



PARENT/STUDENT  
HANDBOOK

*2009-2010*

Perimeter Christian School  
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[www.perimeterchristianschool.com](http://www.perimeterchristianschool.com)

**SCHOOL VERSE**

*"But those that hope in the Lord will renew their strength.  
They will soar on wings like eagles." Isaiah 40:31*

**SCHOOL COLORS**

Blue and Gold

**SCHOOL MASCOT**

Eagle

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## **WELCOME**

Welcome to our Perimeter Christian School family! We are glad that you have enrolled your child at PCS. Our goal is to provide an excellent education in a nurturing, Christian environment. All of our staff are committed Christians who will do their best to serve God through our school.

The policies and procedures within this Parent/Student Handbook will serve to define avenues of communication, school philosophy and objectives, plus many other details necessary for home and school to function smoothly together. We strive to make this material all-inclusive and relevant to your needs. However, sometimes policies or procedures change during the year. If this occurs, we will make every effort to effectively communicate that change to your family through a letter or note home.

You will find that as you read over the Handbook that many questions will be answered. However, please do not hesitate to contact your child's teacher or the appropriate office staff for any clarification. We feel that strong home and school communication is essential and welcome your feedback or questions.

## **Section 1: GENERAL INFORMATION**

### **MISSION STATEMENT**

PCS offers an excellent education in a Christian environment. It is our aim to provide support to families through Christian education.

### **KINGDOM EDUCATION PHILOSOPHY**

1. The education of children and youth is the primary responsibility of parents. Deuteronomy 6:4-9; 11:18-21; Psalms 78:1-7; Psalms 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth until maturity. Deuteronomy 6:7; 11:19; Proverbs 22:6
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation. Psalms 78:6-7; Matthew 28:19-20
4. The education of children and youth must be based on God's Word as absolute truth. Matthew 24:35; Psalms 119
5. The education of children and youth must hold Christ as preeminent in all of life. Colossians 2:3; 6-10
6. The education of children and youth must not hinder the spiritual and moral development of the next generation. Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17

7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles. Exodus 18:21; 1 Samuel 1:27-28; 3:1-10
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. Luke 6:40
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. Romans 1:20; Psalm 19:1; Proverbs 4:5,7; 3:19; 9:10, Psalms 104:24; 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; 1 Corinthians 8:1; 13:8; Romans 1:28
10. The education of children and youth must have a view of the future that includes the eternal perspective. Colossians 3:1-2; Matthew 6:19-20; 2 Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24

#### **ADMISSION/NONDISCRIMINATION POLICY**

PCS admits students of any race, national or ethnic origin, and it is impartial in its administrative and educational policies with the respect to these characteristics. Children enrolling in our school must be of appropriate age by September 1st in order to enter the correct age/grade level.

#### **PCS HISTORY**

In March of 2004, Perimeter Christian School held the first organizational meeting. During our first meeting, we prayed and discussed a few developmental ideas. By May of 2004, our prayers had been answered. God opened the doors for us to start a school and we gave out our first applications. We opened the doors that August with 21 students and five staff members. Since that time, God has continued opening the doors. We are now an established Early Learning Center and a growing elementary school. We continue to pray for the growth and safety of our school and the children we teach.

#### **THE ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (A.C.S.I.)**

Perimeter Christian School is a member school of the Association of Christian Schools International. This is the largest evangelical organization of Christian schools in the nation and exists to promote dialogue between member schools, to encourage accountability and academic excellence, and to provide a legal forum for judicial issues relative to the law and the Christian school movement.

#### **CHRISTIAN PRACTICES**

PCS is a part of Perimeter Road Baptist Church, members of the Southern Baptist Convention. At PCS, we teach the Bible and its stories. We have a Praise service every other Monday in our Church Worship Center where we take up an offering, sing praise songs, pray and have a Bible lesson.

### **HOURS OF OPERATION**

Early Birds: 7:30 am (only available for parents needing to be at work by 8:00 am)

School Begins: 8:30 am

Preschool Ends: 12:00 noon

School Ends: 3:00 pm

Aftercare: 5:30 pm

No student may be in our care beyond 9 hours due to the law. Please make sure that you pick up your children at the appropriate times. We will schedule only the number of staff needed based on the parent information, no extras.

### **INCLEMENT WEATHER**

In case of inclement weather, the school will usually follow the Lowndes County School's closing schedule. You may also find additional information in case of inclement weather on the Perimeter Christian School Website ([www.perimeterchristianschool.com](http://www.perimeterchristianschool.com))

### **HOLIDAYS**

PCS observes the following holidays: Labor Day, Long Fall weekend, Thanksgiving week, Christmas break, MLK Jr. Day, Presidents' birthday weekend, Good Friday, and Spring Break.

### **EMERGENCY EVACUATION PROCEDURES**

In the event of an emergency, children will be evacuated to the outside, higher ground or hallway based on the emergency. PCS will use the "Lock Down" procedure when needed. Lock down will have **all** entrances locked and manned by staff to ensure that no one enters or exits the building and a thorough attendance taken of each class. Each teacher will keep the attendance book with her at all times, if not in the room. School will stay in "Lock Down" mode until administration makes an "ALL CLEAR" call.

### **DISASTER/TORNADO POLICY**

Our students will be taught proper evacuation procedures for our location with practices and drills held periodically

### **NUTRITION POLICY**

PCS does not prepare meals on site. Parents need to pack a bagged lunch and a drink each day. If you child stays for aftercare, they will need a snack and drink for the afternoon. We will only **WARM** up lunches. Please do not send frozen meals, Easy Mac, or any food that will take a large amount of time to heat and cool.

### **PHOTOGRAPHS AND PUBLICITY**

Photographs are taken of the children for use in the classrooms, publicity, ad documentation purposes. If you do not want your child photographed, please notify the Student Life Office.

### **SCHOOL ADVISORY BOARD**

Perimeter Christian School Ministries has an advisory board for the school to assist the Pastor and Administrator in developing policy and guiding the future of the school. The board is made up of Perimeter Road Baptist Church members who display a passion for

the school ministry and either have school development, leadership or teaching experience or have students in the school. At no time should the advisory board be made up of not less than 75% of its members with children in the school. The Pastor or his designee will act as the chairman of the board.

## **Section 2: STUDENT LIFE**

### **DRESS CODE**

**Early Learning Center students:** We encourage our Early Learning Center students to wear casual, modest shoes and clothing. Clothing needs to allow for playtime and creative activities. No spaghetti string shirts should be worn by any student without an over shirt.

**Elementary students:** Kindergarten and above will be required to wear the approved PCS t-shirt or polo shirt each day. Students can wear any type bottoms, for example; jeans, khakis, shorts, skorts, capris, and skirts.

\*\*\*Students in Elementary school must wear tennis shoes on PE days (Tuesday & Thursday).

### **GROOMING**

Hair for boys should be no longer than collar length in back and ear length along sides. Students will not be allowed to wear rat tails or Mohawk style hair.

Pierced ears for girls will be the only type piercing allowed.

We ask that tattoos not be visible at any time.

### **MEDICATION/ILLNESS POLICY**

It is very important that sick children do not come to school. Children should not come to school if they have had any of the following within the last 24 hours.

- Fever over 100° F
- Runny nose that is green or yellow
- Conjunctivitis (pink eye)
- Flu
- Unusual rash
- Severe cough
- Rapid or labored breathing
- Severe cold
- Vomiting
- Yellowish skin or eyes
- Diarrhea
- Head lice- can only return with a doctor's note

The child may return to school 24 hours after they have quit showing symptoms.

Isolation Policy- If a child shows any of the above symptoms while at school, he or she will wait in a designated "isolation" area, which is the Student Life office.

Medication Policy- PCS staff will only give out medicine if a medication form has been filled out by a parent.

### **IMMUNIZATIONS**

Each child enrolled in PCS will need to supply a record of immunizations for their file. We do ask if your child has any allergies or specific health issues, that you make the Student Life office and the teacher aware before your child starts school.

### **SCHOOL ACCIDENT CARE PROCEDURE**

Minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Minor injuries sustained at school are reported to the Student Life Office on an "Ouch" report that is completed by witnessing staff, with staff notifying parent upon pick up. Parents are called immediately in the event of any serious or questionable injury. If the parent or guardian cannot be reached and an emergency exists, the school will seek medical care as needed. Our staff will treat minor bumps and scrapes with soap and water, ice and a bandage.

### **DISCIPLINE POLICY**

In teaching about God's world, we help students learn the importance of behavior and self-control. Thus, we encourage teachers to set forth a pattern of discipline that will be consistent in all the classes. These are the five basic rules for classroom behavior:

1. Be a good listener
2. Raise your hand to talk
3. Follow directions
4. Be kind to everyone
5. Keep your hands and feet to yourself

We want to implant into the minds of the children that courtesy, good manners, and respect for others are a part of the Christian lifestyle. If there are specific behavior problems, they will be dealt with in a firm, gentle manner.

Your child's experience in the classroom is of great importance to us. We want the classroom to be a positive and pleasant environment for all. Our teachers use approved discipline techniques which reward good and appropriate behavior and have consequences for unacceptable behavior. Our teachers will keep you informed about your child's progress as well as his/her behavior and work with you in getting your child's behavior under control. For example, discipline problems may be handled in the following manner:

1. The teacher will use time out, talking about his/her feelings and actions, and inform you by a note in your child's bag. This is for minor or age appropriate things such as learning to follow classroom rules.
2. If there are repeated offenses or a major incident such as hitting, spitting, biting another child, or having a temper tantrum, your child will be sent to the Student Life or Administrator's Office. Also, you will receive a call and your child may be sent home for the rest of the day.

3. The second time your child is sent to the office, he/she child could possibly be sent home for several days. A conference will be scheduled between the Administrator, teacher, and the parents to discuss the situation.
4. If the situation is not resolved, and the behavior problems continue, you may be asked to withdraw him/her.  
Biting, hitting, kicking, and any form of being disrespectful to anyone will not be tolerated. If there is a need that we cannot meet or a situation that we are unable to address, you will be contacted. The course of action is left to the discretion of the school administration. Teachers may use additional reward/discipline processes as approved by Administration.

### **DROP-OFF/PICK-UP**

Drop-Off of Early Learning Center children will be at the Early Learning Center door. Elementary children that are sibling of Early Learning Center children may be dropped off at the Early Learning Center door as well. Elementary Students may be dropped off at the designated door at the end of the hall on the Elementary Wing.

Early Learning Center children will be picked up at the Early Learning Center door. Elementary students may be picked up from the door at the end of the Elementary wing.

We ask that parents allow the PCS staff to receive children from and bring children to the vehicles and that parents not block traffic and walk in the building. This allows for an easier transition time for the children and helps to avoid a bottleneck in traffic.

PCS does not provide transportation for our students. Parents will be responsible for dropping off and picking up their children.

### **CHILD RELEASE AUTHORIZATION**

PCS will only release your child to those authorized by the parent on enrollment form. They must be 18 years of age or older. All persons must be prepared to show ID if requested by staff.

### **ATTENDANCE/TARDINESS**

PCS starts at 8:30 am. All students need to be settled in class at this time. All doors will be locked at 8:30 and parents will be required to enter by the Student Life Office if arriving after this time. Students are considered late immediately after 8:30 am and will need to have a parent walk them in to the Student Life Office for a tardy slip if they arrive late. Students will be escorted to class by staff at this time, not by the parent. For every five tardies, students will have an absence added to their attendance report. After ten tardies, parents will be notified for a conference with staff.

If a student has five unexcused absences, a conference will be scheduled with parents. Examples of excused absences are: a doctor/dentist appointment, family emergencies, sickness, parent deployment, and other reasons as determined by the Administrator.

### **REPORTING ABSENCES**

It is the responsibility of the parent to notify the school of a child's absence. Upon

returning to school, parents should send a written excuse within three school days, otherwise the absence will be counted as unexcused. If your child is out more than three days, or if your child visits a doctor, please bring a doctor's note.

### **FIELD TRIPS/EXTRACURRICULAR ACTIVITIES**

We schedule many visitors and community representatives to visit our school. We hope to bring many outside interests to our children during the school year. We offer computer and homework labs and spelling bees for our aftercare students. We will participate with ACSI for certain extra curricular activities such as: art, music, speech.

### **CHILDREN WITH SPECIAL NEEDS**

PCS is designed to be inclusive including children with identified disabilities and special learning and developmental needs. We require that staff be aware of the identified/diagnosed special needs of individual children and be trained through a specific intervention plan (IEP or IFSP).

## **Section 3: EARLY LEARNING CENTER SPECIFICS**

### **ITEMS TO BRING**

Parents of preschoolers (ages 1 year to 4 years) need to keep a complete change of clothes (shirt, bottom, underwear, and socks) in their child's book bag for use in the event of spills or soiling. If one is not provided, parents will be called and asked to bring a set at that time.

### **TOILET TRAINING**

Students enrolled in PCS preschool ages 3 and 4 years old, should be toilet trained. We recognize that some children are in transition and may not make it to the toilet on time. This is why we request an extra set of clothing in book bags.

### **REST TIME**

All children under the age of four, who stay for aftercare, are required to have a rest time. Each child will need to bring a sleeping bag, mat, and a cover or pillow to rest on. Covers or nap mats will be sent home each Friday for laundering.

### **SNACKS**

Preschool classes will have snack time during mid-morning. Each teacher will send out a snack schedule sign-up. Some examples of snacks are: celery sticks, crackers, fruit, pudding, raisins, pretzels, Goldfish, Teddy Grahams, graham crackers, chips, yogurt, cheese, etc. We, as a school, prefer not to serve overly sugared snacks except on special occasions.

### **CLEANLINESS POLICY**

At PCS, we take all the universal precautions to ensure the safety and welfare of the children and staff. Gloves are worn at all times when handling bodily secretions. Soiled gloves and diapers will be placed in lined garbage cans. Soiled clothes or bedding will be removed and placed in plastic bags to be washed.

Children and staff wash their hands with soap and running water before and after food handling, water table play, outdoor play, and toileting and diapering. Tables and counters are cleaned throughout each day and at day's end. Toys are cleaned as needed and sanitized weekly with bleach and water solution.

## **Section 4: TEACHERS**

### **STAFF/TRAINING**

Our staff is chosen for their high moral standards, stability, and their desire to work with and nurture children. They are participating members of their church, and are spiritually dedicated to teaching about God, His Word, and His Son, Jesus.

Our Elementary teachers are state certified and all teachers are CPR trained. Our preschool teachers are trained in early childhood, and receive additional training each year.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences will be held in March/April to give you and your child's teacher an opportunity to discuss your child's progress and address any concerns that you may have. However, feel free to contact your child's teacher at any time with questions or concerns.

### **TEACHER CERTIFICATION**

A standard level ACSI Certificate in the field of service is required for elementary teachers. All teachers and full-time substitutes who initially do not have an ACSI Standard Certificate must obtain at least Standard Level Certification within an agreed upon time between the Administrator and the teacher.

## **Section 5: FINANCIAL AND BUSINESS**

### **TUITION AND FEES**

**Registration Fee-** Registration fees are charged each year and are due upon registration for each student up to a family maximum as communicated in the tuition and fee sheets provided by the school. The registration fees are non-refundable and non-transferable.

**Tuition-** Tuition is developed as an annual fee and includes breaks and holidays. There are no adjustments due to days absent, holidays or school closings. Tuition may be paid up front or on a monthly basis for ten (10) months. In rare cases, other arrangements may be made. Tuition is due by the 1<sup>st</sup> of each month. Tuition is the same for each month from August through May for the ten (10) month payment plan. Tuition rates are made available through the tuition and fee sheets provided by the school. Tuition paid for current month, regardless of time of withdrawal, are non-refundable and non-transferable. Tuition is due for the full month in which a student is withdrawn. Student records will not be released until all monies have cleared the bank for full payment of all funds due.

**Late Payment** - A charge of \$25.00 will be added to each tuition paid after the 10<sup>th</sup> of the month. It is imperative that you contact the business office if a tuition payment cannot be made on time. When tuition payments or fees fall one (1) month behind, the student will no longer be permitted to attend classes at PCS until the account is brought up to date. If a student has a delinquent account, he/she will not be allowed to participate in any extracurricular activity such as class trips, etc., until the account is current. If a student is withdrawn from PCS with an outstanding debt to the school, the student's records will not be released until all debts are paid in full including report cards.

**Late Pick Up Fee-** Parents may be charged a fee of \$20.00 if children are not picked up on time. This fee will be due when child is picked up for the day.

**Payment Procedure-** Tuition may be paid by cash, check or online. If check is returned you will be assessed a \$30.00 fee plus any fees assessed by the bank to the school. Payments may be dropped in the payment box by the Early Learning Center door or at the Business Office. It is not recommended to pay cash through the drop box. Cash payments should be paid and a receipt received. Please make sure your child's name is on payment.

Tuition and Fees are listed on the School website ([www.perimeterchristianschool.com](http://www.perimeterchristianschool.com)).

### **DONATIONS AND CONTRIBUTIONS**

Until such time as Perimeter Christian Schools secures 501 (c) 3 non-profit status, all donations or contributions given to the school will be acknowledged by Perimeter Road Baptist Church for tax purposes since the school is a ministry of Perimeter Road Baptist Church. Those that make donations or contributions to the school can be confident that all contributions made for the purpose of the school will be used for school initiatives.

## **Section 6: PARENTAL INVOLVEMENT**

### **PARENT TEACHER ORGANIZATION (PTO)**

The Perimeter Christian (PCS) PTO is a non-profit parent/teacher organization whose membership includes all parents, legal guardians, and staff of PCS who have chosen to be a member.

The PTO's mission is to promote open communication and understanding between parents and staff of PCS. Our PTO is to serve as liaisons between the parents and teachers with one common goal in mind: to provide our children with not only a CHRIST centered education but also with the best educational experience possible.

The PTO will sponsor assistance to teachers in classroom settings, hold fund raisers for supplemental educational materials and experiences, support school and family interaction, and provide a non-biased forum for sharing information on issues that impact our children.

The PTO's fund-raisers, events, etc. shall be developed through meetings, conferences, and committees and shall not direct or control administrative activities of the school.

It is our belief that team effort of a parent/teacher organization offers the best possible learning environment for our children.

### **PARENT/GRANDPARENT INVOLVEMENT AND VOLUNTEERING**

We believe that the most balanced education a child can receive involves the school, parents, grandparents, church and community. We encourage and will utilize volunteers and will invite involvement in certain events and daily activities in the educational process. If you'd like to volunteer, please communicate your desire with the teacher and/or the Administrator or Director of each school area (i.e. Early Learning Center or Elementary School).

### **PARENTAL ROLES AND RESPONSIBILITIES**

Parents/visitors will need to check in at the Student Life Office for building entry. We ask that parents do allow us the first two weeks of school for student adjustment before visiting or joining your child for lunch. We also ask that you seek to schedule your times in the classroom with the teacher to allow for the full attention to the education of your child.

### **HOW TO PRAY FOR YOUR CHILD**

Pray:

1. that nothing will hinder your child from accepting Christ as his personal savior early in life. (Matthew 19:14)
2. that your child will learn to know the true and living God and have a deep desire to do God's will all his life. (Psalm 119:26, 30, 34 –35)
3. that, as your child hears stories from the Bible, a love for God and His Word develops and becomes the basis for all his decision making. (Ecclesiastes 12:1; Psalm 71:17)
4. that your child will develop a keen sense of what is right and wrong and will abhor evil and cling to that which is good. (Romans 12:9; Psalm 139:23-24; 51:10)
5. for your child's total development: an increase in wisdom (mentally), in stature (physically) and in favor with God (spiritually) and man (socially). (Luke 2:52)
6. that God will create in your child a thankful heart and positive mental attitude. (Psalm 126:2-3; Romans 8:31)
7. that God will protect your child from Satan in every area of life. (John 17:15; Psalm 121)
8. that God would reveal the tendencies to sin in your child and enable him to overcome them before they become sinful habits. (Psalm 120:2; 119:133; I John 1:8-9)
9. that God would make your child successful in the work God has planned for him to do. (Psalm 118:25; 139: 9-10; Ephesians 2:10)
10. that your child will have and value a strong sense of belonging to a family that is loving and dwells together in unity. (Psalm 133; Colossians 3:12-14)
11. that your child will respect those in authority over him. (Romans 13:1; Ephesians 7:1-4)
12. that your child's entire life will be a testimony of the greatness and love of Jesus Christ. (Philippians 2:15-16; 1 Thessalonians 5:23)

Suggestion: Pray for one request each day for a month.

## PARENT ACKNOWLEDGEMENT FORM

By signing this form, we acknowledge that our family has received a copy of the *Student/Parent Handbook* for Perimeter Christian School and we have reviewed this handbook with our child and we agree to its practices, terms and conditions.

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*Student's Name*

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*Signature of Parent or Guardian*

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*Date*

Please complete and detach this sheet.  
Sign and return it to your child's teacher or school administration.