

Providence Classical School Parent-Student Handbook



PROVIDENCE
CLASSICAL SCHOOL OF ROCK HILL

2023-2024

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DISCLAIMER:

This handbook does not contractually bind Providence Classical School and is subject to change without notice by decision of PCS's governing body.

Purpose and Philosophy

Mission Statement

Our mission is to assist parents in training their children to love the Lord their God with all their hearts, souls, and minds. Using a classical methodology and proven curriculum, the mission of PCS is to provide students the necessary tools to acquire, comprehend, express, and defend knowledge from a Biblical worldview and to equip them to fulfill the calling God has for their lives.

Values

- Self-discipline: We seek to develop students who are diligent and self-motivated learners, and who strive to do all things with excellence for the glory of God.
- Truth: We seek to give students the tools to know and defend God's truth and to instill in them a Christian worldview that sees all of life from a Biblical perspective.
- Love for Learning: We seek to promote a culture in which students are safe, loved, and respected, and to ignite in them a passion for learning that will continue for a lifetime.
- Faithfulness: We seek to equip students to be faithful and fruitful servants of Christ, encouraging them to be shapers of the culture rather than formed by the culture.

Traditional Christian Education

We acknowledge God as the Creator and Sustainer of all things. We believe that He has revealed Himself through His Creation and ultimately through His Word. He is the author of all truth. We were created to know Him and to bring Him glory in every aspect of life. We affirm the Confessional Statement set forth by The Gospel Coalition (thegospelcoalition.org) and believe that the Bible speaks with final authority concerning truth, morality, and the proper conduct of mankind. It is the sole and final source of all that we believe and for the purposes of Providence Classical School's faith, doctrine, practice, policy, and discipline, our Board of Directors is PCS's final interpretive authority on the Bible's meaning and application.

PCS is a classical, Christian school. We exist to partner with like-minded parents in helping students develop discipline, a lifelong love of learning, and the ability to think critically. We believe these skills will prepare them to accomplish whatever God calls them to do in life. We seek to point students to God as they explore what He has created. We strive to create an academic community of teachers and learners characterized by the highest expectations in scholarship and Christian character.

We believe in the principles of traditional pedagogy because they are consistent with human nature and are most effective for student learning. The classical, Christian education model strives for continuity of curriculum and mastery learning.

In the traditional classroom, a knowledgeable, enthusiastic teacher carefully leads students into an understanding of each subject. Classrooms are quiet, orderly, and disciplined. Lessons are incremental, content is age-appropriate, and students learn the important skill of quality written work completed in a timely manner. Homework is moderate and is for the purpose of practicing or preparing for a lesson. The traditional classroom is consistent with human nature, and the experience of many decades has demonstrated its superiority over the modern child-centered classroom.

Contact Information:

PCS Office
Eastside Baptist Church
318 North Jones Avenue
Rock Hill, SC 29730
(803) 900-9582
office@pcsrh.org

PCS Mailing Address
Providence Classical School
PO Box 37891
Rock Hill, SC 29732

Website www.providenceclassicalrockhill.org

Administrative Staff Contact Information

Marcie Davis	marcie.davis@pcsrh.org	Head of School
Adrian Swain	adrian.swain@pcsrh.org	K – 12 Principal
Ed LaRock	ed.larock@pcsrh.org	Vice Principal
Nikki Dixon	nikki.dixon@pcsrh.org	Director of Admissions
Brandon Eiff	brandon.eiff@pcsrh.org	Director of Operations Athletic Director
Amanda Patterson	amanda.patterson@pcsrh.org	Event Coordinator Academic Guidance
Lauren Koch	lauren.koch@pcsrh.org	Director of Development
Elizabeth Litchford	elizabeth.litchford@pcsrh.org	Office Manager/Registrar
Alisha Sewell	alisha.sewell@pcsrh.org	Financial Director

Administrative Responsibilities

- Ensure the operation and safety of our campus.
- Plan, implement, and evaluate the curriculum.
- Establish clear lines of communication with parents, students, and the community.
- Train, supervise, and evaluate school personnel.

The goal of the PCS administrative staff is to serve the students, teachers, and parents by listening to concerns, gathering information, and making decisions that are consistent with the school's vision.

School Policies and Procedures

Financial Information

PCS Tuition Agreement

All families are expected to complete a tuition contract with either their enrollment or re-enrollment forms. All enrollments and re-enrollments are pending until a tuition contract is received by the deadline stated. After the deadline, students without contracts are placed on the waiting list.

Late/Bounced Payments

Payments more than 7 days late will incur a \$25 late penalty. Bounced checks or withdrawals will incur a \$25 processing fee in addition to the late fee. Accounts overdue by 25 days will be additionally subject to interest at a 1.5% per month and full tuition for the year will become immediately due.

Full Year Obligation

Tuition agreements obligate paying a student's tuition for the entire school year. **After June 1st, full tuition will be due;** except a prorated rebate, not to exceed half of tuition, will be granted in the following circumstances:

1. The student moves outside the greater Rock Hill area (50 miles from the school) with 60 days written notice.
2. The student experiences extended illness and is unable to attend school.

Re-Enrollment

Re-enrollment is not automatic. Each family receives an email with re-enrollment instructions in December. Families must sign and submit these forms WITH the re-enrollment fee by the published deadline to secure placement. After the deadline, openings are filled with applicants from the waiting list or new applicants. Only students who demonstrate sufficient academic performance and appropriate behavior qualify for re-enrollment. Students with deficient academic performance, poor attitudes, or unsatisfactory work ethics may not re-enroll or may be required to repeat a grade.

Sibling Enrollment

While siblings of current students are given preference, enrollment is not guaranteed. Sibling applicants, like all other applicants, must demonstrate sufficient academic performance, developmental readiness, and appropriate behavior.

Student Arrival-The School Day begins at 8:00AM

Front doors open at 7:30am. Students should arrive by 7:55am. Classes begin at 8:00am. Classroom doors will close at 8:00am, and a student will be considered tardy if he/she is not in the classroom before the door closes. Parents will need to sign their child in if they arrive after 8:00am. Please see diagrams at the end of this Parent Handbook for drop-off/pick up procedures.

All students should go straight to their homeroom unless they have tutoring or another prior arrangement.

Student Dismissal

Students in grades K-2 will dismiss at 3:00pm. Students in grades 3 and higher will dismiss at 3:30pm. Students in grades K-2 with siblings in older grades may be picked up at 3:30 as well. Please see diagrams at the end of this Parent Handbook for drop-off/pick up procedures.

Carpooling

Anyone approved to pick up your child should have been listed in your family portal in FACTS at the time of enrollment. Any changes to this list should be emailed to office@pcsrh.org. Please email the office and your child's teacher any changes to the normal routine.

Student Safety

Providence Classical School does everything possible to support the safety of your child during arrival and dismissal. However, it is ultimately the parents' responsibility to oversee the children's safe arrival and departure. When parent/student convenience conflicts with the safety of any PCS student, we must choose the latter. You can help in providing both safety and convenience by:

- Arriving on time for drop-off and dismissal
- Postponing conversations with faculty and administration until dismissal has ended. Please park and enter the building after dismissal has ended at 3:45 PM
- Obeying parking and traffic flow requests
- Reducing your speed
- REFRAINING FROM ALL CELL PHONE CALLS DURING CARPOOL
- Establishing a routine with your child
- Informing PCS administration in advance of any unique drop-off or pick-up scenarios
- Being patient and courteous with all members of the PCS community

After-School Supervision

PCS is not equipped to supervise students after school. All students must be picked up before 3:45. If an emergency prevents you from picking up before this time, please call the school office.

Students who are not picked up on time (due to an emergency) will be sent to the office. Students are expected to work on homework until a parent signs them out. Parents whose children consistently remain on campus after 3:45 without prior notice of an emergency will be contacted by the administration to resolve the issue and may incur penalty fees of \$1/minute.

Visitor Policy

All parents and/or visitors must sign in at the front desk and receive a VISITOR badge. Teachers have been instructed to stop and question anyone in the building without a visitor's badge.

Messages for Students

If it is necessary to get a message to your child, call the school office and leave your message. It will be relayed between classes. Only in an emergency situation do we interrupt class to deliver a message. Students are allowed to use the office phone to call home during lunch and breaks if necessary. Student cell phones will remain at the front desk from drop-off until pick-up.

Inclement Weather Policy

Providence Classical School makes all decisions for school closing, delayed start, and early dismissal. You can find information regarding school closing by

- Receiving a PCS text.
- Checking the PCS website www.providenceclassicalrockhill.org.
- Receiving a PCS email

All of these sources will have closing information. If there is no announcement, then school is open and operating on a normal schedule. Even if school is open, you should use your best judgment in evaluating travel conditions. Tardy policies are more lenient on inclement weather days.

Attendance Policies

It is vital that we have parent cooperation where attendance is concerned. Academic progress and achievement as well as work and study habits are reliant on prompt, regular attendance. In addition, tardiness and absences disrupt class. Students are expected to attend school every day unless they have an excused absence. All absences and tardies, whether excused or unexcused, count in the total absences for the year.

Attendance is required for all-school programs including the Adeste Fidelis Christmas Program and Graduation/Closing Ceremonies. Upper School students unable to attend will have a paper to write for Fine Arts or their grade will be affected.

Tardiness

Classes begin at 8:00AM. Classroom doors will close at 8:00am, and a student will be considered tardy if he/she is not in the classroom before the door closes. Excessive tardies could result in a lowered course grade, course failure, or could affect a student's re-enrollment for the following year. Three tardies constitute one unexcused absence.

Parents must sign in all students arriving after 8:00 AM.

Absences

Absences in excess of 15 per year for grades K-7 and 12 per year for grades 8 and up could result in a lowered course grade, course failure, make-up classes, or could affect a student's re-enrollment for the following year.

- A student is considered absent if he is gone for the majority of the school day.
- Please schedule appointments on non-school days when able.

Excused Absences

- Illness is an excused absence. However, if a student is absent for four or more consecutive days, a doctor's note must be provided to the school office.
- Examples of non-medical excused school absences would be family events such as weddings, funerals, reunions, college visits, certain athletic competitions, or educational opportunities.
- For a student to be approved for a scheduled absence, the student must be in good standing academically and have a good attendance record.
- Parents needing to schedule an absence should inform the PCS office **AND** the classroom teachers prior to the absence. However, students should expect some make-up work upon their return.

Unexcused Absences

- Absences that are generally unexcused include family vacations and days immediately before and after Thanksgiving, Christmas, and Spring Breaks.
- Teachers are not required to provide work ahead of time for students with unexcused absences.
- Excessive unexcused absences could result in a lowered course grade, course failure, or could affect a student's re-enrollment for the following year.

Absence and Extra-Curricular Activities

- If a student is absent from school for more than ½ the day, he/she may not participate in after school activities or events, including athletics, without the permission of an administrator.

Early Dismissal

Parents should inform the teacher **AND** the school office email indicating the time and reason for early dismissal. Parents must come to the front desk and sign out their students should they need to leave early.

Academic Policies

PCS offers a classical, Christian education. The goal of a classical education is to develop the mind of the student through Latin and mathematics, and to develop wisdom and virtue through a careful reading of the classics. In all of our programs we strive for continuity and mastery of learning. Classical education also focuses on teaching age-appropriate material through age-appropriate methods. We follow the classical trivium which emphasizes memorization and accumulation of facts in the grammar stage; evaluation, analysis, and integration of information in the logic stage; and the articulate expression of ideas through the spoken and written word in the rhetoric stage.

PCS has three distinct academic schools, Primary School (K-2), Grammar School (3-6), and Upper School (7+), that correspond to the trivium stages. Academic expectations and workloads increase significantly at each transition. While all students are subject to reevaluation at the end of every school year, particular scrutiny is given to students at the transition years. The school makes every effort to identify early on those students who are struggling and then communicate concerns and recommendations to the parents.

Academic Integrity

PCS expects the highest standards of academic integrity from all students. Students should conduct themselves with a character befitting the classical, Christian ideals that define our school. Academic dishonesty consists of, but is not limited to, cheating, plagiarism, or assisting another to engage in such activities. Students who demonstrate a lack of academic integrity in any way are subject to disciplinary action or expulsion.

Academic Probation

A student whose academic performance falls below the acceptable standard as dictated by the classroom teacher and PCS administration is placed on academic probation. Typically, a student with a cumulative GPA at or below 2.50, or below a 2.0 in any individual class will be placed on probation. A student on probation is given an additional trimester to improve his/her grades (GPA) to an acceptable level as determined by the classroom teachers, parents, and PCS administration. Failing to meet the requirements of probation may result in dismissal from PCS. In addition, students falling below the minimum GPA requirement may forfeit eligibility for sports and/or extracurricular activities.

Grading Policies

Grading Scale

Grammar & Upper School	
Range	Letter
100-90	A
89-80	B
79-70	C
69-60	D
59 or less	F

The academic year consists of three trimesters. Only final grades are recorded on the student transcript. Grades and course weight are assigned according to the South Carolina Uniform Grading Policy (see chart above). Grade point average is computed on a scale using all academic courses credited toward high school graduation. Class rank is based on cumulative

GPA. All students in the class will be included in the rank, which will be printed on the final transcript at the end of each academic year from grades 9-12.

Primary School K-2 students are only assessed on whether they meet or exceed expectations; letter grades or averages are not given on assessments or report cards.

PCS Grading Philosophy

Grades provide students and parents a quick "snapshot" of teacher evaluation regarding academic proficiency, classroom contributions, and overall subject knowledge. Examples of class assessments include tests, quizzes, homework, daily participation in class, etc. Teachers allow students an array of opportunities to display their skill sets, which provides teachers with adequate information to ultimately assign a final grade.

Unfortunately, the significance of traditional letter grades has been minimized considerably over the years.

Working hard to earn a B in a challenging course is not widely viewed in our current culture as a praiseworthy accomplishment. A student who gives his best effort to earn a B will be recognized and praised as much as the student with a slightly higher academic aptitude who works hard and receives an A. The common denominator is hard work, effort, and drive. The distinction in the grade reflects knowledge acquired.

Grading Terms

PCS divides the school year into trimesters. Report cards will be available one week after the end of each grading trimester. Final grades will be issued for each class at the conclusion of the year.

Mid-Term Progress Reports

All students receive a mid-term email report. Teachers will indicate if your child is meeting expectations or what aspect of a student's performance needs improvement (homework, participation, tests, quizzes, not performing up to potential, not prepared for class etc.). Mid-term reports are not part of the student's permanent record. Teachers will be available for optional parent teacher conferences for two weeks following the first mid-term. Parents of students not meeting expectations will be required to meet with the teacher to discuss a plan for how to help the student progress.

Enrichments

PCS offers excellent enrichment opportunities through Art, Music, and Physical Education. A student's grade in these courses is determined by the following:

- Attendance, preparation, and participation in weekly class.
- Attendance and participation in PCS performances (e.g. programs and cantatas, with no more than 2 per year occurring outside of regular school hours).
- Arriving on time and dressing appropriately for performances and class

Make-Up Work Due to Illness

Primary School Absences (K-2)

- The teacher will gather books if necessary and communicate any make-up work via email or assignment sheet.
- Teachers will make arrangements with students/parents to make up tests.

Grammar School Absences (3-6)

- The teacher will gather books if necessary and communicate any make-up work via email or assignment sheet.
- Teachers will make arrangements with students/parents to make up tests

- For make-up tests more than 45 minutes in length, the teacher will communicate directly with parents to schedule a time for the students to take the test after school.

Upper School Absences (7+)

- Ultimately, it is the student’s responsibility to collect make-up work due to an absence. The PCS administration does not gather make-up work and assignments for absent students.
- Absent students should call classmates or email the teacher for missed assignments.
- A classmate of the absent student(s) may also record the day’s assignments.
- Upper School Students who are absent should check with their homeroom teacher, upon returning, for make-up or graded assignments.
- Students must be prepared to take tests and turn in major projects on the day they return to school following an excused absence unless they have made other arrangements directly with the teacher.
- Students are responsible for making up tests and quizzes by the date determined by their teacher. Failure to do so may result in a zero for the missed assessment.

Social and Cultural Policies

Uniform Policy

PCS is a classical, Christian school with a unique culture of discipline, tradition, and excellence. Our uniform policy and dress standards are designed to support and reinforce these values. Ensuring your child honors the letter and the spirit of the uniform policy assists us in this task.

The PCS Uniform Policy may be viewed at <http://www.providenceclassicalrockhill.org> under the Current Students tab. Students should be in uniform when they arrive to school.

For boys, hair should be neat, conservative in style, above the collar and ear, and above the eyebrows. Boys may not have earrings, facial jewelry, tattoos, or facial hair.

Girls should exhibit modesty and good taste. For girls, skirts and shorts should be no more than four inches above the knee, and make-up, nail polish, jewelry, and hair accessories should be non-distracting and appropriate for a school setting (no facial jewelry). All hair accessories must be in school colors. Hair should be neat, off the face, and not be dyed unnatural colors.

The faculty and administration reserve the right to require students to modify any elements of dress or appearance that are inconsistent with the culture of the school.

School Discipline Policy

Teachers and administrators recognize that maintaining a well-disciplined classroom is key to learning. We believe *“knowledge without virtue is a dangerous thing,”* therefore encouraging virtuous behavior is as important as encouraging excellence in math and grammar. Student behavior, attitude, and physical disposition should contribute positively to the classroom environment and PCS’s culture of excellence in character. To that end students are expected to uphold the *PCS Student Code of Conduct*, printed below.

The PCS Student Code of Conduct:

1. We cheerfully and promptly obey the authority under which we are placed.
2. We may appeal respectfully and courteously. We do not argue or negotiate.
3. We love and honor one another.
4. We give encouragement to each other.
5. We do not point out the shortcomings of others in order to build ourselves up.
6. We tell the truth.

7. We do not disrespect the classroom and teacher by passing notes or otherwise interrupting.
8. We do not spread rumors or gossip.
9. We will not make excuses for our wrong actions but will admit them.
10. We avoid cliques, clubs, or games that exclude others.
11. When others are sorry, we forgive them.
12. When others are sad, we comfort them.
13. When we have work to do, we do it without complaining.
14. If we make a mess, we clean it up.
15. We treat one another with respect and patience.

Dealing with Disciplinary Issues

The administration works with teachers to determine all consequences for misbehavior. Those consequences may include: talking to the teacher privately, notes or phone calls home, short time-outs for younger children, and meeting with the principal. To ensure effectiveness, teachers consistently communicate with administration regarding problems with students. PCS expects families to support the school's cultural standards and to act in accordance with our statement of faith. When the family and school behavioral expectations are in conflict, the administration will take action to protect the integrity of the school culture. It is understood that attendance at PCS is a privilege and not a right. This privilege may be forfeited by any student who is not willing to conform to the standards and rules of our school both in conduct and attitude.

Teachers handle problems in an authoritative and professional manner. They document academic and behavioral problems to ensure accurate communication with parents and the administration.

Student behavior that negatively impacts Providence Classical School or a PCS student through spreading gossip, bullying, threatening, or other forms of harassment, including all forms of electronic communication, will result in disciplinary action.

Classroom Food and Drink Policy

Students may not have food during class hours except during designated snack break. Students should not bring food or drinks to school, except for sack lunch and a snack. This includes coffee and breakfast in the mornings.

High school students have the privilege of bringing beverages to first period only.

Water bottles must remain in cubbies or lockers and students are given a chance at the end of each class or during designated break times to get water.

Chewing gum is not permitted at school.

Social Media

PCS teachers are not to communicate with PCS students via social networking sites. School-related concerns should not be addressed by students, parents, or faculty via social media.

Electronic Devices

Students may not use cell phones, smart watches, cameras, or other personal electronic devices from 7:30-3:45. These items, if brought to school, must be checked in upon arrival, and should be clearly marked with the student's name. Any items not checked in will be confiscated. Confiscated items will be returned to the student after school hours on the first offense. Future confiscated items must be picked up in the office by the parent. If you need to get in touch with your child during the day, please call the school at 803-900-9582.

For Dual Enrollment courses that require a computer, devices must be turned in to the front desk upon arrival at school. Devices will be brought to class by the teacher and gathered at the end of class. Students may pick up their devices at the front desk at the end of the day.

School-Sponsored Social and Extra-Curricular Activities

We are a Christian school with an academic focus. While the academic needs of the school will always supersede extra-curricular activities, we recognize the value of well-designed extra-curricular programs. So as not to disrupt the school's culture or values, we introduce extra-curricular and social opportunities with caution and discernment. We ask parents to support the school's academic priorities.

Birthdays

PCS will provide an ice cream or dairy free treat for each child's birthday. Due to the number of students and possible allergies, we are no longer allowing parents to bring in treats to share with the whole class to celebrate birthdays. Parents are allowed to bring their child lunch for their birthday and are welcome to stay for lunch with their student.

Invitations to parties should NOT be distributed at school unless the entire class (or all boys or all girls) is invited. Parents who want to have smaller, more specific parties should mail invitations directly. Please follow the same guidelines with thank you notes. Students should not talk about small parties, sleepovers, etc. when all students from the class were not invited.

Field Trips, Holidays, and Classroom Parties

Because of PCS's academic focus and abbreviated schedule, the use of class time for non-curricular activities is highly discouraged. With the exception of a few teacher-planned, curriculum-related events, class time will not be used for movies, parties, or special programs.

PCS does not take field trips during school hours. Information regarding date and time of field trips will be sent home with the student prior to each trip. Field trips are voluntary in nature and will be scheduled when school is not in session. Parents will be expected to arrange transportation and supervision for their children to and from all field trips.

The manner in which a holiday is celebrated shall be determined by the teacher in accordance with the school's philosophy. It is the position of the school that holiday celebrations should focus on the significance of the particular holiday, and on our sense of community and family. Therefore, celebrations do not include elaborate plans, food, gift bags, and trinkets.

Recess/PE

PCS students will have outdoor recess and/or PE if temperature is above freezing and conditions permit. Students should come to school with appropriate outerwear each day. Please label outerwear with the student's name. Should your child need sunscreen or insect repellent, please apply long-lasting sunscreen or repellent before school. You can also send your child with a repellent device such as a wristband. Teachers cannot apply sunscreen or repellent to students.

Please see uniform policy for PE dress code for grades 6 and higher.

Parent Volunteer Hours

As a condition of enrollment, all parents are required to assist with a total of six hours of service per family. Service hours are for approved administrative projects and do not include assisting at sporting events, helping with classroom parties or teacher projects. Work fees of \$150 will be assessed if this commitment is not met by the end of Ap. All volunteers must check in with reception before serving.

Communication

A student's successful experience at PCS depends in large part on open communication between families, teachers, and administration. This requires persistent effort by all parties, combined with mutual trust and respect. To that end, we ask parents to follow these guidelines:

Communicating With Faculty

- Please do not text teachers on their cell phones.
- Faculty email addresses are provided by each teacher at the beginning of the school year.
- You may leave a message for your child's teacher at the reception desk, and the teacher will return your call at the earliest convenience.
- If you would like to speak with your teacher in person, please email to make an appointment. Teachers are not permitted to speak with parents regarding academic concerns during carpool or school hours.

Addressing Concerns

- Parents should copy the Principal when emailing teachers about significant concerns in order to keep the administration informed of classroom circumstances. Teachers will do the same when emailing parents.
- If you have a concern about curriculum content, school policy, or school philosophy, ask to speak with an administrator.
- If you have questions about the day-to-day workings of a particular classroom (grading, discipline, homework load, etc.) contact the teacher via e-mail.
- In the rare instances when a parent and teacher cannot come to an agreement, you may take the issue to our administration.
- At no time should an individual student or family problem be addressed to non-involved parties. In the great majority of cases if you have worked patiently and in good faith with the teacher or administrator you will find a satisfactory resolution.

Using the Directory

The information in the school directory is kept private and distributed only to PCS families. The directory may not be shared with other families or used for solicitation. Emails to the entire student body should only be sent out through the administration.

Lost And Found

Please label student sweaters, jackets, lunch boxes, etc. with student's name. Lost and found items are located at the front desk. Please check them regularly. Any unclaimed items will be thrown away or donated to charity at the end of each month. Spirit wear items that are unlabeled will be kept for uniform/spirit wear resale.

Lunch Program

PCS students are required to bring a sack lunch and water bottle each day. Water is the only drink we allow students to bring to school (except for the high school first period privilege). There are no microwaves available for use, so please pack accordingly. Students may not share food. Catered lunches will be available for purchase each Friday and advanced notice will be given for ordering.

Parent Lunch Information

Parents may eat lunch with their student, but please remember, while students may enjoy an occasional visitor, lunch is an important time for students to socialize with their peers.

Medical Policies

All students are required by law to have a valid and up to date SC Immunization Form on file. No student will be allowed to begin classes without the proper documentation (see SC DHEC Form 2740 for more information).

PCS does not have a school nurse, and PCS is not prepared to administer medical care or treatment. Students are not permitted to bring medicine to school that does not comply with our Medical Release Form. If a student needs to bring medicine to school, it should be labeled, include clear instructions from a parent for administering, and brought to the office. Medicine may be dispensed only from the school office.

Parents will be contacted in cases of serious accident or illness. If parents cannot be reached, emergency numbers given to the school by the parents will be used. While the school does hold accident liability insurance, accidents not involving negligence are not covered by our insurance policy. In such cases, families will be financially responsible for their medical expenses.

Allergies and Special Concerns

PCS is not an allergen free school. It is the responsibility of the parent and child to be capable of avoiding allergens and treating reactions. Parents of students with allergies to foods, including peanuts and milk, should prepare lunches and snacks and adequately train their children to avoid contact with other students' food. Due to the number of existing allergies, PCS does not regulate student contact with possible allergens, though students will be instructed not to share their foods. We do ask that for grades K-6, all foods brought in to share with the class be nut-free, and for all grades, foods brought in to share with the class be approved in advance by the teacher.

Illness Policy

In consideration of your student's wellness in addition to preventing the spread of illness to your child's classmates and teachers, **a student should be symptom free from the following a full 24 hours before returning to school:**

- **Fever** – Temperature of 100.4° or above WITHOUT use of fever reducing medication (acetaminophen or ibuprofen)
- Vomiting/diarrhea
- Rash
- Persistent cough

NOTE: If your child has a contagious illness such as chickenpox, strep, or pinkeye, you must provide the school office with a physician's note upon returning to school.

Student Safety

Emergency Procedures

Doors to PCS are locked during the school day. Call the school phone number or knock if you need to gain access to the building.

PCS is equipped with emergency plans for a variety of possible scenarios. Faculty and students are informed of emergency procedures and participate in scheduled drills throughout the year. Classrooms are equipped with basic first aid kits and cell phones allow teachers direct contact with the school office and the administration for immediate communication as necessary.

Special Issues

PCS operates as a small community within a shared space. In addition to hosting our school, Eastside Baptist Church uses the building for a variety of programs. Parents should be aware of the school's unique setting, and realize that, on occasion, PCS may alter classrooms or schedules to accommodate church needs.

Child Protection Policies

All PCS employees and volunteers undergo thorough criminal background checks and reference checks. Employees and volunteers are trained in appropriate guidelines for student protection and interaction.

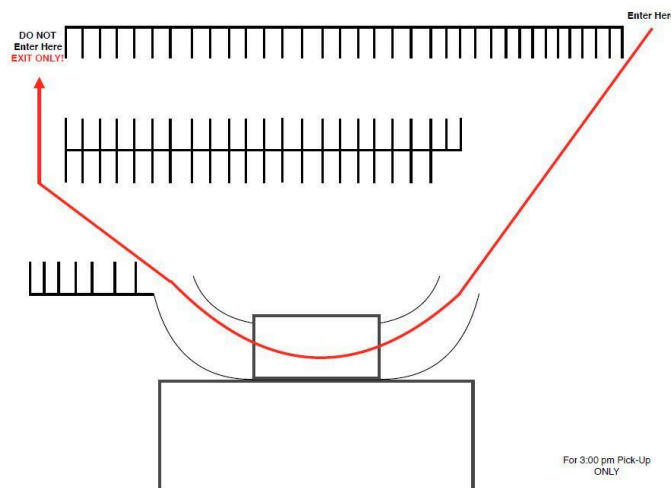
Car Line Information

All students should have an approved pick up list in FACTS. Students will only be released to those designated on the form and with designated car line tag. Families may order additional car tags by emailing the office. **Please notify the teacher and office@pcsrh.org in writing if your child is to be picked up by someone not on the form.** Please use the following procedure for drop-off and pick-up.

Drop-off:

- If you would like to walk up to drop-off your child at the front doors, park in the parking lot and walk with your student. Be careful of cars in the drop-off line.
- See the carpool diagram below for instructions on how drop off your student in the morning (K – 12th grade).
- Under no condition should a student be unaccompanied by a parent outside of the school doors. Please do not drop off your students and let them walk by themselves in or near the parking lot for any reason. Students should not walk through the drop-off line without assistance.
- Older siblings who have not been approved to be a Student Driver are not allowed to supervise younger siblings through the parking lot.
- Students must wait for permission from the teacher on duty to cross the drop-off line.

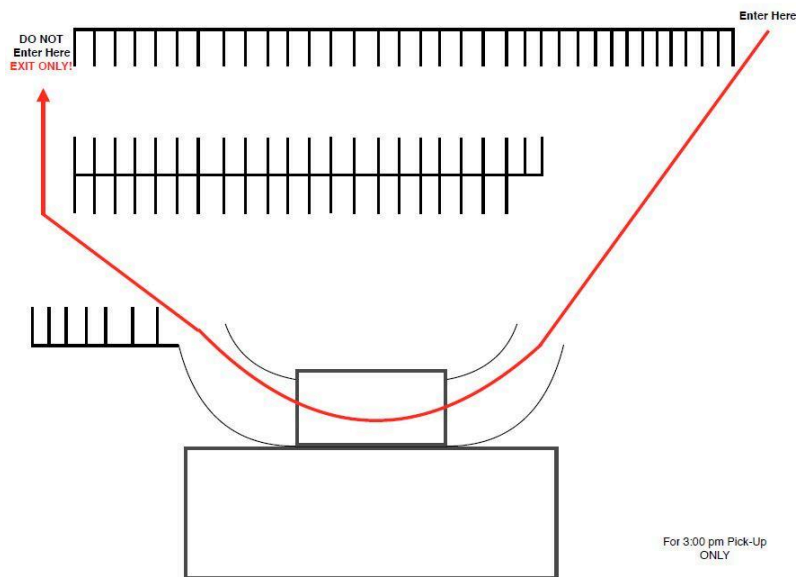
Morning Drop-Off Instructions



Pick-Up:

- Please stay in your car. Teachers will be stationed to call your children, bring them to you, and put them in your vehicle. Please be ready to show your driver's license and give the teacher your child's first and last name until we get to know you and your car.
- Please remember that the teachers will be busy getting the children safely to their cars. Our only focus during carpool is getting your children to you promptly and safely. **If you need to talk to a teacher, please park and wait until all carpool duties have ended.**
- Please reduce your speed and **do not use cell phones** during carpool.
- If you are delayed and arrive after 3:15 (K-2nd) or 3:45 (3rd-12th), you must PARK and pick up your child inside the school office.
- Student drivers should refer to the Student Driver Policy, which can be obtained from administration. All student drivers must be approved by administration before they will be permitted to drive to and from school.
- In order to allow K-2 students to be picked up safely, we ask that those arriving for the 3:30 carpool form a line starting on the side of the sanctuary and not enter the front lot until after 3:15 pm. PCS will place cones where the 3:30 pick-up line should begin.
- If you have upper school students only, you may pick-up your student(s) at the gym.

K – 2nd Grade 3:00 Pick-Up (Same as morning Drop-Off)



3:30 Pick-Up Procedure

