



# Handbook

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## **Introduction**

This handbook has been prepared to serve as an informational guide for Providence Christian School's students and their parents. The Providence Christian School Administration seeks with this handbook to establish greater communication of its policies. Therefore, we ask that you please:

1. Read this handbook *with your child* carefully and thoroughly.
2. Keep this handbook for future reference.
3. Sign and return the Handbook Support Agreement form (included in your child's re-enrollment/enrollment forms).

## **Non-Discrimination Policy**

In accordance with the requirements set forth in IRB No. 1975-49, dated December 8, 1975, Providence Christian School announces the following policy:

*Providence Christian School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.*

Concurrence with this policy is not grounded in humanist premises, but rather upon a Biblical worldview centered on the Bible, which is the Word of God. Our doors are open to people of all races and national origins because the love of God, as manifested in the ministry of redemption through Jesus Christ, is intended for all people who will receive it. To this end, Providence Christian School is pleased to serve Christian families in El Dorado County and beyond.

## **Mission Statement**

It is our mission at Providence Christian School to impart to students the use and love of Christian principles, character, and leadership, as well as provide academic rigor, all through the lens of a Biblical worldview.

## **Vision Statement**

***“Equipping Hearts and Minds to Serve through a Biblical Worldview”***

“May the God of peace... equip you with everything good for doing His will, and may He work in us what is pleasing to Him, through Jesus Christ, to whom be glory forever and ever. Amen.” *Hebrews 13:20-21 NIV*

## **Purpose**

Providence Christian School is an interdenominational school, which establishes Christian truth as a guide for life through a Biblical worldview, centered on the inerrant teachings of Biblical truth. We exhibit and teach Christian character, maintain a high academic standard, teach living a disciplined life through exercising self-restraint and consideration of others, and support a spirit of patriotism (Galatians 5; I Corinthians 9: 25-27). We trust you will work with us to fulfill our purpose before each other, the community, and most importantly, our Lord and Savior Jesus Christ.

# Providence Christian School

## Statement of Faith

The following Statement of Faith is the official belief and policy of the school.

1. We believe the Bible to be the verbally inspired, only infallible Word of God and the supreme and final authority in all matters of faith and conduct. 2 Tim. 3:15-17; Ps. 19:7,8; 2 Pet. 1:3, 19-21; Matt. 12:1-12.
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. John 1:1-3, 14, 18, John 10:30, 14:9-11, 16, 26, 17:1-3.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death through His shed blood, in His miracles, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. Luke 1:34,35; Gal. 4:4a; Heb. 4:15; 1 Pet. 2:1-22; John 1:1, 14, 10:30; Col. 1:19; 1 Tim. 2:5; Phil. 2:7,8.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely necessary. We believe salvation is attained by grace alone, through faith alone, in Christ alone, apart from human works or merit. Rom. 8:1-14; John 1:12,13; Titus 3:4-7.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. Tit. 3:4-7; John 1:12,13; 2 Cor. 5:17; Eph. 4:22-24.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. Matt. 13:41-50; 25:41-45; Luke 16:23-28; 2 Thess. 1:9; Rev. 20.
7. We believe that heaven and hell are definite places. Matt. 5:10-45; Matt. 18:9; Matt. 23:33.
8. We believe in the spiritual unity of believers in our Lord Jesus Christ. Eph. 4:3.
9. We believe that marriage has been ordained by God. (Gen. 2:18-25) Providence Christian School recognizes marriage as exclusively the legal union of one man and one woman in which such union is a lifetime commitment. Matt. 19:3-9; Heb. 13:4.
10. We believe that, regarding human sexuality, legitimate sexual relations are exercised solely within marriage. Hence sexual activities such as, but not limited to, adultery, fornication, incest, homosexuality, pedophilia and bestiality are inconsistent with the teachings of the Bible. Further, lascivious behavior, the creation and/or distribution and/or viewing of pornography, and efforts to alter one's gender are incompatible with the Biblical witness. Rom. 1:26, 27; Lev. 18:22; 2 Pet. 2:4-10; Jude 6-7; 1 Cor. 6:9,10.

# Providence Christian School

## Philosophy of Christian Education

1. Providence Christian School's philosophy of Christian Education is founded on a Biblical worldview.
2. Believing that all truth is a manifestation of God's sovereignty in creation, we have established a school that proclaims God in our educational program and teaches our students that God is involved in every aspect of their lives. For the Christian, there is no division between spiritual and secular knowledge and experience. **All of life is Christ-centered.** Whatever a child learns, therefore, begins with the foundation of a Biblical worldview and has God as the central point of reference. In essence, the child is taught a viewpoint of life and the world from God's perspective.

Because students are rooted in a Biblical worldview, they are taught that God and His truth are the basis for the educational program, and they are challenged to respond to God with the appropriate use of acquired skills and knowledge. Truth is for our use, and we learn from applying that truth through a Biblical worldview. Responding to God is a growth process and is one in which a child, as prompted by the Holy Spirit, becomes increasingly more active. Students develop the awareness that their accumulated knowledge and skill proficiencies have direct bearing on the three fundamental relationships of life:

- Towards God
- Towards others (as well as oneself)
- Towards one's environment (creation)

It is growth in this response process that leads to the fulfillment of man's calling from God to understand, to shape, to use, to preserve, and to enjoy His creation in a life of service to Him, through service to one's fellow man.

We acknowledge that our students are born with sinful natures that hinder them from accepting God as the reference point for all of life and from responding to Him in ways that are appropriate. When God's salvation through Jesus Christ is applied to a child's life, however, the ability to accept God's guidance and the desire to respond correctly are restored. For this reason, Christian education can never be implemented successfully without a Biblical worldview foundation and the redemptive work of Christ accomplished in a child's life. Our ministry toward our students, on an individual basis, must introduce them to the redeeming work of Christ, helping them to appreciate others and to serve their fellow man. In addition, we must inspire them to academic rigor, thereby enabling them to take their proper position in creation as one that bears the image of God and exercises dominion over God's world.

# Providence Christian School

## Objectives

*The student objectives of the school are centered on five basic ideals:*

### **1. TO ESTABLISH BIBLICAL WORLDVIEW AS A GUIDE FOR LIFE...**

- By further enriching the knowledge and love of Christ for “...*the fear of the Lord is the beginning of knowledge...*” (Proverbs 1:7 NASB)
- By teaching the student that “...*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.*” (II Timothy 3:16-17 NIV)
- By understanding that “...*through Him all things were made; without Him nothing was made that has been made.*” (John 1:3 NIV)

### **2. TO MAINTAIN HIGH ACADEMIC RIGOR...**

- By giving students the power to impact their world for Christ by developing their potential through God’s Word “...*applying all diligence, in your faith supply moral excellence, and in your moral excellence, knowledge...*” (II Peter 1:5-11 NASB)
- By providing a teaching and support staff that love, encourage, and challenge all students
- By providing a well-balanced, Biblically-based curriculum that prepares students for high school education
- By enabling the student to discern the truth from error because “...*we are of God: he who knows God listens to us; he that is not from God does not listen to us. By this we know the spirit of truth, and the spirit of error.*” (I John 4:6 NASB)

### **3. TO INSTILL PURE MORALS IN THE HEART OF THE STUDENT...**

- By the development of an appreciation for the values accumulated from our past spiritual and Biblical heritage “*You have given me the inheritance of those who fear your name.*” (Psalms 61:5 NASB)
- By instillation of the desire to choose right over wrong and to hold to one’s convictions under pressure: “*So then, brothers, stand firm and hold to the teachings we passed on to you...*” (II Thessalonians 2:15 NIV)

### **4. TO LIVE A DISCIPLINED LIFE...**

- By submission to the Holy Spirit “...*the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control... Since we live by the Spirit, let us keep in step with the Spirit.*” (Galatians 5:22-23, 25 NASB)

### **5. TO GENERATE A SPIRIT OF PATRIOTISM...**

- By teaching the student to understand and be in obedience to the scripture that states, “*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.*” (Romans 13:1 NIV)
- By teaching faithfulness to the kingdom of God and recognition of the atheistic teaching which undermines our country’s foundation: “*But you are a chosen race, a royal priesthood, a holy nation, a people of God’s own possession...*” (I Peter 2:9 NASB)

# Providence Christian School

## Six Reasons We Choose Bob Jones University Press Curriculum

### 1. Academic Rigor

The textbooks are designed to fully equip young people to excel in their lives and careers. They challenge each child to think about the topic he is studying and then to interpret and apply what he has learned. And since enjoyment is key to learning, they include the extra details, special features, and real-life applications that make learning fun.

*How it's Done:*

- Clear explanation of concepts
- Comprehension questions
- Skill-building problems
- Hands-on activities

### 2. Biblical Worldview Shaping

The Christian worldview shines through every BJUP textbook, enabling young people to see God's hand in science, math, history, literature, fine arts, and language. The textbooks are written with the ultimate goal of training each child to think about the world the way God does.

*How it's Done:*

- Emphasis on truth, with God's revelation as the standard
- Biblical perspective on events, people, and literature
- Special feature sections, such as "Math and Scripture"
- Activities that correlate science and stewardship
- Focus on the importance of language in communication God's truth

### 3. Technology Solutions

BJUP is the first Christian publisher to provide a comprehensive suite of technology support for teachers and students.

*These include:*

- Power Point Presentations
- Video Clips
- Online Teacher Community
- eTextbooks for Students
- Projector Ready, editable version of Student Textbook for reference and interaction in class

### 4. Dependable Content

BJUP reviews all national standards for each subject before beginning the revisions process. They also review state standards for states that are leaders in education and incorporate them into their materials.

### 5. Dependable Content

Content accuracy is so important to BJUP that they originally researched and wrote each textbook from the ground up. The authors are experts in their fields; many have experience teaching in the classroom. They understand how a child's mind processes new information, so they are uniquely qualified to write textbooks that will help children enjoy learning.

### 6. Excellence for Each Student

We believe that every child should have the opportunity to reach his full learning potential. The books and materials for each course are adaptable for different learning styles and challenges.

*How it's Done:*

- More explanation and clarification for steady learners
- Activities and demonstrations for hands-on learners
- Additional information on high-interest topics for quick learners



## **Admissions and Enrollment**

*Alterations to these policies may only be made by the principal/administrator and board approval.*

### **Waiting List Policy**

When a classroom opening becomes available, either by a student leaving or by board approval of additional enrollment, students listed on the enrollment waiting list will not be placed on a first-come, first-served basis, rather each student application on the enrollment waiting list will be reviewed by the administration. The administration reserves the right to determine the next student to be placed. This determination will be based on the following criteria: teacher recommendation, classroom dynamics, parent interview, and student placement testing.

### **New Student Diagnostic Assessment**

A student entering Providence Christian School for the first time will be given an assessment to evaluate academic standing. The assessment covers areas such as English grammar and composition, reading, and math.

### **New Student Probationary Period**

All new students enrolled at Providence Christian School are considered probationary, pending a four-to-six-week review. This enables us to determine if there has been correct academic placement, as well as an opportunity for you to get acquainted with the school, its methods, and its policies.

### **Assessments (school-wide)**

*Assessments provide Administration and teachers with data showing the extent to which their students have acquired information and skills.*

### ***Overall Assessments***

#### **Iowa E**

Standardized norm-referenced achievement test (2007 norms)

*This multiple-skill achievement assessment is used to evaluate a student's progress based on comparison with other students in the nation (nationally normed)*

- Administered to students in grades K-8 in the spring; reports are mailed to the parents in the summer
- Administration will use this tool for monitoring overall class progress, and curriculum review and evaluation. This assessment helps us to evaluate the academic excellence of our overall curriculum, by allowing us to track a class's assessment scores over a period of 3-5 years
- Teachers will use this tool for monitoring overall class progress and individual student progress
- This tool enables parents to see their child's strengths and progress

#### **CogAT**

*This multiple-skill achievement assessment is used to evaluate a student's aptitude based on comparison with other students in the nation (nationally normed)*

- Administered to students in grades 2, 4, 6, and 8 in the spring; reports are mailed to the parents in the summer
- This assessment tool allows us to compare a student's ability level with his/her academic progress

## ***Reading Assessment***

### DIBELS (*Dynamic Indicators of Basic Early Literacy Skills*)

- Effective reading assessment tool for students in grades K-3
- Screening tool for students in grades 4-6
- Administered three times per year
- Administration will use this tool for monitoring overall class progress, and curriculum review and evaluation
- Teachers will use this tool for monitoring overall class progress and individual student progress
- Monthly progress monitoring resources are available for students placing below grade-level standards
- Skills assessed in grades K-8:
  - Kindergarten: Letter naming, Phonics Skills
  - Grade 1: Letter naming, phonics skills, oral reading fluency
  - Grade 2: Phonics skills, oral reading fluency
  - Grades 3-6: Oral reading fluency
  - Grades 6-8: Comprehension and vocabulary

Open Court Comprehension and Vocabulary Assessments—*California Standards-Based* Administered to students in grades 3-6 to assess for grade-level reading ability; administered two times per year.

## ***Math Assessments***

### UCD Math Diagnostic Program

- Administered to students in grades 6-8 in May:
  - Grade 6: Pre-Algebra readiness
  - Grade 7: Algebra readiness
  - Grade 8: Geometry readiness
- This assessment will be used as a diagnostic tool for math class-readiness
- Administration will use the assessment results for monitoring overall class progress, and curriculum review and evaluation
- Teachers will use the results for assessment and planning of instruction

## ***High School Testing***

- ACT – generally grades 11/12, off site
- SAT – generally grades 11/12, off site

## **Immunization Requirements**

**The law requires that students who do not provide this documentation by the 1<sup>st</sup> day of school will not be allowed to attend school until this is provided.**

### **Kindergarten Immunization Requirements:**

**Polio (OPV)** – 4 doses at any age, but 3 doses meet the requirements for ages 4-6 years, if at least one dose was given on or after the fourth birthday.

**DTaP** (Diphtheria, Tetanus, and Pertussis) *or* **DTP with DT (Tetanus and Diphtheria only)** – 5 doses at any age, but 4 doses meet the requirements for ages 4-6 years, if at least one dose was given on or after the fourth birthday.

**MMR** (Measles, Mumps, & Rubella) – 2 doses are required; both must be given on or after the first birthday.

**Hepatitis B** – 3 doses are required

**Varicella\*** (Chicken Pox) – 2 doses are required; physician-documented disease history or immunity meets the requirement also.

**Tuberculin Skin Test**– PPD/Mantoux Test is recommended, but not required for entry.

\*Varicella has changed from 1 required dose, to 2 required doses.

### **Middle School Immunization Requirements:**

Students entering 7<sup>th</sup> Grade must provide documentation of the following:

**Tdap vaccine**—(Tetanus, reduced Diphtheria and Pertussis, usually given around 11-12 yrs)—1 dose

**Varicella**—2 doses (at least one of these is typically done before Kindergarten)

**MMR**—2 doses (these are both typically done before Kindergarten)

Also, for students who had Personal Beliefs Exemption Waivers at any point before 2016, they are now required to begin the “Conditional Admission Immunization Schedule” to catch up on the immunization process before they can be admitted to 7th Grade. Please see the secretary in the office for more details.

### **First Grade Health Examination:**

A First Grade Health Examination is to be completed within 18 months prior to, or within 90 days of, entry into first grade and a copy must be turned in to the school secretary. This exam can often be done during an immunization appointment, and the El Dorado County Health Department on Spring Street in Placerville offers free-of-charge exams to qualifying families. Exam forms are available in the school office and on the school website.

### **High School Immunization Requirements:**

Incoming high school students must provide documentation that all of the above requirements have been previously met.

**According to state law, we cannot allow your child to attend school unless we receive evidence that the above requirements have been met.**

## **Medication Regulations**

It is Providence Christian School’s policy that NO medication, including over-the-counter drugs, cough drops, and essential oils, may be given at school without written permission from parents, and if prescribed, a physician.\*

Ideally, all medication should be administered at home, and the school should have minimum involvement. This can be done by using long-lasting medication or by altering the medication schedule so that the medicine does not need to be given during school hours. Because this is not always feasible, and it is desirable to maintain regular school attendance, the law provides that school personnel may assist students with the administration of medication if certain requirements are met.

*Designated school personnel may assist any student who is required to take over-the-counter medication, or medication prescribed by a physician, during the regular school day if the school has received the following:*

1. A Student Medication Permission form, Cough Drop form, and/or Asthma Action Plan completed and signed by the physician. If the medication is prescribed, the method, amount, and the time schedule by which such medication is to be taken must be documented. If the medication is over-the-counter the parent or guardian must complete and sign the form indicating method, amount, and time schedule. Cough drops are considered over-the-counter medication and hence require a Cough Drop Permission form to be completed and signed by the parent.

The required forms are available from the *Resources/Downloadable Forms* section of our website: [gopcs.org](http://gopcs.org), and in the school office.

2. The required medication, in its original package, must be labeled with the student's name. Medications should be brought by the parent *to the school office* and never left in backpacks or student pockets. Medications are to be administered by a Providence Christian School employee or the parent.

\*Students with asthma may keep their inhalers with them in their backpacks, or on their person when outdoors, for use as prescribed. Employee assistance is provided for younger students and new asthmatics.

### **Communicable Disease Protocol**

Providence Christian School follows California Communicable Disease Control guidelines for all communicable diseases that may be encountered in the school setting. These include, but are not limited to:

COVID-19	Meningitis	Mononucleosis
Chicken Pox	Lice	Fifths Disease
Strep Throat	Whooping Cough	Influenza

When a student is confirmed by a doctor to have a communicable disease, parents of the affected class are notified in writing which illness is present in their child's classroom and the signs, symptoms, precautions, and school attendance limitations of the illness (illness-specific information is provided to Providence Christian School by the El Dorado County Public Health Department).

### **Nit-Free Policy**

If parents detect lice and/or nits in their child's hair, parents are required to notify the school, treat the child's hair, and have a final check by the principal/administrator *before* returning to class. This is imperative in preventing the spread of lice.

### **Custody Documentation**

The splitting of a family is traumatic for parents, and particularly students. Consequently, the focus of Providence Christian School is on the safety and well-being of the students, and our instituted policies are to further these goals.

At the time of enrollment, parents shall provide relevant documents concerning custody or visitation of each student enrolled at Providence Christian School. Parents of enrolled students shall have an ongoing duty to provide documents and information relevant to a change in current custody or visitation rights to Providence Christian School within seven days of the change.

No student shall be released to any individual other than a custodial parent unless express written permission (via the Student Emergency Form) is first given to Providence Christian School by a custodial parent or a valid legally binding instrument granting release is on file at Providence Christian School. All early dismissal requests shall be cleared through the school office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

It is Providence Christian School's policy to provide, upon request, separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements. Providence Christian School will, upon request, provide school announcements via fliers, newsletters, etcetera, to the noncustodial parent as long as a court order does not prohibit it.

## **Student Drop-Off / Pick-Up Policies**

Parents are asked to refer to the morning drop-off and afternoon pick-up map at the end of this Handbook. We have a specific drop-off lane for the safety of the students. This ensures that your child has been escorted to the appropriate area by a school employee, and has in fact made it to school. If you wish to drop off in the upper parking lot instead of utilizing our drop off lane, you **MUST** escort your child or children to the designated waiting area (in chapel or the classroom).

### ***Drop-Off / Pick-Up Etiquette***

- Follow all school traffic signs and school entrance and exits
- Do not walk into the student release area to pick up your child
- Do not enter the drop-off/pick-up line if your pet is in your vehicle
- Keep alert and exercise patience

### ***While in the drop-off/pick-up line:***

- Do not get out of your car or leave your car unattended
- Put your car in park or turn the engine off while waiting
- NEVER pass the car in front of you
- Do not talk on your cell phone or text while waiting

During pick-up or drop-off times, please remember that there may be families waiting in line behind you. **DO NOT LEAVE YOUR CAR UNATTENDED IN THE PICK-UP OR DROP-OFF LANES AT ANY TIME.** If you have business to take care of in the office or need to discuss something with your child, a teacher, or another parent, please park your vehicle and walk to the office. When visiting, for morning drop-off, and for afternoon pick-up, please enter and exit school property via the Providence Christian School driveway. For morning drop-off, please follow the map guidelines for the drop-off location and use the drop-off lane to release your child. In the afternoon, students will be released from the upper lot afternoon pick-up area at 1:00 p.m. and 3:00 p.m. Please follow the drive-through route and wait in your car for your child. Please do not park and walk to the student-release area, as this slows the pick-up process and could potentially cause safety issues for both pedestrians and drivers. In extraordinary circumstances, or if you desire to pick up your child in person during regular pick-up times, please meet the class at the bottom of the ramp as they walk to the pick-up area. Please note that if this method is used, the teacher will not be able to access student emergency forms to verify the identity of the person picking up the child. Therefore, for the safety of the students, it is advised that *only parents* utilize this option. **Note: Providence Christian School is released from all liability for the safety of the student when this option of pick-up is chosen.**

Remember, our desire is to keep students, employees, and parents safe. To accomplish this goal, it may require some additional time and cooperation on everyone's part.

## **Pets at Drop-Off and Pick-Up**

If you enjoy bringing your beloved canine with you when dropping off or picking up your child, *for the safety of employees and others* kindly choose from the following options: 1. In the mornings park your car and walk your child to morning assembly rather than using the drop-off line.

2. In the afternoons park and pick up your child from the school office rather than using the pick-up line.
3. Leave your dog at home and continue to utilize the drop-off and pick-up lines. We appreciate your thoughtfulness in making these safety adjustments, as some dogs are often territorial, protective, and don't appreciate strangers (our employees) reaching in to help a child in or out of the car.

### **Authorization for Pick-Up of Students**

At the time of enrollment, via the online registration form and/or the *Student Emergency Form*, each parent or guardian must provide the school office with the names of persons authorized to pick up their child. Students will be released **only** to persons named on the *Emergency Contact* section and *Authorized Pick-Up List* section of the emergency forms.

It is the *parents' responsibility* to keep the school office informed of any changes to address, telephone numbers, and place of employment of the mother and the father; and the current name and phone number of persons to be called in case of illness or emergency (when parents cannot be reached), and the carpool driver list. This can be done through the Parent Portal or by calling the office.

All changes of address that affect the student, should be made with the office before the day the change becomes effective. On the occasion that parents will be having a person that is not on their child's Student Emergency Form pick up their child, the parent *must contact the office* via phone, email, handwritten note, or by coming into the office to authorize the change (whether a one-time change or a permanent update to the *Student Emergency Form*).

### **School Hours**

Four-Year-Old Kindergarten: 9:00 a.m.-1:00 p.m.

Kindergarten: 9:00 a.m.-1:00 p.m.

Grades 1-12: 9:00 a.m.-3:00 p.m.

### **Extended Day Program**

Extended Day will be provided on regularly-scheduled school days from 7:15 a.m.-6:00 p.m. (for Providence Christian School students only). The Extended Day program is provided solely as a service to our families and is considered a privilege to attend. Any student not following the Extended Day program rules will be refused the right to attend.

At 1:15 p.m. and 3:15 p.m., all remaining students are automatically signed in to the Extended Day program.

**Parents must sign their children out of the program.** Extended Day fees will be included on a separate Providence Christian School monthly billing statement (not part of the Smart Tuition service). Emergency situations are charged at the discretion of the principal/administrator.

The Extended Day program is a *privilege* for our students and it is designed to provide parents with a safe, caring environment for their children before and after school.

To provide this environment, it is imperative that the students follow the rules and obey the Extended Day program employees. The same courtesy, respect, and obedience expected in the classroom is expected in the Extended Day program. Children who do not obey the Extended Day program employees **will not be allowed to continue using the Extended Day program.** The students are allowed to play, do homework or, if they haven't any homework, read a book brought from home. Please help the school employees provide a safe, healthy, and fun Extended Day experience by reminding your children to behave properly while in the Extended Day program. If you will be requiring afternoon Extended Day for your child, please send an afternoon snack that day.

## Extended Day Rates

- Please visit the *Campus Life/Extended Day Program* section of the school's website: [gopcs.org](http://gopcs.org) or call the school office for current rates. *Note:* The school reserves the right to exclude any family from using the Extended Day program when their account becomes more than 30 days past due

## Extended Day No-Charge Policy

*There will be no charge for Extended Day when a parent is:*

- Serving as a field-trip driver for one of the classes
- In conference with a teacher or the principal/administrator *at the request of the teacher or principal/administrator*
- Attending a school-scheduled parent meeting, e.g., Washington, D.C. trip, etc.
- Volunteering at a school function

**Parents are responsible for notifying the Extended Day program employees of these no-charge situations when signing-out their child. *Whenever parents arrange for a conference, Extended Day rates apply.***

## Extended Day Drop-Off and Pick-Up

Students arriving on campus *before drop-off time* (8:45 a.m.) must be taken to the Extended Day program and signed in by the parent. Students left on campus *after pick-up time* (1:15 p.m. & 3:15 p.m.) will be placed in the Extended Day program. Upon arrival, parents must sign out their child. Parents may park in the Morning Drop-Off Zone to sign-in or sign-out children from Extended Day. Please note this is short-term parking only.

## Visitors and Volunteers

1. Anyone who desires to volunteer on campus, or drive children (other than their own) for field trips, **MUST** complete a background check. There are several forms, including our Statement of Faith, Lifestyle Statement, and Morality Statement that need to be signed and turned in before a parent will be allowed to volunteer. Please contact the school office for more information, or to pick up the Volunteer Packet with the required forms. Parents are responsible for the fee associated with the background check. Prospective volunteers must be approved in advance and have the **background check on file before volunteering**. The background check does **not** need to be done **annually**, but rather, **just once**. *Volunteers should be Christians who are caring, dependable, and effective with children, as well as, should be willing to work cooperatively with a teacher and under a teacher's supervision.*
2. **At no time is the teacher to leave the students alone with volunteers.** Teachers will provide these volunteers with clear information regarding the classroom management program, curriculum, and his/her teaching style. Teachers may need to schedule some uninterrupted time to plan with the volunteer. Teachers and volunteers will need to work closely together and be attuned to each other's needs. No payment or other financial benefits will be given for their volunteer services.
3. All volunteers are asked to dress modestly (no work-out clothes please) and maintain a neat appearance. Body art/tattoos must be covered and piercings (other than ears) must be removed when they're working in the classroom.
4. All campus visitors and volunteers must sign-in at the school office and pick up a Visitor's Pass or Volunteer Badge. This policy provides a safer environment for the students and eliminates any interference with the teacher's classroom procedures.

Visitors are not to interfere or disrupt class schedules. Under certain limited circumstances, and with prior approval by the administration, alumni are welcome on the Providence Christian School campus. Visitor's Passes and Volunteer Badges shall be issued at the discretion of the Administration and may be revoked at any time.

5. We ask that all parental requests to meet with teachers or the principal/administrator before, during, or after school, be facilitated by scheduling an appointment ahead of time. Please phone the school office and leave a message with the front desk for the person with whom you would like to schedule an appointment.

6. Whenever a student has forgotten to bring a lunch, books or other needed items to school, to avoid disrupting your child's class, we ask that you bring those items directly to the school office, rather than to the classroom.

## **Communication**

### **School-Office Communication**

- Parents or guardians needing to pick up their child prior to the end of the school day are asked to please notify the office via phone (530.672.6657), a note, or email ([receptionist\\_pcs@yahoo.com](mailto:receptionist_pcs@yahoo.com)), and upon arriving, must sign the Student Release form in the office.
- Should there be the need for restricted activity for your child due to physical limitations, e.g., sprain, broken bone, or fracture, parents must send a release note, accompanied by a physician's note, if possible, explaining the situation and how long the activity restriction will last.
- Please contact the **school receptionist** when students are absent (530.672.6657 or [receptionist\\_pcs@yahoo.com](mailto:receptionist_pcs@yahoo.com)) and if you would like to request homework during the student's absence. Some assignments may be available through the Parent Portal, or our website – please see your child's teacher for grade specific information.
- If a student is tardy (arriving after 9:10 a.m.), the student is required to check in at the office and retrieve a pass to class ***before going to the classroom.***

In the event that a student's lunch has been forgotten, the school receptionist will phone the parent or guardian to request that lunch be brought. We will make every effort to reach a family member who might help by bringing a lunch.

### **School-Wide Communication**

Providence Christian School contracts the services of *One Call Now* and *AdminPlus*—voice messaging providers. These systems allow the principal/administrator to record a message and, using the Providence Christian School database, send it to all school families via the telephone. In the event of a school closure (e.g., snow day, power outage) or emergency, this system would be utilized as well.

***Note: Per our contracts with the companies, One Call Now and AdminPlus, guarantees that they will not share your number with anyone. The Providence Christian School database that One Call Now and AdminPlus use is solely for the purpose of communication with Providence Christian School families.***

Should phone lines be down or impaired, we will make every effort to update our website and/or our Facebook page with information regarding whether school and Extended Day programs are cancelled due to snow, power outages, or other emergencies. Snow day cancellations are based on the driving conditions *at the school site* and the surrounding vicinity. It is understood that parents will trust their own judgment and make their own decisions as to the safety of transporting their children to school, based on driving conditions at their location.



## **Personal Communication—Invitations and Fliers**

Written personal invitations, business cards and fliers, church fliers, etcetera, *are not* to be given by parents to their children to distribute amongst the students at school; *nor* may the parents distribute these items at school without direct permission from the principal/administrator. Additionally, to respect the privacy of our school families, the contact information in the Providence Christian School Directory (both the hard copy and the online version) is to be kept confidential and is for school-use only. Families desiring to have information on church and community events and family businesses shared school-wide may submit the information to the principal/administrator for approval.

## **Power Outage Plan**

In the event of a power outage at the school, please use the following procedures:

*Before school is in session:* To assess if a power outage has occurred at the school, please phone the school office, 530.672.6657. If the power is on, the telephone auto-attendant will answer your call (between the 3rd and 5th ring); if the power is out, the auto-attendant cannot answer and the phone will continue to ring. If the power is out at the school, you may assume school will be canceled for the day.

*During school hours:* To assess power outage status during school hours, please follow the above procedure. If the power remains out for 10 minutes or more, please respond by picking up your child. In the meantime, all attempts will be made to reach families by cell phone. We will also make every effort to update our website and/or our Facebook page with pertinent information.

## **Emergency Procedures**

### **Emergency Procedures Drills**

Students will be instructed as to procedures for different emergency drills, e.g., fire drills, lockdown drills, etcetera, at the principal/administrator's discretion. Students are to follow procedures quietly and in an orderly manner. Parents will be notified in advance of a scheduled lockdown drill.

### **Campus Lockdown Plan**

Emergency information, including lockdowns, will be posted on the school website and updated as necessary. To access this information, visit [gopcs.org](http://gopcs.org) and look under the *Emergency Information* tab.

## **Attendance**

### **Tardiness**

**Students in grades K-12** are considered tardy when arriving ten minutes after the scheduled start time. Should any student arrive late he/she must go directly to the school office for a Pass to Class prior to going to class. More than five tardies in a quarter grading period is considered excessive. Repeated tardiness is harmful for a number of reasons: the student misses the beginning of the school day, he/she starts the day with an embarrassing situation, and unfortunately interrupts the class. Excessive tardies will result in a parent letter from the principal/administrator. Continued tardies will result in a conference with the principal/administrator.

### **Absenteeism**

Regular and punctual attendance is essential for success in the classroom. Class attendance is necessary to gain the full perspective of the class. There are discussions, lectures, and other means of gaining knowledge that are evaluated on exams or tests. More than five absences in a quarter grading period are considered harmful to the student's overall success. Excessive absences will result in a parent letter from the principal/administrator. Continued absences will result in a conference with the principal/administrator.

**Parents are to contact the school receptionist when their child is absent for any reason.** The receptionist can be reached by phone at 530.672.6657 or via email: receptionist\_pcs@yahoo.com. When absences occur, it is the responsibility of the student or the student's parents to make arrangements with the teacher or the receptionist to make up the missed work. Failure to make up class work according to the appropriate time frame may result in a zero grade. When a student is absent, **homework requests may be made by contacting the school receptionist** or by **downloading assignments** from the *Campus Life/Students' Corner/Homework* section of our website: [gopcs.org](http://gopcs.org) or on the Parent Portal (when available, please contact your child's teacher for grade specific information).

### **Anticipated Tardies or Absences**

1. **Doctor or dentist appointments:** If a student has a doctor or dentist appointment during the school day it is helpful if parents contact the school receptionist or the teacher before the beginning of the school day, if possible, with the anticipated time of departure. The student must be signed out on the Student Release form in the school office by the parent or guardian at the time of release.
2. **Early Releases** other than doctor or dentist appointments are **discouraged**, and not in the best interest of the student or the classroom teacher. Persistent or habitual early departures other than doctor and dentist appointments may result in a conference with the principal/administrator.
3. **Vacation or special family trips:** Arrangements should be made with the student's teacher at least two weeks in advance of a vacation or family trip. Students will be assigned work in advance with the expectation that parents will be responsible for tutoring them during the time they are absent from class. All work given to students for the time of the absence will be due the day they return to school. Failure to make up work in the allotted time frame will result in a lower score. Special circumstances may be arranged with teachers, at their discretion. Long-term projects are due on the regularly assigned date, unless the teacher has made special arrangements.

### **Child Abuse Reporting Obligations**

In accordance with school policy and California law, school employees are obligated, under penalty of a fine and a jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation of a child. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School employees will make such reports in the best interest of the affected child, and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. In the event a CPS representative comes to the school to interview a student, based on a report from an outside source, the parents will be contacted by the principal/administrator following the interview.

### **Conflict Resolution Procedures**

Providence Christian School's administration, faculty, and employees are always happy to receive constructive criticism or suggestions concerning ways in which the school might be improved or problems of which school employees may be unaware. In the event of a dispute between a student or parent with a teacher or a Providence Christian School employee, the following procedure should be followed:

1. The student and/or parent should go privately to the individual with whom they have a problem and try to work things out as outlined in Matthew 18:15-16.
2. Should the above prove unsuccessful, the principal/administrator or chaplain should be brought in to mediate the dispute.

3. Should the above prove unsuccessful the matter will be brought before a Providence Christian School Board member for final determination.

## **Hazing and Harassment Policies**

### *Hazing*

No student or other person in attendance at any public, private, or parochial school shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. Hazing includes any method of initiating or re-initiating into a student organization (or any pastime or amusement engaged in with respect to such an organization), which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm. Hazing does not include customary athletic events or similar contests or competitions. E.C. 32050-32051

### *Harassment*

Providence Christian School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. Substantiated acts of harassment, however, will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will be subject to disciplinary action, up to and including dismissal. Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or gender.

Harassment can occur any time during school or school-related activities. It includes, but is not limited to, any or all of the following:

- *Verbal harassment*: Derogatory comments or jokes, or threatening words spoken to another person
- *Physical harassment*: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- *Visual harassment*: Derogatory, inflammatory posters, cartoons, written words, drawings, or gestures
- *Sexual harassment*: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress
  - Submission to, or rejection of, such conduct by a student is used as the basis of academic decisions affecting the individual

Such conduct has the purpose or effect of unreasonable interference with an individual's academic performance or creation of an intimidating, hostile, or offensive educational environment. Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions
- Using sexually suggestive words to describe an individual or an individual's body
- Displaying sexually-suggestive objects or pictures
- Telling inappropriate or sexually-related jokes
- Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances

*It is the student's responsibility to:*

- Conduct himself/herself in a manner that contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, or harassing

- Immediately inform the other person that the behavior is offensive and unwelcome
- Report all incidents of discrimination or harassment to the teacher or supervisor
- Discontinue any inappropriate conduct immediately, if informed that such conduct is perceived as discriminatory, intimidating, harassing, or unwelcome

## Student Code of Conduct

1. Students are expected to obey all school employees promptly and with a willing attitude. Deliberate acts of disobedience will be handled with discipline.
2. Students showing disrespect for school employees or causing disruption of school procedures will be disciplined.
3. Students involved in stealing will be confronted, corrected, and expected to make restitution according to Biblical regulations. (Exodus 22:7)
4. Students “shall not give false testimony.” (Exodus 20:16 NIV) Students shall not “spread false reports.” (Exodus 23:1a NIV) The Ninth Commandment strictly forbids any form of willful slander; whether it is blame shifting or willful slander, it is still considered sinful behavior.
5. We attempt to train the students to speak the truth. On the other hand, we do not want to encourage “tattling.” Our procedure is designed to encourage students to cultivate honest communication seasoned with grace, not revenge. School employees are responsible to handle judgment calls when differentiating tattling from honest reporting.
6. A “hands-off” policy applies to any inappropriate physical contact. When this type of infraction occurs, the student will be sent to the principal/administrator’s office, the student’s parents contacted, and the proper discipline (i.e. suspension) will be administered. (*Note: for further information concerning administration procedures, refer to the Discipline Policy in this Handbook.*)
7. Students who instigate or set up contentious scenarios will be disciplined. The degree of discipline will be determined by the degree of the offense. We believe that a student who sets up a contentious situation, in which the other student retaliates in a physical or verbal manner, is equally responsible for his/her own behavior. Both students will be disciplined.
8. Students will not be permitted to willfully deface or damage property belonging to Providence Christian School, Gold Country Baptist Church, or any other person or organization. Parents or guardians will be held liable (Exodus 22:5-6, general principle of restitution).
9. Even though student’s texting, online, and social media presence takes place outside of school hours, inappropriate conduct and misuse of such things, including but not limited to, Facebook, Snapchat, Twitter and Instagram, may still be cause for disciplinary action or expulsion. However, inappropriate student interactions between each other via text or other online forms is the parent’s responsibility and should be handled privately between the parents first. Please refer to the Matthew 18 Principle in the Enrollment Packet, or this also available from our website, [gopcs.org](http://gopcs.org), under the *Resources/Downloadable Forms & Resources* tab.

## Discipline Policy

The root word in discipline is *disciple*. The objective of the Christian school is to disciple, thereby producing followers of Jesus Christ. This involves both directive and corrective education. Correction measures used in the school program are outlined as follows:

- *Counsel*: Reprimand, involving help to correct the problem
- *Minor penalties*: Designed to deter further misbehavior
- *Elimination from activities*: Due to improper actions; participation can also be denied for unrelated problems, if necessary (e.g., field trips)
- *Parent Involvement*: Parents are contacted and involved in the entire discipline process. Parent support is vital for the success of student training and discipleship

- *Suspension*: Action for serious activities which, if continued, would result in expulsion
- *Expulsion*: Necessary when:
  - \* problems with the student and his/her relationship to the school and its program cannot be worked out in a reasonable length of time, or when it is evident the behavior of the student is detrimental to others or to the effectiveness of the school in carrying out its expressed purpose *and/or*
  - \* parent support is no longer apparent

## **Middle School and High School Decorum and Discipline**

Providence Christian School is designed for the training of students in an integrated program of study, activity, and everyday living, thereby utilizing applied Christianity. The primary rule of discipline is that the student be obedient, respectful, and cooperative to all members of the school faculty, employees, and administration.

## **Playground Rules**

1. Obey and respect the supervising adults.
2. Be aware of others playing around you, and be courteous at all times.
3. Share at all times; do not try to prevent anyone from using the area.
4. Use equipment properly:
  - Use swings as they were intended
  - No bailing (jumping) off the swings, slide, or play structures
  - When using bar equipment, hands should be the last things to leave the bars
  - Keep balls inside the designated play areas (no kicking over the fence)
  - Do not hang or climb on the outside of the play structures
  - Do not climb on top of the monkey bars
  - Do not climb *up* the slide
  - Do not push anyone down the slide; move to the side quickly upon finishing your turn
  - Do not go down the slide backward, upside-down, on stomach, or in *trains*; instead, slide down the slide one person at a time and in a proper sitting position
  - Do not play *tag* or *ball* on the play structures
  - Stay seated on the bleachers; do not venture under or behind the bleachers
5. Leave sand, playground bark, rocks, etc. on the ground.
6. Do not block the platforms or walkway areas. Conversing may be done at the picnic tables.
7. Do not walk along the bark barrier.
8. No rough play.
9. Keep your hands and all body parts (e.g., arms, feet, and legs) to yourself. Students shall follow a *hands-off* policy: no fighting, hitting, or slapping. Games involving shoving, pushing, reckless running, or other forms of rough play and behavior are not allowed.
10. Do not leave the playground without permission.
11. Do not throw things, e.g., rocks, sticks, food, and spitballs.
12. Put trash in trashcans.
13. Keep exterior gates closed at all times.
14. Put away equipment after every play period.

15. No equipment may be taken out after school unless by students signed-in to the Extended Day program and with the permission of the supervisor.
16. Playgrounds are closed at 3:00 p.m. and are off-limits to students except those signed-in to the Extended Day program.
17. Radios, CD players, cell phones, iPods, toys, video games, trading/playing cards, laser pens, weapons, weapon or military catalogs or magazines from home are not permitted at school. If these items are brought in, they will be confiscated and given to the principal/administrator. Parents must contact the principal/administrator in order for the item to be returned.

## **School Rules**

1. Students are to show respect for others at all times, including, but not limited to, social media and texting.
2. The use or possession of alcohol, tobacco, illicit drugs, weapons of any type (including pocket knives), or anything that resembles a weapon or firearm, is prohibited. This includes weapons or military catalogs or magazines. *This offense may be considered grounds for expulsion.*
3. Involvement in sexually immoral activity is not permitted and *is grounds for expulsion.*
4. Defiance, verbal abuse, and disrespect toward teachers, administration, or others in authority will not be tolerated. A parent meeting will be scheduled with the principal/administrator and the appropriate discipline will be administered. Continuance of these behaviors will result in expulsion.
5. Any form of communication unbecoming of a Christian is unacceptable. This includes, but is not limited to, profanity, vulgarity, put-downs, sexually-explicit or other offensive language, whether verbal, written, or in body language or gestures, or any form of texting and/or social media. A parent meeting will be scheduled with the principal/administrator and the appropriate discipline will be administered. Continuance of these behaviors will result in expulsion.
6. Honesty is expected at all times. Cheating, lying, stealing, and plagiarism are not acceptable. Fighting, threatening motions or words, or horseplay is not permitted. A parent meeting will be scheduled with the principal/administrator and the appropriate discipline will be administered. Continuance of these behaviors will result in expulsion.
7. Disruptive or distracting classroom behavior is unacceptable. Parents will be contacted by the teacher and the appropriate discipline will be administered.
8. Defacing or destroying school property or equipment is prohibited. Students and their parents are responsible for damage incurred to school property, whether willful or accidental. This includes lost or damaged textbooks.
9. Taking or touching another person's property is unacceptable; parents will be contacted and restitution will be made.
10. Trash must be disposed of in trash cans; students are to clean up after themselves.
11. Students are not allowed to leave class without verbal permission by the teacher or other school employee.
12. All students must keep their hands, bodies, and personal belongings to themselves. Public displays of affection are not appropriate.
13. Students may not use video games, radios, CD players, cell phones, cameras, video cameras, or iPods while on campus. It is assumed that students should also maintain a positive, appropriate online and texting presence while using any and all forms of social media even during non-school hours. *See Electronics, Cell Phone, and Social Media Policy.*

14. School rules and school standards, including classroom rules as established by each teacher and the supervisors, are to be obeyed.
15. *Disclaimer:* There will be regular safety inspections of student storage and backpack areas by the principal/administrator.

## **Personal Items**

All personal items (clothing, lunchboxes, backpacks, etc.) should be labeled with the student's name. **All dangerous items including but not limited to, knives, lighters, weapons, ammo, lasers, etc., are prohibited.** Radios, CD players, iPods, cell phones, pagers, electronic items, toys, weapon and military catalogs or magazines, playing and trading cards *may not* be brought on campus. If these items are brought to school they will be confiscated and given to the principal/administrator. Parents must contact the principal/administrator in order for the item to be returned. If student is repeatedly bringing prohibited items to school, the items will be confiscated and held by the principal/administrator until the end of the school year.

## **Electronics, Cell Phone and Social Media Policy**

Cell phones, iPods, cameras, video cameras, and other electronic devices are prohibited for students to have on the Providence Christian School campus. If a student brings an electronic device on campus, the item will be confiscated, examined, and files accessed by the principal/administrator. Appropriate disciplinary measures will be instituted, including contacting the parents, detention, and suspension. The item may be claimed by the parent of the offending student by contacting the principal/administrator. Even though student's texting, online, and social media presence takes place outside of school hours, inappropriate conduct and misuse of such things, including but not limited to, Facebook, Snapchat, Twitter and Instagram, may still be cause for disciplinary action or expulsion. However, inappropriate student interactions between each other via text or other online forms is ultimately the parent's responsibility and should be handled privately between the parents first. Please refer to the Matthew 18 Principle in the Enrollment form, or it is available on our website under the *Resources/Downloadable Forms & Resources tab.*

## **Parent Participation and Conduct**

It is the Providence Christian School Board's belief that the primary responsibility for educating children rests with their parents, not with the state or with the church. Also, according to Proverbs 22:6, Christian parents are commanded to provide an education consistent with their Biblical view of life. They are to "...*train a child in the way he should go, and when he is old, he will not turn from it.*" (Proverbs 22:6 NIV) In order to fulfill this command, parents often entrust part of this education to a school—hence the need for the Christian school.

### **Expectations:**

- Parents will have a positive, supportive, and appreciative attitude toward their Christian school.
- Parents will pray for their Christian school and strive to work with it in unity.
- Parents will actively help in their children's educational process to support, assist, and encourage them, especially when requested to do so by the school.
- Parents will display support for the Christian school's decisions and actions before their children, especially those involving discipline. Disagreement or questioning of such matters will be privately directed to the party involved, pursuant to the Dispute Resolution Procedure set forth in this Handbook. Sufficient time will be given to resolve such conflicts without undermining the child's confidence in the school.
- Parents should attempt to attend special school activities involving their children and to support the school and its programs.

- Parents will arrange financial priorities to provide necessary funds for the proper education of their children. They will not criticize the tuition levels needed to maintain a quality program and meet the financial needs of those who operate it. They will meet their commitment to pay tuition promptly.
- Parents are expected to conduct themselves at all times in a manner that is respectful, avoiding any action or behavior that is disruptive to the school administration, school employees, or student environment. Parental conduct that is determined to be disruptive or disrespectful to the Providence Christian School Board is grounds for withdrawal of the student(s) of the involved parents from the school.

## **Biblically-Based Parental Responsibilities**

It is the responsibility of the parent to educate their children, both by instruction and example, according to Biblical standards, and:

- At least one parent in the family must be a professing believer in Jesus Christ, and provide spiritual guidance through regular church attendance. We encourage you to set an example for your child through regular prayer and Bible reading at home. *“Train a child in the way he should go, and when he is old he will not turn from it.”* (Proverbs 22:6 NIV)
- Pray faithfully for your children, their teachers, and Providence Christian School. *“Therefore confess your sins to each other and pray for each other, so that you may be healed. The prayer of a righteous man is powerful and effective.”* (James 5:16 NIV)
- Support the school Discipline Policy. *“My son, do not despise the Lord’s discipline and do not resent His rebuke, because the Lord disciplines those He loves, as a father the son He delights in.”* (Proverbs 3:11 NIV)
- Handle any concern you have quietly and only with the person who is involved. *“If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”* (Matthew 18:15-16 NIV)
- Be responsible to enforce the School Dress Code, giving particular attention to neatness, safety, cleanliness, and modesty. *“Everything is permissible,”—but not everything is beneficial. “Everything is permissible”—but not everything is constructive. Nobody should seek his own good, but the good of others.”* (I Corinthians 10:23-24 NIV)
- Make sure your children attend school daily and arrive on time. *“The sluggard craves and gets nothing, but the desires of the diligent are fully satisfied.”* (Proverbs 13:4 NIV)
- Require completion of classroom and homework assignments. *“Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe.”* (Philippians 2:14-15 NIV)
- Pay tuition promptly. *“Let no debt remain outstanding, except the continuing debt to love one another, for he who loves his fellowman has fulfilled the law.”* (Romans 13:8 NIV)

## **Financial Procedures**

There is an annual registration fee per student. A registration deposit of \$300 per student is required at the time of submitting the enrollment application. ***The remainder of the balance of the registration fee will be billed on August 1st and due by August 10th. If submitting an application after August 1<sup>st</sup>, the registration fee must be paid in its entirety.***

**All outstanding balances from the prior school year and the upcoming school year registration fee must be paid in full before your child can begin the school year.**



## Registration Fees

The registration fee includes: placement assessment, curriculum, annual testing, administrative, and facility fees. The registration deposit fee of \$300.00 is nonrefundable.

*Once school begins, the entire registration fee is nonrefundable.*

## Tuition Billing

There are two methods of tuition payment:

- *Annual tuition paid-in-full: Payment-in-full must be made to Providence Christian School by September 10th*
- *Monthly payments through Smart Tuition Service: Smart Tuition takes the annual amount, and divides it into ten installments, with the final payment in June. Payments may be made monthly via: invoice, automatic deduction from checking or savings account or automatic charge to credit card (American Express, Discover, MasterCard, and Visa). All credit cards will include a convenience fee.*

Any student entering (or exiting) Providence Christian School other than the first day of school (or the last day of school), will have a prorated annual tuition to reflect the number of days the student actually attended. No records will be released until tuition is paid in full.

## Delinquent Accounts

There is a nine day grace period for late payments. On the 10<sup>th</sup> day, a **\$65.00 late fee** is charged. If this payment schedule is not followed or if payments become delinquent, you will be scheduled to meet with the Providence Christian School Board to discuss continued enrollment. The tuition account (including Extended Day and any elective fees) must be paid in full before the student(s) may return to the school.

## Report Cards and Assessment Reports

Final report cards and assessment reports will be mailed after all tuition, Extended Day, and other charges for the school year have been paid in full.

## Student School Supplies

All student school supplies for grades 1-12 are to be purchased by the parents. Please refer to the *Student Supply List* on the school website [gopcs.org](http://gopcs.org) for details.

## Miscellaneous Fees

- There is a \$25.00 charge for returned checks.
- Parents will be billed for book replacements.

***Note:** Please do not leave cash in the office if the secretary or bookkeeper is not there to accept it and issue a receipt. Providence Christian School cannot be responsible for cash left in an unattended office.*

## Providence Christian School Board Meeting Policies and Procedures

The board's main purpose is to lead the school by developing and establishing policies that monitor and maintain the school's progress educationally and spiritually.

To do this with professional effectiveness, time is allotted during the Executive Session for this purpose. It is our policy that only board members attend the Executive Session. Open Session is the portion of the board meeting where individuals may come and address the Providence Christian School Board. Anyone wishing to address the Providence Christian School Board is asked to submit a request, including the topic to be addressed, in advance.

This information should be given to the principal/administrator seven days before the next board meeting. This will insure an opportunity for you to discuss your issue with the board.

In addition, anyone who wants to attend a board meeting as an observer, with no intention to address an issue, is more than welcome to attend without submitting a written request. It would be appreciated, however, if persons planning to attend a board meeting would notify the principal/administrator in advance.

## **Lunchtime Procedures**

Students are to remain in the designated eating areas during lunch. Eating is not permitted in any other area. Common manners and courtesy must be shown during lunch, such as:

- Talking in conversational tones.
- Proper table manners.
- Picking up any food or trash dropped on the tables or the ground.
- Students are not to share food items with each other.

*The school does not provide microwave ovens, refrigerators, or hot water for student use.*

## **Food and Beverage Restrictions on Campus**

- No soda or beverages in cans or bottles.
- No energy drinks and caffeinated beverages. Energy drinks and caffeinated beverages include, but are not limited to: Red Bull, 5-Hour Energy, Rockstar, Monster, Go Girl, Arizona Ice Tea and other tea drinks, Frappuccino's, other coffee drinks, and flavor enhancers with B vitamins (added to water bottles).
- Students are encouraged to not bring candy to school for lunches or snack.
- Students may not chew gum at school.

## **School Grooming and Dress Code Policies**

*We believe there is a direct relationship between the appearance of students and their conduct, attitude, and seriousness of purpose. Appropriate clothing and a student's general appearance at a Christian school should reflect modesty, moderation, and neatness and should not draw undue attention to the individual. We believe that a school uniform (for grades K-8) best meets these goals with the least problem of enforcement. The dress code policies also apply to field trips, school events, and graduation (unless otherwise stated).*

### **General Uniform Standard**

Our goal is for students to be well-groomed and dress modestly and neatly, glorifying God in body and spirit. Therefore, the dress code will be strictly enforced.

### **General Appearance**

1. Clothing must be of an appropriate size, neither too small nor too large. Slightly oversized (to allow for a year's growth) is acceptable, but greatly oversized is not acceptable for school attire.
2. All shirts and blouses must have collars and must be tucked-in at all times.
3. Clothing that is too short is not permitted. Skirts, shorts, skorts or dresses must be longer than mid-thigh or three inches above the knee when kneeling.
4. Hair is to be neatly groomed, out of the eyes, and above the eyebrows (when combed straight down).
5. Boys' hair length must be above the collar and out of the eyes.
6. No "punk" hairstyles are allowed (mohawk, fashion shaved-styles, etc).
7. No colored hairstyles are allowed in grades 4K-5.
8. Colored hair, using God-given, natural hair colors, is permitted in grades 6-8.

9. Make-up is not permitted in grades 4K-5. Light, natural-looking make-up is permitted for students in grades 6-8 (excessive eye make-up is not permitted) and is subject to approval by principal/administrator.
10. Colored nail polish is permitted in all grades, but long artificial nails are not allowed.
11. Boy or Girl Scout uniforms and AWANA vests may be worn on meeting days. No sports team jerseys are allowed.
12. For safety reasons, excessive jewelry, including dangling earrings, is not permitted.
13. Pierced earrings are allowed on girls and in ears only. No other pierced jewelry is allowed on anyone.
14. Hats are permitted *outside* and must be worn with the bill forward.
15. No writing or graffiti of any kind may be added to clothing, skin, or property; graffiti of the skin refers to and includes all types of ‘body art’ and tattoos.
16. On Fridays, students are allowed to wear PCS & Jog-a-Thon shirts, and Friday is also “Crazy Sock Day.”
17. We encourage all of our families to make sure their students are dressed appropriately for the expected daily weather conditions warm, or cold.
18. If your child chooses to wear layered clothing (turtlenecks, tee-shirts, etc.), all layers should uniform clothing and colors.
19. Denim clothing is not permitted.
20. Bike shorts must be worn under jumpers and skirts.

## Footwear

1. Footwear should be of an appropriate style (no skulls or gang symbols).
2. Shoes and **socks** are to be worn at all times, and shoes must be laced and tied.
3. *All students* are required to wear or bring sneakers on P.E. days.
4. Rain boots are *not* to be worn in the classroom. Fashion boots, however, are permitted if they provide a stable walking surface (no high heels). For safety reasons, sandals, flip-flops, backless shoes, or over-sized boots are not allowed.

## Outerwear

Sweatshirts, jackets, and sweaters worn in class must be Providence Christian School approved uniform colors (plain, colors, no designs or large logos). Cold-weather jackets (i.e., parkas) *do not* need to be Providence Christian School uniform items, however they may only be worn outdoors and not in the classroom.

## Uniform Specifications (Grades K-8)

**Girls’ Uniforms** (*Only Providence Christian School logo or name allowed on clothing items*)

Blouses <i>Short or long sleeves</i>	White, Light Blue
Polo Shirts <i>Short or long sleeves</i>	Red, Navy, Light Blue, or White
Jumpers*	Navy, Khaki or Hamilton Plaid (also called Navy Large)
Skirts*	Navy, Khaki or Hamilton Plaid (also called Navy Large)
Shorts/Skorts*	Navy, Khaki or Hamilton Plaid (also called Navy Large)
Slacks*	Navy or Khaki
Sweaters/Sweatshirts	Plain, Solid Colors, No Large Graphics or Logos
Leggings	Red, Navy, Grey, Black

*No sweatpants are allowed, except for Middle School PE. Leggings are only to be worn **under** skirts and dresses, and leggings DO NOT take the place of pants. Shorts, skirts and dresses must still maintain dress code standards and length, even when worn with leggings.*

### Accessories:

Cotton tights, knee socks, or crew socks designs)	Red, Navy, Grey, Black, or White (solid color, no
Belts	Navy, Black, or Brown

**Providence Christian School Jog-a-Thon tee shirts and “Crazy Socks” may be worn on Fridays only.**

\*Bike shorts or leggings must be worn under jumpers and skirts. \*All jumpers, skirts, skorts, and shorts must be no shorter than three inches above the knee when the student is kneeling on the ground. \*No skinny cut or tight-fitting pants.

**Boys’ Uniforms** (*Only Providence Christian School logo or name allowed on clothing items*)

Dress Shirts	Red, Navy, Light Blue or White
<i>Short or long sleeve</i>	
Polo Shirts	Red, Navy, Light Blue or White
<i>Short or long sleeve</i>	
Slacks*	Navy or Khaki
Shorts	Navy or Khaki
Sweaters/Sweatshirts	Plain, Solid Colors, No Large Graphics or Logos

**Accessories:**

Socks	Red, Navy, Grey, Black, or White (solid color, no designs)
Belts	Navy, Black, or Brown

**Providence Christian School Jog-a-Thon (JAT) tee-shirts and “Crazy Socks” may be worn on Fridays only.**

\*No cargo pants, no skinny cut or tight-fitting pants.

**\*Please Note** – the uniform requirement *only* applies to Kindergarten through 8<sup>th</sup> grade – **uniforms are not required in our 4K program.**

**Dress Code Violation** *What happens if my child is in violation of the dress code policy?*

- **First Violation:** A dress code violation slip will be sent home with your child, indicating the dress code infraction.
- **Second Violation:** Should there be a repeat of a previously specified dress code violation, the parent will be phoned. If the infraction relates to the uniform, the parent will be asked to bring the appropriate clothing to school.
- **Third Violation:** The parent and student will be required to meet with the principal/administrator if the specified violation is repeated.

**Physical Education Uniforms (Grades 6-8)**

Students will supply a plain tee-shirt (JAT shirts, plain red, white, navy, or light blue), gym shorts (solid navy, black, or grey), sweatpants (solid navy, black, or grey), socks (solid navy, white, black, or grey), and running shoes for P.E. Students must also supply a mesh bag for the storage of P.E. clothing. Tee-shirts may not be tight-fitting or transparent. Girls’ P.E. gym shorts must still maintain dress code length, which is as follows: All shorts must be no shorter than three inches above the knee when the student is kneeling on the ground. P.E. clothing will need be taken home each week for laundering and returned the following week for class.

*Failure to dress-down for P.E. will result in the following:*

- If the student arrives for P.E. in attire that does not meet the requirements of the P.E. dress code policy, he/she will not be allowed to participate in the class until the problem has been rectified. Once rectified, the student will be allowed to join the class for the remainder of the P.E. period and will be given a written assignment to take home, complete, have signed by his/her parents, and return to the P.E. instructor the next school day.

- If the uniform violation cannot be immediately rectified, then the student will not be allowed to join the class, but will instead be directed to the school office where he/she will remain until the end of the P.E. period. During that P.E. period the student will be given a written assignment to be completed during that class period and turned in to the P.E. instructor. The parents will also be notified of these events.

In both of the above cases, the P.E. instructor will provide the principal/administrator with the written assignments in the event that any further actions need to be taken (i.e., if the number of violations exceeds three, or if the student's attitude upon receiving his/her discipline is poor).

## Field-Trip Policies and Information for Drivers

1. All drivers (driving children other than their own) and volunteers for field trips **MUST** have a background check. For the required form, and additional information and required forms such as the Providence Christian School Morality Statement, Lifestyle Statement, and Statement of Faith, please see the school office. Parents are responsible for the fee associated with this requirement.
2. All students **MUST** turn in a signed Parent Permission form to leave the school, and teachers **MUST** have a signed emergency form for each child.
3. It is now preferred that a parent or guardian attend all field trips with their student unless prior arrangements have been made and an additional form (available in the office) has been turned into the office giving your parental permission to the person with who your student will be riding with, releasing PCS of all liability.
4. Students are to be instructed that they are representing Jesus, their school, and their parents and are to act accordingly.
5. Any misbehavior or inappropriate behavior must be reported to the teacher when the group returns to the school; appropriate discipline will be administered.
6. Students must obey all school rules at all times while they are away from school on field trips.
7. Siblings are permitted on field trips with the teacher's permission. Keep in mind that on some trips it is not appropriate for siblings to attend.
8. The teacher, before departure and return, will assign all students to specified vehicles.
9. Prior to driving on any field trip, all parent drivers (driving children other than their own) are to leave with the receptionist a copy of their **proof of current insurance**, a current **DMV printout** of their driving record (which will remain valid for one year from the date obtained), and a copy of their **California Driver's license**. This is for the children's safety and Providence Christian School's liability in case of an accident. Additionally, all parent drivers shall have proof of insurance and a valid California Driver's license in their immediate possession for the duration of the field trip.
10. All drivers will have each student buckled in an individual seat belt.
11. All vehicles are required to keep within close proximity of each other.
12. All vehicles are to arrive at their destination within a specified period.
13. All stops for food, gasoline, etc. must be discussed with the teacher in charge.
14. All drivers are to obey all speed limits and traffic laws.
15. All drivers will abstain from conversing on cell phones or texting while driving.
16. Drivers are not allowed to carry firearms in their vehicle while driving Providence Christian School students.
17. Drivers are not allowed to carry alcoholic beverages in their vehicle while driving Providence Christian School students.

*Please do a vehicle-check prior to the field trip: check fluid levels, fuel level, tire pressure, etc., to be sure your vehicle is in the best condition possible for the trip. Please do not make un-scheduled stops; keep to the planned itinerary.*

## **Homework Guidelines**

### **Purpose of Homework**

- To establish the habits of study at home and to establish the responsibility connected with taking a school assignment home and bringing it back to school completed
- To practice and apply some of the skills being used in the classroom
- To acquaint parents with the work their child is doing
- To provide a wise use of leisure time
- To participate in activities that further challenge the ability of the student
- For academic remediation or reinforcement

### **Usual Homework Assignments (may include one or more of the following)**

- Completion of work begun but not finished in class (when ample time was given to complete the work during class)
- Read current reading textbook (assignments should be read orally to parents), recreational reading, and book reports.
- Spelling list or word study
- Arithmetic drill or practice
- Creative writing
- Bible memory work
- Preparation for tests
- Science experimentation, preparation or collection of exhibits
- Research or written assignments

### **Absent Work Policy**

When your child is absent, parents are encouraged to request missing work by calling the office. The office staff will inform your student's teacher, and they will have the absent work available for you to pick up on the front counter after 3:30pm. If you would like homework to be sent home with your absent student's sibling at 3:00pm, prior arrangements must be made a day in advance. This allows the teachers to focus on teaching, and to have ample time to meet the needs of absent students after the teaching day is completed.

### **Parents' Responsibilities**

1. Set a definite time and place for study.
2. Take an active interest in what your child is doing.
3. Give encouragement, but do not do the work for your child.
4. Give personal supervision where it is needed.
5. Follow the teacher's methods used in school, if possible. If in doubt, ask your child's teacher.
6. The parent signature in the homework book is an acknowledgment that you are aware of your child's assignment, NOT that the child did the work. Please note in your child's homework book if homework is incomplete due to family business or personal reasons. Otherwise, an unsigned homework book will result in disciplinary action (e.g., time-out at lunch or break).

## **Homework Time Guidelines**

The following amounts of time per session are recommended for student homework each day:

Grade 1:	15-30 minutes	Grade 4:	1 hour maximum
Grade 2:	15-30 minutes	Grades 5-6:	1.5 hour maximum
Grade 3:	30-45 minutes	Grades 7-12:	1.5-2 hour maximum

The time guidelines do not include work that was to be completed during class. These times are approximate and will vary from student to student.

## **Middle School & High School Promotion**

In order for a student to be promoted from grades 6-12, he/she must show proficiency in the required classes:

- Bible
- Language Arts
- Science
- Math
- History
- Physical Education

The student may not be promoted to the next grade if:

1. He/she receives an “F” grade for two quarters in any one of the required classes.
2. He/she maintains a grade point average below 2.0 for any two quarters.

A student may be placed on academic probation at any time. In the event that the conditions of academic probation are not fulfilled, a student may be asked to repeat the grade and/or withdraw from the school.

## **Academic Probation and Contract**

A student may be placed on academic probation when the student’s GPA is lower than 2.0 and/or homework is not turned in on time for any one quarter. The student will remain on probation until the GPA is at or above 2.0 and/or homework is turned in on time for a full quarter.

If a student becomes eligible for academic probation, the parents will be contacted to schedule an academic probation conference. The student will be required to follow the established academic contract. If the student’s GPA remains below 2.0 and/or he/she refuses to turn in homework in a timely manner for two consecutive quarters, he/she may be asked to withdraw from the school.

## **Miscellaneous**

### **Hand Sanitizer Use On Campus**

Students are required to have written parental permission and adult supervision to use hand sanitizer on campus; students are not permitted to keep personal hand sanitizer with them in the classroom, any hand sanitizer brought from home must be managed by the teacher.

*Reasons and Concerns:*

- Hand sanitizer can cause poisoning, particularly for young children who are attracted to the fun scents and bright colors of many sanitizers
- Most sanitizers contain 60%-90% alcohol (commonly ethyl or isopropyl alcohol)—a stronger

concentration than most hard liquors. Even a small dose can be dangerous if ingested, leading to dizziness, slurred speech, headaches, and even brain damage or fatalities in extreme cases

- Sanitizers can aggravate existing cuts or scrapes and cause burning, itching, or rashes. Ineffective use can also leave hands still dirty even after applying the sanitizer
- Due to the high alcohol content, hand sanitizers are highly flammable

#### *Procedures*

1. Parents are required to document their permission or declination of hand sanitizer use on the student's emergency form.
2. Students that are given parental permission to use school-provided hand sanitizer will be supervised by an adult whenever the sanitizer is dispensed.
3. A Hand Sanitizer Permissions list will be kept in each classroom, so that each classroom has access to which students do not have permission to use hand sanitizer.

Keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. It is best to wash your hands with soap and clean running water for 20 seconds. Soap and water are available in most classrooms and all restrooms on campus. Parents are encouraged to teach their children how to properly wash their hands. However, if soap and clean water are not available, using alcohol-based hand sanitizers can help reduce the number of germs on skin and are fast acting.

### **Lost and Found**

A Lost and Found area is available at the school. Unclaimed items will be donated to worthy charities at various times during the year. **Providence Christian School is not responsible for lost or damaged personal items.**

### **Class Parties**

Class parties will be held at the discretion of the teacher and with the approval of the principal/administrator.

### **Daily Commuting**

Because of the expense of daily transportation, busing is not feasible at this time. Parents are, therefore, encouraged to form carpools to bring students to and from school.

### **Student Drivers**

- Must have written parental permission on file in the school office.
- Must park in the upper parking lot, following all pick-up/drop-off map guidelines
- Students may not visit their car during normal school hours without direct permission from their teacher
- PCS is a closed campus - Students may not leave the campus during lunch breaks or normal school hours without direct permission from parent/teacher



## Annual Pick-up and Drop-off Reminder Letter

Dear PCS Parents,

As we enter a new year, it is important to revisit some safety issues regarding student drop-off and pick-up procedures.

**Drop-off:** The lower driveway drop-off zone has been designed with directional cones and barricades to assist with safety and optimal traffic flow, and we ask that you please stay within their boundaries. In the event that the cones are not present, please use the following instructions – the absence of cones does not imply that the rules no longer apply.

We ask that parents please pull to the curb area within the designated drop-off zone, place your vehicle in “park,” and wait for a PCS staff member to assist your child(ren) from the vehicle before placing the vehicle back into gear. After your child is safely out of the vehicle and you are ready to exit, please follow the PCS Drop-off & Pick-up Map, and continue on around past the Chapel/Extended Day Building, up and around the main church parking lot, and back down the school’s driveway – **do not exit down the church driveway near the playground or at Sports Club Drive**. It is vitally important that everyone follow these rules, as they are in place for your safety and to keep the flow of traffic consistent.

**Pick-up:** As always, you may pick up your child(ren) in the office before the students go out for the pick-up line, around 2:55-3:00pm. However, once the students have gone outside into the pick-up area, you may *only* pick them up by driving through the pick-up line or waiting down in the Extended Day/lunch table area until the students are brought down for Extended Day check-in. **For the safety of you and your child, please remain in your vehicle - you may not walk through the cars in the pick-up lines.**

The pick-up area has been designed to accommodate two lanes for student pick-up. We ask that parents please pull forward to the pick-up area and place your vehicle in “park.” One of the staff members will confirm with you which student(s) you are picking up, and will then bring the child(ren) to your vehicle. In the interest of safety, please *do not pass* any vehicles in the pick-up area (unless directed to do so by a PCS staff member). Please refrain from making phone calls or sending text messages while waiting in the pick-up area.

We also ask that you **do not use Sports Club Drive as an entrance or the exit at any time**, and for your safety and the safety of others, there should be no U-turns made around the cones at any time. Also, *please note the campus speed limit is five miles per hour.*

We understand that drop-off and pick-up times can be hectic when added to already busy daily schedules. We know your child’s welfare is of utmost importance to you, as it is to us, so we appreciate your cooperation and your patience. We look forward to a safe and enjoyable school year! If there are questions or concerns about the drop-off or pick-up procedures, please feel free to contact me, 530.672.6657.

In His Service,

Gail Gilbertson  
Administrator/Principal

# Pick-up and Drop-off Map

