****

**Handbook**

**2018 - 2019**

**Table of Content**

Foundation

Name of School

 Legal Status of School

 Mission Statement

 Statement of Faith

 School Mascot, Logo and Colors

Governance

 Board of Directors

 Association Affiliation

 Fund Development

Liability

 Property of PCAL

 Personal Property

 Injury

Business and Support Services

 Tuition and Fees

 Financial Obligations

 Registration Fee

 Curriculum Fee

 Tuition Fee

 Incidental Fees

 Re-enrollment Policy

 Delinquent Bills

 Leave of Absence

 Dropped from Enrollment

 Withdrawal Procedure

 Tuition Refund

Instruction

 Philosophy of Instruction

 School Year Calendar

 Inclement Weather Day

 School Day Hours

 Early Pick-up Procedure

 Class Size Limitations

 Homework

 Curricula

 Make up Work

 Grading Standards

 Grade Reporting

 Graduation Requirements

 Promotion and Retention

 Standards for Promotion

 Promotion Retention Committee

 Parent Requested Retention

 Parent Teacher Conferences

 Parental Involvement

 Classroom Visitors

 Birthday Recognition

 Party Invites and Valentines Cards

 Field Trips

 Field Trip Transportation

 Class Parties - Elementary

 Room Parents

 Campus Visits

 Parents Attire

Students

 Admission Philosophy

 Admissions Nondiscriminatory Policy

 Enrollment Limitations

 Minimum Enrollment Age

 Special Needs Students

 Attendance Policy

 Excused Absences

 Unexcused Absences

 Tardies

 Dress Code

 General School Rules

 General Disciplinary Actions

 Expulsion

 Academic Dishonesty

 Substance Abuse

 Possession of Dangerous Items

 Harassment - Student

 Grievances – Student/Parent

 Student Records

Student Health

 Emergency Medical Contact Information

Medication Distribution

 Mandatory Medical Absence

School Technology Resources and Use

 Rules for appropriate use

 Consequences of inappropriate use

**Foundations**

**Name of the School**

The name of the school will be PCAL Christian School

**Legal Status of the School**

PCAL is a non-profit 501(c)(3) corporation registered with the State of Texas. *(The Corporation)*

**The Mission of PCAL**

PCAL exists as a partner with families to equip students with a biblical worldview to glorify God.

Students will be challenged through curricula with the highest academic standards.

**Statement of Faith**

* We believe that God is sovereign and has established absolute moral values by which we are to live. (Psalms 19:7-13)
* God is the Creator of all and Sustainer of all (Psalms 24, Genesis 1-2)
* Children are a blessing from God (Genesis 21; Genesis 18:19)
* Children are under the authority and responsibility of their parents (Exodus 20:12; Deuteronomy 6:1-7)
* Parents, not the state, are to teach and train their children (Proverbs 6:20-22; Matthew 22:19-21)
* God’s desire for His followers is that they raise a godly generation (Malachi 4:6)
* God will make provisions for the tasks which He assigns (Psalm90:17; ll Timothy 1:7)
* Jesus Christ is God in the flesh. He is the only hope of eternal salvation. This salvation may only be obtained through repentance and faith in Him (John 3:16)
* The Bible is God’s written word for us. It is inspired, infallible, immutable, inerrant handbook upon which we are to base every facet of our lives (ll Timothy 3:16-17)
* It is our duty to be faithful and supportive of our family of believers (Galatians 6:9; James 2:14-18)

Note: We do not force our religion upon our students, but we are an unashamedly Christian School and our curriculum will be taught from that decidedly Christian viewpoint!

**School Mascot, Logo & Colors**

Lion - The lion represents the strength of our Lord Jesus Christ and symbolizes, courage and leadership

Guardians – Hold on to instruction, do not let it go; guard it well, for it is your life. Proverbs 4:13

Silver – symbolizes worth, wealth, kingliness and splendor

**Governance**

**Board of Directors**

The board of directors will work with administration to oversee the governance of the school

**Association**

PCAL is a member in good standing with the Southern Baptist Association of Christian Schools.

**Fund Development**

Fund Development efforts, including donations are directed by the administration, in consultation with the Board of Directors.

Funds may be raised for a variety of Board approved purchases such as:

* General operating purposes
* Capital equipment
* Facility improvements
* Curricular enhancements

Guidelines

* Fundraising should be done in a manner that does not draw attention away from the main purpose of PCAL.
* Fundraising materials will be true and accurate.
* Donations will be accepted only from individuals, corporations, groups or organizations that would not compromise the Christian standing of PCAL or its reputation.
* Contributors or Donors may be recognized publicly, unless they indicate a desire to remain anonymous. Donation records will not be shared to other organizations or individuals.
* Small gifts of appreciation, such as a plaque or book may be given in response to a donation.

PCAL Board of Directors reserves the right to decline to accept a gift or donation.

**Property of PCAL**

PCAL is a ministry of The Church @ 242. PCAL also operates as an independent nonprofit 501(c)(3) corporation in the State of Texas. All buildings and real property used by PCAL are

owned by The Church at 242.

**Personal Property**

PCAL assumes no responsibility for lost, stolen, or damaged personal property, even when stored on campus.

**Injury**

Reasonable precautions will be taken to protect and prevent anyone on school premises or

anyone engaged in school activities from being injured. However, PCAL assumes no responsibility

for injuries an employee, volunteer or student may receive, or for property damage or injury they cause

outside of school activities whether on or off school property. Furthermore, PCAL will assume no

responsibility for injuries an employee, volunteer, or student may receive, or for property damage or injurythey may cause on or off the school premises when engaged in school activities, if they do not

demonstrate responsible behavior, or when they do not follow school procedures/policies.

**Business and Support Services**

**Tuition and Fees**

Those receiving a provided service are expected to pay a fair share of the actual cost of the service

provided. All tuition and fees generated are considered part of PCAL’S General Operating Fund and should be reflected therein. The Board, in conjunction with the annual budget approval process, will establish tuition, as well as the authorization to collect revenues. Revenue projections shall be based on realistic enrollment estimates.

**Financial Obligations**

PCAL strives to maintain the highest quality and integrity in its policies regarding fees and payment of

 those fees. Families are expected to do the same. Payments are due as stated in your applications and

this handbook. All payments should be made in a timely manner. We strive to keep the cost of classes

and programs at the lowest levels possible and yet provide the best quality possible.

**Registration Fee**

**Grade K – 12**

A $150.00 non-refundable Registration Fee per semester, per student is due upon registration and/or at the beginning of each semester.

**Curriculum Fee**

Grade K-8

 A $250 non-refundable curriculum fee per year, per student, will be due upon registration for any materials supplied by PCAL. All textbooks will remain the property of the student.

Grade 9 – 12

 A $300 non-refundable curriculum fee per year, per student, will be due upon registration for any materials supplied by PCAL. All textbooks will remain the property of the student.

**Tuition Fee**

Grades K-8

 250.00 per month, per student

Grades 9-12

 Students who enroll in:

 5 Core Classes - $250.00 per month, per student

 5 Core Classes PLUS additional class/es- extra $50.00 per class, per month

 Fewer than 5 Core classes - $60.00 per class, per month

**Incidental Fees**

Other incidental fees, such as lunches, field trips, and school photos are collected each month by cash, check, credit card or PayPal.

**Tuition Payments**

Tuition payments are due on tenth (10th) day of each month by cash, check, credit card or thru PayPal. If tuition payment is not received by the 15th day of each month, a $25.00 late fee will be assessed.

**Reenrollment Policy**

Current families reenrolling in PCAL will need to complete all registration forms, including payment of fees. The non-refundable Registration and non-refundable curriculum fee are due with reenrollment application.

**Delinquent Bills**

PCAL believes that each family should honor its financial obligations. All fees are due upon the time of registration and PCAL retains the right to refuse service or refuse to release records due to non-payment or non-participation. This includes monthly tuition, curriculum fees and registration fees.

**Leave of Absence**

Students who arrange for a leave of absence will still be held to their financial agreement including tuition, curriculum fees and registration fees.

**Drop**

Students who fail to attend three classes per semester without prior arrangements will be dropped, and cannot re-admit without another registration process.

**Withdrawal Procedure**

Parents will write or email a letter to Administration stating the student’s last day and the reason for withdrawal. Once the letter is received, a form is available for administrators and parents to sign to complete the withdrawal process.

**Tuition Refunds**

PCAL does not offer refunds on tuition payments, registration fee or curriculum fees.

**Instruction**

**Philosophy of Instruction**

All instruction will be based upon a Biblical worldview and each subject matter integrated with God’s truth. Each teacher must have high expectations for each student, anticipating from each their best.

**School Year Calendar**

The school year will be divided into 4 nine-week grade-reporting periods. The grade-reporting periods will occur during the fall and spring semesters, with two of these occurring in the fall semester, ending in December and two in the spring semester. The Principal will develop an annual school calendar showing the nine-week grade-reporting periods.

**Inclement Weather Day Closing**

PCAL may close due to inclement weather or emergency conditions. When such conditions exist, Administration will make the official decision concerning the closing of the school. When it becomes necessary to open late, to release students early, or to cancel school, PCAL will issue information on the school closing procedure via email and/or text.

**School Day**

School starts promptly at 9:00 AM Monday thru Thursday. Students may arrive as early as 8:45 AM

Dismissal begins at 1:00 PM. Students should be picked up no later than 1:15 PM

**Early Pick-up Procedure**

If a student requires early dismissal, a note should be sent to the teacher with, the expected time of departure, and the signature of the parent or guardian. Students may not wait for parents outside the building or in unsupervised areas.

**Class Size Limitations**

Maintaining small class sizes will be a priority at PCAL. If necessary, Administration will determine appropriate class sizes for split-level classes.

**Homework**

Homework reinforces skills while encouraging responsibility. The length and frequency of homework assignments are determined by the developmental stage of the students at each grade level.

Students learn and work at different paces, so some students will take longer to complete assignments. Students and parents are encouraged to speak with the teacher for clarification of assignments and homework expectations.

**Curricula**

PCAL will provide instruction that meets or exceeds state and national standards in the foundation content areas of English Language Arts, Mathematics, Science, and Social Studies. These subjects will be presented from a Christian worldview. Beyond those five subjects, PCAL will provide courses of instruction in the elective curricula as recommended by the Administrator and approved by the Board. Elective curricula subjects include, but are not limited to: fine arts (music, art,), foreign language, physical education, health, technology, business, economics, and career development.

The Principal shall be responsible for ensuring that teachers have access to curricula guides/documentation from which to teach the provided courses of study

**Make-Up Work**

Students will be expected to make up assignments and tests after all absences. Students may receive a zero for any assignment or test not made up within the allotted time. The teacher(s) will assign due dates for make-up work. All make-up work is the responsibility of the student, and due dates will be enforced.

**Grading Standards**

The Principal will be responsible for ensuring that teachers take an adequate number of grades each grading period to establish an accurate portrayal of each student’s academic progress in each subject. The number of grades taken may vary from grade level to grade level and from subject to subject.

Students will receive grades on a numerical scale from 0 to 100 in grades 1-12, with a grade of 70 or higher considered passing. Students in grades Pre-K to kindergarten will be given regular assessment to judge the progress of each student. Below is the correlation of numerical grades to letter grades and the meaning of letter grades.

97-100 A+

93-96 A

90-92 A-

87-89 B+

83-86 B

80-82 B-

77-79 C+

73-76 C

70-72 C-

E = Excellent 90-100

S = Satisfactory 80-89

N = Needs Improvement 70-79

**Grade Reporting**

The school year is divided into two semesters and four nine-week quarters for reporting progress to parents. Report cards are sent home at the end of each nine-week reporting period, for a total of four report cards during the school year. Interim progress reports are sent to parents between formal grade reporting dates at the discretion of the teacher or the Principal to keep parents fully informed of academic progress of their child.

**Graduation Requirements**

English 4 credits

Mathematics 4 credits

Sciences 4 credits

Social Studies 4 credits

Foreign Language 2 credits

Electives 8 credits

**Promotion and Retention**

A student will be promoted based on academic achievement or demonstrated proficiency of the subject matter for the course or grade level.

The goal of our school is to minimize the need for retention. We make a strong effort in developmental screening although it is not infallible. Early communication between the home and school, combined with rigorous intervention efforts, will always be made to reduce the potential for retention.

However, we believe that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. In rare cases, retention is necessary because of academic failure, developmental delay, and/or social/emotional immaturity. While we recognize that this is a serious action, with potentially long-range impact on children and their families, retention will be recommended if the student fails to master the academic content and skills, or fails to exhibit appropriate social/emotional maturity for their current grade level.

The intent of such a decision is to enable the student to become academically successful in the classroom and develop age-appropriate social and emotional behaviors.

**Standards for Promotion**

In grades Pre-K through 1st grade, promotion to the next grade level shall be based upon satisfactory performances (S) in language arts and mathematics.

In grades 2-5, promotion to the next grade level shall be based upon an overall average of 70 on a scale of 100, based on grade-level curricula standards for all subjects taken with a grade of 70 or higher in language arts and mathematics.

**Promotion-Retention Committee**

In all cases where a student does not meet the standards for promotion as stated in this policy, a promotion-retention committee shall be convened to examine all data and circumstances related to the student’s academic performance and to decide about promotion or retention.

Data reviewed by the promotion-retention committee shall include: student’s grades, testing results, teacher recommendations, and any extenuating circumstances related to why the student failed to meet the academic standards for promotion.

The promotion-retention committee will be comprised of the following individuals:

* Parents/legal guardian
* Principal
* Student’s teacher or teachers in language arts, mathematics, science, social studies, and Bible.
* One additional member of the administrative team or Board Chair

After examining all the data, the promotion-retention committee shall decide by majority vote whether to promote the student. Should a tie occur, the Principal’s vote is the deciding factor.

A viable alternative to retention is for a student to work on curricula thru summer break. Before promotion will be granted, student must pass test at upon completion of summer school.

**Parent Requested Retention**

If a parent requests that their child be retained in a grade, then the school, after conferencing with the parent to understand their reasons for requesting retention, may honor the parent’s request to retain the student.

**Parent-Teacher Conferences – Communications**

PCAL Administration and Staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way.

1. Please notify the PCAL office immediately of any change of address, phone, email or custody arrangements.
2. Students and parents should work with teachers first to solve any problem or misunderstanding originating in class. Following an initial contact and attempt to resolve the issue with the teacher, parents and students may go to the PCAL Administration for further medication.
3. For a question about school work or class procedures, it is recommended that parents write a not or text the students teacher. The teacher will respond with a note, phone call or email, usually within 48 hours.
4. Parent teacher conferences are encouraged and scheduled twice each academic year.
5. Do not contact teachers after 6pm on weekdays or on Sundays except in a genuine emergency.

**Parental Involvement**

Parent involvement at PCAL is encouraged and expected. Parents are provided volunteer opportunities at the beginning of each academic year to allow them to become involved in assorted opportunities within the classroom. These include, but are not limited to, Room Parents, Field Trips, Fundraisers. All invitations, notes and media announcements to PCAL families regarding activities and fundraisers must be approved in advance by PCAL administration.

**Classroom Visitors**

During the year, PCAL has many visitors. Parents may visit classrooms if they have prearranged with the teacher and the visit is limited to 30 minutes. Please provide a 24 hour lead time notification to the teacher.

**Birthday Recognition**

It is a main concern of PCAL that no child should experience social rejection under the false impression that the school endorses such behavior. The following guidelines should be considered when considering birthday parties.

To recognize a child’s birthday at school, parents may provide edible treats (no toys or favors) that will be served to the child’s class during their designated lunch or snack time. When providing treats, parents should be mindful of any allergies of students in the class. Parents whose students have specific allergies should make allowance for their children by bringing a treat(s) that may be housed in a school refrigerator.

Classroom teachers must be given **24-hour notice** that treats will be provided. Parents are encouraged to join the class for this special time.

**Party Invitations and Valentine Cards**

No cards or invitations of any kind should be sent to school unless every child in the classroom will be receiving one. If only a few students are invited to participate in an event away from school, invitations to those students should be mailed.

**Field Trips**

The value of learning beyond the classroom wall is beyond dispute; therefore, all classes have educational field trips. Each trip will be well planned and have a relation to the unit that the class is studying at that time. Additionally, the teacher many schedule a fun activity that will enhance relationships.

The teacher is directly responsible for the safety of the children, and therefore is the final authority regarding decisions on the trip.

Field trips will be planned. A letter explaining the objective of any field trip or activity along with a permission form will be sent to teach parent. Each form must be returned with the parents’ signature. Parents serving as chaperones are not allowed to bring other children (siblings) along on field trips without prior administration approval.

**Field Trip Transportation**

Parents may provide transportation for field trips and are responsible for any students riding in personal vehicles. When parents drive for field trips or school-related outings, PCAL requires the following:

* A photo copy of a current driver’s license and insurance card. (This should be on file in the school office 24 hours prior to the outing.)
* Each student must be buckled into an individual seat belt. To protect students from front seat air bags, children are not allowed to sit in the front seat with the driver, even if the driver is the child’s own parent. (It is the driver’s responsibility to ensure that each child’s seat belt is securely fastened before starting the car.)
* Cell phone use is prohibited while driving students on any school outing. If it is necessary to make or accept a call, the driver must stop and park the vehicle before cell phone use.

Drivers may not be under the influence of alcohol or any medication (prescribed or over-the-counter) that may alter mental or physical state.

**Class Parties – Elementary**

All communication sent home must be approved by the administration. The following guidelines are enforced in handling of class parties.

Halloween Will not be observed

Thanksgiving May be celebrated with a school wide function

Christmas Class parties may be planned. Emphasis is on the birth of Christ

Valentines Class parties may be planned. Valentines may be exchanged provided students bring them for all class members. Derogatory, negative or “put down” cards are not acceptable and may not be used.

Easter Emphasis is on the death, burial and resurrection of the Lord Jesus Christ

Mardi Gras Will not be observed

**Room Parents** (Pre-K – 8th)

Room parents are needed to oversee parities, and to help on field trips, etc. Parents may contact the classroom teacher to assist in these areas.

**Campus Visits**

Visitation by relatives may occur during the student’s lunch or Chapel service if approved by PCAL administration. Visitation may also take place if it is for a specific function as designated by PCAL Administration. Otherwise, visits to classroom are not permitted so as not to disrupt the educational process.

**Parents’ Attire**

Parents and volunteers are asked to adhere to modest dress standards when they help with fundraisers, field trips, parties or as room parents. Discretion in dress is also greatly appreciated when parents visit during the school day or at after-school functions.

**Students**

**Admissions Philosophy**

It is the goal of the PCAL Admissions to enroll families/students who desire an education for their children which agrees with the mission, vision, and values of the school. PCAL desires to provide a distinctly Christian education that is academically excellent.

**Admissions Nondiscriminatory Policy**

PCAL admits students of any race, color, national or ethnic origin, or religious affiliation, to all rights, privileges, programs and activities available at the school. It does not discriminate based on gender, race, creed, color, national or ethnic origin in administration of its education policies. However, since PCAL is a Christian school, we do expect parents of other religious affiliations to agree to not contradict the Biblical teachings of PCAL with their students. It is not in the best interests of the child to be caught between conflicting Biblical teachings at home and school.

**Enrollment Limitations**

The Board shall set enrollment limits according to the space available.

**Minimum Enrollment Age**

Students must be four years of age on September 1st to be enrolled in the PCAL’s Pre-kindergarten program.

PCAL strongly recommends that Kindergarten students be five years of age on September 1st and that first-grade students be six years of age on September 1st, but students not meeting these age guidelines may still be accepted for admission if the Principal determines that the needs of the student can best be met by early placement.

**Special Needs Students**

PCAL does not employ special education teachers, and therefore, is very limited in its ability to provide individualized instruction to special needs students. Thus, PCAL generally does not accept special needs students for enrollment. In some cases, the requirements of a special needs student can be met by a regular classroom teacher employing general classroom interventions. Only in those cases will special needs students be considered for admission and enrollment. The Principal shall consider admission of children with special needs on a case-by-case basis. Parents must disclose any special needs their child may have at the time of application for enrollment. Failure of the parent to disclose special needs for their child may result in dismissal of the child from the school once the special needs are determined by the school staff. Under such circumstance, no refunds will be granted.

**Attendance Policy**

Consistent, on-time attendance at school is a great benefit to students and is vital for success in school. Regular school attendance is a necessary part of an effective academic program that provides consistent learning. Research shows that prospective employers focus primarily on attendance records when considering a high-school student or recent high-school graduate for employment.

Students who arrive after 9:00 a.m. are counted tardy, and those who arrive after 10:00 a.m. are counted absent.

Parents should notify the school office in advance of any absence when feasible. Forms are available in the office to report and explain absences to receive make-up work. Arrangements for make-up work are the responsibility of the students and parents.

On the day the student returns to school, a doctor’s note or a note from the parent explaining the absence must be provided. If a note is not provided within two days of a student’s return to school, then the absence will be recorded as unexcused.

Three (3) Unexcused absences can result in permanent dismissal /expulsion from PCAL.

**Excused Absences**

Excused absences include:

* Illness of student (with note)
* Death in the family
* Doctor’s appointments (with a doctor’s note)
* With future notice - Non-school related function during the school day such as family trips

**Unexcused Absences**

Unexcused absences are absences for reasons other than those listed under “excused absences. All absences, either excused or unexcused, will be recorded on the student’s report card.

**Tardies**

It is the direct responsibility of the parent to see that students arrive at school on time. Tardies are disruptive to the beginning of the school day, a critical time the teacher uses to prime the students for instruction.

Teachers will inform the Principal and Admissions Team of any students accumulating excessive tardies (4 or more). The Principal will contact the parent to discuss this issue and may request a meeting to advise the parent on a plan to improve their student’s attendance.

**Dress Code**

All PCAL students are expected to dress modestly on campus or school sponsored events.

No visible tattoos are allowed.

Piercings other than ears are not allowed.

No undergarments, underwear nor cleavage is to be shown.

Yoga pants are allowed with a top that completely covers the bottom

Shorts are allowed if they have a 4-inch inseam

No shirts with offensive messages are allowed.

**General School Rules**

* It is the goal of PCAL that all students are orderly school citizens who display respect and good manners always. There should be no running when not appropriate, throwing objects, fighting, shouting, or destruction of property.
* Students are responsible for helping to keep buildings and playgrounds clean and litter free.
* Every PCAL staff member has authority over any student.
* Any student found cheating or involved in academic dishonesty will receive a grade of zero on the assignment/project, and disciplinary action will be given.
* Students are not allowed to bring items that are disruptive or unnecessary for the performance of school work.
* Students from other schools are not permitted to visit during school hours, unless previous approval by the Principal has been granted.
* If High School Student (9-12th) has a “permission slip” signed by parents to leave campus during the school day, student must always be in groups of two or more.
* Students must be accompanied and supervised always by a parent or adult designee at all PCAL events on or off campus.
* PCAL is a Technology Free Campus. Cell phones / tablets / computers must be left at home or checked in with study hall monitor before 9 am.
* High School Students (9th – 12th) must sign in and sign out with Study Hall Monitor.
* No public displays of affections will be allowed.
* High School Students (9th – 12th) grade must sign a student behavioral contract at the beginning of each year.

**General Disciplinary Actions**

* Verbal correction
* Call to parents
* Loss of school privileges
* Academic probation
* Behavioral probation

**Expulsion**

Although expulsion is rare, the PCAL handbook is intended to make students and parents aware that students who commit inappropriate, serious, or criminal offenses will be expelled from the school with total forfeiture of all tuition and fees paid. Although this is an extreme action, it is necessary for the welfare of the whole student body and staff of PCAL. The decision to expel a student will be made after a complete review of all the facts and after a conference between the Principal and the parent.

Some behaviors for which a student might be expelled include, but are not limited to:

* Possession, distribution, and/or use of a firearm or other device considered to be a weapon at school or school-sponsored activities
* Excessive physical assault, excessive verbal assault or harassment, or threats upon others, including students or staff
* Possession, distribution, and/or use of illegal drugs or controlled substances
* Vandalism or destruction of public or private property
* Theft of school property or valuable property of other students or staff.
* Possession, distribution, use, or being under the influence of alcohol
* Possession, distribution, and/or viewing of pornographic material
* Use of knives of any size (including pocket knives)
* Possession, distribution, and/or use of tobacco
* Lewd behavior and/or indecent exposure
* Academic dishonesty

Failing to comply with directives issued by school personnel, or repeatedly failing to comply with other school policies or rules will result in dismissal of the student and forfeit of all tuition.

**Academic Dishonesty**

PCAL does not tolerate any instance of cheating or academic dishonesty. Any student involved in cheating or other types of academic dishonesty will be given a grade of zero on the assignment, and parents will be contacted. Repeat offenses may result in further disciplinary action, which could include expulsion.

**Substance Abuse**

Use, abuse, being under the influence of, or being in possession of unauthorized drugs, narcotics, tobacco, alcohol, or other dangerous substances of any kind while on campus or at school-sponsored functions is a serious violation of school rules. Students who violate this regulation will be suspended from school. A required conference between parents and the Principal will determine whether or not the student will be permitted to return to school or be expelled. If it is determined that the student is not permitted back at school, all tuition has been forfeited.

**Possession of Dangerous Items**

While on campus or at school-sponsored functions, the possession and/or use of potentially dangerous items are restricted. This includes, but is not limited to, fireworks, knives, guns, and martial arts weapons. Students who violate this regulation will be suspended from school. A required conference between parents and the Principal will determine whether the student will be permitted to return to school or be expelled. If it is determined that the student is not permitted back at school, all tuition has been forfeited.

**Harassment – Student**

PCAL students, parents, and employees work together to prevent acts of harassment of any kind by fostering a climate of mutual respect for others. If any student is found to have engaged in acts of harassment, (including bullying), he/she will be promptly disciplined through general disciplinary actions as follows:

* Verbal correction and conference with the teacher and Principal
* Contact parents
* Withdrawal of school privileges
* In school suspension (isolation of the student from other students for a set period of time)
* Suspension and removal of student from school

**Grievances – Student/Parent**

The following lines of communication should be followed in seeking resolution to concerns:

* First, discuss the concerns directly with the teacher or staff member involved.
* Second, if not resolved, go to the Principal, along with the teacher or staff member.
* Third, if not resolved by the Principal and other involved parties, parents may then go to the Board of Directors for a final decision. If a decision is reached that differs from a parent’s request, the parent should accept that decision as one that has been thoroughly explored by the administration and determined to be in the best interests of the school and the persons involved.

**Student Records**

Student records are confidential and are protected from unauthorized inspection or use. Staff ***must maintain the confidentiality of all student records*.** The following people are the only people who have general access to a student’s records:

* Parents: Married, separated, or divorced unless parental rights have been legally terminated and PCAL has been given a copy of the court order terminating parental rights
* School officials with legitimate educational interests

**Student Health**

**Emergency Medical Contact Information**

Parents must complete a mandatory Emergency Medical Form for all students enrolled at PCAL. Emergency care information must be updated every time a change occurs.

Emergency phone numbers designating responsible parties in the event parents cannot be located are required for all students.

**Medication Distribution**

The goal of PCAL is to administer only **absolutely essential** medications during the school day. All other medications should be given at home before or after school.

**Mandatory Medical Absence**

Students may not attend school if one or more of the following symptoms exist:

* **Fever** | Child may return after being free of fever for 24 hours, without the use of a fever reducer.
* **Vomiting or diarrhea** | Child may return after being asymptomatic for 24 hours.
* **Rash of unknown origin** | Child may return after a Medical Release has been obtained from a health care practitioner.
* **Irritated eyes with drainage** | Child may return after a Medical Release has been obtained from a health care practitioner.
* **Head Lice** | Child may return after treatment with proper shampoo, all nits and lice are removed and has received re-entry approval from school office.
* **Chicken pox** | Child may return after seven days, if free of all symptoms.
* **Strep Throat** | Child may return if fever free after 24 hours.

If a child shows symptoms of a communicable disease while at school, the child will be isolated, and parents will be contacted for immediate pick-up.

**School Technology Resources and Use**

The technology system for PCAL includes access to computers, support equipment (i.e. printers, scanners, cameras, projectors, etc.), and the internet.

**Rules for appropriate use**:

* Classroom computers are to be used for support of academic goals. PCAL makes every effort to block inappropriate Internet sites. If a student accidentally accesses an inappropriate site, the student should turn off the screen and contact a teacher immediately.
* Downloading executable programs without permission is restricted.

**Consequences for inappropriate use:**

* Removal from computer access
* Monetary responsibility for all damages to the technology system

**A FINAL NOTE**

**PCAL Christian School extends is appreciation to all parents for making PCAL their school of choice. The PCAL Administration and Staff feel a great responsibility, striving to educate children through the ministry of this Christian School. Parents are asked to pray daily for PCAL. The prayer of those associated with PCAL is that God would continue to bless the adminstration, staff, students and families.**

***The PCAL Administration along with the Board of Directors reserves the right to change or modify policies stated in this Student Handbook.***