

Parma Heights Christian Academy



Parent-Student
Handbook

Parma Heights Christian Academy
8971 W. Ridgewood Drive
Parma Hts., OH 44130

Academy Office (440) 845-8668

Attendance / Secretary Press 3

Administrative Assistant Press 4

Administrator Press 5

E-Mail

Office: office@phcawarriors.com

Administrator: slikowski@phcawarriors.com

Website ***phcawarriors.com***

Fax (440) 886-5748

Aftercare (440) 241-7143

Parma Heights Baptist Church (440) 886-6100

Sonshine Preschool (440) 886-7485

If a bus is available but you choose not to take advantage of this service, you are not eligible for reimbursement. A family qualifies for reimbursement only if they are more than 2 miles from the school (Parma only) and Berea or Parma transportation cannot provide a bus for your student(s). If your family qualifies for reimbursement, notify the office, and we will forward the information to the transportation department. All pertinent information for busing will be mailed to each applicable family from Berea or Parma transportation prior to the first day of school. If you have any questions or problems, please contact the transportation office.

Parma Transportation has informed the Academy that if your student(s) is not consistent in their use of the Parma school bus they will be removed at the discretion of the transportation office. They will be removed after three (3) consecutive days of non-use. If you know you will not be utilizing the bus for a period of more than three days, it is your responsibility to notify their office at 440-885-2326. You must also notify the Academy Office by way of a note to the teacher. If you fail to notify Parma Transportation and are subsequently removed from the bus roster, you will need to contact them to be reinstated after each occurrence of non-use.

Cleveland Residents: A form will be sent to your home on how to get reimbursed at the end of the school year. Directions on where to go with the form will be included in the instructions mailed to your house directly.

Other Districts: No other districts provide busing to the Academy at this time. Instead many districts reimburse those families served by private schools. Check with your local school district regarding those procedures.

Updated
8-12-19

DROP OFF/PICK UP PROCEDURE

The entrance to the Academy for all students, parents, volunteers and visitors is the Family Life Center (FLC) doors by the gymnasium. Academy students are to be dropped off in the mornings and picked up in the afternoon from the Family Life Center (FLC) doors.

Morning Drop Off is conducted at the FLC doors. Exercise caution in the drop off line as school buses drop off in the morning only at this location. If you need to walk your student into the school, please park in the second row of parking spots away from the sidewalk. There is absolutely **NO PARKING** and getting out in this lane during morning drop off.

Afternoon Pick Up is also conducted at the FLC doors. When picking up students, cars form a single file line facing north in front of the FLC entry (a pick up/drop off map is available upon request). To aid in identifying students vehicles, anyone picking up a student must place an **8 ½ x 11** sign with the student(s) name and grade(s) on the inside of the front windshield.

The safety and welfare of our students is paramount and held in the highest regard from the moment they arrive to the time they depart. Please observe the **10 MPH** posted speed limit while on the school/church property **at all times**. If you will be entering the building, please park in the second row away from the sidewalk and use caution when crossing the traffic.

Students not picked up by 3:00 PM automatically go to After School Care for a fee (see After School Care). A form with information about after care needs to be filled out and turned in. This form includes the fee structure and any other important information.

BUS PICK UP AND DROP OFF

Parma and Berea bus riders are dropped off at the FLC/Gym entrance in the morning and students are picked up at the front PHBC entrance in the northeast parking lot in the afternoon. This area is reserved for buses only and cannot be used by parent(s). Bus students not in the bus pick-up line in time to board their bus promptly may be sent to the office to call a parent. The student will then automatically put into After School Care until a parent can come to pick them up and will be charged accordingly.

SCHOOL BUSES

Berea, Brook Park, Middleburg Heights, Parma, Parma Heights & Seven Hills: Buses are provided for many students living more than 2 miles from PHCA. Questions concerning the schedule and availability of buses should be directed to the Parma City Schools Transportation Office at 440-885-2326 or Berea City Schools Transportation Office at 216-898-8301.

TABLE OF CONTENTS

MISSION STATEMENT	4
ABOUT PHCA	5
Accreditation and Affiliation	5
Core Values	6
Non-discrimination Policy	6
ACADEMIC POLICIES	7
Grading Policies.....	7
Homework	7
Principal/Honor/Merit Roll.....	8
Standardized Testing	8
ADMISSIONS	8
Lifestyle Statement	8
Custody Documentation	8-9
Immunizations Required.....	9
Kindergarten Screening	10
Tuition, Late Fees and Documents Policy	10
Tuition Assistance	10-11
Withdrawal Procedures.....	11
ATTENDANCE.....	11
Absences.....	11
Early Pickup Procedure	12
Illness During School	12
Lice	12
Prolonged Absences.....	12
Tardy Policy	12
DISCIPLINE POLICIES	13
Purpose	13
Behavior Guidelines	14-15
Classroom Discipline.....	15
Discipline Procedures	15
Disciplinary Probation.....	15
Suspension.....	15-16
Expulsion.....	16
GENERAL SCHOOL INFORMATION	16
Access to Classroom After Dismissal.....	16
Before/After School Care	16-17
Birthday Parties/Invitations	17
Check Policy.....	17
Closings/Weather Related Closings.....	17
Communicating to Our Families.....	17
Communicating with Staff.....	17
Daily Time Schedule	18
Dress Codes	18
Field Trips.....	18
Hand Hygiene in School.....	19

Hot Lunch Program	19
Library	20
Lost and Found	20
Medications in School	20-21
Parent-Teacher Conferences	21
Parking	21
School Pictures	21
Recess	21
Playground Rules	22
Room Requests	22
Shopping Card Program	22
Sports Team Guidelines	22-23
Student Telephone/Cell Phone Use	23
Student Volunteer Permission Form.....	23
Visits to Classroom	23
PARENT INVOLVEMENT	23
Moms-In-Prayer	23
Parent Teacher Fellowship (PTF).....	24
Volunteer Opportunities	24
SAFETY DISASTER PLANNING	24
Conceal and Carry Ordinance	24
Fire/Lockdown/Tornado Safety Drills.....	25
Safety/Disaster Planning	25
TRANSPORTATION	25
Alternate Arrangements.....	25
Drop Off/Pick Up Procedure	26
Bus Pick Up and Drop Off	26
School Buses	26-27

PHCA
MISSION STATEMENT

In partnership with the family and church, our mission is to provide each student with a biblical foundation for life that promotes

*Christ-like character,
scholastic excellence
and faithful service to others.*

FIRE / LOCKDOWN / TORNADO SAFETY DRILLS

Ohio State law requires monthly fire drills, spring tornado drills and at least one lockdown drill per school year. Each area of the Academy has both a fire drill and tornado drill instruction sign posted on the wall next to every academy door. Students are given specific instructions regarding lockdown drills based on the type of drill observed. It is the teacher’s responsibility to explain all drill procedures to the students. Drills are to develop prompt and orderly evacuation. All student(s) and adults in the building are required to participate in these drills.

Fire Drill Signal

Signal is a series of shrill buzzer sounds, accompanied by strobe lights in the halls.

Lockdown Signal

An announcement is made over the public address system by the Administrator or his designee as to the type of lockdown.

Tornado Drill Signal

Signal is a series of short school bell rings.

SAFETY/DISASTER PLANNING

The Academy is fully prepared to meet the safety and security needs of our students and staff. We have established written guidelines in place to meet the various safety issues that might occur. To protect the integrity and safety of these plans, we do not divulge the specifics. It is important that no one overreact and cause unnecessary fear and anxiety.

TRANSPORTATION

ALTERNATE ARRANGEMENTS

STANDARD pick-up arrangements for your student(s) i.e. authorized person(s), are communicated on the Standard Transportation Arrangements Form at the beginning of each school year, or whenever the STANDARD arrangement has changed. If your student is a bus rider, it is the parent’s responsibility to inform the office in writing whenever bus service is not going to be used.

Unless it is an absolute emergency and whenever possible, please refrain from changing transportation arrangements after 11 AM in order to allow for effective communication between the student(s), staff and bus monitors.

PARENT TEACHER FELLOWSHIP (PTF)

This organization is established to enhance the Christian education of the Academy. Membership is open to all parent(s) or guardians of enrolled students and the teachers/staff of PHCA. Its purpose is to:

- **Foster** a close partnership between the parent(s) and staff.
- **Help** maintain the highest standard of excellence.
- **Assist** in nurturing high spiritual and moral values.
- **Work** to mutually achieve spiritual, intellectual, social and physical objectives of the Academy.
- **Provide** a source of funding for special non-budgeted items as monies are available.
- **Encourage** teachers and build morale.

The purpose of all activities of the PTF shall be to promote a Christ-centered, Christian education for all students. The PTF consists of an Executive Board of Officers and Standing Committee Chairpersons. The PTF Board meets monthly and the dates and times will be announced to encourage parent participation. Normally, there are three general PTF meetings all noted on the school calendar.

VOLUNTEER OPPORTUNITIES

<i>Art helpers</i>	<i>Computer Lab helpers</i>	<i>Recess helpers</i>
<i>Classroom helpers</i>	<i>Library helpers</i>	<i>Room parents</i>
<i>Coaches for sports</i>	<i>Lunchroom helpers</i>	<i>Shopping Card sellers</i>

These and other current needs are listed on a VIP Volunteer Form available online or through the office for parents/grandparents to consider where they could serve. Remember to log your hours served in the Volunteer Log Book, located in the School office. Your hours served may assist PHCA in receiving school grants.

SAFETY DISASTER PLANNING

CONCEAL AND CARRY ORDINANCE

Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a School Safety Zone.

ABOUT PHCA

ACCREDITATION AND AFFILIATION

Parma Heights Christian Academy (PHCA) was established in 1979 as a ministry of Parma Heights Baptist Church. The school became chartered by the State of Ohio in September of 1980 for grades kindergarten through six. PHCA was recognized in 2001 as a National Blue Ribbon School of Excellence. It became fully accredited by the Association of Christian Schools International (ACSI) in June of 1999. The school continues to maintain its accreditation through ASCI.

The following is ACSI's Statement of Faith:

- We believe the Bible to be inspired, the only infallible, authoritative Word of God.
- We believe there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, in His resurrection from the dead and His ascension to the right hand of the Father, and His personal return to power and glory.
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified, on the single ground of faith, in the shed blood of Christ and that only by God's grace and through faith we are saved.
- 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.
- We believe in the spiritual unity of believers in Christ.

CORE VALUES

Core values are those convictions and principles which Parma Heights Christian Academy has chosen to be the underlying foundation for all that we do.

1. PHCA will infuse a Biblical worldview into students and families in every aspect of their school experience.

Luke 6:40, II Timothy 2:1-2, III John 4

2. PHCA will encourage staff, students, and families to be actively involved in and committed to a Bible-believing local church body.

Deuteronomy 6:4-9, I Corinthians 9:7-14, Proverbs 29:7

3. PHCA will encourage and provide ministry opportunities to the local community and worldwide.

Acts 1:8, Matthew 28:19-20

4. PHCA will exercise Biblically based stewardship of all resources.

I Corinthians 4:2, Matthew 25:21, Philippians 4:19

5. PHCA will provide a challenging, Christ-centered and Biblically integrated curriculum.

Luke 2:52, II Timothy 3:16, Ephesians 4:14-15

It is the **VISION** of Parma Heights Christian Academy to engage students in a quality Christ-centered education that equips and challenges them to reach their unique potential spiritually, academically, socially and physically. Following Christ's call to excellence, PHCA aspires to be an exemplary Christian school characterized by innovative and engaging curriculum and teaching practices, well rounded programs, and appropriated facilities. We endeavor to foster a nurturing, mutually supportive school community of students who enthusiastically pursue learning and Christian character, parents who wholeheartedly support the school's mission, and qualified, caring Christian faculty and staff who sacrificially invest in the lives of students. Ultimately, PHCA desires to prepare and inspire students to impact their world for Christ through a life of service to Him.

NON-DISCRIMINATION POLICY

Parma Heights Christian Academy admits students of any race, color, and national or ethnic origin.

- Any consistent mistreatment, verbally or otherwise, of a fellow athlete or an opposing team's athlete will result in immediate removal from practice or game.

STUDENT TELEPHONE/CELL PHONE USE

Parma Heights Christian Academy allows the possession of telecommunication devices by students on campus during the regular school day. PHCA policy also states that the telecommunication device may not be kept on the student's person. This means that the device must be kept in a purse, book bag, etc.; it cannot be kept in the pocket of pants, coats, etc.

During the school day (defined as being from the time a student arrives on campus each morning until school is dismissed for the day), these devices also must be turned off and may not be used by students.

There is no reason that a student should need to use a cell phone during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone.

STUDENT VOLUNTEER PERMISSION FORM

Alumni students wishing to volunteer during school hours must submit a Volunteer Permission Form to the Academy Office at least two days in advance of their visit. We must have this form well in advance so that the teachers can confirm whether or not they need help that day. The form requires the approval of the teacher(s) and the Administrator in order for the student to visit.

VISITS TO CLASSROOM

No one is permitted to visit a classroom during school hours without the permission of the Administrator/teacher. Anyone entering the building during school hours must report to the school office to register their presence and to receive the proper identification badge.

PARENT INVOLVEMENT

MOMS-IN-PRAYER

Moms-In-Prayer is a group of mothers who have committed to meet together weekly to pray for their children. They lift up the school, students and staff, and the needs of PHCA to our Lord. Please contact the office for the specific day and time. We believe prayer for our school is a powerful tool in helping our children become the men and women God wants them to be.

Playground Rules:

- Play in designated play area.
- Stay on the blacktop when the ground is wet.
- Play in a safe manner i.e., no fighting, tackling, or throwing of snow.
- Share the playground equipment.
- Obey the recess aide on the playground.
- Report problems to the recess aide on duty.
- Return to the building only with recess aide's or teacher's permission.

ROOM REQUESTS

A Room Request should be completed anytime you will be using a room outside the normal daily school schedule. Room Requests are done by the Academy Office and should be submitted as early as possible, **but no later than two weeks prior to the event.** All room requests need the approval of the Administrator.

SHOPPING CARD PROGRAM

Parma Heights Christian Academy's Shopping Card Program through Central Purchasing Office, is one way everyone including friends and families can bring needed funds into the school without spending any additional money that you would not normally spend. Use our shopping certificates for all your daily shopping needs, such as groceries, gasoline, dining, school supplies, etc. or for your gift giving needs. We offer a variety of shopping certificates which may be purchased at face value and then spent just like cash.

To be an effective means of raising needed funds, the program encourages everyone (families, staff and friends) to participate on a regular basis.

SPORTS TEAM GUIDELINES

In an effort to increase the effectiveness of our Christian testimony through athletics at PHCA, the following guidelines for our coaches and athletes have been established. We believe that sports in a Christian school should be a step above the sports the world knows and loves. We are pursuing excellence in using God-given talents and gifts to glorify God.

- A developmental sports program is open to all 5th and 6th graders who maintain the Academy's specified grade point average of 2.5 for eligibility.
- Athletes must complete all overdue homework before coming to practice. No exceptions!

ACADEMIC POLICIES

GRADING POLICIES

Report cards are issued quarterly. Interim progress reports are distributed to ALL students midway through the first grading period and in subsequent quarters, as warranted. These reports will keep parent(s) informed regarding their student's progress as well as any areas of concern. If the student is doing unsatisfactory work or not completing homework assignments on a regular basis, the classroom teacher will notify parent(s) on an informal basis.

The following grading system is used on all progress reports and transcripts by Parma Heights Christian Academy:

Academy Achievement <small>(Conventional Grading System)</small>	Special Subjects	Citizenship, Work Habits <small>Sub-Categories of Content Areas</small>
A+ = 100	O = Outstanding	+ = Exceeds expectation
A = 93 – 99	S = Satisfactory	/ = Meets expectation
A - = 90 – 92	N = Needs more time/ practice or experience	- = Needs improvement/ practice
B+ = 88 – 89	X = Not applicable at this time	
B = 83 – 87		
B - = 80 – 82		
C+ = 78 – 79		
C = 73 – 77		
C - = 70 – 72		
D+ = 68 – 69		
D = 63 – 67		
D - = 60 – 62		
F = 59 - Below		

HOMEWORK

Suggested Amount of Homework - Homework is assigned on a consistent basis. While parental interest in and assistance with homework is desired by the student, he/she must learn to assume responsibility for his/her own work as early as possible. Supervision/assistance is needed by the primary student, but the upper grade student should be able to be accountable to the teacher for his/her work.

It has been suggested that nightly homework assignments should increase by ten-minute intervals at each grade level. For example, at grade 2, it would be reasonable to assume that the student would have no more than 20 minutes of homework. On the other hand, it would be expected that a grade 4 pupil could receive assignments that could take 40 minutes to complete.

PRINCIPAL/HONOR/MERIT ROLL

At the end of each grading period an Academic Achievement list is prepared (applicable for students in grades 3 - 6), as follows:

Principal's Roll 4.0 (straight A's)

Honor Roll 3.5 – 3.99 (A ~ average)

Merit Roll 3.0 – 3.49 (B ~ average)

Subjects considered for academic achievement are: Bible, Math, Science, Health, Language Arts and Social Studies. Students are disqualified if they attain a letter grade of F in any of these subjects.

STANDARDIZED TESTING

Standardized testing gauges each student's performance and progress. Students in grades K thru 6 are administered tests annually in the spring.

ADMISSIONS

LIFESTYLE STATEMENT

Parma Heights Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual behavior, bisexual or transgender behavior; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

CUSTODY DOCUMENTATION

The Academy is finding an increasing number of families experiencing transitions in parental/custodial relationships. In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. PHCA personnel will, therefore, send home notices, communications, etc. with the student. This information includes, but is not limited to, conference appointments, report cards, interim reports, discussions with school personnel, and tuition payment arrangements.

Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records and school information, the non-custodial parent has a right to access the same information as the custodial parent.

Cough drops may be brought to school. A note from the parent authorizing the teacher to dispense them or the student to take the cough drops when needed is required.

⇒ Kindergarten through grade 2, may bring in a bag of cough drops with their name and grade on the bag. This bag is then given to the teacher to dispense as needed.

⇒ Grades 3 - 6 may keep their cough drops in their desks. If the teacher sees that the cough drops are distracting the student, the teacher will keep the cough drops and dispense as needed.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held in early November and late January to include afternoon and evening appointments. Consult the school calendar for exact dates and times. A sign-up sheet will be posted outside each classroom about a week prior to the conferences. Other conferences may be scheduled as deemed necessary by either the teacher or parent(s).

PARKING

All Visitor/Parent Parking is located behind the school wing (*back one row from the sidewalk to allow for drop-off and pick-up*). Reserved parking for PHBC/SPS business is located directly behind the church facility/glass walkway. During school hours, visitors/parents must park south of the designated playground area (marked by two solid white lines). Academy parents, students, visitors should enter the building through the Academy entrance by the gymnasium.

SCHOOL PICTURES

School pictures are taken each year. It is not mandatory that students purchase these pictures but all students are photographed for the composites and yearbook. Students are encouraged to wear their Sunday best/dress clothing for these pictures.

RECESS

Recess is a part of our daily program. Students will go outside for recess, weather permitting. (If the temperature is twenty degrees or above, *with the wind chill factored in*, students WILL go outside.) Please insure that your student wears appropriate clothing for the season. In case of non-participation at recess, a student must have special permission from the administrator or a written note from a parent or doctor to be excused from recess. Unless directed by a teacher, students are NOT permitted to bring any personal toys, games or sports equipment from home to play with during recess or any time. They are to use the playground equipment as provided by the Academy.

LIBRARY

Library books are to be checked out for a one week period. Books must be returned to school to be renewed. They may be renewed twice. Students in grades 1 - 6 will be allowed to check out up to 2 books per week. Kindergarten students will check out 1 book a week after initial orientation. If a book is not returned on library day, a student will not be allowed to check out another book until the overdue is returned. There is a one week grace period for a book to be returned after it is due before a fine will be applied. The fine will be at a rate of **5¢** per school day until the book is returned. Students with outstanding books and or fines at the end of the quarter may not receive their report card.

LOST AND FOUND

Please label all clothing, lunch boxes and supplies with the student's name. A basket of lost items is located in the Academy office and should be checked frequently. Items that are not claimed will be donated to a charity organization a few times a year.

MEDICATIONS IN SCHOOL

Students are not permitted to carry medications with them while at school. There is an exception for older students to carry an inhaler. There is an authorization form for self-carry inhalers. A doctor does need to fill this form out.

It is important that parent(s) inform the school concerning any illness or sickness that would necessitate the student requiring special treatment, i.e. inhalers, Epi-pens, etc. Upon recommendation from the Cuyahoga County Board of Health we have developed the following medication policy.

- Medications deemed **medically necessary** by a physician will be administered by school personnel only and will be stored in the office.
- The form **Authorization for the Administration of Medication by School Personnel** must be completed and include name of medication, dosage, time to be given and possible side effects.
- The medication must be in its original container with the name and dose of the medicine on the container.
- The specific duration for the medication to be dispensed to the student must be included.
- This form **MUST BE** completed **PRIOR** to sending any medication to the school, and can be obtained from the school office or online.
- This form **MUST BE** signed by both the physician authorizing the medication, and the parent(s) authorizing school personnel to administer the medication.
- The physician's address and phone number **MUST** be listed on the form.

In cases of legal separation or divorce, it is necessary for the school office to have in a confidential file a copy of the custody document indicating legal guardianship of their student(s). In cases of an actual divorce decree invoking clear custody by one parent, the Academy is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the Academy office.

We will, unless instructed by a court order, provide access to review such information upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent.

In families experiencing separation of parents, or pending divorces, the above information will be sent home with the student to whichever parent currently has care of the student(s). It is requested that this information be shared by and between the parents. Since this situation frequently impacts on a student's achievement and interactions at school, parents are asked to maintain an open line of communication in this regard.

Further, custodial parents should realize that unless restricted by court order, any non-custodial parent has the right to attend school activities of their student(s), which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications, misunderstandings and misinterpretation and to allow the school to better attend to the duty of teaching your student(s).

In all cases of separation, divorce or "joint custody" (shared parenting agreements) entitling both parents access to school personnel and activities, one copy of communications and information will be sent home with the student(s) to be shared by and between parents. The school is unable to accommodate standing requests for duplicate communications to separate households.

IMMUNIZATIONS REQUIRED

DTaP/DT/Tdap/Td (Diphtheria/Tetanus/Pertussis)	4 or more doses required
Hepatitis B	3 doses required
MMR (Measles/Mumps/Rubella)	2 doses required
OPV, IPV (POLIO)	3 or 4 doses required
Varicella (Chickenpox)	2 doses required

KINDERGARTEN SCREENING

Prospective kindergartners are screened in March using the Kindergarten Brigance Screening. Each student circulates through a number of different stations in which readiness skills are assessed. Decisions regarding who will be selected are predicated using the student's performance on the screening instrument. Other factors which may have a bearing on who is selected include whether the student has a sibling already enrolled at PHCA, whether the student attended Sonshine Preschool, age of the child and if the family is a member of Parma Hts. Baptist Church.

TUITION, LATE FEES AND DOCUMENTS POLICY

It is the policy of the Academy to withhold report cards and requests for record transfers if there are any outstanding tuition payments, fees or documents. Students with outstanding items and fees may also be excluded from field trips until all items are submitted. Upon receipt of the required payments and/or documents, the parent(s) may request the aforementioned items.

A late charge will be assessed to a tuition account if a payment is not received within 10 days from the payment due date. An NSF fee will be assessed for all returned checks, plus a bank fee.

Tuition that is 30 days past due will invoke the Christian School Board's policy of excluding the student(s) from school until the account is brought up-to-date.

Tuition payment options are:

- Full pay (discount applied) if paid by August 20th
- 50/50 plan using FACTS. Fifty-percent of the tuition is due by August 20th and the final fifty-percent is due by December 20th, and is assessed a fee for direct electronic payment to FACTS.
- Ten monthly payments, beginning August 20 through May 20 using FACTS, and is assessed a fee for direct electronic payments to FACTS.

Changes made in payment terms from Full Pay to FACTS Payment Plans after June 15th will be assessed an additional fee.

TUITION ASSISTANCE

Each family seeking tuition assistance must apply through <https://online.factsmgt.com/aid>. There is a nominal fee to apply and applications are due April 15th. Applications are reviewed by FACTS Tuition Aid. You will need to include:

- A nominal application fee.
- Last year's Federal Income Tax Return (1040A or 1040 with all schedules) and a statement of prior year nontaxable income including, but not limited to: welfare, student support, Social Security, pensions, aid to families with dependent student(s), living and housing allowances, tax-free unemployment benefits, etc.

HAND HYGIENE IN SCHOOL

Frequent and appropriate hand washing is one of the easiest and most effective ways to prevent illness. Hand washing can help prevent illnesses such as the common cold, the flu, and gastrointestinal illnesses, as well as more serious diseases such as Hepatitis A and Meningitis. Nearly 22 million school days are lost annually due to the common cold. Diarrhea is second only to the common cold in causing lost school or work time. Proper hand washing is the best defense in preventing illness and in decreasing student absenteeism and staff sick days. Hand hygiene will be observed in our Academy and we are asking parents to stress hand hygiene at home as well.

Guidelines from the Public Health Department are as follows:

- Wet your hands and apply soap.
- Scrub for 20 seconds or sing the "Happy Birthday" song twice.
- Rinse hands.
- Dry hands with a towel or hand dryer.
- Use the towel to shut off the faucet.

Times when students/ staff need to wash their hands with soap and water:

- 1.) After using the restroom
- 2.) If their hands are visibly soiled
- 3.) If the student or staff member has encountered chemicals or other items, such as soil, art activity or education venue that soils hands
- 4.) If the student or staff member encountered chemicals during cleaning the school environment
- 5.) After cleaning animal habitats or handling animals
- 6.) Before and after each task when preparing food in any class
- 7.) After athletic practices and games
- 8.) If the student or staff member has encountered bodily fluids (e.g. blood, nasal discharge, mucus from coughing, etc.)

HOT LUNCH PROGRAM

All hot lunches are pre-ordered and prepaid monthly. Menu items and prices are subject to change. A la carte items are available daily and must be paid for with cash on the day they are purchased. Microwaves are located in the kitchen. Lunches can be heated for no more than 80 seconds to allow enough time for all lunches to be heated and consumed.

In the case of student illness or family emergency (funeral, etc.), a 50% refund will be issued in the form of a credit slip. Credit will not be issued for vacations or personal family days. For a Snow Day, 100% refund will be issued in the form of a credit slip. Since food must be purchased in advance, we cannot issue refunds for any other reasons.

To redeem credit slips, the actual credit slip **MUST** be attached to receive the credit. Lost credit slips will not be re-issued.

DAILY TIME SCHEDULE

7 - 8:00 am	Before School Care - (no fee for this service)	
8:00 am	Teachers escort students to classroom	
8:15 am	Class begins (students not seated at desk are marked <i>tardy</i>)	
11:00 am	Lunch – Grades K - 1	11:25 am Recess
11:30 am	Lunch – Grades 2 - 3	11:55 am Recess
12:00 pm	Lunch – Grades 4 - 5 - 6	12:25 pm Recess
2:40 pm	Bus riders dismissed	
2:50 pm	Dismissal for all students	
3:00 pm	Students not picked up by 3:00 go to After School Care	
3 - 6:00 pm	Signed in to After School Care (fees applied)	

The time before classes begins (7:45 - 8:15 AM) and dismissal time (2:50 - 3:15 PM) can be busy and is not the environment to discuss student issues. If you wish to meet with a teacher, you may send a note with your student or call the office and leave a message for the teacher. They will return calls within 24 hours.

Although the Administrator has an “open door” policy, it is often best to call ahead and set up an appointment when you have an issue you would like to discuss.

DRESS CODE

PHCA abides by a specific dress code for both boys and girls. This dress code can be found on our website. A hard copy is also available in the school office.

FIELD TRIPS

Each class takes a minimum of one field trip each year. Parents(s) will be notified of cost, transportation, food, drink or any other details involved. A field trip permission slip will be sent home and must be signed and returned to the student’s teacher. Students will not be permitted to go without a signed permission slip and a completed Emergency Authorization Form on file. If a parent is asked to drive on a field trip, a current Driver’s License and Proof of Insurance is required. The office makes a copy of both documents and keeps them on file. Every time a parent is a driver for a field trip, these forms are checked and need to be up to date.

When on a field trip, students are expected to abide by PHCA code of conduct which is listed on page 13 of this Parent Student handbook.

- Estimated current year taxable and nontaxable income with explanation of major changes from prior year (loss of or reduced income or benefits, etc.)
- A list of current assets and liabilities including estimated market value of home, other real estate and major items such as automobiles, investments, etc. Date of purchase and original purchase prices may also be required.
- Annual mortgage/rent, car/other loan payments, and the like, statement of unusual expenses and indebtedness or employment situation in the past which have resulted in current financial difficulties.

Incomplete documentation may be cause to deny assistance. The amount of aid awarded will depend on the amount present in the tuition assistance fund at the time decisions are made. Late submissions will lessen the amount of potential assistance. Final determination of awards of Tuition Assistance will be at the sole discretion of the Christian School Board.

If you are granted assistance for the current school year, you will be asked to volunteer with/at PHCA a minimum of 20 hours during the school year.

If an academic probation, disciplinary probation or other disqualifying event should occur, tuition assistance awarded will be reviewed for any necessary adjustments.

WITHDRAWAL PROCEDURES

All requests to withdraw must be submitted in writing stating the effective date and reason(s) for the withdrawal. In the event of withdrawal after the school year has begun parents would be responsible for tuition through the end of the month in which the withdrawal occurs.

ATTENDANCE

ABSENCES

In the interest of safety, parent(s) are required to call the office before 8:30 AM each morning of their student’s absence. In the event such a call is not made, you will be contacted at home or at work inquiring about the absence.

Students not present on any regular school day are counted absent, with the exception of our sixth grade students who will be given one day without penalty for visiting a potential school for the following school year.

When a student is absent, a parent may choose to pick-up work for the student. Requests for daily classwork/homework must be called in to the office by **11:00 AM**, to give the teacher ample time to organize homework to be picked up at the end of the day. The due date for make-up homework, will be determined by the teacher.

EARLY PICKUP PROCEDURE

If it is necessary to pick up your student(s) early or take them out of school for an appointment, be sure to send a note with your student that morning to alert the teacher and the office. Parent(s)/guardian(s) must come to the office to sign the student out. If they are returning that same day, they must also be signed back in at the office so that their attendance record can be accurately adjusted.

ILLNESS DURING SCHOOL

Students with a temperature of 100° or higher will need to be sent home, as will students who exhibit signs of a contagious condition or injury requiring professional medical attention. Other reasons include vomiting, diarrhea, rash, pinkeye or lice. The student will be isolated until the parent(s)/guardian(s) are contacted and can take them home. If there are symptoms of a rash or pinkeye, the student may not come back to school until cleared by a physician.

LICE

If a student has lice, this information **MUST** be reported to the office. It is important to get the information to other families in the same class, so those students can be checked, to prevent any more cases. The identity of the student will remain anonymous. A student may return to school after all live lice and nits are removed and an office staff member has checked the student.

PROLONGED ABSENCES

Prolonged absences during the school year are strongly discouraged, but we recognize that on rare occasions it may be necessary for families to go out of town during scheduled school days. In such an event, the parent(s) must inform the school office and the teacher, in writing, **two weeks prior** to the absence. Class work may be given in advance at the discretion of the teacher. Parents are responsible for making arrangements with their child's teacher for all makeup work.

TARDY POLICY

Students are considered tardy if they are not seated at their desk and ready to begin the day by 8:15 AM. Students should arrive by 8:00 AM to enable them to hang up clothing, sharpen pencils, prepare for class, etc. The following has been established for those students tardy ten times or more:

10 times tardy	warning letter from Administrator
15 times tardy	\$20 fine
25 times tardy	\$25 fine (additional \$5 for every 10 tardies thereafter)

In the event of inclement weather that causes the school buses to be late, a blanket exempt tardy will be issued to all students arriving late that morning. An exempt tardy will NOT be counted against attendance. Tardies for any other reason will stand. Under extreme circumstance the Administrator will make the final call.

A form with information about after care needs can be obtained in the office or with the After School Care staff. This form is to be filled out and turned in. This form includes the fee structure, emergency contact names and numbers and any other important information.

BIRTHDAY PARTIES / INVITATIONS

Parents should check with classroom teachers to make arrangements if celebrating their student's birthday at school. For parties outside of school, invitations can only be distributed at school if *ALL* the girls **or** *ALL* the boys **or** the entire class is being invited to the birthday party. If the preceding list is not invited, then invitations should be mailed to those individuals being invited.

CHECK POLICY

All payments to the Academy, including lunch fees, after school care, etc., should be made by check, payable to PHCA for record keeping purposes. Fees under \$1 may be paid in cash. Any returned check will be accessed a \$35 bank fee.

CLOSINGS/WEATHER RELATED CLOSINGS

The Administrator determines when school is closed due to weather. **We do NOT follow Parma City Schools.** A text alert or email will be sent to alert families of the school closing. Closing information due to inclement weather or any other reason should be obtained from TV, radio or the internet. Do not call the school office for this information.

COMMUNICATING TO OUR FAMILIES

The school calendar (available on our website) highlights all of the year's major events. A school wide newsletter, *The Herald*, is mailed out quarterly to our Academy families, grandparents and friends of PHCA. Teachers will send home a weekly *Classroom Newsletter* with *Office News and Notes* on the back (also on our website: www.phcawarriors.com). The teachers and administration will contact parent(s) as necessary via letter, note or phone call. Occasional flyers will go home announcing upcoming events/activities.

COMMUNICATING WITH STAFF

Most staff members have a PHCA email address. Email is checked daily. If you need to speak with a staff member immediately, please call the Academy Office. Out of respect for all of our staff and their families, please direct your phone calls through the Academy office. Please do not contact any PHCA staff member at home regarding any school matters unless specifically instructed to do so.

When a student is suspended from the Academy for a day or more, the following consequences have been established as academic discipline. Any test missed on suspension days will not be made up and will receive a score of 60% (failing). Class work that can be made up will be done during the suspension and submitted to the classroom teacher at the reentry conference. If not completed, the suspension may be extended at the administrator's discretion. In addition to classroom work, the student may be given an assignment from the administrator to assist in learning the biblical standard that is being violated.

Expulsion

Any student who is repeatedly placed on disciplinary probation will be subject to expulsion without benefit of tuition refund.

Prior to a student's being expelled, a hearing will be held with the parent(s), student, administrator and a representative of the Christian School Board to explain the reasons for the expulsion. Terms will be placed in writing. Students who are expelled will not be considered for re-admission until the start of the next Academy year.

Students reaching the two-day out of school suspension level during the school year may be denied readmission (exception: documented medical intervention occurring), see re-enrollment standards.

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11

GENERAL SCHOOL INFORMATION

ACCESS TO CLASSROOM AFTER DISMISSAL

Students and/or parent(s) desiring to retrieve a forgotten item such as a text or notebook must do so prior to 3 PM. Access to a classroom after 3 PM can only be granted by the classroom teacher or the school office staff.

BEFORE/AFTER SCHOOL CARE

Before School Care is provided at no charge from 7 - 8 AM beginning the first day of school in the Family Life Center (gym).

After School Care is available from 3:00 - 6 PM beginning the first day of school. It is available to all students at an hourly rate. A supervised environment, games and activities, snack time and study time are all a part of this service.

DISCIPLINE POLICIES

PURPOSE

The purpose of the discipline policy is:

- to apply biblical principles to daily living. (I Thessalonians. 5:6)
- to encourage students to develop a lifestyle that is consistent with the Bible.
- to teach students to respond to authority with a positive attitude.
- to teach students to respond with respect and kindness to one another.
- to protect and build respect for the property of others.
- to encourage complete honesty in all situations.
- to avoid behavior which may tempt a weaker brother.
- to provide an atmosphere where consistency is of paramount importance.

BEHAVIOR GUIDELINES

The biblical and philosophical goal of Parma Heights Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualifies or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Parma Heights Christian Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behaviors. Thus, Parma Heights Christian Academy retains the right to refuse enrollment to or to withdraw any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual/transgender or is a practicing homosexual/bisexual/transgender, as well as any student who condones, supports, or otherwise promotes such practices. (See Leviticus 20:13 and Romans 1:27)

The PHCA Christian School Board and Administrator have established guidelines to encourage proper deportment. Please help your student understand the importance of observing the following:

- Walking quietly in the halls.
- Eating only in the lunchroom or specified areas.
- Gum chewing is not permitted.
- Orderly behavior is expected in the restrooms.
- School property must be treated with care and respect. Any damage done intentionally may be paid for by the student responsible and his or her parents.
- Respecting the property and rights of others.

- Respecting all persons in a position of authority.
- Student’s behavior on buses and carpools is expected to model respect and common courtesy.
- Cheating and stealing are wrong, and students who choose to involve themselves in such activity will be disciplined.
- Any use of tobacco, alcohol or illegal drugs is prohibited. Use of, or involvement with any of these items will be considered a major infraction of school policy resulting in severe punishment and probable suspension or expulsion.

God’s standard ~ Be Holy ~ 1 Peter 1:14 - 16

CLASSROOM DISCIPLINE

As a Christian school, our primary focus is to assist our students to become all that God intended them to be in the context of our academic environment. Biblical principles are the basis for our behavioral expectations of students and adults alike.

The following biblical standards are expectations that God says should guide our lives, especially in a Christian school environment.

Holiness is modeled by the way we treat people and things around us as an overflow of our dedication to God and seeing things as He sees them. It is often seen best in the three areas – RESPECT, HONOR and HONESTY (RH²). Respect is key to a student’s learning success and is expected to be observed in the following six areas.

<u>Respect for Authority</u> ~ Romans 13:1 - 3	<u>Respect for Peers/Siblings</u> ~ Matthew 7:12
<u>Respect for Parents</u> ~ Ephesians 6:1 - 3	<u>Respect for Nature</u> ~ Genesis 1:31
<u>Respect for Age</u> ~ Leviticus 19:32	<u>Respect for Property</u> ~ Exodus 20:15

Respect for those in authority, such as teachers and parent(s) is demonstrated by the way a student obeys. This is also an area where God has given a standard that we embrace at PHCA.

Immediate ~ Jonah 1
Complete ~ James 2:10
Without Complaint ~ Philippians 2:14
Without disrespectful questioning ~ Proverbs 17:19

Within each classroom, age-appropriate expectations with accompanying rewards and consequences will be fully communicated by each classroom teacher. Individual classroom behavioral expectations are approved by the Administrator, posted in each classroom and sent home to each family.

DISCIPLINE PROCEDURES

Teachers will employ encouragement, warning and in-class consequences. Only when these discipline strategies have been exhausted, will the student be sent to the Administrator. After identifying and verifying the issues at hand, administrative disciplinary actions may be taken. The following administrative disciplinary actions may be taken:

- First visit** ~ call or note home to parent(s)
- Second visit** ~ call or note home to parent(s); loss of privilege
- Third visit** ~ meet w/parent(s); detention
- Fourth visit** ~ meet w/parents(s); in-school suspension

For behavior resulting in physical harm, threats of physical harm or damage to property, more severe consequences may result. Any major disciplinary action will involve the student’s parent(s) and Administrator before final action is taken.

Disciplinary Probation

Persistent rebelliousness, misbehavior that is a bad influence to other students, or deliberate and continued disobedience, which has an adverse effect on the Academy’s testimony, will result in disciplinary probation.

In order to invoke disciplinary probation, a conference will be held with the parent(s), student, teacher and Administrator to explain the reasons for and terms of the probation. The terms will be in writing, with suggestions for parental action. A copy will be sent to the Chairman of the Christian School Board. Students on disciplinary probation cannot participate in extracurricular activities or co-curricular activities (i.e. field trips, etc.) until the terms of probation are met.

Suspension

Any student on disciplinary probation who has exhausted the above outlined discipline procedures, fails to develop acceptable behavior patterns, refuses to comply with the terms of the probation or commits a major infraction of school policies will be subject to suspension from the Academy, for a period not to exceed five days.

When a student is to be suspended, a conference will be held with the parent(s), student and Administrator to explain the reasons for, as well as the terms of the suspension. The terms will be placed in writing along with a suggestion for parental action, and sent to the parent(s). A copy will also be sent to the chairperson of the Christian School Board for review.