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The Board of Directors, administration, and faculty of Pikes Peak Christian School (PPCS) believe that being students at PPCS is a privilege, not a right. In keeping with this privilege, the school has set basic policies, rules, regulations and procedures by which the school will function. All students are required to follow these guidelines. The school reserves the right to dismiss any student whose general attitude or habitual actions are contrary to the interest of the school. In addition, a student may be dismissed if the actions of the student, the parents or guardians, in the opinion of the school, seriously interfere with the school's ability to accomplish its educational and spiritual purposes.

PPCS reserves the right to set forth rules and regulations that are necessary and proper for executing the school's educational program, which are not specifically stated herein, as the need may arise. Each administrator may interpret and enforce these guidelines on the age group and situation within his/her authority for the purpose of improving the overall education of the students.

The PPCS Parent/Student Handbook does not create contractual rights or give rise to irrevocable contractual commitment. It is intended to express the status of the current policies and standards at the time of writing.

## **PHILOSOPHY AND HISTORY**

### **FOREWORD**

Pikes Peak Christian School is a coeducational school for students who are two years old through twelfth grade. It is associated with the Church of Christ and is resident in the Eastside Church of Christ building, but it receives no direct financial support from any institution or agency. The school is dependent on income from individual gifts and tuition for operating expenses and the expansion and improvement of the education program and physical facilities.

### **HISTORY**

Pikes Peak Christian School began as a Preschool and Day Care in 1981. The first elementary grade was added in 1985, the first middle school grade in 1989, and high school in 1999. Our first senior class graduated in May 2003.

### **MISSION**

The mission of Pikes Peak Christian School is to provide a quality, Bible-based education taught by Christian teachers in a safe and compassionate environment. We strive to identify and develop the academic, social, and spiritual potential of each student in partnership with God and family.

### **PHILOSOPHY**

We believe that God is the creator of all things. We believe that Jesus is the Son of God. We believe God inspires and guides us through His Spirit and His holy word, the Bible. God created man in His own image to fulfill His purpose which is to glorify Him. Further, we believe in the necessity of a strong bond between the

Lord's Church, the Family, and the School in the education of the child. The strength of that bond will allow us to help each child realize his or her greatest potential, to develop a love of learning, to think and act creatively, and to interact compassionately with others. We consider the opportunity to teach children to be a sacred trust, which we accept with fervor and joy.

## **GOVERNANCE**

PPCS is governed by a Board of Directors consisting of a minimum of three members. Board members must be active Church of Christ members. Board members are nominated by the existing board and are elected by a simple majority vote of the board. Parents are invited to the School Board of Directors meetings which are generally held at 6:00 pm once a month. Please notify the Director in advance if you have an agenda item or plan to attend.

## **ACADEMICS/ACCREDITATION**

Pikes Peak Christian School strives to maintain high academic standards. It is our desire to challenge each student to achieve maximum potential in every area of learning. PPCS is dually accredited by the National Christian School Association (NCSA) and AdvancED. Pikes Peak Christian School was first accredited by the NCSA in 1994 and then also by AdvancED in 2012. Since that time, it has maintained accreditation through an annual reporting process, as well as five year and ten year visits from NCSA's and AdvancED's accrediting commissioners. The extracurricular activities of the high school at PPCS are also recognized and sanctioned by the Colorado High School Activities Association (CHSAA) since 2004. PPCS is also licensed by the Colorado Department of Human Services to operate a preschool program in the Eastside Church of Christ building.

PPCS seeks to provide a God-centered, Bible-centered Christian education by the following:

- Christian teachers in every class
- Non-denominational Bible classes and chapel assemblies
- All subjects taught from a Biblical perspective
- Teaching Bible-based values, abstinence to drugs and from premarital sex
- Depending on God's word for information to develop character and morality

PPCS works with parents and local congregations to encourage strong homes and a stable foundation for students.

PPCS is a traditional school system with a solid emphasis on the basics in curriculum. Faculty members assume active and positive roles in the students' lives.

PPCS elementary, middle, and high school students are encouraged to participate in a variety of activities. Because of the size of the school and the small classes, students can develop their leadership potential through many extracurricular activities. Students are not excluded

from sports teams, music and drama programs, or leadership roles in chapel because of abilities or numbers.

## TEACHER/PUPIL RATIO GUIDELINES

- Early Start = 1 to 6
- Preschool = 1 to 10
- Prekindergarten and Ready-Set-Go = 1 to 12
- Elementary = 1 to 18
- Middle School = 1 to 22
- High School = 1 to 22

## PROFESSIONAL REQUIREMENTS

**Preschool Certification:** All preschool teachers meet the Colorado Department of Human Services requirements as early childhood teachers, and PPCS teachers normally exceed these requirements.

**Elementary/Secondary Certification:** All PPCS academic instructors have, as a minimum, a Bachelor's degree. All elementary classroom teachers are certified (state and/or ACSI with Director approval) in elementary education. Accreditation standards for secondary teachers require college majors in their primary teaching area. All PPCS secondary teachers meet that requirement, and most are also state certified. PPCS encourages teachers who are educated in other states to also obtain their certification from Colorado. ACSI certified teachers are accepted upon approval by the Director.

Experience, giftedness, and personal interests are considered as well as college classes when auxiliary teachers are selected for art, music, library, P.E. and the elementary computer and foreign language classes. Auxiliary teachers will normally have a degree in their area of instruction.

## RELIGIOUS EDUCATION AND SPIRITUAL DEVELOPMENT

### CHAPEL

All students attend a daily chapel where the students sing, pray, read scriptures, and hear lessons from the Bible. The students are given opportunities to develop leadership through song leading, speaking, leading prayers, and reading scriptures. Special emphasis is given in the elementary grades to scripture memorization and recitation.

### BIBLE CURRICULUM

The Bible is taught as a part of the regular academic program on all grade levels with the Bible itself used as the text. Workbooks and a variety of visual aids are used to reinforce lessons learned in Bible study. Pikes Peak Christian School middle and high school students are required to complete a Bible class every semester. Students are taught to accept the Bible as the true word of a loving God. The Bible curriculum for PPCS is as follows:

**Preschool:** Preschool students will be using ACSI's "Purposeful Design" curriculum. This age appropriate curriculum will include teachings of both the old and new testaments. We will be learning about creation, Noah and the ark and how Jesus loves everyone. Special lessons

are chosen from the life of Jesus-his birth, miracles, death, resurrection and the early church. Memory verses are selected from each lesson for the thirty-four week curriculum.

**Elementary:** Kindergarten through Fifth grade students use ACSI's "Purposeful Design" curriculum. The Elementary Bible Series emphasizes a grade-level key biblical concept based on foundational truths.

The main subject areas are:

**Kindergarten:** Familiar Bible truths that emphasize God's loving care.

**First Grade:** Familiar Bible truths that emphasize God's relationship to people.

**Second Grade:** Studies on character traits of various people in the Bible with application to students' life.

**Third Grade:** Studies in the life of Christ, the early Church, and missions from the time of Paul until now.

**Fourth Grade:** Studies in the basic doctrines of the Church.

**Fifth Grade:** Studies in the Old Testament that emphasize choices and their consequences.

**Sixth Grade:** The sixth grade Bible curriculum, "Grow Up in Christ," focuses on the life of Christ in the New Testament. Throughout this course, students will gain discernment for pursuing what is right and living out their faith. Topics such as devotion, discipleship, grace, prayer and worship will be discussed. This class encourages students to seek a Christ-like attitude in the midst of growth as developing adolescents.

**Seventh Grade:** The seventh grade Bible curriculum, "Grow Through the Bible," reveals a narrative overview of the Bible. Some of the topics covered are God's chosen people, God's great nation, the Promised land, the kings of Israel, and the development of the new church. Students will gain a better understanding of the Ancient Roman culture and the trials of God's chosen people.

**Eighth Grade:** The eighth grade Bible curriculum focuses on teaching students how to face both the challenges of everyday living and overwhelming experiences. Emphasis is extended beyond surviving to thriving in the midst of these circumstances as they learn the true meaning of Romans 8:37, "Yet in all these things we are more than conquerors through Him who loved us." Students are given an in-depth scriptural study of the life of an Old or New Testament individual and learn from the context of the individual's life how to face their own life experiences. Along with the lessons, students participate in projects, activities, and Bible verse memorization. They also participate in daily chapel. The textbook used is *SurvivalQuest, Volume 1*.

**Ninth Grade:** The ninth grade curriculum consists of an overview of the plan for man through a study of Old

Testament history. A study of God's plan for mankind in preparing the world for his Son is the main theme of this course. The lessons will use the major events and people of the Old Testament to provide the student with an understanding of God's plan for mankind's salvation.

**Tenth Grade:** The tenth grade curriculum consists of an overview of each book in the New Testament. A study of God's plan of salvation for man through his Son and the spread of the gospel through the Church are the main themes of this course. The lessons will use the basic themes and elements of each New Testament book as well as the events and people to understand God's plan for mankind.

**Eleventh and Twelfth Grade:** The eleventh and twelfth grade curriculum compares the tenets of the Christian worldview to the tenets of the leading worldviews of our day: Islam, secular humanism, Marxism, New Age, and postmodernism. Some of the issues included are apologetics, bioethics, cults, art and culture, critical thinking, environmentalism, leadership, religious pluralism, and scriptural reliability. Students will understand that everyone has a "worldview", a way of interpreting everything that happens in the world, and will be guided through the complex ideas confronting them from a biblical Christian perspective.

The Bible curriculum at PPCS is under constant review and evaluation. Knowledge, application of God's word, and growing in faith are the most important aspects of the entire curriculum. Each teacher strives to teach and exemplify Biblical principles in the best possible way.

## **SEX EDUCATION**

In grades K-5, there are no formal organized presentations of sex education topics. Students at these age levels are in the latency stage of development. It is during this time period that sexual feelings are inactive and any presentation of explicit material can cause disruption of the normal pattern of growth. Questions will arise in various subject areas such as Bible, science, and health. The teachers on each grade level will answer the questions appropriately for the students' level of understanding. All discussions of topics dealing with sexual behavior encourage abstinence and are Biblically based.

An abstinence-based presentation is given to middle and high school students on a periodic basis. Various resource materials are used at age-appropriate levels. All topics discussed are Biblically supported and abstinence-based in classes such as Bible, health and science. Human reproduction is covered in high school Biology and Anatomy & Physiology classes.

## **CORE ACADEMIC CURRICULUM**

Students use texts and materials that have been selected by a Curriculum Committee and the administrators. Pikes Peak Christian School strives to provide a strong curriculum in every subject for every grade level. This philosophy requires the adoption of texts from several

different publishers, and occasionally utilizing college texts. Some of the current publishers with special strengths are: A Beka, Bob Jones University Press, Purposeful Designs, Summit Ministries, Houghton-Mifflin, Prentice Hall, Scott Foresman, Addison-Wesley, Glencoe/McGraw Hill, Lifeway, and Shurley Instructional Materials.

## **COURSES OF STUDY**

A current listing of classes offered can be found in our curriculum listings and course catalogs for each school level; available in the school office and on our website.

## **HIGH SCHOOL ACADEMICS**

### **HONORS CLASSES**

Students assimilate knowledge at different rates. For those high school students (ninth-twelfth grades) in a given class who the teacher determines are ready for deeper and more challenging work, an honors program of study has been instituted. The honors work will be based on a 5.0 scale versus the normal 4.0 scale to reflect the more challenging studies taken by the student. Each class in this category will have "Honors" annotated on the transcript.

### **ADVANCED PLACEMENT CLASSES**

AP courses provide a head start on college-level work. They improve students' writing skills and sharpen their problem-solving techniques. Additionally, students develop the study habits necessary for tackling rigorous course work that will be expected of students in college. Through AP exams, students have the opportunity to earn credit or advanced standing at most of the nation's colleges and universities. AP exams are not prepaid through tuition.

### **DROPPING OF CLASSES**

A high school class may be dropped for another class with teacher recommendation and administrator approval if it does not adversely affect the student's graduation plan and if it is within one full week of the beginning of the class. Dropping of classes after the first full week of the class will normally result in an "F" for the dropped class.

### **NATIONAL HONOR SOCIETY**

Pikes Peak Christian School is very pleased to have a chapter of the NHS. The NHS strives to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the nation's secondary students. Membership in this organization is open to students in the tenth grade or higher who meet all of the requirements for selection and complete the necessary procedures. Please refer to the NHS Selection Guidelines available from the school office for more information.

## HIGH SCHOOL GRADUATION

### P.E. CREDITS

High school students may apply high school sports participation to a portion of their required P.E. credits. One-fourth of a credit can be earned per completed sport, with a maximum of .5 credits. One credit must be obtained through participation in P.E. classes. Students wishing to apply their sports participation to their P.E. credits must have approval from the high school administrator.

### COURSE CREDIT

Any courses taken outside of PPCS will only be credited to a student's transcript for the purposes of:

- The normal transfer of credits for a newly enrolled student from another school
- Making up a previously failed course for credit
- Advancing in a subject area in order to take a higher level course at PPCS

Parents and students should always contact the school prior to taking a summer or online course in order to know if the course meets PPCS requirements.

### HIGH SCHOOL SERVICE CREDIT

Each student is expected to participate in a minimum of 12 hours of service each year in high school. While the school will offer opportunities for service hours, the student is expected to earn many of those hours on their own. Each school year, the amount of service hours completed by a student will be recorded on their official transcript.

### GRADUATION REQUIREMENTS

Students will select a graduation program from one of the following two options. The administration strongly recommends that students complete the requirements of the Advanced Program. Parents must submit written approval of their student's chosen graduation program. General requirements are as follows:

#### REGULAR HIGH SCHOOL PROGRAM

English	4.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Social Studies	4.0 credits
Foreign Language	2.0 credits
Health	0.5 credits
P.E.	1.0 credits
Speech	0.5 credits
Bible	2.0 credits
Electives	<u>3.5 – 7.5 credits*</u>
TOTAL	23.5 – 27.5 credits

#### ADVANCED HIGH SCHOOL PROGRAM

English	4.0 credits
<b>Mathematics</b>	<b>4.0 credits</b>
<b>Science</b>	<b>4.0 credits</b>
Social Studies	4.0 credits

Foreign Language	2.0 credits
Health	0.5 credits
P.E.	1.0 credits
Speech	0.5 credits
Bible	2.0 credits
Electives	<u>3.5 – 7.5 credits</u>
TOTAL	25.5 – 29.5 credits

\*Elective credit requirements:

- Class of 2016 – 3.5 credits
- Class of 2017 – 5.5 credits
- Class of 2018 – 6.5 credits
- Class of 2017 and beyond – 7.5 credits

### Selection of Valedictorian and Salutatorian

The valedictorian must be:

- a senior
- a full time student, taking a minimum of five approved semester credits, for the last four consecutive semesters at PPCS
- the student having both the highest weighted and unweighted grade point average to the nearest hundredth. If a student does not have both the highest unweighted and weighted grade point average, then the student having the highest average of weighted and unweighted grade point averages to the nearest hundredth will be the valedictorian.

The salutatorian must be:

- a senior
- a full time student, taking a minimum of five approved semester credits, for the last four consecutive semesters at PPCS.
- the student having both the second highest weighted and unweighted grade point average to the nearest hundredth. If a student does not have both the highest unweighted and weighted grade point average then the student having the second highest average of weighted and unweighted grade point averages to the nearest hundredth will be the salutatorian.

The selection of valedictorian and salutatorian will be done when all senior year, second semester grades are final before graduation.

## GENERAL ACADEMIC INFORMATION

### ParentsWeb

*ParentsWeb* is our secure private site through *RenWeb* that provides families with essential information: student, contact, medical, financial account information, events calendar, announcements, and future enrollment for all current PPCS students. It also provides grades, homework, and attendance information for grades 1 – 12. Use of *ParentsWeb* requires online registration using an email address on file with the school. Accounts can then only be accessed with a user ID and password. Each family is expected to register and use *ParentsWeb*; help in doing so can be provided by the School Office.

## GRADE REPORTING SYSTEM

The purpose of grading is to provide a communication link between the school and home regarding a student's academic and social progress. Grades serve as a tool in helping develop the whole child.

The school year is divided into four quarters (approximately nine-week grading periods). For sixth - twelfth grades, all grade and homework information, with the exception of report cards, will be communicated via *ParentsWeb*. In grades K through 12, report cards will be issued on the Wednesday following the end of each quarter or at parent conferences. Please discuss the report card with your child. At the midpoint of each quarter, progress reports will be available via *ParentsWeb* for all students in grades 3 through 12. First and second graders will only receive a progress report if they earn a grade average lower than a B. Preschool progress reports are sent home at least three times a year.

## NUMERICAL GRADES

A+ - 98-100	C+ - 78-79
A - 93-97	C - 73-77
A- - 90-92	C- - 70-72
B+ - 88-89	D+ - 68-69
B - 83-87	D - 63-67
B- - 80-82	D- - 60-62
	F - Below 60

## HONOR ROLLS

The honor roll programs at PPCS begin in second grade and are announced the week after the end of a quarter.

### Elementary Honor Rolls

- **Little Scholars' Club:** Second grade students who earn all A's, S+'s and S's.
- **A/B Honor Roll:** Third through fifth grade students who earn A's, B's, S+'s and S's.
- **Principal's Honor Roll:** Third through fifth grade students who earn all A's and S+'s.

### Middle School Honor Rolls

- **A/B Honor Roll:** Sixth through eighth grade students who earn all A's and B's.
- **Principal's Honor Roll:** Sixth through eighth grade student who earn all A's.

### High School Honor Rolls

- **Merit Honor Roll:** Ninth through twelfth grade students who earn a 3.5 GPA.
- **Principal's Honor Roll:** Ninth through twelfth grade students who earn a 4.0 GPA.

## HOMEWORK

Students will normally be assigned homework each night. When possible, homework is kept to a minimum on Wednesday evenings due to church activities. The weekend will count as one night's allotment. Advanced Placement and honors courses may require additional effort.

Studies have shown that when students complete their homework assignments they will make at least one letter grade higher than if they do not assume this responsibility.

## RETENTION

If the teacher recommends that a student be retained in the same grade for the following year, a conference will be arranged with the parents in April. All aspects are studied carefully and individual differences are considered.

## TESTING

In addition to the quizzes, tests, and examinations given periodically by the teachers, PPCS has a regular program of standardized testing. These tests are not used for the basis of promotion/retention of students, nor to determine the effectiveness of teachers. Tests are aids to understanding more about the whole student and the scope of instruction.

The Stanford Achievement Test is given to students in kindergarten through twelfth grade each year. The Otis-Lennon School Ability Test (OLSAT) is given to students in grades one through twelve. For further information regarding these tests, please see the Director.

In addition to the Stanford and OLSAT tests, high school sophomores and juniors take the PSAT test, a precursor to the ACT test and the SAT test. Juniors are encouraged to take the ACT and/or the SAT tests, with the opportunity to retake them their senior year. The SAT and ACT tests are administered off campus.

Stanford, OLSAT, and PSAT costs are included in tuition fees. The ACT and SAT test fees are not prepaid through tuition.

Vision, hearing, and speech tests are given 3 - 5 year olds when available. The teachers of older students may request these tests for any student. STAR reading and tests are available through the library to determine the student's achievement level in these subjects. The Accelerated Reading Program tests reading comprehension and is available to students in second through seventh grades.

## LIBRARY POLICIES

Books are checked out for a two or three-week period, and may be renewed unless another student has requested the book. Elementary students are able to check out two books at one time. Middle and high school students are able to check out multiple books at one time.

The librarian will issue overdue book and fine notices regularly, as a courtesy, but the primary responsibility for returning borrowed materials in a timely manner rests with the students.

For middle and high school students there is a \$.10 fine for each day a book is overdue, up to 30 days; after 30 days the daily fine becomes \$.25.

A replacement fee will be charged for lost or damaged books. Final report cards will not be issued until all library books are returned or fees are paid.

## **LIBRARY BOOKS RATING**

The Pikes Peak Christian School Library Book Review Committee designates all library books in four categories for each library:

- Category One books are available to all PPCS students.
- Category Two books are available to all students unless parents request in writing that their student not read the book.
- Category Three books are stored in a place that is not readily available to students. These books may only be read with the parent's written permission.
- Category Four books are those not approved for the library.

If a parent or staff member wants to request that a book be changed to Category Three or Four, forms for this service are available from the office or the librarian. The Library Book Review Committee will then study the request.

## **CLASSROOM TEXTS AND SUPPLEMENTAL READING BOOK SELECTION**

The responsibility for selecting textbooks (to include supplemental materials) that meet the class and curriculum objectives for a particular subject lies with the subject classroom teacher with the review/approval of the appropriate administrator. In those cases where a textbook's educational values cause it to be selected for use in spite of its having strong secular characteristics that are clearly in conflict with Christian values, the following actions will be taken:

- The teacher will ensure the primary text's non-Christian material is not ignored, but rather used as a basis for contrasting and emphasizing the Christian world view.
- When possible, the teacher will make available to the students an alternative study text for any who are bothered by the primary book.

Objections to the texts that are not satisfied by the above approach should be communicated to the area Principal, the Director, and the Board, in that order. The Board will hold ultimate decision authority over the final disposition of such objections.

## **TEXTBOOKS**

Books and workbooks for the students in all grades will be issued and checked in by the teacher. All texts are loaned to students for their use during the school year. **Students are to keep hardbound books covered with size-appropriate covers at all times.** Fines or full payment may be assessed for books that are lost or damaged.

## **TECHNOLOGY**

PPCS provides technology resources to students to promote the development of competence, conscience, and compassion through an integrated academic, spiritual, and

extracurricular program. It is an expectation that PPCS technology resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission, values, understandings, and beliefs of PPCS. Specific guidelines are stated in the PPCS Acceptable Use Policy, Social Media Policy and Mobile Device Agreement. Any user who violates PPCS policy or any applicable local, state, or federal laws, faces the loss of technology privileges, risks school disciplinary action, and may face legal prosecution.

Users should not expect their files or devices to be private. Students are not permitted to upload personal files onto PPCS computers. PPCS has the right to review files and devices to maintain system integrity and to be sure that technology resources are being used within established policies. Students and parents are required to sign annual consent and policy forms before students are allowed use of PPCS technology, networks and sites.

## **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

PPCS offers a number of extracurricular and co-curricular activities for its students. Activities include afterschool academic clubs, music and choral programs, musical theater, band, drama, athletics, cheerleading, science fairs, spelling bees, art, literary opportunities, field trips, student council, Matchwits, National Jr. Honor Society and National Honor Society. Each activity may be offered only to specific grade levels. These activities help to enhance the students' choices and broaden their base of interests.

## **ENROLLMENT AND WITHDRAWAL PROCEDURES**

### **ADMISSION POLICIES**

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

Falsification of any information provided to the school during the admissions process will be grounds for non-enrollment of the student.

PPCS will admit students of good character and can accommodate children of various academic abilities; however, PPCS does not have adequate resources or qualified personnel to accommodate children with exceptional learning, physical, or emotional difficulties. Students with special needs will be considered on an individual basis. PPCS may recommend that such children be placed in schools that are specifically designed to meet such needs.

Existing or in-coming students must reside with their parent(s) or legal guardian(s). Exceptions must be approved by the director.



## ENROLLMENT FEE

The enrollment fee is not refundable unless admission is not approved by the school. The enrollment fee reserves a class slot until the first day of school, or Friday of the first week if there is no waiting list. In the event the school does not approve admission, the fee will be refunded. Payment of one-half the enrollment fee will be required if parents want a student placed on a waiting list. If Pikes Peak Christian School receives a copy of orders for a military transfer or a written notice from the employer of a mandatory move decision before August 1, a refund of one-half the enrollment fee may be granted.

If a student is re-enrolled during the same school year, the enrollment fee must be paid again unless the Director grants an exemption.

## REENROLLMENT PROCEDURES

Reenrollment of current students for the next school year begins in mid-January. Returning students (pre-school – twelfth grade) must be reenrolled in order to secure a class slot for the next school year.

The following process must be completed before a student is fully reenrolled:

- Preschool – first grade students must meet age and other requirements listed under NEW STUDENT ENROLLMENT section.
- Review and submission of Student forms online via ParentsWeb
- Completion of the financial and consent form in the School Office
- Payment of the Enrollment Fee (non-refundable) in the School Office

Updated Immunization records and Physical examination records, as required, must be submitted prior to the first day of school for subsequent attendance.

## NEW STUDENT ENROLLMENT PROCEDURES

New Student enrollment is started and finalized in the School Office. Enrollment procedures and requirements are listed below by age group.

### DAYCARE/STUDY HALL

In order for a student to be in Daycare or afterschool Study Hall, they must be currently enrolled student at PPCS; younger students must be 3 years old toilet-trained. Please review the Daycare and Study Hall Student-Parent Handbook for more information.

### PRESCHOOL (2 YEAR OLDS)

The following requirements must be completed and submitted to the school office before a new student can be enrolled and a place secured in the classroom:

- Enrollment Form
- Enrollment Fee (non-refundable)

The following requirements must be completed and submitted to the school office prior to the first day of school:

- *Current and updated* Immunization Record Card
- Copy of Birth Certificate

The following must be submitted to the school office within 30 days of enrollment:

- Current physical examination (required annually)

**\*\* Students must be two years old in order to enroll. Students are not required to be toilet-trained for the 2 year old class only.**

### PRESCHOOL (3 YEAR OLDS)

The following requirements must be completed and submitted to the school office before a new student can be enrolled and a place secured in the classroom:

- Enrollment Form
- Enrollment Fee (non-refundable)

The following requirements must be completed and submitted to the school office prior to the first day of school:

- *Current and updated* Immunization Record Card
- Copy of Birth Certificate

The following must be submitted to the school office within 30 days of enrollment:

- Current physical examination (required annually)

**\*\*Preschool students must be three years old by October 1 and toilet-trained. \*\***

### PREKINDERGARTEN AND READY-SET-GO

The following requirements must be completed and submitted to the school office before a new student can be enrolled and a place secured in the classroom:

- Enrollment Form
- Enrollment Fee (non-refundable)

The following requirements must be completed and submitted to the school office prior to the first day of school:

- *Current and updated* Immunization Record Card
- Copy of Birth Certificate

The following requirement must be submitted to the school office within 30 days of enrollment:

- Current physical examination (required annually)

**\*\*Prekindergarten students must be four years old by October 1. Ready-Set-Go students must be four years old by May 15. All students must be toilet trained. \*\***

### KINDERGARTEN

The following requirements must be completed and submitted to the school office in order to begin the admission process:

- Enrollment Form
- Enrollment Fee (non-refundable)

Conditional acceptance may be granted upon receipt of the above information.

The following requirements must be completed and submitted to the school office prior to being considered for full acceptance:

- *Current and updated* Colorado Certificate of Immunization
- Copy of Birth Certificate

Upon receipt of all the above items, an interview with the elementary principal will be scheduled. **Testing is required for kindergarten students.** A date for the test will be scheduled after the interview. **\*\*Kindergartners must be five years old by October 1. \*\***

The following requirement must be submitted to the school office within 30 days of acceptance:

- Current physical examination (required annually)

## FIRST GRADE

The following requirements must be completed and submitted to the school office in order to begin the admission process:

- Enrollment Form
- Enrollment Fee (non-refundable)

Conditional acceptance may be granted upon receipt of the above information.

The following requirements must be completed and submitted to the school office prior to being considered for full acceptance:

- *Current and updated* Immunization Record Card
- Teacher Confidential Reference (mailed or faxed to the PPCS office)
- Principal/Counselor Confidential Reference (mailed or faxed to the PPCS office)
- Copy of most recent Report Card
- Copy of most recent standardized test results if applicable
- Records Release Form (to be mailed from the PPCS office after acceptance)

Upon receipt of all the above items, an interview with the elementary principal will be scheduled. Testing may be required for students applying for first grade. **\*\*Applicants for first grade must show successful completion of kindergarten or have reached their sixth birthday by October 1. \*\***

The following requirements must be submitted to the school office within 30 days of acceptance:

- Current physical examination (required annually)
- Copy of Birth Certificate

## SECOND THROUGH FIFTH GRADES

The following requirements must be completed and submitted to the school office in order to begin the admission process:

- Enrollment Form
- Enrollment Fee (non-refundable)

Conditional acceptance may be granted upon receipt of the above information.

The following requirements must be completed and submitted to the school office prior to being considered for full acceptance:

- *Current and updated* Immunization Record Card
- Teacher Confidential Reference (mailed or faxed to the PPCS office)
- Principal/Counselor Confidential Reference (mailed or faxed to the PPCS office)
- Copy of most recent Report Card
- Copy of most recent standardized test results, if applicable
- Records Release Form (to be mailed from the PPCS office after acceptance)

Testing may be required for students applying for second through fifth grades. Upon receipt of all the above items, an interview will be scheduled with the elementary principal. Applicants for fifth grade are to accompany parent(s) to the interview.

The following requirements must be submitted to the school office within 30 days of acceptance:

- Current physical examination (must be updated every three years after first grade)
- Copy of Birth Certificate

**The following guidelines are used for middle and high school International Students with some exceptions. See the International Students Program Handbook for details.**

## MIDDLE SCHOOL

The following requirements must be completed and submitted to the school office in order to begin the admission process:

- Enrollment Form
- Enrollment Fee (non-refundable)

Conditional acceptance may be granted upon receipt of the above information.

The following requirements must be completed and submitted to the school office prior to being considered for full acceptance:

- *Current and updated* Immunization Record Card
- Math Teacher Confidential Reference (mailed/faxed to the PPCS office)
- English Teacher Confidential Reference (mailed/faxed to the PPCS office)
- Principal/Counselor Confidential Reference (mailed/faxed to the PPCS office)
- Copy of most recent Report Card or Transcript
- Copy of most recent Standardized Test results, if applicable
- Records Release Form (to be mailed from the PPCS office after acceptance)

Testing may be required for students applying for middle school. Upon receipt of all the above items, an interview with the middle school principal will be scheduled. Applicants for middle school are to accompany parent(s) to the interview.

The following requirements must be submitted to the school office within 30 days of acceptance:

- Current physical examination
- Copy of Birth Certificate

## HIGH SCHOOL

The following requirements must be completed and submitted to the school office in order to begin the admission process:

- Enrollment Form
- Enrollment Fee (non-refundable)

Conditional acceptance may be granted upon receipt of the above information.

The following requirements must be completed and submitted to the school office prior to being considered for full acceptance:

- *Current and updated* Immunization Record Card
- Math Teacher Confidential Reference (mailed/faxed to the PPCS office)
- English Teacher Confidential Reference (mailed/faxed to the PPCS office)
- Principal/Counselor Confidential Reference (mailed/faxed to the PPCS office)
- Copy of most recent Report Card or Transcript
- Copy of most recent Standardized Test results, if applicable
- Records Release Form (to be mailed from the PPCS office after acceptance)

Testing may be required for students applying for high school. Upon receipt of all the above items, an interview with the high school principal will be scheduled. Applicants for high school are to accompany parent(s) to the interview.

The following requirements must be submitted to the school office within 30 days of acceptance:

- Current physical examination
- Copy of Birth Certificate

## HOMESCHOOL PART-TIME STUDENTS

Pikes Peak Christian School will open middle and high school courses to part time students, as space is available. Enrollment as a part time student is allowed for up to two courses per semester. Participating students will be enrolled on a semester to semester basis when there is available space in the desired courses. Students will be expected to have studied prerequisite material to each enrolled course to the extent that allows them to progress without exceptional work required from the teacher. Failure to do so can result in disenrollment from the course. Students will also be expected to adhere to all school discipline and dress policies.

Students will be enrolled via the normal process for full time students. All registration materials and information will be completed by the parent or guardian accomplishing the enrollment. Parent/Student handbooks will be provided by the school and receipt acknowledged by signature. As they are available, student planners will be provided to the student.

## MEDICAL EXAM/IMMUNIZATION RECORD

The Colorado Department of Human Services and the Colorado Department of Public Health and Environment require that a health record be on file in the school office before a student can start school. This record must include: a medical exam signed by a physician or medical provider, performed within the past calendar year, and a Colorado Certificate of Immunization showing the dates and number of doses for all immunizations required by the Colorado Department of Public Health and Environment.

PPCS accepts non-immunized students when parents have signed the appropriate exemption statement on the Colorado Certificate of Immunization.

## ACADEMIC PROBATION AT ENROLLMENT

Middle and high school students entering Pikes Peak Christian School from other schools with a grade point average below 2.5 may be placed on academic probation for the school year. The appropriate administrator may require the student and parents to sign an Academic Probation Contract. The administrator will maintain contact with the student and parents each quarter to verify that contract conditions continue to be met. Failure of the student to fulfill the contract requirements may lead to suspension, expulsion, or the inability to return to PPCS for the next school year.

## PARENT-INITIATED WITHDRAWALS

Parents who wish to withdraw their students from Pikes Peak Christian School should use the following procedures:

- Call or come by the business office to complete the form and initiate withdrawal. **A two-week notice is required.** When the withdrawal steps have been completed, records will be released.
- All books, uniforms, and equipment must be returned prior to withdrawal or applicable charges will be added to the account.
- If a student's account balance is not cleared at the time of withdrawal, grades and records will not be released.

## PPCS-INITIATED WITHDRAWALS

When evaluating students for PPCS-initiated withdrawals, the following criteria will be used, but are not limited to:

- Emotional problems that affect the learning environment
- Long-term defiant attitude
- Ongoing bullying behavior
- Poor moral example
- Continued neglect in academic endeavors and thus disrupting the learning environment

- Learning problems that hinder a student from progressing in a normal classroom setting
- Any continued problem with parents or the student that disrupts the smooth operation of PPCS to include repeated behaviors that generate parent or student dissension

Two-week notice required for parent-initiated withdrawals does not apply if PPCS expels a student.

Each spring a committee of administrators will receive recommendations from the teaching staff regarding whether a student should return to school in the fall.

## DEPARTING STUDENTS

The activities of students who are withdrawing from the school will be restricted to activities necessary to the withdrawal. The students must be accompanied by an office staff member or an administrator.

## TUITION AND FEES

### TUITION & FEE PAYMENTS

In the **9 payments plan** the first tuition payment is due on the first day of school; the second tuition payment is due October 1; with the remaining payments due the first of each month thereafter and a late charge of \$20.00 will be assessed after the fifth day of each month a payment is not received. In the **12 payments plan** the first tuition payment is due on June 1; with the remaining payments due the first of each month thereafter and a late charge of \$20.00 will be assessed after the fifth day of each month payment is not received. The **General fee** (includes technology, testing and security fees) is due on the first school day in September. **Athletic/extracurricular fees** are due on the first day of the month after being posted to accounts.

### DELINQUENT ACCOUNTS

The Office Manager will notify parents whose accounts are delinquent monthly and payment will be expected immediately. A returned check charge of \$15.00 will be assessed for the first returned check and subsequent returned checks will result in restricting payment to cash only. School Board consideration of expulsion will begin once payment has been in arrears for 60 days. In the event that an account is in arrears and delinquent, the school will not release or issue student records (including but not limited to attendance, report cards, transcripts, diplomas, etc.) physically or verbally until the balance is paid in full. Since PPCS accounts are family based, this applies to the entire account and all students represented therein.

In the event tuition and/or fees remain in arrears and unpaid and the school retains an attorney and/or collection agency to collect monies due, the account holder agrees to pay reasonable attorneys' fees and collection agency costs.

Exceptions to the policies listed above may be made for emergency circumstances provided a request is submitted to the Director, the Board approves it, and a letter of documentation is on file.

## TUITION DISCOUNTS

**Prepayment Discount:** For accounts covering a full year that are paid in full by the first day of school, a discount of 5% will be deducted from the yearly net tuition charges.

**Family Discount:** Additional children in the family receive discounts of 10%, 25%, and 50% for the second, third, and fourth or more (respectively) children attending. Discounts are given in descending order of the children's grade levels.

**Referral Discounts:** Pikes Peak Christian School has experienced much growth because our families recommend the school to their friends and neighbors. Each family who refers another student to PPCS will be granted a \$100 tuition discount per new enrollee. The referring family should submit this information to the school office.

**Host Family Discount:** For those families who host a PPCS student from another country, tuition discounts will be afforded to any children in their family as if the foreign student were their first child. For example, if the family has one eighth grade and one twelfth grade child, and the hosted student is in the tenth grade, the family will be given a 10% tuition discount on the twelfth grader and a 25% discount on their eighth grade child. The maximum discount to the host family on any child will be 25% except for any students on whom they would already be receiving a 50% discount.

**Eastside Church of Christ Member Discount:** Children of parents who have placed membership at, and regularly attend, Eastside Church of Christ as verified by ECOC leadership, will receive a 25% discount on tuition. Verification must be completed each year of enrollment.

**PPCS Alumni Discount:** Children of parents who have graduated from PPCS will receive a 25% discount on tuition.

## ADDITIONAL FEES

A printing fee, at 10 cents per paper sheet, will be charged to student accounts for printing homework at school. Additional fees will be charged for Advanced Placement; and fees for field trips, special supplies, parties, etc. may be needed throughout the year. The teacher or coordinator will notify you of these expenses. Additional fees will also be charged for sports participation and are dependent upon the league in which your student's team participates. Pikes Peak Christian School attempts to minimize most special fees and includes those in tuition costs.

## STUDENT ATTENDANCE/ABSENCES

Regular, punctual attendance in all classes is very important to a student's success. **PPCS strongly discourages the planning of family vacations that require extended absences for the students.** Student absences thwart the educational process, causing both teachers and students the added difficulties of

organization, additional instruction, evaluation, and modification of some assignments.

## EXCUSED ABSENCES

**The student should present a parent-signed note to the school office, or a parent should call the school office within 24 hours for an absence to be excused.** All absences are considered unexcused until there is parent contact. Students absent for more than **3 consecutive days**, or on a regular basis over the course of a quarter must provide medical/doctor documentation supporting the absence to be considered excused. Absences will be excused for the following reasons:

- Student illness
- Doctor's appointments
- Death in the family
- Special circumstances receiving **prior** approval by the appropriate administrator
- Absences with approval requests submitted after the absences will be handled on a case-by-case basis

Students are permitted to make up academic work only when an absence is excused. At the beginning of the year, each teacher will send home a copy of their classroom policy regarding make-up work for student absences.

Any requests for make-up work should be made with the school office by 9:00 a.m. to ensure that the teachers have time to honor the request. Elementary students' homework assignments should be picked up immediately after class is dismissed in the classroom teacher's room. Middle and high school students' homework assignments should be picked up in the office between 3:15 and 4:00 p.m.

**Special policy regarding high school students:** Students absent for more than 5 days in a quarter may be placed in additional/after school study halls to make up missed work. Students may not receive credit if they have more than fifteen absences (eight block schedule classes) from any class during a semester. Appeals of this policy may be made to the Director as defined by the Appeals Procedure.

## TRUANCY

Absence from school without parental permission will result in disciplinary action and possible suspension.

## STUDENT CHECK IN/OUT POLICY DURING THE DAY

Middle school and high school students arriving after 8:30 am must come to the office and sign in before going to class. The student will be excused if the parent has called or sent a note. Otherwise, the tardy/absence is unexcused.

Any time any student is checked out of school during the day, there must be direct parent contact with the office staff before the student leaves. An on-file parent permission form is required for seniors and other driving

students in order to sign themselves out during the day. A parent must sign the student out in the log provided, and upon returning to school, the student must be signed back into the log. Pikes Peak Christian School will not release students to friends, other students, or strangers without assurance of parental approval. Any student who leaves the school premises without checking out in the office will be subject to suspension, and the student will receive zeroes in classes missed.

## TARDY STUDENTS

The education process is thwarted whenever students arrive late, distract the other students, and interrupt the teacher. If an unusual incident occurs and your child is late to class, please do not linger to talk to the instructor and delay the progress of the other students.

**Preschool:** A preschool student who is consistently late will miss many important activities. Many of the preschool special classes (Computer, P.E., Spanish, Library and Music) are held before 9:00. Punctual arrival is of the utmost importance.

**Elementary:** All students are to be in class before the bell rings. If not, the teacher will give students a tardy. Five tardies per quarter will warrant a pink slip.

**Middle/high school:** All students should be in their seats before the bell rings. If not, the teacher will record a tardy. Discipline slips will be issued after a student has three tardies per class per quarter. Any student in the halls during classes must have a signed or staff approved hall pass.

## SCHOOL CLOSURES FOR INCLEMENT WEATHER

Local stations should be monitored for specific Pikes Peak Christian School weather closure and delayed start announcements. PPCS will place a great deal of reliance on the road conditions information gathered by Districts 11 and 20. We must, however, make PPCS decisions based on the entire local area because of the large number of our families living outside the district in which the school resides.

**Delayed start** classes will begin at **10:00 am**. Parents should have alternate plans as there will be no school, Day Care, or Detention prior to 10:00 on days with delayed starts. For high school, open campus lunch will be observed unless deteriorating weather conditions should occur.

**Morning Preschool** will be dismissed at 12:00 instead of 11:30 on delayed start days. **Afternoon Preschool** will begin at 12:30 pm and dismiss at 3:10.

**Middle/high school students** should report to their first period classes when PPCS has a delayed start.

**Our primary, official notification method for delayed starts and closures will be through television stations 5, 11, 13, & 30.** We will also attempt to notify the following radio stations: 630, 740, 760, 850 and 1300 (AM); 92.9,

93.3, 96.1, 97.3, 98.1, 98.9, 100.7, 102.7, 103.5, and 106.3 (FM). The school's website and answering machine are updated as necessary. Phone call and email notifications will be used when available.

Parental discretion is always advised as to whether conditions are sufficiently safe to bring students to school. The tardy and missing assignment policies will be relaxed whenever weather conditions affect the time a student arrives.

Decisions regarding scheduled **sports activities** are made on a case-by-case basis. For CSAL (middle school) games, decisions to cancel evening sports activities are made by 2 pm on game days, or upon mutual agreement by the athletic directors. Contact the school office for high school sports cancellations.

## TELEPHONE CALLS

Unless a message is unusually urgent, teachers will not be paged to receive a call. Students will not receive telephone messages unless there is an emergency.

Students must have a pass from the teacher in order to use the office telephone in an emergency situation. The office phone is available for student use before school, at lunch, and after school. Use of the phone for personal reasons is disruptive to both the school and office environments and is not allowed.

## **ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY**

Competitive sports are available for students beginning in fifth grade with the exceptions of wrestling, cross country and track. Sports are offered as interest and student population allows. **Parents with high school students at Pikes Peak Christian School should be aware that every student in Colorado has the right to try out for his or her closest public high school team in any sport that PPCS does not offer.** Some of our high school teams require a try out. The current sports played and grades available are as follows:

Cross Country Track	6 <sup>th</sup> -12 <sup>th</sup> boys and girls
Track	1 <sup>st</sup> -12 <sup>th</sup> boys and girls
Wrestling	1 <sup>st</sup> -8 <sup>th</sup> boys
Basketball	5 <sup>th</sup> -12 <sup>th</sup> boys and girls
Volleyball	5 <sup>th</sup> -12 <sup>th</sup> girls
Football	6 <sup>th</sup> -12 <sup>th</sup> boys
Baseball	9 <sup>th</sup> -12 <sup>th</sup> boys
Cheerleading	9 <sup>th</sup> -12 <sup>th</sup> girls

**Elementary school:** Grades will be checked bi-weekly. A student must maintain a "C" average in core classes (English, Reading, Bible, Math, Social Studies, Science, Spelling) to be eligible to participate. A student will be ineligible for one game if he/she is below a "C" average.

**Middle school:** Grades will be checked weekly. A student is allowed to have one "D" and still participate. A student will be ineligible for one game if he/she has a

single "F". With a second "D" the student can only play with administrator's approval. An ineligible player must attend all practices and games during his/her ineligibility period.

**High school:** Eligibility is determined by both a mandatory Colorado High School Activities Association (CHSAA) standard and a required Pikes Peak Christian School (PPCS) standard.

**CHSAA Minimum Standard:** CHSAA standards require a student to be enrolled in five full-time classes to be eligible. CHSAA also requires a semester grade check. A student may only fail one class the previous semester to be allowed to participate in interscholastic activities the following semester. If a student has more than one "F" during the previous semester, he/she is ineligible until a set date each new semester. See the athletic director for a brochure outlining this policy. CHSAA further requires each school to conduct periodic grade checks in addition to the above standard.

**PPCS Minimum Standard:** PPCS standards require a grade check every two weeks. If a student has one "F" grade or two or more "D" grades at the time of the grade check, he/she will be ineligible for the two week time period. This eligibility standard applies to all CHSAA governed interscholastic activities.

Eligibility for extracurricular activities that are not governed by CHSAA, and/or are essential parts of the curriculum will be determined by the appropriate administrator and sponsor.

A behaviorally or academically ineligible participant is required to attend all practices and games/events during his/her ineligibility period unless the appropriate principal determines otherwise for the sake of improving academic performance. For home games an ineligible player must be on the bench but not in uniform.

**Home school:** High school age students who are registered in their public school district as "home schooled" may be eligible for participation on certain PPCS teams needing additional players. A try out may be required. Home school students are not eligible for teams that already have enough players from the full-time student body. Participating home school students are subject to CHSAA and PPCS eligibility standards. Interested individuals must complete and be approved through the **Homeschool Athlete Application** process.

**Behavior:** Students must also maintain a level of acceptable conduct. Students with frequent tardies, disciplinary meetings, etc., may be placed on probationary status.

**Attendance:** Students absent from school are not to attend or participate in practice on the day of their absence. Attendance is required the **ENTIRE** day of school on game days. Exceptions will be made only for medical appointments or with approval from the athletic director or the appropriate administrator.

Participation in and/or travel to an athletic activity will not be considered grounds for an excused tardy or absence on the following day. Exceptions may be made primarily

for those events where travel is exceptionally late, e.g., post-midnight. Excused tardies are only made to a specific time stated by the Athletic Department.

The appropriate Principal will be involved in matters relating to eligibility. In the event the appropriate Principal is not available or there is an area of disagreement, the Director will oversee the eligibility status of students.

## **STUDENT LIFE**

The policies, procedures and expectations regarding student life serve to promote and preserve healthy Biblical relationships, academic and personal integrity, and a safe learning environment. PPCS reserves the right to discipline or dis-enroll students who refuse to abide by, or violate these policies.

## **SCHOOL HOURS**

AM Preschool:	8:30 am - 11:30 am
Elementary (K-4):	8:20 am - 3:00 pm
Fifth Grade:	8:20 am - 3:15 pm
Middle School:	8:10 am - 3:17 pm
High School:	8:10 am - 3:17 pm

## **REST/LOCKER ROOM FACILITIES USE**

PPCS believes that gender is immutably and originally bestowed upon each person as male or female to reflect the image of God. Therefore, as part of providing a safe environment for students, any restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In addition, in any school sponsored settings where a student may need to be in a state of undress or involved in an overnight accommodation, school personnel shall provide separate, private areas designated for use by students according to their biological sex.

## **CLASSROOM RULES**

Each teacher posts a list of basic classroom rules that will enhance the smooth operation of the classroom procedures, promoting learning and respectful interaction among students. The chewing of gum on campus will be treated as a privilege that may be withdrawn by either the administration or a teacher for a specific classroom.

## **LUNCH PROGRAM**

Parents are encouraged to send a nutritious lunch from home; however, vendors from fast food establishments are available for your convenience. Milk, juice, fresh fruit, cheese cubes, and ice cream may also be purchased. Weekly menus are available in the school office. The vending machines are available at lunch only to middle and high school students. All students may use the machines after school dismisses. Microwaves are available to middle and high school students.

If you desire to have a lunch account, it must be set up with the lunch attendants. Please issue a separate check for lunch money and indicate the student's name and homeroom teacher.

## **STUDENT BIRTHDAYS**

If a parent wishes to celebrate a student's birthday at school (preschool through fifth grade), arrangements must be scheduled with the teacher for a 15-minute refreshment period. No games should be planned since classes will proceed as usual in other classrooms. Please do not exchange gifts at school, and do not send invitations to school unless the entire class will be invited.

## **STUDENT ARTWORK/CREATIVE WRITING**

Faculty and staff members take care that students do not portray violence, guns, knives, etc., in their artwork or creative writing. Students are encouraged to choose more beneficial and uplifting subjects to think about and share with their fellow students.

## **DISRUPTION OF THE ACADEMIC PROCESS**

PPCS does not sanction or support any senior class prank, nor any other pranks, involving and/or affecting school property or staff because of the costs of school interruption, clean-up expenses, and facility repair. Any prank that does occur will be treated with the response normal to such activities. Absences from classes that are the direct result of participation in the pranks will have normal academic consequences. Costs of repair to the facilities and grounds, and to the disruption to the staff and school schedules, will be billed to those responsible for the losses. Disciplinary action will also be considered in any prank activity.

PPCS does not sanction any student initiated or student enacted "skip days" as they interrupt the normal academic environment and process. In such cases when it is evident to the administration that such a day is occurring, normal academic consequences will be followed and no excused absences will be recognized.

## **DAMAGE TO SCHOOL PROPERTY**

It is expected that all damage to school property will be acknowledged by the person involved and reimbursement made to the school. It is suggested that parents check their homeowner's insurance to see if such damages are covered.

## **ELECTRONIC DEVICES**

### **Cell phones and other communication devices:**

- Not permitted to be seen, heard or used in classroom unless specifically allowed by exception by an individual teacher
- Use is permitted at other times and places on campus as long as they do not interfere with the learning environment.

### **Other electronic devices:**

- For preschool through middle school, use is not permitted on campus, nor during after school Study Halls or Day Care periods, unless specifically approved by the classroom/supervisory teacher or Day Care staff member.

- For high school, use is not permitted in classrooms unless specifically allowed by exception by an individual teacher
- Photographic devices of any type are not permitted to be used or seen in any locker room or restroom.

### **DIGITAL/SOCIAL MEDIA RESPONSIBILITY**

Students must take great care in all forms of communication, especially as it relates to digital media. The same standards of face to face communication while on the PPCS campus or at PPCS events apply to all forms of digital communication. Vulgar/profane/threatening/or otherwise inappropriate social media postings/emails/texts, or the perpetuation of such (forwarding, reposting) will result in serious disciplinary consequences. Any student who posts/sends information (factual or rumored) about a disciplinary proceeding, or obstructs an adjudication using digital media, will be subject to serious disciplinary consequences.

### **PERSONAL ITEMS FROM HOME**

Students are discouraged from bringing toys and any non-educational personal items from home. Students are responsible for their personal property and must keep track of glasses, watches, and other valuables. Students should not bring expensive items to school. Pikes Peak Christian School will not be held responsible for personal items and may restrict and confiscate any personal item considered a distraction or inappropriate for the school environment.

### **LOCKERS**

Hall lockers are provided for most students. The student is responsible for keeping the locker clean and orderly. Any school-spirit items attached to the outside of the lockers must be removed at the end of the week. Each student's items (including backpacks) will be kept inside the lockers or placed in provided receptacles. Middle and high school students are expected to keep lockers locked. Valuables should not be stored in these lockers. PPCS is not responsible for lost items.

Lockers are the property of Pikes Peak Christian School and students should not expect that locker content will always be private. It is important that students keep locker combinations secure and private. PPCS has the right to search lockers to maintain school safety and to be sure that the lockers are being used within the stated limits.

### **SKATEBOARDS, SCOOTERS AND SKATES**

Students may not use skateboards, scooters or any type of skates in the building. A designated outdoor area has been provided for middle and high school students for after school use until 4:00 p.m. This privilege is reviewed annually and can be revoked by the administration at any time.

### **SOCIAL EVENTS (HIGH SCHOOL)**

Students who desire to bring a guest to a school-sponsored social event (Homecoming, Winter Banquet, Prom) must have their guest complete a Guest Pass and

receive approval from their administrator prior to purchasing tickets and attending. For a guest to be considered the following must apply:

- Guest must be of high school age (no older than 19)
- Guest must be of the opposite gender
- Guest must be in good standing with their current school
- Guest must agree to abide by all PPCS rules and policies

### **DAY CARE AND STUDY HALL PROGRAM**

The Pikes Peak Christian School Day Care Program is available to PPCS preschool through fourth grade students before or after regular school hours. Study hall is available after school for fifth grade and middle school students. Please ask the front office for an informational brochure.

### **MIDDLE SCHOOL/HIGH SCHOOL BEFORE SCHOOL PROCEDURES**

Pikes Peak Christian School offers to middle and high school students the privilege to be in the building in a designated area from 7:00-7:30 a.m.

### **MIDDLE SCHOOL AFTER SCHOOL PROCEDURES**

Middle school students are to be off campus by 3:30 each school day unless they are in sports practices or under the supervision of a staff member or parent. The pick-up point for middle school students after school is the north side entrance. If a student is not picked up by 3:30, he/she will go to after school study hall. A study hall drop-in fee will be charged to the student's account. If a middle school student is waiting for a sibling to finish sports practice, he/she is to go to after school study hall. Middle school students are not allowed to arrive early to after school sporting events without a parent or adult and are to remain in the vicinity of their parents while on campus. Parents are to pick up their student by 3:30 and return later for the sporting event. All middle school students are to be at the event site and not in other areas of the school.

### **MIDDLE SCHOOL SPORTS/STUDY HALL POLICY**

Middle school students who are engaged in PPCS sports may request an exemption from P.E. for the duration of a sports season from the principal. If granted the exemption, the student will be required to enroll in study hall for each school day in order to remain current in their grades and classes without undue pressure from the demands of practices and games.

### **HIGH SCHOOL AFTER SCHOOL PROCEDURES**

High school students should be off campus by 4:00 each school day unless they are in or waiting on sports practices or are under the supervision of a staff member. High school students who are not under direct adult supervision will be in the commons area at the west end of the building. This privilege will be withdrawn if student behavior dictates. High school students may attend after



school sporting events without a parent or adult. All high school students are to be at the event and nowhere else in the school. Students found in the school and not at the sporting event will be escorted off the school premises.

## **DISCIPLINE POLICIES AND PROCEDURES**

### **STUDENT CONDUCT**

The policies, procedures and expectations regarding student conduct serve to promote and preserve healthy Biblical relationships, academic and personal integrity, and a safe learning environment. PPCS reserves the right to discipline or disenroll students who refuse to abide by, or who violate these policies.

The Pikes Peak Christian School philosophy of discipline encompasses the maxim: "No student should keep another student from learning, and no student should keep the teacher from teaching." No corporal punishment will be used. A student's aggressive or negative behavior on or off school property will be considered subject to PPCS discipline procedures.

PPCS believes the Bible is the inspired Word of God and establishes clear guidance concerning the loving, respectful and appropriate manner in which our students should act toward and with one another. Therefore, PPCS does not tolerate physical or sexual misconduct. This includes, but is not limited to, physical contact that is inappropriate or unwanted; any contact, innuendo, gesture, behavior or verbal abuse of a sexual nature; any electronic use or communication of a sexual nature.

Students have the responsibility to not only conduct themselves properly but to encourage proper conduct by other students and to report improper conduct by other students when appropriate.

PPCS expects student conduct during school-sponsored activities, such as field trips, athletics, fine arts programs, and student clubs and organizations to be proper and appropriate. Participation is a privilege and failure to comply with school policies and standards may result in the loss of the privilege and other disciplinary action.

### **BULLYING**

There can be no place at PPCS for humiliation or any violation of the dignity of a fellow student. PPCS is committed to providing a positive and safe learning environment free of fear, intimidation, and hostility. PPCS is committed to providing an environment free of bullying.

**A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons.** A negative action is an intentional infliction of injury or discomfort upon another person, through physical contact, spoken word, written word, or any other method of contact. At PPCS we will not tolerate any form of bullying.

If a student is subjected to any form of bullying, he or she should confront the offender and make it clear that he or she is uncomfortable with the behavior. This solid stance will often make the offender stop his or her offensive behavior. If the offensive behavior does not instantly cease, or if the student does not feel comfortable with

confronting the offender, the offended student should immediately report to the appropriate administrator. The administrator will investigate the situation, and, if confirmed, appropriate action will be taken. Parents will be involved in any disciplinary process. Retaliation against a person or persons complaining of bullying will not be tolerated.

### **PRESCHOOL**

The Preschool at PPCS uses positive guidance when working with students in which most inappropriate behaviors are avoided. In the event that this technique is not successful the teacher may guide the child away from the group to work on an activity away from the group. This is not used as a punishment, but to help the children refocus and when they are ready they may rejoin the group.

If the child is having a continuing problem with behavior the teacher or Preschool Director will work in partnership with the parent to help the child succeed in appropriate behavior. If the inappropriate behavior continues the child will be placed on a behavior plan which may lead to dismissal if behavior change does not occur.

As an aide to staff and families regarding student behavior, in the Preschool Directors office there is a list of mental health consultants and other specialists as needed.

### **POINT SYSTEM (GRADES K-12)**

The Pikes Peak Christian School discipline system employs a point system with each student beginning every quarter with 100 points. At the teacher's discretion points may be added to reward good behavior or deducted for misbehavior. If a student chooses a negative behavior or attitude, they will receive a discipline slip with appropriate points deducted from their total. The point system provides a paper trail of behavior patterns and keeps parents informed with a copy of every deduction from the student's total. The system provides immediate consequences by the teacher or administrator.

If the behavior/discipline points of a student in first grade or above fall below 80 for two or more quarters the following cumulative consequences may result: loss of privileges, hours for community (school) service, detentions, suspension, probation, and/or expulsion.

Blue homework notice	2 points
Pink discipline notice	1-4 points
Red discipline notice	6-10 points (Administrator referral)
Detention notice	

**Elementary School:** Disciplined students are required to bring home, have signed, and return the discipline slip the following day.

**Middle School & High School:** Students will receive a discipline slip; parents will be notified of basic discipline via *ParentsWeb* & email notification.

If a student fails to return the discipline notice with the parent's signature, **the teacher will follow up with a telephone call to inform the parents.** Whenever a student's total points drop to the following numbers in any quarter, these actions may be taken:

90 Detention	Mornings 7:05-8:05. The teacher notifies the parent and administrator. Missed detentions may incur further consequences.
80 Suspension/Contract	The teacher sets up a conference with the parents and student to write up a behavior contract or the middle or high school student may serve an all-day, in-school suspension. Possible suspension or expulsion.
70 Probation/Suspension	The administrator may meet with the teacher, parents and student. A probationary contract may be written. Possible in-school suspension, suspension, or expulsion.
60 Suspension/Expulsion	Parents will be notified by telephone or letter.

Disciplinary action will be administered as uniformly and consistently as possible; however, each student and each incident will be assessed individually according to previous infractions, attitude, and offenses.

**Pink Discipline Notices:** These rules are important to the smooth functioning of the classroom and school. The teacher determines the number of points deducted and will contact the parent if the signed slip is not returned. Students are expected to:

1. Show proper respect during prayers and chapel.
2. Refrain from interruptions, especially during instruction.
3. Respect other students and refrain from put-downs.
4. Practice self-control in order to promote a safe environment.
5. Protect property of the school, staff and other students.
6. Give diligent attention to the task of learning.
7. Promote an environment of learning in the classroom.
8. Be responsible in relaying communication between teachers and parents.
9. Observe the dress code.
10. Observe the rules for classrooms, playground, hallways, rest rooms and cafeteria.
11. Be respectful of the staff person in authority.
12. Be punctual for classes. Five tardies or more per quarter will warrant a pink slip for elementary, three tardies for middle/high school.
13. Not be in possession of any incendiary device, e.g. matches or lighters, on campus.
14. Not plagiarize academic work

**Red Discipline Notices:** These areas are considered to be high priority and include a referral to the appropriate administrator. The teacher describes the infraction and the administrator researches the incident including all involved to determine the number of points deducted and additional consequences. **The administrator calls if the parent signed slip is not returned.**

1. Open defiance of proper authority.

2. Willful destruction or defacing of school/church property.
3. Behavior on or off school property which is detrimental to the health, safety, welfare or morale of others – including behavior which creates a threat of physical harm.
4. Providing a negative example for other students.
5. Disrupting the learning environment.
6. Truancy.
7. Inappropriate public displays of affection.
8. Language, gestures, pictures, audio/video media, or writing which do not reflect a Christian attitude.
9. Encouraging or inciting negative behavior from other students.
10. Refusal to participate in classroom assignments or activities.
11. Any behavior that is deemed by the administration to be clearly in conflict with Christ-like behavior.
12. Plagiarism
13. Cheating on academic work

## IN-SCHOOL SUSPENSION

In-school suspension (ISS) is an in-house program to which a student may be assigned for a short period of time in lieu of out-of-school suspension (OSS). It is designed to counteract many of the negative effects of suspension. ISS is a viable alternative to OSS for Pikes Peak Christian School students because they can remain in a structured, supervised environment while segregated from the general population. The student is provided with a relevant functional academic and social skills curriculum to continue their learning.

ISS is conducted in a room with a desk and an adult supervisor. A student in ISS has work given by his or her regular teachers that will be completed during the day. The student has lunch in the room and remains there until the end of the day. The supervisor only engages in conversations about the work with the student. The administrator fills out a referral that includes student data and the nature of the offense for each student assigned to ISS. ISS typically extends from 1 to 2 days.

## SUSPENSIONS AND EXPULSIONS

The following behaviors may be grounds for immediate suspension and/or expulsion:

- Possession and/or use of alcohol, drugs, tobacco, pornographic or sexual materials
- Possession and/or use of explosives or weapons in any form
- Bullying (including cyber-bullying) via verbal or non-verbal communication
- Causing, attempting to cause, or threatening to cause physical injury to another
- Demonstrating abusive behavior or aggression
- Creating a dangerous, unsafe, or threatening environment for students or staff
- Facilitating, encouraging, or inciting a fight
- Engaging in sexual behavior
- Cheating or plagiarism

Expulsion may be based on other ongoing detrimental behavior. Expulsion will be normally preceded by a probation period; however, immediate expulsion may also

be imposed. Expulsions will normally be a minimum of one year in duration.

## DRESS CODE

The dress code applies at school and activities where the student is under school supervision. Students should show good judgment in choosing items of dress and hairstyles that do not call undue attention to the individual. Pikes Peak Christian School students should be clean, neat, well groomed, and not disheveled. Any violation of the dress code is subject to disciplinary action and a request that the student change into more acceptable clothing. Students may be asked to leave class until their parent/guardian brings appropriate clothing. **In situations where differences of opinion arise, the decision of the administration will be final.**

- Shoes or sandals must be worn at all times. For safety reasons, closed-toed shoes must be worn in P.E., in science labs, and outside the building. Athletic shoes are worn in the gymnasium.
- Any garment or jewelry bearing a message or design that is inconsistent with the PPCS mission and philosophy will not be permitted. This would include, but not be limited to: advertisements, symbols, words, slogans or pictures that are sexually suggestive, obscene, profane, offensive, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, or disability; that promote violence; or are drug, alcohol, tobacco, witchcraft/occult, or gang related.
- Undergarments must be worn and not be visible through outer garments or exposed.
- Brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments with spaghetti straps, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tops, pajama-style clothing, or strapless garments. Garments that are see through, cut low, or expose one's midriff or lower back while standing or sitting are not acceptable. Sleeveless garments must fit closely under the arms. In all cases modesty will be the determining factor in acceptability.
- Gym wear is only permitted in the gym.
- Tight shorts or short shorts are not allowed during school hours or during school activities.
- Clothes may not be extreme in style or length, must not have immodest holes, and must fit appropriately – no excessive sagging, bagging, or extreme tightness is permitted.
- The wearing of clothing with design or placement of lettering that calls undue attention to certain body parts is not allowed.
- Hats, bandanas, sweatbands or sunglasses may not be worn indoors, except for medical purposes.

- Jewelry worn in pierced body parts will not be allowed except in girls' ears.
- Hair must be of a natural color, be neat and clean, and not call undue attention to the individual.
- Visible tattoos (temporary or permanent) shall not be permitted.
- **Girls only:** Skirts, or slits in skirts, shorts or dresses, (even when worn with leggings) cannot be more than 4 inches from the top of the kneecap. Leggings must be worn with a dress or top that comes to no more than 4 inches above the top of the knee. Modesty will be the determining guideline.
- **Boys only:** Hair length shall be above the eyes in the front and no longer than the base of the neck in the back. Hair shall not be braided or in a ponytail. Exceptions in regards to hair, based on culture or ethnicity, will be determined by the administration.
- **Social Events Dress Code:** The dress expectation is semi-formal:  
Boys: Dress pants, collared shirts  
Girls: Dresses  
The standard PPCS Dress Code is in effect with the following exceptions:  
Girls are allowed to wear a dress with spaghetti straps as well as a modest halter-top dress. The back of all dresses should at least come to the shoulder blades (close to just under the underarms, limited modest openings are allowed below that point.)

## ACADEMIC PROBATION DURING THE SCHOOL YEAR

Middle and high school students whose grades fall below a 2.5 grade point average in a quarter may be placed on academic probation for the next two quarters. The appropriate administrator will communicate with the student and parents regarding ways for the student to improve his/her grades. An Academic Probation Contract may be required. The administrator will maintain contact with the student and parents each quarter to verify that contract conditions continue to be met. Failure of the student to fulfill the contract requirements may lead to temporary or permanent dismissal from the school.

## APPEALS PROCEDURE

Appeals of decisions concerning procedures, discipline decisions, or any policy interpretation should begin with the teacher(s) involved, then progress to the appropriate administrator, the Director, and then to the Board of Directors.

## RESOLVING GRIEVANCES

In an effort to resolve grievances in accordance with Matthew 18:15, the following procedures have been established.

- Parents should take classroom concerns directly to the teacher. An earnest effort will be made to resolve the concern by holding at least two formal conferences.

- If not resolved, parents and teachers may take the concerns to the appropriate administrator, who may arrange another conference. Every effort will be made to resolve the matter within two such conferences.
- If the concern is still not resolved, parents may request a meeting with the Director, who may also set up a meeting with the Board of Directors. The Board will meet with the parents and the Director.
- If necessary, the Board may choose to meet privately to discuss the proper action.

## **FAMILY INVOLVEMENT**

### **PARENT SUPPORT**

Pikes Peak Christian School provides a quality academic education in an environment that is based on a strong, Christian faith. We welcome students of all beliefs, but with the expectation that all students and their families will be supportive in word and action of the school, its philosophy, and its policies.

**Volunteering:** Parents are encouraged to visit their student's classroom and/or join the student for lunch. Mothers and fathers are needed to volunteer in the classrooms and for special events. Please communicate your willingness to help.

### **STUDENT INTERACTION**

Parents or other persons desiring to have interaction time, e.g., enrichment programs, with PPCS students other than their own children before, during or after school hours must make a written request to, and receive written approval from, the administration prior to any such interaction.

The request should detail the purpose of the interaction, its timing and its planned facility usage. It must also include a sample of the letter or memo that will be used to gain parent permission prior to the activity. That document must clearly point out that the activity is not initiated or sponsored by PPCS, and that the parent is putting their child in the care of the person sponsoring the activity, and removing PPCS from any such responsibility. A copy of the documents, signed by the parents giving permission, must be provided to the school office.

### **PRIVATELY SPONSORED ACTIVITIES**

Communication about privately sponsored events whose activity details are communicated in writing on PPCS grounds, or which use PPCS communication systems for information dissemination, must be approved by a school administrator in writing prior to such communication use. The subject memo or letter must specify the sponsoring parent or person, and clearly state that the activity is not a PPCS-sponsored activity.

## **PERSONAL & SMALL BUSINESS SOLICITATION**

Parents or other representatives with a small or personal business that wish to engage PPCS students, families, and staff for business purposes must submit a written request to the Development Officer. Written requests must have the approval of the School Director prior to any party engaging in business activity (including for profit, at cost, or non-profit) at or with any relation to PPCS, its students, families and staff.

## **INAPPROPRIATE PARENT BEHAVIOR**

Pikes Peak Christian School has the expectation that all students and their families will be supportive in word and action of the school, its philosophy, policies and purposes. Examples of behavior not consistent with this expectation include but are not limited to:

- Calls or other contacts (especially repetitive) with other school families whose intent is to denigrate the school, its families, or its students.
- Calls or other contacts with students or other school families or staff that are intimidating, bullying or aggressive in nature.

A parent may be restricted from campus and/or a student may be dismissed if the actions of the student, the parents, or guardians, in the opinion of the school, seriously interfere with the school's ability to accomplish its educational and spiritual purposes.

## **PARENT SPONSORED ORGANIZATIONS**

PPCS encourages and is blessed by parent support organizations. All such organizations must receive a Charter of Operation from the School Director to operate in any way within the school. In order to receive a Charter of Operation, a parent sponsored organization must submit a constitution and/or bylaws of the organization to the School Director for review and approval. An organization's Charter of Operation must be renewed each year.

## **PARENT TEACHER ORGANIZATION**

Pikes Peak Christian School has an active parent organization. We encourage you to support the school by being involved in your student's education as a member of the PTO.

## **SAFETY**

### **REASONABLE FORCE**

There are circumstances under which employees of Pikes Peak Christian School are permitted to touch students appropriately, such as maintaining a safe and orderly school environment, administering first aid, and attending to health needs. Typical examples of these circumstances include intervening in fights, preventing accidental injury, protecting oneself, providing appropriate care to disabled students, moving through a crowd to address an emergency, or employing passive restraint with emotionally disabled students.

## PLAN FOR EMERGENCY SITUATIONS

A detailed emergency procedure is on file in the Pikes Peak Christian School office and staff training is conducted for the following incidents: fires, severe weather, hazardous material accidents, electrical malfunctions, confrontations, disturbances, intruders and assaults.

## EVACUATION PROCEDURES

In the event of an emergency and it becomes necessary to evacuate Pikes Peak Christian School students from the property, parents may pick up preschool students at the Sunridge Retirement Residence, 5820 Flintridge Drive, The elementary, middle and high school students will evacuate to the gym of King Elementary, 6110 Sapporo Drive, and remain until parents pick them up. If the school needs to evacuate more than 3 miles from the school all students will be taken to Vista Grande Baptist Church, 5680 Stetson Hills Blvd. Students with a disability who need assistance out of the building in an evacuation situation will have a non-teaching staff member pre-assigned to assist in getting the student out of the building to safety and reunited with their class. Announcements about evacuations will be made on the radio and television stations that announce PPCS closings for inclement weather, as well as through the Parent Alert phone system.

## STUDENT IDENTIFICATION THROUGHOUT THE DAY

All teachers and staff continually count the students in their care, with special notice being given when students move from one location to another.

**Preschool and Day Care Procedures:** Parents will sign their children in when being dropped off and will sign them out when being picked up. When children come into the class the teacher will record the child's name and the time they enter and will record every 30 minutes the children's attendance in the class until they are picked up by an authorized person or go to Day Care where the child is signed in. If a child is moved to another classroom it will be noted in the record.

**Preschool – 12<sup>th</sup> Grade Missing Student Action:** If at any time the student count is less than it should be, the staff member in charge will stop the current activity and concentrate on locating the absent student in the immediate area. If the student is not immediately found, the staff member will notify administration and security to initiate the Missing Student Action Procedures to search and find the student.

## BUILDING CLOSING PROCEDURE

Each day at 5:45 pm, a staff member checks the building and premises, making sure all students have left. If a student remains at 5:45, the student's parents and emergency contacts are notified until someone is found who can immediately pick up the student. A staff member will stay with the student until a parent, emergency contact, or authorized substitute picks up the student. Once all students have left the premises, the building is locked and the alarm system activated.

## TRAFFIC AND PARKING

Parents are asked to park in a designated parking area and escort their students to the safety of the porch or building. Please follow all posted and painted traffic directions in the parking lots. **DO NOT LEAVE CARS UNATTENDED IN LOADING ZONES OR DROP-OFF AREAS. DOING SO POSES A SIGNIFICANT SAFETY RISK TO OUR CHILDREN.**

Students in fifth grade and above do not need an escort. Preschool and Kindergarten students must be signed in at the classroom. The same procedure is followed for picking up students.

**Speed Limit:** The speed limit in the parking lot is **10 MPH**. Please exercise extreme caution when driving through the parking lot. It is difficult to see students and they may not exercise good judgment or watch for oncoming cars.

**Handicapped Parking:** Handicapped parking spaces are designated outside the northwest entrance. Please leave these spaces available for people who are authorized to use them.

**High school students driving** to school should park in the designated Student Parking Area. Each student driver must have a copy of their driver's license, car registration, and proof of insurance on file in the school office. Both students and parents are required to sign an annual School Parking Lot Access Application before the student is allowed to drive to school. To maintain school safety and to be sure the conditions of the School Parking Lot Access Application are being met, PPCS has the right to search a student's vehicle when it is parked on school property. Discipline action, to include loss of parking privileges, may occur for failure to comply with parking regulations.

Students may not sit in parked cars during school hours. All 9<sup>th</sup> and 10<sup>th</sup> grade students have a closed campus at lunch. Students in the 11<sup>th</sup> and 12<sup>th</sup> grades may leave campus at lunchtime with a parent's written permission. Students leaving campus at lunchtime must sign out with their sponsor teacher and sign in at the school office. All students must have written permission from parents/guardians in order to ride with or drive other students to or from lunch, school, etc. Violations of the rules or tardies at lunchtime may result in closed campus and/or suspension of driving privileges. Additional information for student drivers is available from the high school administrator.

## ANIMALS AT SCHOOL

For health and safety reasons, family/household pets are not allowed on campus. Special circumstances (educational purposes, service animals) must be pre-approved by the school level administrator. Due to their increased disease-carrying potential, at no time will reptiles and amphibians be allowed on campus.

## ASBESTOS

A minimal amount of asbestos has been found in the building. An asbestos management plan is on file in the

office for your perusal. The school has been advised there is no health risk to staff or students. In order to comply with EPA guidelines, Pikes Peak Christian School updates the plan annually.

## STUDENT MEDICAL NEEDS

Please avoid passing illnesses to other students by keeping your students home when they are ill. If your student has experienced fever, vomiting, diarrhea, or started on antibiotics within the past 24 hours, he/she should not come to school.

Injured or ill students are referred to the office for first aid care. Parents/guardians are notified of all head injuries, and other injuries/illnesses of consequence. The person on duty at the time of the accident and the person most knowledgeable about the student's permanent record file will complete an Accident Report. **Please ensure expedient and proper care for your child by keeping all information on the emergency form current.** Students with a temperature of 100° or higher, or who are vomiting, will be sent home.

### Preschool - 12<sup>th</sup> Grade Student Medications

Whenever possible, please schedule medications to be given at home. Dosages to be given three times a day should be given before school, after school, and at bedtime. If the medication must be given at school, try to arrange it to be given at lunchtime to avoid disruption of the instructional program.

All drugs and other medicines brought on campus must be checked into, maintained, and dispensed by the school office. Exceptions to this must be administered via a self-help permission slip issued by the office. **Prescription medication** must come in the pharmacy bottle and include the name of student, doctor, date, drug, and dosage. **Over the counter medicines** such as Tylenol or cold medications must be in the original container. Before **any** medication can be dispensed, PPCS must have a signed permission note from the parent and, unless otherwise waived by the school office, **WRITTEN PERMISSION** from the doctor's office. Please do not send the medicine in a baggie or plain envelope.

**Preschool Emergency Medications:** If your child has an allergy and is in need of an inhaler or an epinephrine pen it must be turned into the office upon enrollment. This medication is considered emergency medications and will be stored in the classroom accessible and identifiable to staff but out of reach of children. When away from the classroom, staff must carry emergency medications in a bag on their person. Staff carrying this medication will be trained by the Child Care Health Consultant on how to administer.

Parents who desire to communicate any on-going special needs for their children that are related to illnesses, injuries, food allergies, etc. must do so in writing to the front office on the registration form at the beginning of each year, or by letter if done later in the year. Prior to that student starting their school year, a plan specifying the care needed for that student must be provided by the parent(s) and agreed to in writing by the School.

Students with medical conditions requiring care by trained staff during the day, or in a medical emergency, must have their parent, or a parent-provided trained adult, to accompany them in any off campus activities.

In the specific case of peanut allergies, Pikes Peak Christian School tries to ensure that snacks provided by its preschool and daycare do not contain peanuts, but we cannot guarantee that no peanut products will ever be on campus.

Parents who provide snacks for students at school other than their own children, e.g. party favors and Easter egg candies, are asked to make sure that they do not include food products with peanuts in them. Similarly, parents with children who have peanut allergies are asked to check all snacks brought home by their children or their siblings to ensure there are no peanut products included.

## NON-PARTICIPATION IN P.E. AND RECESS

Clear, written instructions from parents and doctors must be presented to PPCS for students to be limited in P.E. and recess activities.

## CHILD CARE HEALTH CONSULTANT

In accordance with Colorado Department of Human Services regulations, Pikes Peak Christian School maintains an annual contract with a local Child Care Health Consultant. Our consultant is a registered nurse with experience in pediatrics. Her responsibilities include overseeing the administration of medication and consulting regularly with staff members and parents regarding students' health needs. Parents may contact the school office if they wish to communicate with our Child Care Health Consultant.

## MISCELLANEOUS

### LOST AND FOUND

Please label all coats, hats, gloves, lunch boxes, back packs, etc. Lost and found items are placed in containers. Please check these containers often. Some small items such as jewelry, glasses, and car keys may be turned in at the office. If owners cannot be found for clothing and other items of value, they will eventually be donated to charity.

### COLD WEATHER CLOTHING

All coats, sweaters, and hats should be worn according to the weather and each student's individual needs. Outdoor activities are a part of each school day except in extremely bad weather (20 degrees, actual or wind chill). Please clearly mark the student's name on all removable clothing.

### EXCESSIVELY HOT WEATHER

On days when the outside temperature is excessively high, students may remain indoors or outdoor activities may be curtailed. Students are encouraged to drink additional amounts of water.

## SUGGESTIONS FOR IMPROVEMENT

All suggestions for improvement should be given to the Director. Should an item require Board input, it will be placed on the upcoming Board Meeting Agenda. We welcome your ideas regarding school policies and procedures.

## SCHOOL VISITATION

During regular school hours all parents and visitors must enter through the north door. At arrival and dismissal times, the east doors are unlocked for a brief period of time. All other doors remain locked during the school day.

**Entry Control:** Anyone visiting PPCS is required to check in at the desk in the school office to sign in, to include individuals performing early drop-off or pick-up of students. Visitors will be issued a visitor's pass and assisted with the visit. Class visitation is prohibited without prior approval and students wishing to host a visitor during the school day must obtain permission from their administrator at least 24 hours prior to the proposed visit. Please do not be offended by the requirement to sign in or not being allowed to visit due to special situations. We believe that one of our most important responsibilities is to provide for the safety of our students, faculty and staff. Your cooperation is needed in this area to help us ensure your student is safe from unauthorized visitors to PPCS.

## FUND RAISING

Fund-raising activities are a critical part of PPCS's financial well-being; however, the number of fund raisers each year will be limited as much as is reasonable in order to minimize the impact frequency on parents and friends.

The School-wide fund raisers will normally be limited to three per year, currently including a fall Auction and the spring Hearts and Hands (H2). Additional fund-raising events for the entire School, or any one of its major areas such as the Preschool or the Elementary School, will be strongly discouraged and each such event must receive specific Board approval. Typically, individual grade fund raisers, except those approved for the Senior Class, will not be conducted.

Small fund-raising activities for other School areas, e.g. student councils and clubs, will be held on an as-approved basis. Those fund raisers must be specific in purpose and typically be for items outside the scope of the budget. They must also be specifically approved either by Board action, or by clear history and precedence for the fund-raising area and activity. Over scheduling of any approved fund-raising activities, when deemed to be such by the administration, may result in the partial or full loss of that area's fund-raising status. Restaurant fund raisers will be limited to a maximum of one per month, must be consistent with the above guidelines, and must be scheduled through the Development Office.

All groups planning fund raisers should keep an updated plan on file with the Development Office that details the specific fund raisers planned for that school year. At the start of each school year, that plan should be submitted for approval to the Board via the School Director no later than

two weeks prior to their first fund raiser or by the first of October, whichever comes first. The submission should include a description of the area's planned fund raisers and dates, a financial plan describing the purposes of the fund raisers, and a financial statement for the prior year reflecting all income and expenses.

Fund raisers that are exceptions to the annually approved plans will be handled on an individual basis. An approval request should be submitted to the Board thirty days prior to the exception fund raiser and should include the items listed in the plan outline above.

## TV/VIDEO VIEWING

Students may occasionally watch a TV show or see a video that is curriculum related. All programs shown will be "G" rated. Exceptions to these guidelines will only be granted with administration and parent approval.

## FIELD TRIPS AND OFF-CAMPUS ACTIVITIES

Students with medical conditions requiring care by trained staff during the day, or in a medical emergency, must have their parent, or a parent-provided trained adult, to accompany them in any off-campus activities.

Permission slips will be sent home with sufficient time to allow their return before departure. Parent drivers are often needed for these occasions. The following criteria must be met prior to driving on a trip:

- All drivers must be over 21 years of age, licensed for the type and size of vehicle they are driving, and insured.
- A copy of each driver's valid, non-expired license and proof of non-expired insurance must be on file in the school office.
- All cars must be in good working condition, and the correct number of seat belts must be present. No students are allowed to be double-belted.
- Preschool students less than four years old and weighing less than 40 pounds must be properly restrained in a forward-facing child restraint system. Parents will provide the necessary child restraint system.
- Students between the ages of four and eight must be properly restrained in child booster seats. Parents will provide the necessary booster seats.
- Authority over and responsibility for all students on a school-sponsored trip resides with the school-assigned representatives.

If a student should arrive late and the group has departed for a trip, the student may leave with an authorized adult or may remain at school in a supervised area until the group returns.

## PPCS BOARD MEETINGS

Parents are invited to the Board of Directors meetings. Meeting dates and times will be posted on the school website calendar several weeks in advance. Please notify the Director in advance if you have an agenda item or plan to attend.

## PRIVACY OF INFORMATION

It is the policy of PPCS to not share the personal contact information of its staff, students or their families. PPCS parents or students seeking another PPCS individuals' contact information may submit a request containing their own personal contact information for delivery to the other party. Reply communication from school staff outside of normal school hours should not be expected. Outside entities' access to information is governed by the PPCS Right of Access to Records policy.

## RIGHT OF ACCESS TO RECORDS

Although not directly subject to the Family Educational Rights and Privacy Act (FERPA) of 1974 that grants parents the right of access to educational records accumulated subsequent to December 21, 1974, Pikes Peak Christian School is guided by its principles.

A written request must be submitted to the Director. Available records include grades, written evaluations, diagnostic testing reports, and results of achievement/intelligence scores. Access will be granted within 45 days of making the request.

The educational institution will not release educational records to others except in the following specific situations:

- School officials, including teachers, within the educational institution who have legitimate educational reasons.
- Officials of other schools in which the student seeks to enroll, upon the condition that the parents be notified of the transfer of records. PPCS deems mailing notification of said request to parents' last known address as sufficient notice.
- Certain government and educational agencies.
- In connection with a student application for, or receipt of, financial aid.
- Certain organizations conducting studies for educational agencies or institutions.
- Accrediting agencies.
- In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- In order to comply with a judicial order if the parents are notified.

Certain information is considered general information and is subject to release without notice, unless the parents request confidentiality in writing to the administration. The information includes:

- Student's name
- Address - past and present
- Telephone listing
- Age and place of birth
- Gender
- Participation in recognized activities and sports
- Date of attendance

- The most previous educational agency or institution attended by the student
- Grade level
- Parent's names, addresses, and telephone numbers
- Church membership
- Photographs

FERPA affords the right for challenging the accuracy of recorded information. A parent making a written statement of his or her positions may challenge the content. The statement will be inserted in the records.

A copying fee of \$1.00 will be charged for the first page and 10 cents for each additional page of a student's records.

If the educational institution desires to release records to anyone not within the realm of releasable information, a request will be submitted to the parents for approval before records are released.

## **COLORADO DEPARTMENT OF HUMAN SERVICES REGULATIONS**

The following two paragraphs are taken verbatim from the Colorado Department of Human Services policies:

### **REPORTING CHILD ABUSE**

Your child is enrolled in a childcare program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse for El Paso County Social Services is 444-5700. Colorado law requires that childcare providers report all known or suspected cases of child abuse or neglect.

### **LICENSING COMPLAINTS**

Childcare services play an important role in supporting families and strong families are the basis of a thriving community. Your child's education, physical, emotional and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment, play materials and staff. For additional information regarding licensing or if you have a concern about the child care facility, consult with the Colorado Office of Child Care Services at 303-866-5948.





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