asked to not only read God's Word, but also apply God's Word in their life.

PCA does not see itself as a replacement for the home or parental instruction in any subject. Parents should be included in assignments and provide important information about their child(ren)'s progress and needs as they learn. Teachers and parents need to work together to provide the best opportunity for the student to grow as Jesus did: “wiser and stronger ... more and more pleasing to God and to people” (Luke 2:52, *New International Reader's Version*).

PCA board members, teachers, and staff must have a relationship with God which can be expressed by them and seen by others. A board member cannot create a school to disciple children unless they are a disciple. A teacher cannot create a learning center where students are disciplined unless they are a disciple. A staff member cannot mentor a child unless they have been mentored in Christ.

This is our philosophy of Christian education. May God be honored and praised in all we do.

## **STATEMENT OF FAITH:**

**We believe** that God is the creator of all things. We believe that Jesus is the Son of God. We believe the Holy Spirit inspires and guides us through, but not limited to, His Holy Word, the

Bible. We believe God created man in His own image to fulfill His purpose, which is to glorify Him (Genesis 1:27). We believe through Adam sin came into the world, but that God is actively working in this world to set all things right and will one day finish His Work.

**We consider** the opportunity to teach students to be a sacred trust that we accept with fervor and joy.

### **ADMINISTRATION:**

Overall management of school policies and procedures are provided by a group of board members. The daily planning and supervision of activities at Pueblo Christian Academy are under the direction of a Director appointed by the PCA School Board. The Board meets on a monthly basis. Please ask the Office Manager for a current schedule. New business for the PCA School Board's consideration should first be presented to the school director for study and recommendation.

### **EDUCATIONAL GOALS:**

*Note: The domain category in parentheses after each outcome: Academic/Thinking (AT), Worldview (WV), Spiritual Formations (SF), Skill Development (SD).*

**Our expected student outcomes (ESOs)**, that will occur in the lives of the students we serve are that they will graduate understanding what a disciple of Jesus is, and who:

- have a working knowledge of the overarching theme of the Bible, the basic themes of Jesus' teachings, and the main ideas of each book of the Bible. (AT)
- seek a good relationship with God through Jesus. (SF)
- have a basic understanding of what it means to "love your neighbor as yourself." (SD)
- know, understand, and apply God's Word in a daily life. (SF)
- possess a working knowledge of the arguments supporting the statement of faith found above. (WV)
- are empowered by the Holy Spirit and pursue a life of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (see Galatians 5:22). (SF)
- understand the worth of every human being as created in the image of God. (WV)
- embrace and practice justice, mercy, and peacemaking in family and society (see Micah 6:8). (WV)
- treat their bodies as the temple of the Holy Spirit. (SF)
- are actively involved in a community which serves God and others. (SF)
- understand, value, and engage in appropriate social (community) and civic (political) activities. (SD)
- have an appreciation for the natural environment and practice responsible stewardship of God's creation. (AT)
- can articulate and defend a Christian view of the world while having a basic understanding of opposing worldviews. (WV)
- have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the 'alien' or 'stranger'. (WV)

- personally respond to carrying out the Great Commission locally and around the world in a culturally-sensitive manner. (SF)
- are committed to lifelong learning. (WV)
- know how to utilize resources including technology to find, analyze, and evaluate information. (SD)
- are well prepared for the next level of studies<sup>1</sup> in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking. (AT)
- are well prepared in mathematics and science. (AT)
- have the skills to question, solve problems, and make wise decisions. (SD)
- have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places. (AT)
- appreciate literature and the arts and understand how they express and shape their beliefs and values. (AT)
- value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas). (AT)
- respect and relate appropriately with integrity to the people with whom they work, play and live. (SF)
- are prepared to practice the principles of healthy, moral family living. (SD)
- are good stewards of their finances, time (including discretionary time), and all other resources. (SD)
- understand that work has dignity as an expression of the nature of God. (WV)

## **CURRICULUM AND ELECTIVES:**

Students will be given opportunities for growth through curriculum that is intended to exceed State standards. The curriculum incorporates:

- **Bible Literacy** – hearing and knowing Bible stories, Bible memorization, and application of the Bible’s values, i.e. loving God and loving your neighbor as yourself.
- **Science** - learning about God’s world around them by direct experiences, manipulation of materials, questioning, and through direct observations.
- **Language and Reading Skills** – an enjoyment and interest in books and story time, sharing made-up stories, rhyming, expressing feelings and by writing down thoughts and stories using a phonetic-based language program.
- **Math** – sorting and classifying objects into sets, comparing sizes, one-to-one correspondence, simple measuring, shapes and sizes. Being able to use math in exploration, discovery and solving problems.
- **Social Studies** – learning about relationships with others, the world around them, and encouraging problem solving skills.
- **Physical Education** – a variety of activities are available throughout the year and may include soccer, Karate, and Yoga.
- **Chapel** – all students take part in a weekly chapel service.

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<sup>1</sup> Or work in the case of high school graduates not pursuing further education.

Electives that we have offered in the past include: sign language, art, drama, karate, yoga, financial literacy, Spanish, music, equine, and agriculture. These are taught by professionals from our community. Please speak with the Director if you are interested in teaching an elective.

### **ENROLLING YOUR STUDENT:**

Enrollment in Pueblo Christian Academy is open to all students entering grades **Preschool–High School**.

Annual registration usually begins in February with open enrollment beginning in March. Class size is normally limited to a maximum of 15 students. Applicants for classes that are filled will be placed on waiting lists. Enrollment from the waiting list is based on the date of application. Kindergarten enrollment is restricted to students whose 5<sup>th</sup> birthday falls on/or before August 1<sup>st</sup> of the year they wish to enroll. Transition kindergarten is available to those that have a birthday after August 1<sup>st</sup>. Please indicate the program in which you would like to enroll your student. The registration fee is \$150-\$250 per student (\$150-250 / student) – a \$50 down payment of the registration fee holds the student’s space for the upcoming school year with the remainder due in the first month of school. Spaces will be filled on a first-come, first-served basis after fees are received. The registration fee is to be paid at time of registration and the check must clear the bank before a place can be guaranteed for a student.

**Please note:** The registration form, emergency contact form, internet, photography, and videography release form, a general health appraisal form, a topical preparations permission form, and a current immunization record **must be fully completed before enrollment** at PCA (the first day of school). In order for the student to attend the registration form, emergency contact form, and immunization record **must be complete with no blank spaces**. All remaining forms will need to be completed within 30 days of the first date attended. If forms remain incomplete after 30 days, the student will be suspended without tuition credit until forms are complete. Return all forms to the school office.

### **TUITION AND FEES:**

PCA is a non-profit organization totally self-supporting. It is dependent on monthly tuition for the program expenses.

Tuition is based on a place in the program, and not on days attended. See price sheet for entire fee schedule based on your child’s enrollment.

Tuition is payable in one of two ways: (1) a one-time lump sum payment due in full by August 1<sup>st</sup> or (2) a monthly installment plan with the first payment beginning in August and continuing until paid in full.

Tuition charged monthly (option 2) is due on the 1<sup>st</sup> of each month. A late fee (10% of monthly tuition) will be charged after the 10<sup>th</sup> of each month.

Tuition may be paid by cash or check. An additional fee of \$35.00 will be charged for any check returned from the bank for insufficient funds.

In the event that a student leaves the program anytime during the year, the school must be notified in writing two weeks prior. If the school is not given two weeks' notice in writing, two weeks of tuition from the date notified will be charged.

The Director of PCA reserves the right to make individual arrangements if recurrent problems persist in receiving tuition payments. Any account that falls 30 days past due will be charged a \$50 late fee. If the account reaches 45 days past-due students will not be allowed to attend class until the bill is paid. If the account reaches 60 days past due we will send the account to collections and remove your student from the program. If extenuating circumstances exist a written request can be submitted to the board for consideration before the 5<sup>th</sup> of the month. The board will consider the circumstance and respond with a decision by the 10<sup>th</sup> of the month. The student's family agrees to pay attorney fees and costs if legal proceedings are instituted to effect collection.

### **FUNDRAISING AND SHARED TIME AND RESOURCES (STAR) PROGRAM:**

Throughout the year we will hold various fundraising efforts to supplement our income and pay for other items as needed. Each K-12 school family is asked to dedicate a minimum of 20 volunteer work hours over the course of the school year in support of PCA activities or pay an additional \$200.00 fee. Preschool / Pre-K families are asked to dedicate a minimum of 4 volunteer work hours over the course of the school year per weekday of attendance.<sup>2</sup> By encouraging participation of all families, STAR helps equalize the volunteer work load, reduces operating expenses, and contributes to a better overall educational environment for our students.

STAR hours may be earned by any adult volunteer (parents, grandparents, uncles, aunts, and/or friends) through participation in various school activities such as committee service, library/computer lab duty, lunch serving, any fundraising event, facility maintenance work and other areas where we need help.

By state law, a background check is required of all volunteers who volunteer more than 112 hours per calendar year. The cost of the background check will be paid by the school. Volunteers between the ages of 12 and 16 may not volunteer for more than two (2) hours per day and must have written parental consent.

### **COMMUNICATIONS:**

We make every effort to communicate with our students and parents on a regular basis. This may take the form of a formal newsletter, memo, classroom newsletter, email or information on our website and Facebook page.

There are a minimum of two parent-teacher conferences per year offered; however, if the teacher deems it necessary due to academic or behavioral issues then a parent-teacher conference may be

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<sup>2</sup> For example, if your child attends 3 days a week, we would request that you volunteer 12 hours over the course of the year.

requested at any time during the school year. A calendar has been approved by the board and is available on our website or from the school office.

## **CODE OF CONDUCT AND DISCIPLINE:**

### **Conduct and Discipline:**

PCA seeks to complement and reinforce the Christian behaviors taught in the home. We want the behavior of our students to glorify God and make parents and the community proud of them.

Students will be told and reminded of the rules of PCA. We realize students often have a difficult time following directions, so reminders will be given and the students will be gently guided to follow directions.

Disrespectful and disruptive behavior or violation of school rules will not be tolerated and will be dealt with according to the severity and frequency of the infractions. Most disciplinary cases will be resolved with detention, in-school service work, or limitation of the student's privileges. More severe violations will result in a two-day home suspension. Expulsion will be used only in the most extreme cases, or when other methods of discipline have failed.

PCA teachers and staff are well trained and work hard to identify the social, emotional, and developmental needs of each child; however, there are times when children may need additional care that our teachers and staff are not able to provide. Please refer to our detailed discipline policy below for more information regarding the steps that are taken by our staff to work with children who are displaying challenging behavior.

PCA staff will always consider the welfare of the entire class first. The teachers and staff will make every effort to work with each parent and student in meeting their needs. If we feel that your child's behavior endangers the safety of the other children, we will notify the parent and schedule an immediate parent-teacher conference. We would like to work with the family to develop a plan of action to better accommodate your child. During that time, if the child is a danger to themselves or other children we may choose to suspend him/her for an agreed-upon period of time. Upon returning to our program, if the child is still a danger we will discuss the capability of our academy for the education of your child. It is only as a very last resort that we would ask you to remove your child from care. In this case, the teacher will notify the parent in writing that their student, who poses a danger to other students and or staff, must be withdrawn from the services of the program immediately upon notification.

If necessary, a Student-Teacher contract will be signed to maintain and uphold the behavioral expectations of the school – including mutual respect. We hope this contract will help students become more vested in their school careers and experience first-hand concepts such as accountability, expectations, goal setting, and boundaries.

### **Pueblo Christian Academy Administration and Staff Code of Conduct:**

Pueblo Christian Academy will:

- Cultivate positive child, staff, and family relationships:
  - ◊ Each teacher at PCA has been trained on positive-teaching practices ensuring that children's behaviors are guided in a positive manner. We continuously incorporate



- our families through daily communications regarding their child(ren) and encourage family involvement to ensure that their child(ren) are being guided in a positive direction.
- Create and maintain a socially- and emotionally-respectful early-learning and care environment:
    - ◊ All of our teachers encourage positive interactions with other children through demonstrations and teachings that allow children to learn and be capable of respecting others socially and emotionally.
  - Implement teaching strategies supporting positive behavior, pro-social peer interaction, and overall social and emotional competence in young children.
    - ◊ Through training, each teacher is able to effectively and positively reinforce children's positive behavior and re-direct any behavior that is harmful to a wanted behavior. Each teacher continuously demonstrates positive interactions with each child which helps children learn how to treat others in a positive way and allows them to be more socially and emotionally aware of the feelings of their peers.
  - Provide individualized social and/or emotional intervention supports for children who need them, including methods for understanding child behavior and developing, adopting and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions.
    - ◊ PCA believes in working as a team to identify the specific social and emotional needs of each child. Our staff are trained in methods that enable them to understand children's behavior and develop positive behavior support plans for each child. This reduces challenging behaviors and may prevent suspensions and expulsions.
  - Provide access to an early-childhood mental health consultant or other specialist as needed.
    - ◊ At PCA we continuously strive to strengthen our relationships with our children and their family. Through our continuous, specialized trainings our teachers are able to identify the individual needs of our children. While working with our families, we are able to provide each child with the specialized care that he/she may need within our classrooms. When a situation occurs that makes a child's needs difficult for staff and parents to adequately address the family will be given information on how to access an Early Childhood Mental Health Specialist to support their child in all environments.

## **GRADES:**

The primary purpose of grading students at PCA is to assess progress in learning and communicate overall performance to parents. Letter grades are a communication tool and not an end in themselves. Grades are assigned according to a student's achievement in relation to grade level and ability. Teacher's comments are used to expand upon the individual letter grades in analyzing performance.

Progress reports will be given at each parent/teacher conference, along with teacher's comments about your student performance and progress. Students in K-2 will receive the following grades.

E = The student's knowledge and application of the grade level is excellent.

- P = The grade-level skill has been introduced and the child is proficient in applying the skill.
- PP = The grade-level skill has been introduced and the child is proficient in applying the skill; however, student still needs reminding and prompting.
- NP = The student has had time to practice the skill, but is still not proficient in application.
- Blank = Not applicable. Skill or concept not introduced this quarter.

The following scale is to be used as a general guideline for grade assignments and for quarterly performance reports in grades 3-12.

90 – 100.....	A
80 – 89.....	B
70 – 79.....	C
60 – 69.....	D
59 and Below.....	F

**HOMEWORK:**

Homework, including reading time, will be given by teachers. Homework is due back to the teacher on the next school day.

In grades K-5, homework consists mainly of worksheets, tests, memory work, study, research papers, Accelerated Readers, and occasional special projects.

The actual amount of time spent on homework will vary greatly according to the individual student’s ability and study habits and grade level.

Grades 6-12 are completely self-driven.

**STANDARDIZED TESTING:**

Each year, PCA conducts standardized testing of all students in 3<sup>rd</sup> grade and up. All students take the Stanford Achievement Tests. These tests are used to help monitor the academic achievement and growth of students as they move through the grades.

The tests also help teachers identify the strengths and weaknesses of different students. This information allows them to develop curriculum and lesson plans that better meet the students’ academic needs.

**HOURS OF SERVICE:**

Pueblo Christian Academy operates **Monday thru Friday from 7:00 am – 6:00 pm.**

Preschool-pre-K meet from 8:30 am – 3:30 pm. Kindergarten and up meets from 8:15 am – 3:30 pm.

The Before School Program operates from 7:00 am – 8:00 am. The After School Program operates from 4:00 pm – 6:00 pm.

The following days will be **half-days**, which the school will be **closed at 12:30:**

- September 1<sup>st</sup>
- February 16<sup>th</sup>
- May 25<sup>th</sup>

The school will be **closed** the following days with **no one on campus:**

- September 4<sup>th</sup>
- November 20<sup>th</sup>-24<sup>th</sup>
- December 25<sup>rd</sup>
- December 26<sup>th</sup>
- January 1<sup>st</sup>
- January 2<sup>nd</sup>
- February 19<sup>th</sup>
- March 30<sup>th</sup>
- May 28<sup>th</sup>
- July 2<sup>nd</sup>-6<sup>th</sup>

## **SCHOOL CALENDAR AND HOLIDAYS:**

**PCA does not follow the District 70 calendar.** A calendar for PCA will be in the Back to School packet, and monthly newsletters will be sent home with updates. For inclement weather and snow days please track on any local news station and our website ([www.PuebloChristianAcademy.org](http://www.PuebloChristianAcademy.org)), or the school Facebook page ([www.facebook.com/PCAcampus](http://www.facebook.com/PCAcampus)) for school closures.

Holidays that we celebrate with our students include: New Year's Day, Martin Luther King Day, Presidents Day, Good Friday/Easter, Memorial Day, Labor Day, Columbus Day, Harvest Season, Thanksgiving and Christmas.

## **ABSENTEE POLICY**

If your student will be absent from school for any reason (sickness, appointments, vacations etc.), please notify your class teacher or the school office as soon as possible.

Excessive absences are detrimental to your student's education and may result in grade retention. Four unexcused absences within one month or ten unexcused absences within a school year could result in expulsion.

Three unexcused late arrivals will equal one unexcused absence.

## **STUDENT DROP-OFF AND PICK-UP:**

When dropping off your student at the school the staff will be there to help and greet your student. Please be mindful of other parents entering and leaving the school. Do not park in the drop-off zone but in a marked space. While parking and escorting your student to class, please remember to turn off your vehicle; no car should be left running while dropping off or picking up your student. This poses a security risk for our facility.

**Absolutely no student should be left in any vehicle at any time.** Leaving a student unattended in a vehicle is considered student abuse/neglect per C.R.S. 19-3-304. Our employees are mandated to report any incidents of this nature to the authorities by calling 911. If extenuating circumstances develop (sick student/sleeping infant) you may call the school office for assistance, if available.

Your student should arrive at school each day **no earlier than 10 minutes before class time.** Teachers are not ready for students before this time. If you discover you have arrived earlier than this time, please sign your student into the Before School Program. A fee will be billed to your account.

It is important also that your student arrive **on time for class** so as not to disrupt the class schedule. Continual tardiness will be addressed in a meeting with the Director.

Students need to be picked up promptly at the end of each school day or from the After School Program. Please call the school office at 719-647-2868 if you are delayed. **Students not picked up at the end of the school day will be entered into the After School Program and fees will apply.**

If a student is not picked up by closing time of 6 pm, a call will be made to the parent's emergency numbers or persons authorized to pick up the student. If no one can be reached within 20 minutes, the Department of Social Services will be notified to pick up your student, and a late fee of \$20.00 will be assessed to the student's account.

**Students will not be released to any adult not listed on the emergency contact form.** A new emergency contact form may be used to add additional adults for pickup. Proper identification of the person picking up the student will be requested, copied, and kept in the student's files.

## **BEFORE AND AFTER SCHOOL:**

A before- and after-school program is available to all students at PCA. The cost for PCA students attending this program is: \$4 per day for the Before School Program, and \$6 per day for the After School Program.

The Before School Program begins at 7:00 am. The After School Program begins at 4:00 pm and ends at 6:00 pm. Students must be picked up from after school by a parent or listed adult.

**Students will not be released to any adult not listed on the emergency contact form.** A new emergency contact form may be used to add additional adults for pickup. Proper identification of the person picking up the student will be requested, copied, and kept in the student's files.

## DRESS CODE:

PCA is a uniformed school. Each student will be required to abide by the school dress code guidelines.

- Navy, khaki, or blue jean shorts, pants, or skirts are to be worn on campus. Skirts and shorts must be longer than the student's finger-tip length. Pants should be an appropriate size for the student. Excessively tight pants or baggy pants, those where the waist of the pants sit at or below hip level will not be allowed. At no time should a student's undergarments be visible.
- School-logoed, collared polo, or collared button-down shirt must be worn by students from kindergarten through high school unless the day is specifically designated for an alternate type of dress in relation to school activities. Jackets, sweatshirts, and hooded sweatshirts are not allowed to be worn under shirts.
- Jackets, sweatshirts, and hooded sweatshirts may be worn in the classroom based on teacher discretion. At all other times jackets are to be stored with personal items on shelving provided in the classroom.
- Hats are not allowed to be worn indoors unless it is designated as a school event. Accessories may be worn unless they become distracting to the student or their peers. No earrings allowed that dangle more than ½ an inch below the earlobe.
- No makeup is allowed for students in middle school and under. For high school students, natural tones are allowed as long as it does not become a distraction in class.
- Natural hair colors shall be the acceptable form for student appearance.
- Closed-toe shoes must be worn at all times on PCA's campus. Sneakers are preferable. Please do not send your student in sandals or flip flops. They need to wear shoes that provide protection and are appropriate for running and climbing. Always include socks with their footwear.
- PCA students go outside in the winter. Please send clothes appropriate for snow and/or cold play (layers, coats, mittens, hats and long pants). Colorado weather is unpredictable from the time you drop them off until the time students are picked up, so **please include warm clothing even if it seems at the time that it is not needed.**
- Preschool / Pre-K students must bring a clean set of clothes and shoes in your student's backpack, just in case it is needed.
- The PCA staff will judge the appropriateness of the dress and their decisions are final. Parents will be notified if student is not dressed appropriately. After the first violation, a parent will be asked to pick up their child from school immediately. Further non-compliance will result in disciplinary action by the board.

## STUDENT LUNCH AND SNACK PROGRAM:

### Lunch:

PCA does not offer a hot lunch program. **You will be required to provide your student with his/her own lunch;** however, please note we do not have the ability to refrigerate their lunch bag contents, drinks, yogurts, etc. It is the parent's<sup>3</sup> responsibility to provide a proper ice pack for

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<sup>3</sup> "Legal guardian(s)" may be substituted for "parent(s)" as needed.

perishable lunch items. We do provide the facility to heat up a lunch that takes less than three minutes.

Fun Friday's lunch program is a special treat for each student. Tickets will need to be purchased in advance at the price of \$4.00 per ticket. Fun Friday lunch on the first, third, and fifth Fridays of each month is pizza, two servings of fruits/vegetables, juice, and dessert. Fun Friday lunch on the second and fourth Fridays of each month is a sandwich, two servings of fruits/vegetables, juice, and dessert.

Fun Friday lunch program and weekly morning snack is a way to make life easier for the parents. For students **Kindergarten and older** you may purchase a weekly ticket for \$6.00. This will cover 5 morning snacks and Friday pizza lunch. Afternoon snack is still the parent responsibility.

### **Snacks:**

PCA will provide two separate snack times each day.

Preschool / Pre-K: Snacks will be provided by facility and will meet the state nutritional requirements.

Kindergarten and older: Parents will be responsible to provide two snacks per day. These snacks will need to fall within nutritional requirements. Sweet and salty snacks are highly discouraged.

### **TOYS AND PERSONAL ITEMS**

Toys and personal items are not allowed in kindergarten and older classrooms. The teacher may request items to be brought in, this will be done through the planner.

Personal items are allowed for naptime only in Ms. Linda's room. This item needs to make no noise and is to help the student rest comfortably.

### **LOST AND FOUND**

Please check to be sure that your student takes everything home each day (jackets, hats, boots, artwork etc.). Also, check for notes from the teachers or school in your student's file folder.

Lost and found items will be kept in the school office for one semester only. Please claim your lost items in a timely manner.

### **CAMPUS AND GENERAL POLICIES:**

**All visitors and volunteers should sign in at the school binder before entering a classroom.**

We are a smoke- and tobacco-free environment (including electronic smoking devices). Smoking is not permitted on the school grounds. Please extinguish all tobacco products before entering the campus and leave all tobacco and electronic smoking devices outside the building.

We are a drug-free campus. No marijuana or marijuana-infused products are allowed on campus. Drug paraphernalia is not allowed on campus. **No drugs should be brought to the campus for any reason.** We are an alcohol-free campus. Medications needed as directed by a doctor must be registered with PCA Administration. Please see the medicine policy below.

Students may have sunscreen or moisturizing lotion/cream applied by the staff if the state-mandated Topical Preparations (Preventative) Permission Form has been completed. Sunscreen, lotion, or cream must be provided by the parent.

Movies are shown very rarely and will only be G or PG rated movies. On these rare occasions they will be used to enhance a lesson that has been taught.

For students in kindergarten thru 5<sup>th</sup> grade, any media time will be limited to 15 minutes per session with no more than 2 sessions per day.

Preschool / Pre-K students will not be using any media device on a regular basis.

PCA curriculum includes field trips. A parent must sign permission slips before any student is allowed to go on a field trip. **PCA will not transport any student.** Parents are required to transport their student(s) to the destination but are encouraged to join their student(s). If a parent wants another person to transport their student, it must be requested in writing. If field trips are canceled or re-scheduled, parents will be notified in advance when possible.

Cell phones are not permitted in the classrooms. They must remain off and in your student's backpack or in the classroom container. Parents may call the office should an emergency arise.

Electronic devices are not permitted on campus. This includes, but is not limited to, iPod's, tablet computers, and portable game consoles.

Students are required to bring their own water bottles for use during the day.

Snacks will be allowed at a designated time but will not be served by the school staff. The only time the snack will be served by the school staff is if it is purchased from the school by the parent ahead of time. There is a morning and afternoon snack time.

## **SECURITY AND SAFETY:**

Security and safety is of utmost importance at PCA. We place the safety of our students at the forefront of our program. At times it may be inconvenient for our parents; however, please know any inconvenience is worth the effort.

Students must be dropped off and picked up by an adult. A parent or designated alternate must sign-in and sign-out their student(s). **Only an authorized person may sign-out a student(s). At no time can PCA staff release a student of any age to anyone under the age of 18. This includes a parent sitting in the car and sending in a sibling.**

We will have daily outdoor play times for our children of all ages. To ensure the safety of the children, we will not have outdoor playtime during inclement and excessively hot weather but will have indoor large gross motor activities.

### **Procedure for Identifying Where Children are at all Times:**

Each classroom will have at least one teacher that will verify attendance on a half hour basis within their classroom to identify where children are at all times. Children will have a name-to-face head count taken after each transition. The classroom teachers will ensure that each parent signs in their child upon arrival and signs out their child upon leaving the classroom daily. The Director or Assistant Director will also make periodic head counts throughout the day. Students are not permitted to leave the school campus without an adult under any circumstance.

### **Campus security:**

The inside set of glass doors is locked at all times outside of drop-off and pickup times.

No weapons are allowed on the PCA campus. Students are not allowed to bring pocket knives or any other sharpened objects. If an item is brought on campus it will be removed from the student and held in a secure location until the parent picks it up. Further violations of this policy by the same student will result in disciplinary action.

### **Emergencies:**

- **FIRE:** Students will be evacuated from the building. Students will be kept together until the area is either safe to return or a parent arrives to pick up their student. If necessary, students will be taken to a nearby shelter until parents can arrive. Parents will be notified of the pickup location once emergency personnel have declared it safe.
- **STORM OR TORNADO:** In the event of a severe storm or tornado, students will remain in their classroom until the all clear is received or until parents are able to pick them up.
- **INTRUDER THREAT:** All classroom doors will be locked and a staff member will account for the students until a parent is notified or there is an “all clear” signal.
- **BOMB THREAT:** Students will be evacuated from the building during a thorough search by the proper authorities. Parents will be notified of the pickup location once emergency personnel have declared it safe.
- **LOST CHILD:** If your child becomes lost while in our care, we will alert the proper authorities as well as all staff within our building and we will contact the parent.

The school reserves the right to use security canines for the purposes of enhancing the safety of the students and a drug-free environment.

### **MEDICINE, SICKNESS, AND EMERGENCY MEDICAL POLICIES:**

**Please notify the staff of any known allergies or medical condition that your student has.**

### **Medication Policy:**

*All medications given to the center to administer to children will need to have annual parent permission and doctor's orders for each medication prescribed. All medication will be administered by trained and delegated staff and in accordance*



*with the prescribed directions and will be documented in our medication log book. All medication will be stored in areas inaccessible to children at all times. If a medication is expired or is left over, those medications will be given to the parents, if the parents are not able to be reached, the left over medication will be properly disposed of. Emergency medications will be stored in an area that is easily accessed by staff, but inaccessible to children. (Section 12-38-132, C.R.S., of the “Nurse Practice Act”)*

### **Immunization Policy:**

A certificate of immunization must be turned into the school before the student can attend.

If a parent has chosen to not immunize their child, they will be required to sign a statement of exemption before the student can attend school.

If there is an outbreak of any sickness that could have been prevented with immunizations it could result in the student being excluded from school and in quarantine.

### **Sick and Injury Policy:**

Students who have temperatures of 100.5 or higher, are vomiting or have vomited within the last 24 hours may not attend school. Student must be **free of fever and vomiting for 24 hours without medication** prior to returning to school.

If a student has a temperature or gets sick at school, parents will be notified and will be required to have their student picked up within the hour.

If a student has a rash of unknown origin, the parents will be called to pick up their student. The parent must have their student picked up within the hour. The student must have a doctor’s note stating that the student is not contagious before returning to school.

If the student has two or more cases of diarrhea in a day, the parent will be called to pick up their student and the student cannot return to school until they are symptom free for 24 hours. If your student is on an antibiotic that may cause diarrhea, please notify the teacher.

If a student is injured at PCA, an accident report will be filed and a copy given to the parents. If it is an injury requiring medical attention, the parents will be notified. If the parents cannot be reached, the emergency numbers or persons authorized to pick up the student will be called. In emergency situations, an ambulance will be called. Any medical expenses resulting will be the responsibility of the parents of the student.

### **Medical Emergency Procedures:**

There are three levels of emergency procedures that the center follows: minor 1, minor 2, and major.

*Minor 1* – consists of, but is not limited to, scrapes, bumps, small bruises and bites that do not break the skin. Basic first aid procedures will be followed.

*Minor 2* – consists of, but is not limited to, bites that break the skin, swollen areas, cuts that may need a pediatrician’s attention, or a high fever.

1. Basic first aid procedures will be followed.
2. An accident form will be filled out.
3. The parent will be notified.
4. If needed, the parent will pick up the student.
5. The parent will sign the accident form.

*Major* – consists of, but not limited to, uncontrollable bleeding, unconsciousness, not breathing, the student is incoherent, or seizures lasting longer than 5 minutes.

1. 911 will be called.
2. Basic first aid procedures will be followed until help arrives.
3. If needed, transportation to a local hospital with a staff member along.
4. The parent will be notified.
5. An accident report will be filled out.
6. The parent will sign the accident form.

### **SUSPECTED STUDENT ABUSE:**

Following the Colorado Department of Human Services rules and regulations, the Director and/or teachers must report any signs of student abuse or neglect to the Department of Social Services.

If child abuse is suspected within our program, please contact our local County Child Protective Services Department: 201 W 8<sup>th</sup> Street, Pueblo, CO. 81003. 719-583-6160.

Or **Colorado Child Abuse and Neglect Hotline** at 1-844-CO-4-KIDS (1-844-264-5437)

### **COMPLAINTS**

If a parent has a complaint involving a PCA staff member or the PCA program please notify the Director immediately. If further action is necessary, please notify a member of the PCA School Board or email PCABoard@gmail.com.

Complaints can also be addressed to: The Division of Student Care, Colorado Department of Human Services, 1575 Sherman St, Denver, CO 80203 or call Colorado Department of Human Services at 1-303-866-5700 and request the Division of Student Care.

### **MEDIATION AND BINDING ARBITRATION AGREEMENT**

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of or related to this agreement or to any aspect of the employment relationship, including claims under federal, state, and local statutory or common law, the law of contract, and law of tort, shall

be settled by biblically based mediation. If the resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration.

The parties agree for the arbitration process to be conducted in accordance with the Christian conciliation Rules of Procedure contained in the Peacemaker Ministries booklet Guidelines for Christian Conciliation. Consistent with these rules, each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation (hereafter ICC), a division of Peacemaker Ministries of Billings, Montana (406-256-1583), shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the rules of procedure, the arbitrator shall issue a written opinion within a reasonable time.

The parties acknowledge that the resolving of conflicts requires time and financial resources. In an effort to fully encourage and implement a biblically faithful process, Pueblo Christian Academy agrees to pay all fees and expenses, which may be required by the mediator, case administrator, and / or arbitrator, related to such proceeding. The issue of final responsibility for such costs will be an agreed issue for consideration or determination in the mediation or arbitration. The parties agree they will endeavor to exchange information with each other and present the same at any mediation, or, if to arbitration pursuant to the ICC Rules of Procedure, with the intent to minimize costs and delays to the parties. They will seek to cooperate with each other and may request the mediator, case administrator, and/or arbitrator to direct and guide the preparation process so as to reasonably limit the amount of fact-finding, investigation, and discovery by the parties to that which is reasonably necessary for the parties to understand each other's issues and positions, and to prepare the matter for submission to the mediator and/or arbitrator to inform the mediator and / or arbitrator. In addition, the parties agree that in the event of an arbitration, they will use a single arbitrator who is experienced in the relevant area of law and familiar with biblical principles of resolving conflict.

The parties to this contract agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against each other in any civil court for such disputes, including any class action proceeding, except to enforce a legally binding arbitration decision. The parties acknowledge that by waiving their legal rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the process.

## **NON-DISCRIMINATION POLICY**

Pueblo Christian Academy will not discriminate against any persons, including but not limited to, students, employees, teachers, administrators, or board members on the basis of race, color, gender, or national origin in its policies, procedures or practices.

Pueblo Christian Academy shall accept students of any color, race, or national origin without prejudice. Said students are entitled to all rights, privileges, programs, and activities generally accorded or made available to students of the school. The school will not discriminate on the

basis of race in administration of its educational policies, activities, and other school administered programs.

Pueblo Christian Academy does not discriminate in awarding financial aid based on race, color, or national origin.



## **Acknowledgment PCA Parent-Student handbook**

I acknowledge that I have been made aware of the PCA Parent-Student handbook which is available to me at [www.PuebloChristianAcademy.org](http://www.PuebloChristianAcademy.org) or at the school office. I understand that it contains important information about PCA's policies, that I am expected to read the Handbook and familiarize myself with its contents, and that the policies in the Handbook apply to me and my students.

(Please sign and return to the office)

Signature\_\_\_\_\_

Date\_\_\_\_\_