

PRINCETON CHRISTIAN ELEMENTARY SCHOOL

**A Ministry of Princeton Church of the Nazarene
1957-2009**



**Rev. James Spear - Senior Pastor
Mrs. Cynthia Stone – Elementary Principal & All School Administrator**

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Princeton Christian School admits students of any race, color, national and ethnic origin.

Accredited by

**Florida Association of
Christian Colleges and Schools**



**Southern Association
of Colleges and Schools**



ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. There may be new situations to occur or circumstances which are not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

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INSTRUCTIONS TO PARENTS AND STUDENTS

This handbook is designed to provide the essential information that all students and parents need to be an integral part of the Princeton Christian School family. We require that all students and parents read and understand this handbook and refer to it on a regular basis. The school operates on the assumption that students and parents are aware of the contents of this handbook.

After reading this handbook, the following forms need to be completed, signed, and returned to the school office by Friday, August 28, 2009.

- Handbook Contents Acknowledgement
- Responsible Use of Technology
- Photograph Release Form

Students must return the above listed forms by August 28, 2009.
Forms are located at the end of the handbook.

STUDENT/PARENT HANDBOOK

WELCOME

Welcome to Princeton Christian School, a **ministry of the Princeton Church of the Nazarene since 1957**. For forty-nine years we have had the privilege of helping families in South Dade provide a quality education for their children. We believe that **each student** who attends PCS is a **special creation of God**. Therefore, we pledge that our faculty and staff will do everything within our power to see that they are shown love and given that which is necessary to excel in wisdom, the virtues, and academics.

We would encourage you to be supportive to your child(ren) as they learn and grow this school year. While the physical development of your child(ren) is important, we would also encourage you to help them develop the spirit within them. **God's word says that man is not only a physical being but also a spirit**. We would urge you to help develop their spiritual life by taking them to God's house and worshiping as a family. If you do not presently attend a church, may we extend to you a very **special invitation to join us for worship** each Sunday morning at 10 A.M. We also have great opportunities on Wednesday nights for your children to be involved in children's and youth activities. If you would like information on these various ministries, please contact us in the church office at 305-258-3181.

Thanks again for making PCS your education choice. Our prayer is that this will be a wonderful year as together we invest ourselves in the development of God's special creations.

Pastor Jim Spear and the Princeton Christian School Board



It is with great pleasure that I welcome all parents and students to our 2009-2010 school year. I look forward to meeting and working with each of you as we endeavor together to train your child in the ways of the Lord.

Our goal is that each child will receive a Bible-based education in an environment supportive of the values of the Christian home. Our faculty and staff will challenge each student to invest their life vocationally, mentally, and physically for Jesus Christ.

Without your support as parents, our job as educators will not be complete. If ever you have comments or suggestions, please feel free to share them with us so that we may better our school. Parents please spend some time reading this handbook and then share the contents with your child(ren). *After reviewing this handbook, please sign the last page and return it to your child's teacher. *

I look forward to a wonderful school year with your family and would request your prayers for our faculty and staff as we serve Him at Princeton Christian School. Micah 4:2 assures us that, "He will teach us His ways, so that we may walk in His paths." We are committed to this verse and do pledge to you that as a school, we will teach your child His ways so that they too may walk with our Lord.

In His Service,
Cynthia Stone
Elementary Principal & All School Administrator

HISTORY

Princeton Christian School is a ministry of Princeton Church of the Nazarene. This ministry began in 1957 by the Princeton Church of The Nazarene as a heartfelt avenue through which to affect change in the lives of children and their families. From this beginning, the mission of the school continues to impart in students' spiritual knowledge, Christian character, and the way to eternal salvation through the Lord Jesus Christ. Through impacting students, our ministry is able to reach into the families of students so that Princeton Christian School is not merely viewed as a school but a family.

MISSION STATEMENT

We approach education with the understanding that God is the creator and sustainer of all things and that true wisdom comes through Him. Our objective is to provide a high quality education in a distinctly Christian environment. We desire that all students establish or deepen their personal relationship with Jesus Christ. We endeavor to provide all students a sound academic base, which will prepare them equally well for the rigors of college or direct entry to the work force.

STATEMENT OF FAITH

We believe that ...

- God is the creator and sustainer of the universe and that Jesus Christ is the Son of God who came to earth to die for the sins of mankind.
- Salvation is by grace through the faith in the atoning blood of our Lord and Savior Jesus Christ and that those who accept Jesus as their Lord and Savior and His salvation enter into a personal relationship with Him.
- The Bible is the inspired Word of God and is the source for guidance in matters of faith and the principles of everyday life.
- Christians should live in harmony with one another.

Most importantly, we believe that Christians should portray Christ's love for His creation toward all people regardless of their race, origin or ethnic background as well as toward the environment.

PHILOSOPHY

We view the school as being in partnership with the home in the God commissioned responsibility of training children. Princeton's most important contributions to this are academic training and social development within a Christian environment. Behavioral training, as well as further social and academic training, is viewed as the parent's important contribution to this partnership. Accordingly, we feel strongly that there must be a high degree of consistency and harmony between the philosophy and expectations of the school and that of our parents.

SPIRITUAL LIFE

Included in the curriculum of all grades is a daily Bible class. Christian concepts and spiritual lessons will be integrated into all subject matter when possible. Chapel is held once a week, where students are given the opportunity to accept Christ as their personal Savior.

The purpose of our Bible classes and Chapel is three-fold:

1. We are concerned that our students have a faith in God and pray that every student will come to know Jesus Christ as their personal Savior.
2. We are concerned that the Bible becomes THE guidebook for life, and that we accept God's Word as absolute truth.
3. We promote prayer as the means to building a relationship with Jesus Christ, our Lord and Savior.

SCHOOL MOTTO

Christ, the Key to Knowledge

SCHOOL VERSE

"He will teach us His ways, so that we may walk in His paths."

Micah 4:2

SCHOOL COLORS

Green and Gold

SCHOOL SONG

Princeton Christian, Princeton Christian
We thank God for you,
For the training that you give us
Day by day and all year through
Training of the mind and soul,
Training of the body whole,
So we lift our voice in praise to God
For Princeton Christian School.

ACCREDITATION AND MEMBERSHIP

Princeton Christian School is proud to be accredited by the Florida Association of Christian Colleges and Schools (FACCS) and the Southern Association of Colleges and Schools (SACS). Princeton Christian School is affiliated with or a member of the Commission on International and Trans-Regional Accreditation (CITA), Dade Association of Academic Non-Public Schools (DAANS), and the Nazarene International Education Association.

ENROLLMENT

Throughout the year, you may be asked how others can enroll their children in our school. The procedure is as follows:

1. Have them call the elementary school office.
2. One of our staff members will share any necessary information and schedule an entrance test.
3. Perspective families must fill out an application and will need to bring report cards and standardized test records from the previous two years as well as other school records (special placements etc.). These records must be turned in at the time of testing.
4. The application, all previous school records, and the entrance test will be evaluated by school administration to determine placement options which are available to the child(ren) at PCS.
5. Students and parents who successfully pass step four will be scheduled for a personal interview with the principal which is the final step in the enrollment process.

Princeton Christian does not want to exclude any student from the privilege of a Christian education. However, students who demonstrate low academic performance, those who have emotional and/or behavioral problems, or those who have severe learning needs may not benefit from our curriculum. At the elementary level, placement into the Learning Center is required for students diagnosed with special learning needs. There is an additional cost for this service.

All newly enrolled students are on a one semester (eighteen-week) probation period. During this period students must maintain a 70% or higher overall average in academic performance. Additionally, students

are reviewed at the end of the first semester for effort and behavior disciplines. Students who fail to meet PCS standards will be withdrawn.

TUITION AND FEES

<u>Fees</u>	<u>Per Year</u>	<u>Payment Plan</u>	<u>Payment Plan</u>
		<u>10 Months</u>	<u>11 Months</u>
<u>K3 & K4 Half-Day Program</u>			
Registration (<i>before April 6, 2009</i>)	\$ 150		
Registration (<i>after April 6, 2009</i>)	\$ 200		
Books	\$ 200		
Activity Fee	\$ 200		
Tuition, 1 st child	\$3835	\$383.50	\$349
2 nd child	\$3635	\$363.50	\$331
3 rd child	\$3485	\$348.50	\$317
*Development Fee	\$ 250 per family		
<u>K3 & K4 Full-Day Program</u>			
Registration (<i>before April 6, 2009</i>)	\$ 150		
Registration (<i>after April 6, 2009</i>)	\$ 200		
Books	\$ 200		
Activity Fee	\$ 200		
Tuition, 1 st child	\$5775	\$577.50	\$525
2 nd child	\$5575	\$557.50	\$507
3 rd child	\$5425	\$542.50	\$493
*Development Fee	\$ 250 per family		
<u>K5 Full-Day Program</u>			
Registration (<i>before April 6, 2009</i>)	\$ 150		
Registration (<i>after April 6, 2009</i>)	\$ 200		
Books	\$ 200		
Activity	\$ 200		
Tuition, 1 st child	\$5985	\$598.50	\$544
2 nd child	\$5685	\$568.50	\$517
3 rd child	\$5435	\$543.50	\$494
*Development Fee	\$ 250 per family		
<u>Grades 1 thru 6</u>			
Registration (<i>before April 6, 2009</i>)	\$ 150		
Registration (<i>after April 6, 2009</i>)	\$ 200		
Books	\$ 200		
Activity Fee	\$ 200		
Tuition, 1 st child	\$6090	\$609	\$554
2 nd child	\$5790	\$579	\$526
3 rd child	\$5540	\$554	\$504
*Development Fee	\$ 250 per family		
<u>Enrichment Program</u>	\$1315 per year		

EXPLANATION OF FEES

All fees discussed in this section are due at the time indicated and once paid, are **NON-REFUNDABLE**, **unless stated otherwise.**

There is a \$50 **TESTING FEE** that covers the cost of administering and assessing the entrance exam.

The purpose of the **REGISTRATION FEE** is to enroll the student in school. If there is an opening, the fee will hold a place for him/her. The fee is used for general revenue.

These fees must be paid prior to enrollment.

There is an annual **BOOK AND ACTIVITY FEE** for each student. These fees are due June 1st, or upon enrollment, if school has commenced. The activity fee contributes to the cost of accident insurance, standardized testing, yearbook, art and computer, or elective fees.

A **DEVELOPMENT FEE** is assessed annually for Princeton Christian School capital improvements. This fee is assigned once **PER FAMILY** and is not a per student fee. This fee may be rebated upon fulfillment of the required 30 volunteer hours of service to PCS. Volunteer hours may be earned beginning the month of August and ending the last school day in April. A refund check of \$200 or credit to an account will be made during the month of May if volunteer hours are earned and approved by administration.

TUITION is an annual fee. In order to better serve our families, we offer the following modes of payment:

- a. Lump sum payment (3% discount)
- b. One-half paid at the beginning of June and December (1.5% discount on amount paid)
- c. Ten month payment plan
- d. Eleven month payment plan

Payments may be made in the form of cash, check, Visa or MasterCard (credit card **must be made in person at the business office**).

If plan “c” is desired, the first payment will be July 1st, and is **NON-REFUNDABLE**. The next payment will then be due August 1st, and the first of each month thereafter. The final payment will be April 1st.

If plan “d” is desired, the first payment will be June 1st, and is **NON-REFUNDABLE**. The next payment will then be due July 1st, and the first of each month thereafter. The final payment will be April 1st.

The following procedure will apply to late enrollment. Registration, book fee, and initial tuition payment will be due at the time of enrollment. A late enrollment fee is a one-time fee for families entering Princeton Christian School after the month of August. A late enrollee will use the 10-payment plan amount and pay the “late enrollment fee” of \$50.00. Late enrollees will pay the tuition for the month, in which he/she begins school, and will subsequently pay each month’s tuition through and including the month of May.

If the student fails to complete the academic year for any reason, the payment due for the month of disenrollment is payable in full and will constitute the final payment.

There will be a \$50.00 late charge for accounts not paid by the fifth (5th) of each month. Quarterly and final grade cards will not be provided to families with past due accounts, nor will records be transferred until all accounts are paid in full.

Families who are in arrears on the fifth (5th) of the month shall be notified that unless payment is made within 15 days, the child(ren) will not be allowed to continue school until the account is paid in full.

The school board, at their monthly meeting, reviews overdue accounts. Accounts must be paid in full for a student to participate in any PCS (K5, sixth or twelfth grade) graduation ceremonies. In addition, the financial accounts must be current for any student to attend a PCS overnight field trip, Payments made within a week of PCS graduation or an overnight school sponsored field trip must be in the form of cash, cashier check, money order, or credit card.

A \$30.00 charge will be made on all checks returned to the school for insufficient funds.

TUTORIAL SERVICES

After school tutoring is available through PCS. Bachelor degreed teachers are paid at the rate of \$35 per hour for individual tutoring. Group tutorial rates may vary. Paid tutorial assistance will not take place between the hours of 7:30 a.m. – 3:30 p.m., unless it is considered free and is part of the “tutorial helps” program offered at PCS.

FINANCIAL AID

Princeton offers a limited number of partial tuition scholarships. The procedure for scholarship application is to obtain the necessary forms from the bookkeeper, complete forms in their entirety and send them to the evaluation company. Princeton uses a third party organization (Family Financial Needs Assessment, or FFNA) to determine financial need and level of aid, if any, the family is eligible to receive. In an effort to award some level of financial help to qualifying families, the amount each family receives may vary. An intent form depicting the intent to apply for financial aid must be turned into the business office by the end of May preceding the next school year.

WITHDRAWAL – DISMISSAL

Withdrawals from school must be made through the elementary office and a withdrawal form (exit survey) filled in by a parent. Report cards and permanent records will not be issued to any family whose account is not current. A student's end-of-the-year records or current report card will not be transferred unless his/her account is current. Forty-eight hours (two days) notice is required to obtain student records. All textbooks and school-owned property must be returned to PCS before academic records can be released.

SCHOOL HOURS

Kindergarten 2 (1/2 day)	8:10 - 12:00 p.m.*
Kindergarten 3 (1/2 day)	8:10 - 12:00 p.m.*
Kindergarten 4 (1/2 day)	8:10 - 12:00 p.m.*
Kindergarten 3/ 4 (full day)	8:10 - 2:30 p.m.*
Kindergarten 5	8:10 - 2:30 p.m.
Grades 1 st – 6 th	8:10 - 3:00 p.m.
High School	8:00 - 2:50 p.m.

All PCS classrooms open 10 minutes prior to the start of the school day.

(*Full-day K2/K3/K4 students may be picked up with older siblings at 3:00 p.m. with no additional cost. No aftercare will be provided for half-day K2, K3 or K4 students.)

EXTENDED CARE SCHOOL PROGRAM

Due to the high demand for a full day program to meet the need of working families, PCS has implemented a year round extended care program for K2-6th grade students. For the convenience of working parents, we offer a pre-care program from 7:00-8:00 a.m., daily. Aftercare is available for students in K2-6th grade from 3:00 - 6:00 p.m. Time is set aside for homework, snacks, outdoor play and other activities. Day-care is

provided during non-school days, if a minimum of 10 students register. No care is offered for national holidays. Charges are assessed on a weekly basis, unless notated differently on the Extended Care Commitment Form. The cost is determined by the hours of service provided.

Payment is based on hourly or weekly fees. Extended Care Commitment Forms must be filled out for students attending pre-care or aftercare. Students without commitment forms on file will automatically be charged the hourly rate. (SEE APPENDIX)

EXTENDED CARE FEES

<u>K2 (full day)-6th Grade</u>	<u>Hourly Rate</u>	<u>Weekly Rate</u>
7:00-8:00 a.m.	\$ 3.75	\$15.00
3:15- 6:00 p.m.	\$ 3.75/hr. (minimum charge)	\$52.50

Features Include:

- a. Arrival times as early as 7:00 a.m.
- b. Individual help on homework is given by adult supervisors
- c. Structured activity with play area and games provided
- d. Snack available at minimal cost
- e. Weekly or intermittent participation (\$3.75 minimum)

A fee of \$1.50 per minute will be charged for all late pickups after 6:00 p.m.

All fees for this program are payable on a monthly basis. Statements are issued the 15th of each month. Payment is due within 10 days upon receipt of statement. Failure to pay promptly will result in immediate removal from the program.

It is **MANDATORY** that all elementary students participate in this program if arriving prior to 8:00 a.m. and/or departing after 3:15 p.m. **ENROLLMENT IN THE SCHOOL IS CONTINGENT UPON THIS UNDERSTANDING.** Elementary classes begin at 8:10 a.m. Elementary students arriving after 8:00 a.m. will not be charged for early morning care.

AFTER SCHOOL INSTRUCTIONAL CLASS

K5 – 6th grade teachers offer a minimum of one “helps” class, a week, at no charge. Helps class will take place between 3:15-4:10 p.m. Students not picked up within 5 minutes after dismissal of “helps” class will be sent to Extended Care.

HIGH SCHOOL STUDENT VISITS

High school students may visit the elementary campus **ONLY** with written permission from the high school or elementary office. High school siblings may neither be dropped off on the elementary campus nor walk over to pick up elementary students.

SPECIAL PROGRAMS

THE LEARNING CENTER

The Learning Center is designed to provide educational instruction to students with varying degrees of educational needs. Our program includes educational assessment, referral, consultation and services.

The Learning Center Program services up to 18 children, 1st – 6th grade, in a self-contained setting. Students receive instruction based on their abilities, with emphasis placed on mastering basic skills using a variety of teaching techniques with the intent to mainstream.

The Learning Center also provides tutorial and remedial support for students through the Resource Room. Students meet in small groups and work on specific areas of weaknesses during the school day. Students serviced through the Resource Room are re-evaluated each nine weeks to determine their current remedial needs. There is an additional charge for the Resource Room. Students needing private tutoring may secure tutors through the Learning Center or the elementary office.

Full-time Learning Center Program

All academic instruction given	\$10,700.00 per year**
Six students maximum	
(Music, Art and PE with regular class)	\$ 175.00 assessment fee*

Part-time Learning Center Program

Includes Reading and Language Arts	\$3,100.00 per year**
Six students maximum	
(English, Spelling, Phonics, Handwriting)	\$ 175.00 assessment fee*
2 hours a day/5 days a week	

Resource Room

Two - ½ hr. sessions	\$ 35.00 per week*
Two - 45 min. sessions	\$ 45.00 per week*
Two - 1 hr. sessions	\$ 60.00 per week*

For students requiring remedial or tutorial help in any subject, assessments are available upon request. Minimum includes one (1) day each week of scheduled consulting, planning, and classroom assistance. Nine weeks duration required.

*Assessment Fee: This is a one-time fee due September 1

**Payments: These payments are due on the first of each month. Any account which is five days in arrears will be assessed a late payment charge of \$50.00 and shall be notified that unless arrangements are made to become current by the end of the month, the child(ren) will not be permitted to continue school until the account is paid in full. All costs listed are in addition to normal tuition payments for the student (except for Full-time Learning Center program).

ENRICHMENT PROGRAM

This program is available to students who excel academically and are in need of additional academic enrichment or challenge. Students are considered candidates for the Enrichment Program, if they score a 92% or higher on the basic battery of a national ranked test or they must score 120 or higher on the Otis Lennon Ability Test or another individual intelligence test. In addition, a student must be nominated by their teacher. The child's teacher completes a nomination form which includes a checklist of characteristics for gifted students. Parents will need to sign a permission form and may be asked to complete an inventory describing their child's learning characteristics.

Once nominations have been received, they are reviewed by the administration along with an evaluation of the candidates standardized test scores, Otis Lennon Ability Test and/ or other intelligence or gifted tests and/ or evaluations.

After a child has been accepted into the enrichment program, a student may remain in the program as long as the eligibility criteria are being met. A student must qualify on an intelligence test only once. Achievement test scores and classroom performance will be monitored yearly.

There is an additional cost for this supplementary program of \$1,315.00 per school year.

CHAPEL

Students meet once a week for Chapel. The purpose is to praise the Lord in song and hear from Him through a message or program. PCS students are expected to enter chapel quietly and show respect to the speaker and other students performing. Through chapel we seek to help guide students in the development of their faith in God as well as impressing upon them the depth of His grace and love for His creation.

SPIRITUAL GUIDANCE AND COUNSELING

Since we are a Christian school, Princeton seeks to meet the spiritual as well as academic needs of our students. Young people are encouraged to seek counseling in either area from their teachers or administration. Contact the school office if you wish to have your son or daughter counseled.

PARKING & TRAFFIC FLOW (SEE APPENDIX)

For the safety and protection of everyone coming through the driveway and parking lot, we ask that each parent READ and FOLLOW the designed traffic plan and use the designated parking areas. **Parents, please do not park on the grass areas on SW 248th St. or 134th Avenue by either the elementary or high school buildings.** This promotes traffic and safety problems. The property directly across from the elementary building does not belong to PCS. Please do not park in this field. Vehicles must display the rear-view mirror, parking pass whenever on campus. Each family will be issued two parking passes. Additional passes may be purchased for five dollars.

SPEED IN PARKING LOT MUST NOT EXCEED 5 MPH

Please adhere to this speed limit for the safety of all our children. **DO NOT USE CELL PHONES** while driving on PCS property. Even the slightest distraction may cause injury to a child.

PARENTAL CONSENT

Written, parental consent is required for the following situations:

1. Permission for your child to go home with a driver different from the one(s) designated on the office file. Without a note from home, your child will NOT be allowed to leave school with a non-designated person.
2. Permission to leave with a parent from a field trip must be submitted the previous day for administrative approval.
3. Permission to take medication at school requires a signed paper from the parent. Prescription and over-the-counter medication must be in its original packaging. Parent must also secure a signed prescription form from the doctor.
4. Permission to participate in school field trips or extracurricular school sponsored trips.
5. Permission to receive Resource Room tutorial assistance.
6. Permission to see school counselor.
7. Permission to post pictures on PCS website, Edline, or newspaper.

LUNCH

Students must bring a packed lunch from home or purchase hot food, sandwiches, drinks, etc. from the school. Microwaves are NOT available for elementary student use. Prices are determined by our purchase costs and are subject to change. No soft drinks or carbonated drinks should be brought from home. No glass containers may be used. Parents are discouraged from bringing fast-food lunches to school on a regular basis and should be done for special occasions with administration's approval. All forgotten lunches must be dropped off at the office and not taken directly to the classroom or the lunchroom.

If a student forgets his/her lunch money, a call will be made to a parent. In the case no one can be reached or is unable to come to the school, the office will allow the student to charge one peanut butter and jelly sandwich and a carton of milk at the cost of \$2.50. Parents bringing lunches to their child must drop them off at the school office. Parents wishing to purchase a lunch coupon should contact the elementary office. Lunch coupons are available in \$3.00 and \$3.50 increments.

LOST AND FOUND

"Lost and Found" is located in the lunchroom. Smaller articles such as jewelry, glasses, electronics, etc., are located in the elementary office. Articles not claimed by the end of each quarter will be given away. We urge parents to have their child's name sewn or written on the inside of all uniform clothing.

TEXTBOOKS

Textbooks are issued on a rental basis. Abuse or loss of textbooks will result in a replacement at the expense of the student. Hardback books **MUST** be covered with an appropriate book cover. Books **MAY NOT** be covered with stretch material, contact paper, or any other adhesive material. Parents wishing to obtain a second set of textbooks must order them directly from the textbook publisher or Budgettext, a second hand company (www.budgettext.com).

MATERIALS AND SUPPLIES

Students must have sufficient supplies available at all times. Borrowing books, paper, pencils, etc. is discouraged. Materials and supplies are obtainable from the school store, located at the east entrance to the elementary building, or they may be brought from home. K3-K4 students are charged \$10 per semester to cover the cost of school supplies. School store hours are Monday through Friday from 7:50-8:10 a.m.

HEALTH POLICY

The health of the student is primarily the responsibility of the parents. It is expected that chronic illness will not go undiagnosed and that **THE STUDENT WILL NOT COME TO SCHOOL WHEN CONTAGIOUS**. Student should be free of fever at least 24 hours before returning to school after an illness. All students must have an updated immunization Form HRS 680. The decision to send a mildly ill child to school is sensitive to all concerned. A doctor's clearance is required for a student to return to school after having a communicable disease. In addition, a doctor's (release) may be required for other illnesses, if deemed necessary by the school administration. (SEE APPENDIX)

ILLNESS OR INJURY DURING SCHOOL

A student who is too ill to remain in class or who is injured will be permitted to go to the office. If necessary, parents will be called by the office staff. Medication may not be administered by anyone on the school staff, except with a doctor's consent form. A parental permission form must also be on file before any medication is administered. (This includes over-the-counter medication, such as cough syrup, aspirin, etc.) Prescription and over-the-counter medication must be in its original packaging.

ATTENDANCE

Regular attendance is necessary for student success. Therefore, students are expected to be in school except in cases of emergency or for the following reasons.

1. Personal illness – A note from the parent or guardian is required for any illness. The school will require the certificate of a doctor, if absences exceed nine per semester.
2. Death of a close relative - Normally, the absence arising from this condition is limited to three days, unless reasonable cause may be shown by parent or guardian for a longer absence. Please provide a note upon return.
3. Pre-scheduled doctor's appointments - Doctor's appointments should be scheduled outside school hours whenever possible. Verification of appointments should accompany the student upon his/her return to school.
4. Family personal days (up to five days per year) - Personal days must be arranged in advance in order to receive make-up work. A teacher should be informed two days prior to the absence(s).

Certification for any of the above reasons must be provided in a signed note from the parent. Please submit this note to your child's teacher who will, in turn, forward it to the office.

A request for an EXCUSED ABSENCE for any other reason must be obtained from and approved by an administrator IN ADVANCE. After nine absences per semester, a doctor's note is required for an excused absence.

Steps to follow when absent:

1. On the day of the absence, the parent or guardian must phone the elementary school office before 9:00 a.m. (305-257-3644) to report the reason for absence or request missed assignments.
2. For an excused absence, the parent or guardian must write and sign an admittance note giving the student's name, date, days of absence, and reason for absence.
3. All students must take the note to their classroom teacher upon arrival at school. Students who arrive late must report to the school office for a tardy slip. (*See "Tardiness Section" for penalty fee)
4. Ask all teachers for make-up assignments. The STUDENT IS RESPONSIBLE for seeing that makeup work is completed. The due date for the make-up work will be assigned by the teacher based on the length of absence. PRE-ANNOUNCED TESTS WILL BE TAKEN ON THE DAY OF RETURN OR AS ASSIGNED BY THE TEACHER.

An unexcused absence will result in "zeros" for all work missed (Tests, assignments, etc.). If a note is not provided for an absence of any kind, the absence will remain noted as "unexcused".

Parents shall sign their child(ren) out and in, at the school office, when leaving or arriving on campus during the day. Please do not go directly to the classroom to pick up a student during early dismissal. No student shall leave campus during the school day without his/her parent.

EARLY RELEASE

A student who is signed out before 11:30 a.m. will be marked absent for the day. A student who is signed out between 11:30 a.m.-2:00 p.m. will be considered absent ½ day. Please avoid signing students out between 2:30 and 3:00 p.m., unless there is a medical or dental appointment. A parent or doctor's note must be on file for an early dismissal to be excused.

TARDINESS

Parent cooperation in the matter of punctuality and attendance is required. Students are marked tardy after the 8:10 a.m. bell. Tardiness to school (8:10 a.m.) will result in the following:

1 st & 2 nd	Warning
3 rd	Letter home to parent, from principal, which must be signed and returned within two school days. Penalty for failure to return – morning detention (7:45-8:05 a.m.)
4 th	½ hour morning detention (7:45-8:05 a.m.)
5 th	\$ 5.00 fine
6 th	\$10.00 fine
7 th	\$20.00 fine
8 th	\$20.00 fine
9 th	\$20.00 fine
10 th	\$20.00 fine

(Each of the following refers to # of times tardy per semester)

Each tardy beyond the 10th will result in a \$30.00 fine.

PARENTS...PLEASE GET YOUR STUDENTS TO SCHOOL ON TIME!

SCHOOL CLOSURE DUE TO EMERGENCIES

Our reaction to natural disaster will be governed by the instructions given on radio and television by the local authorities. Parents are notified by phone if early dismissal is necessary because of impending danger and through the use of the Edline computer site. We will follow Dade County Public School procedures, as announced on radio and television. Homeroom parents and/or teachers will also assist in notifying parents of last minute decisions relating to school dismissal. In case of immediate evacuation, the Princeton Christian School evacuation will be implemented. (SEE APPENDIX)

COMMUNICATIONS AND CONFERENCES

Proper communication between parents and faculty is essential in the operation of a school. Your cooperation concerning the signing and returning of important notices and failed papers will be greatly appreciated. If you have any questions regarding grades, school functions, classroom practices, or disciplinary action, please contact the school immediately. It is important for each child to know that both parents and teachers are working harmoniously for his/her welfare. Open, unwarranted criticism of school practices is counterproductive.

When there is a misunderstanding, the parent should take it immediately to the teacher. Often a note can clear up the difficulty. If the problem remains, a three-way conference, with the parent, teacher, and principal will be arranged. A voice mail or e-mail may be left for any PCS faculty member. Please allow 24 hours for a response. Appointments with teachers must be made at least one day in advance. Many times teachers have commitments they must keep following the school day.

School Cast phone notification system will be used to communicate school information periodically.

STANDARDS OF CONDUCT

Princeton Christian School is committed to the spiritual and character growth of its students. This commitment at times entails correction of misbehavior. Foundational to all of our disciplinary measures, is the Biblical principles from the Word of God. Our goal is "to train up a child in the way he should go..."

(Proverbs 22:6). Our motive is to discipline in love: "For whom the Lord loves, He corrects, even as a father does for the son in whom he delights." (Proverbs 3:12)

It is the teacher's primary responsibility to maintain a classroom conducive to learning. It is the administration's responsibility to support the teacher's efforts to uphold classroom and school-wide rules. The following is a list of some common rule infractions and recommended consequences. This list is not all-inclusive but presents an overview of some predictive offenses.

Sample Rule Infraction

Sample Consequences

Level I Classroom Disruption

- Loud talking, talking without permission,
- off-task, poor manners

Warning: first offense, time-out
Extra work assignment,
Notify parents (if persistent)

Level II Minor Infractions

- Gum chewing
- Drawing on desks or other school property
- Failure to do work
- Minor but repetitive use of inappropriate slang

Refer to office (after three warnings)
Contact parents
Loss of privileges

Level III Major Infractions

- Disrespect to teacher
- Non-compliance after corrective measures of Level II
- Destroying school property
- Fighting (with provocation)
- Lying, cheating, stealing
- Public display of affection
- Bullying
- Inappropriate sexual language

Extra work assignment
Refer to principal
Contact parents
In-house suspension
Reimburse financially
After school detention
Deny field trip privileges
Demand compliance before returning to class

Level IV Severe Infractions

- Fighting (no provocation)
- Cultural defamation
- Unrepentant of offenses
- Profanity or vulgarity
- Threats of harm to others

Immediate escort to the office
One-three days suspension with zeros in subjects missed
Expulsion if unresolved

Due to ever-increasing school violence, Princeton Christian School has adopted a **NO TOLERANCE** policy toward students who endanger others. Threats of bodily harm, threatening gestures, or verbalization of bringing a weapon to school will not be tolerated. Such actions will be taken as a direct threat to a student or adult.

In such instances, a student will be sent immediately to the office for referral. After principal interaction, a student guilty of such an offense will be suspended for one day with zeros in all academic subjects. An extra writing assignment may be assigned.

Upon the third referral to the office for such offense, the student will meet with the PCS School Board Disciplinary Committee for review and possible expulsion.

Note: Each grade level follows a discipline plan. Your child's teacher will share this with you during the first week of school.

CHEATING

Cheating is a very serious offense and carries a stiff penalty for those students caught in the act of cheating. Princeton has zero tolerance for cheating and views it as fraud and lying. Cheating is not just copying off of someone during an exam. Cheating is sharing homework papers, telling others answers for homework, plagiarism, whether it is from a printed source from the Internet, copying someone's work during a test, or using a "cheat sheet" with prewritten answers during a test. In other words, anytime a student copies any work, does not do work himself/herself from start to finish, they are CHEATING. Furthermore, the person who gives a student answers, lets another student copy his/her work and so on, is cheating as well. Both the student who copies and the student who gives the answers will receive the same punishment for cheating.

SCHOOL COUNSELOR

PCS elementary students are afforded the opportunity to meet with the elementary counselor in times of crisis. A counseling session may be approved when requested by student, teacher, or his/her guardian. The elementary counselor will take part in the discipline process when deemed necessary by the elementary principal. Grade level and small group instruction in specific coping skills will be facilitated by the school counselor.

DRESS CODE

All students will wear the school uniform in the approved specified manner. New arrivals to the school will be admitted with one week to secure uniforms. The only acceptable school uniform clothing is that purchased through the official school supplier, "Sunshine Uniforms". Accessories (belts, shoes, etc.) may be purchased elsewhere as long as they conform to the guidelines of the school. Belts (black or brown in color) must be worn with all pants or shorts which have belt loops. If needed, a student will be supplied a belt and the family account will be charged. Socks (white, black or green) must be worn and must be visible. Shoes must be brown, black, navy blue, gray or white, or a combination of these colors. (The shoe's trademark may contain color.) Sandals, flip-flops, etc., are specifically disallowed for safety reasons.

Shoes are required to be brown, black, blue, gray or white or a combination of these colors. Shoes may have minimal color on the soles. The sole of the shoe is defined as the rubber portion, which meets the ground and the shoe itself.

Students

Students will be evaluated for proper dress and hair length as they arrive in their classroom each morning. A boy's back hairline should not touch their shirt collar or their eyebrows and should be trimmed above the ear. Boys should not cut letters or symbols into their hair. (i.e. PCS) Parents will be called if the teacher observes a dress code violation. Students who cannot immediately correct the problem (have acceptable clothing brought from home, etc.) will be given a "Dress Code Violation" notice. Students earning four "Dress Code Violations" will be sent to the office with a discipline referral. At such time an office consequence will be assigned. Additional measures will follow, if the problem is not corrected.

Girl's Dress Code

An approved school uniform will be worn during the school day. Skirts may not be more than two inches above the knee. The uniform should be worn correctly, in the correct size for the individual, at all times. Shirts must be tucked inside pants or split skirts at all times. Girls should refrain from wearing excessive jewelry. Jewelry should not present a health risk to students while involved in outside play. One pair of earrings, one bracelet, or one necklace is permissible. Earrings must be of a stud nature and should not

extend below the ear. (No hoop earring may be worn.) Hats and scarves are not permitted during the school day. When bathing suit attire is deemed necessary, one-piece bathing suits must be worn by girls or a t-shirt must be worn over a two-piece bathing suit.

Boy's Dress Code

Boys will wear designated uniform shirts tucked inside trousers or shorts at all times. Hats and caps are not permitted during the school day. Shirts must be buttoned-up, with top button optional. Boys wishing to wear jewelry should adhere to wearing one chain with one pendant. Male students may wear no earrings or nail polish.

It is recommended that students wear tennis shoes as part of the uniform dress but varying types of shoes are permissible. Shoes worn to school must be closed-toe and closed at the heel. Although styles or shoes may vary, the shoe color(s) are to be brown, black, navy blue, gray or white or a combination of these.

Parents

We respectfully request that our parents dress appropriately when at school or attending school events. Workout clothing of a skimpy or excessively tight nature should not be worn on campus without proper cover-up attire. Suggestive wording or phrases on clothing apparel are not permitted. When bathing suit attire is deemed necessary, one-piece bathing suits must be worn by females or a t-shirt must be worn over a two-piece bathing suit. Please observe modest guidelines when volunteering during the course of the school day as a lunchroom worker, classroom tutor, field trip chaperon, or school activity worker.

Parents and students are responsible for maintaining a positive Christian testimony at all school functions. Princeton Christian School has been designated a smoke-free environment. We appreciate your cooperation in this matter.

ELECTRONICS (Cell phones, iPods etc.)

The following items are not permitted anytime at school: radio, Walkman, iPod, CD player, electronic games/toys, cell phone or other such items. These items will be confiscated and kept until retrieved by the student's parent. PCS reserves the right to retain such items if collected a second time. If a student brings a cell phone to school, it must be marked with their name and checked in at the office each morning, then picked up at the end of the school day. Cell phones are not allowed in the classroom.

MAGAZINES AND OTHER FORMS OF LITERATURE OR ART

Magazines and other forms of literature that contain inappropriate language, pictures, song lyrics, etc. will be confiscated and not returned. Art portraying inappropriate gestures, etc., will be taken away and not returned. Any inappropriate lyrics, writings, drawings, etc., made by students will be seized, and the student will be dealt with in a disciplinary manner.

PROJECTS AND ACTIVITIES

Your help with many on-campus projects and fundraisers is greatly appreciated. Our children always notice a helpful attitude on the part of parents. We invite the participation of all parents in our busy program.

Athletic events are an enriching experience, and we encourage upper elementary students to attend as many high school athletic events as possible.

HOMEWORK

Homework is an essential part of the school program. PCS teachers will assign homework to encourage each student to advance in his/her studies. Homework, designated to meet individual pupil needs, is assigned for drill, practice, remedial purposes and special projects. **PARENTS SHOULD SEE THAT HOMEWORK IS COMPLETED ON TIME.**

Homework or class work, which is turned in one day late, will receive a 20-point reduction in grade. Assignments turned in more than one day late will be given a zero, unless approved otherwise by the teacher.

Failure to complete homework will result in a lower grade on the report card as will poorly completed or late homework. All students are required to purchase a PCS assignment book and record homework assignments daily. A student who is not in possession of an assignment book for three days will be provided a book and the family account will be charged. Parents should check the assignment book on a regular basis.

Daily Homework Recommendations

(Homework completion times may vary according to the individual needs of the students.)

Grade: K5	20 minutes
1	30 minutes
2	30 minutes
3	45 minutes
4	45 minutes
5	1 hour
6	1 hour

Homework Tips

- Always provide a quiet place to study. Eliminating distractions allows a student to stay focused during study time. Materials should be available before beginning study time.
- Decide when the best time is for your child to study and to do homework. It is preferable to set aside the same time each day.
- Check your child's assignment book.
- Be available to provide assistance. Check your child's understanding.
- Break up long assignments with short breaks. Set a timer so the child will know it is time to return to work.
- Reward your child for good study habits! Let them know homework is important.
- Encourage your child to complete their homework independently.

Homework will not be assigned on Wednesday evening in order to encourage our students to attend their mid-week church service. Tests or quizzes will be given on Tuesday, Wednesday and Friday.

ACADEMIC POLICY

The purpose of academic grades is to indicate progress throughout the year. Each teacher will furnish his/her classes with basic grade requirements and a grading scale at the beginning of the term. Grades will be reported and recorded on permanent records each nine weeks.

If a student has unsatisfactory or failing work ("D" or an "F"), or drops two letter grades, a mid-quarter progress report will be sent to the parents. Students in grades one to six, who receive a "D" or "F" year-end final grade in their academic class, will be required to successfully complete a summer tutorial program in

the respective subject. Failure in two or more core subjects will result in repeating the grade. (Reading, Language, Math)

While we encourage parent-teacher conferences in the event of any problem, **the student is responsible for completing his own work.** Once the teacher has communicated assignments, requirements, and makeup work due to the student, the teacher has discharged his/her responsibility.

All elementary students are required to purchase a PCS Assignment Book. Parents interested in ensuring homework completion should review this book nightly. Students are required to continue the practice of writing down assignments nightly. Assignments may be viewed by visiting the PCS website, www.princetonchristian.org, or www.Edline.com. Teachers will review assignment books, daily, and initial each day's assignment.

If a parent has a question concerning a grade, they should first contact the teacher before going to the administration.

GRADING SCALE

Academic grades reflect the student's academic progress. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period. Modified grades or accommodations made in the classroom must be approved by the teacher, parent and administration.

The following are the academic grades used:

<u>Letter Grade</u>	<u>Numerical Value (%)</u>	<u>Letter Grade</u>	<u>Numerical Value (%)</u>
A+	100	C+	79-77
A	99-94	C	76-73
A-	93-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
		F	59- 0

HONOR ROLL

The Honor Roll will be published at the end of the grading period.

To be eligible for the A and B Honor Roll, a student must earn all A's and B's in all academic subjects and electives. Conduct must be satisfactory or above. Students earning all A's (academically and in conduct) will be eligible for the All A Honor Roll. Subjects graded on "S" or "U" scale must receive "S" to qualify for Honor Roll status.

In addition, special awards are given at the-end-of-the-year by individual teachers in recognition of outstanding achievement.

CLASSROOM VISITATION

It is important to maintain a formal atmosphere concerning visitation procedures. Coordination with the office is required before visiting a classroom for any reason. A volunteer parent should sign in at the office before going to work in his/her respective place. A "Visitor or Volunteer Pass" must be worn by each individual entering the PCS campus. Lunches, books, etc., MUST be left in the office to be delivered to the

student by an office worker before student's lunch break. Do not drop off lunches in the lunchroom. You must check-in with the office upon entering the campus.

CHANGE OF ADDRESS

If you have a change of address or phone number, please inform the office in writing. This will help in addressing mailings and is vitally important should an emergency occur.

TELEPHONES

Between the hours of 8:00 a.m. and 4:00 p.m., telephone calls may be made to the school office. After 4:00 p.m., extended care may be reached by dialing extension #218 when the voice message is activated. The elementary phone number is 305-257-3644, and the fax number is 305-257-5799. Our office is not open on Saturdays, Sundays, or holidays. Elementary students will only be allowed to use the telephone during school hours with permission from the office. Voice mail is available for all PCS employees.

ELEMENTARY PARENT TEACHER FELLOWSHIP (P.T.F.)

The P.T.F. operates within their assigned charter and assists in numerous capacities including fund raising events. All parents are invited to attend monthly planning meetings. We try to keep the cost of school tuition and fees as low as possible and urge everyone to participate in fund raising events to assist our program. P.T.F. meetings are held on the first Friday of each month at 8:20 a.m. in the elementary lunchroom. Evening meetings will take place from time-to-time.

PHYSICAL EDUCATION

Physical education classes are offered weekly to all students and promote physical fitness and sportsmanship. Grades K3 through six participate in P.E. We are proud of this organized sports program that enables our students to be physically fit, competitively trained, and molded to Christ-like sportsmanship. The Presidential Fitness Program is offered at PCS and begins at the first grade level.

AFTER SCHOOL SPORTS PROGRAM

A coed after school sports program is made available for students in 5th & 6th grades. Information will be sent home prior to the beginning of each sport, via the student.

FIRE DRILLS

Fire drills are required by law at regular intervals and are an important safety precaution. It is essential that the buildings be cleared promptly by the prescribed route when the signal is given. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return to class. Parents on campus during a fire drill should exit the building and proceed to the hammock area.

LIBRARY

Library books may be checked out for one week. There is a fine for overdue books. Encyclopedias and other reference works may not be taken out of the library unless the teacher writes a note requesting the use of the work in the classroom. **Reference books are never to be taken from the school building.**

The library will be glad to accept donations of books. The librarian will be glad to give you information regarding the library's "Birthday Club".

Report cards will not be given to those students who owe book fines. Because library books are expensive, please instruct your child regarding their proper use. There will be a charge for any lost or damaged books.

PARTIES

Elementary class parties are permitted on five occasions each year: Harvest, Christmas, Valentine, Easter, and End-of-Year. Birthday parties will be limited to the serving of refreshments (dessert or snack items only) during lunchtime, after receiving teacher approval. Balloons are not permitted during parties of any kind. Please secure the approval of your child's teacher before planning any special function. No daily snacks are to be served in the individual rooms, except kindergarten, unless previously approved.

EDUCATIONAL FIELD TRIPS

Each elementary class is permitted one off-campus field trip per semester. Written permission is necessary for your child to participate in field trips. Often there is a moderate fee to cover the cost of the trip (admission tickets, etc.). Parents will be selected to assist when needed. The norm is one adult for every five students for grades K4 through third grade and one adult per every 10 students, grades four-six. Parents who are not chosen to chaperone a field trip should not show-up at the location without an invitation.

The “**Release of Liability Waiver Form**” must be signed by both parents and must be in the school office for a student to travel off-campus on a field trip or other school sponsored off-campus event. Parents opting not to sign this form should not plan to transport their student to any field trip via private transportation. Students who do not leave from PCS via school transportation will not be included in any class field trip experiences upon arrival to the specified off-campus designation.

Students who choose not to attend a field trip must submit a note to the office prior to the trip. A personal day will be recorded in lieu of field trip attendance. In addition, a work assignment related to the field trip topic will be given.

Siblings of PCS students are not permitted to attend school-sponsored trips, whether held on campus or off campus. Transportation to and from all field trips must be by a PCS sponsored bus or van.

Sixth grade participates in an annual trip to Washington, D.C. and Williamsburg. The cost of this trip is offset by school fundraisers but is primarily paid by each family. A parent/student meeting will take place during the first month of school to discuss the details of this trip. In addition, the financial accounts must be current for any student to attend this trip.

Participants

PCS students will wear uniforms for all field trips unless other arrangements have been made and approved by the school administration.

Parents who are serving as chaperones or others that may accompany the children on any educational trip sponsored by the school must agree to the following during these events: not to smoke, not to consume alcohol or any other mind-altering drug, dress modestly and avoid the use of profanity.

ACHIEVEMENT TESTS

Each spring, The Stanford Achievement Tests (Version 10) and the Otis-Lennon School Ability Test are given to students in kindergarten through eleventh grade. The testing is accomplished over a scheduled four or five day period. Make-up tests will only be given to students who are absent for medical reasons verified by a physician. Please do not plan a personal day during this time.

PROMOTION POLICIES

1. A student will be promoted to the next grade level upon satisfactory completion of work required by the curriculum.

2. If two core subjects are failed for the year, the student will be required to successfully complete a summer remedial program for each subject or repeat the grade. (Elective classes do not fall into this category.) SAT scores will be assessed also.
3. Summer tutoring may be required for promotion, upon teacher recommendation and administrative approval. (Students in grade six, who receive a year-end “D” or “F” in their academic class, will be required to successfully complete a summer tutorial program in the respective subject.)
4. A year-end achievement test may be required for consideration of promotion.
5. Any exceptions to the above regulations must be approved by the administration.

GRADUATION CEREMONIES

Graduation ceremonies take place for kindergarten five and sixth grade at the end of the school year. Students with overdue accounts will not be allowed to participate in the graduation activities. Account balance must be paid by cash, money order, or credit card one week prior to graduation.

END-OF-THE-YEAR REPORTS

Following the conclusion of the end-of-the-school year, final report cards, standardized tests, and other informational data will be mailed to PCS families. The time period between schools’ ending and this mailing will occur between one to two weeks following the last day of school. Information regarding the new school year will be mailed during the last week of June for registered families.

INTERSCHOLASTIC ACTIVITIES

The following activities enhance learning, development and achievement for our students. We urge parents to encourage their child to participate in these activities and to support their child by being in attendance at the events.

Student Council

The Elementary Student Council consists of two representatives from each class, grades four through six. Representatives may run for the following offices: President (sixth grader), Vice-President (fifth grader), Secretary (fifth grader), Treasurer (fourth grader), and chaplain. All students cast their votes for the Student Council officers. The representatives are expected to attend after-school meetings twice a month, to learn and follow standard rules and parliamentary procedures, to set a good example in behavior, and to maintain their schoolwork. Student Council members are also expected to keep their class informed and to act on behalf of their classmates.

Language Arts Competition

- A. Written Entries - Entries are judged by teachers.
- B. Oral Competition - Many months of practice and coaching occur before the night of performance.
This is one of the most exciting and enjoyable events that we host. Over time, our students refine their talents and grow in confidence because of these experiences and challenges.

First place entries in both written and oral competitions proceed to a regional competition sponsored by FACCS.

Spelling Bee

All elementary students are invited to participate in this annual event, and each class has a top speller. The top three spellers will proceed to a regional competition.

Chorus

The primary objective of the elementary chorus is to share the Gospel of Jesus Christ with others through song. Elementary students, grades three-six, are eligible to participate in the chorus. This is a non-

auditioned group that meets twice a week after school and for a one-half hour on Friday mornings during class time. Students learn music and performance skills as well as how to cooperate and participate with their peers. Grades must be satisfactory in order to participate. (Participation is contingent upon satisfactory grades.)

Art Contests

First place artwork, chosen at specific grade levels, will be entered in competitions sponsored by Community Bank of Homestead and FACCS.

Sports

In addition to the physical education program at Princeton Christian School, fifth and sixth grade students may participate in an after-school, sports program.

Audition Choir-Pizzazz

Students, grades five-six, are eligible to audition for this show choir. Pizzazz meets two times a week during elective hours. Students in this choir will represent the school at vocal competitions.

Accelerated Reader Program

The Accelerated Reader Program seeks to develop a “love for reading” through reading comprehension and computer activities. The A.R. Program is integrated into the reading curriculum, although students may participate on an independent level. Quarterly acknowledgment is given to students who reach individual goal points.

Elementary Sign Language

Through the ministry of sign language, students learn the hand symbols necessary to sign. Performance sessions provide opportunity for students to share their skills.

Safety Patrol

Sixth (6th) grade students are chosen on a volunteer basis to help oversee traffic drop-off.

Panther Pride

If a student meets the following criteria, three out of four grading quarters, he/she will earn recognition as a “Panther Pride Member”. These criteria must be met to earn this status:

- Always prepared for class
- Never Tardy
- No homework assignments missed
- No official referral for discipline issues



PLEASE SEE THE ATTACHED ADDENDUMS:

APPENDIX I

Responsible Use of Technology

APPENDIX II

Emergency Evacuation Procedures

APPENDIX III

Communicable Diseases

APPENDIX IV

REQUIRED SIGNATURE FORM (includes Responsible Use of Technology Policy form)

APPENDIX V

EXTENDED CARE COMMITMENT FORM

APPENDIX VI

PHOTOGRAPH RELEASE FORM

APPENDIX VII

PARKING AND TRAFFIC FLOW

APPENDIX I

RESPONSIBLE USE OF TECHNOLOGY

Internet access is available to students and teachers of Princeton Christian Elementary School. We believe the Internet offers vast, diverse, and unique resources, promoting educational excellence at Princeton Christian School. It opens up the world's largest library to us and facilitates resource sharing innovation and communication. It can magnify what is good in the world, and it can magnify what is sinful and corrupt. Therefore, in the area of Internet use, much responsibility and restraint is required. Although staff will supervise your student's use of the Internet, we cannot guarantee that your child will not gain access to inappropriate material. At PCS we firmly believe that the valuable information of this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of PCS.

All students and their parents are required to read and sign a form indicating that they agree to the *Responsible Use of Technology Policy* before Internet access can be provided. The purpose of this agreement is to ensure that use of Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and staff who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or her access and privileges will be terminated and disciplinary action will result. Please read the *Responsible Use of Technology Policy and the Internet Terms & Conditions* carefully.

Internet - Terms and Condition of Use

Students are responsible for good behavior on the school computer networks, just as they are in a classroom or a school hallway. General school rules for behavior and communication apply. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. Access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrator will deem what is inappropriate use, and his/her decision is final. Also, the administrator may revoke Internet privileges at any time, as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.

Users are expected to abide by these generally accepted rules of network etiquette, which include, but are not limited to the following:

- Students will limit their use of the Internet to the educational objectives assigned by their teachers.
- Physical or electronic tampering with computer resources is not permitted. Intentionally damaging computers, computer systems, or computer networks will result in cancellation of privilege and a one-day suspension from school.
- Students may not play computer games at any time without permission from the system administrator.
- Students may not browse, upload or download pornographic, violent or illegal materials.
- Students may not send or participate in chain letters.
- Students who mistakenly access inappropriate information should immediately inform the teacher or staff person in charge.
- Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism (taking the ideas or writings of others and presenting them as if they were your own) in any form will not be tolerated. Information from Internet sources used in student papers and reports should be cited along with references to printed materials.
- Use of the computer lab is restricted to classes or groups supervised by a teacher or staff person.

APPENDIX II

EMERGENCY EVACUATION PROCEDURES

Princeton Christian School is located within the 10-mile Emergency Planning Zone for the Turkey Point Nuclear Power Plant. Thus the school has developed a disaster plan in the remote possibility that an incident should occur.

The school is bound to follow the directions of the Emergency Management Officials in the event of a power plant incident. Basically, this could range from a Declaration of an Alert in which no public action is required to a General Emergency that could mandate an evacuation for the school. In the case of a Declaration of an Alert, the school will use its discretion and will likely call for an early dismissal. In the event of an early dismissal, the school will contact parents of students notifying them of an early dismissal and the reason for this dismissal.

In the case of either a Site Area Emergency or General Emergency, the school could be instructed to either shelter in place or evacuate the students by the Emergency Management Officials. With both of these two types of emergencies the sirens would sound, and the general public would be made aware of the emergencies. If the school is instructed to shelter in place, the high school students would relocate to the high school gymnasium, and the elementary students would proceed to areas within the elementary school as instructed by the elementary principal. Information about sheltering in place can be found on the Miami-Dade County website.

If the school is instructed to evacuate, students will be evacuated to Krome Avenue Church located at 22755 SW 177th Ave. (Krome Ave). This facility is close but is located outside the 10-mile evacuation zone. The phone number there is 305-245-1544. The evacuation route would be to proceed from the school traveling west on 248th Street to Naranja Road (147th Ave.), then north to Silver Palm (232nd St.), then travel north on Krome Ave. to the church. The church has a large parking area that will adequately facilitate the picking up of students by their parents.

DO NOT ATTEMPT TO COME TO THE SCHOOL IN AN EVACUATION SITUATION. The road will be blocked, and it is likely that you will not be able to get to the school. It will be much more expedient for parents to proceed to the evacuation site to pick up their student(s).

Early Dismissal

In the case of a declaration of an “Unusual Event”, “Alert”, or even the early stages of an emergency the school will most likely have an early dismissal of students. If an early dismissal is announced, the school offices will be the ONLY source of information to the public. The school offices will utilize a phone chain involving homeroom parents and other such personnel.

Evacuation

In the event that an evacuation is called for, the school will evacuate students to Krome Avenue Church. This will be done using all school vehicles and vehicles of faculty, administration, and staff. The elementary school will have first priority use of the buses and vans to transport the elementary students. As many students as possible (safely) will be put into each vehicle to facilitate maximum transporting efforts. Once all elementary students have been transported, the high school students will then be transported to the Krome Avenue Church. The school's vehicles will make as many trips as needed to transport all students to the evacuation site.

The elementary and high school will ensure that all gates are closed to the schools during the loading and transporting phase. This is to prevent parents and other people from driving into the school lots while this procedure is taking place. The Murray Lot will be open for parents that do come to the school to attempt to pick up their student(s). Parents are discouraged from coming to the school and should proceed to the evacuation site.

APPENDIX III

Communicable Diseases

Princeton Christian School wants to maintain a healthy school environment by making controls designed to prevent the spread of communicable diseases. The term “communicable disease” will mean an illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by susceptible host, or infected person, or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease will immediately notify the school Administrator. The reported diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS)	Mumps
AIDS Related Complex (ARC)	Paralytic Shellfish Poisoning
Amebiasis	Parvovirus B 19 (Fifth)
Animal bite (by a potentially rabid animal)	Pertussis (whooping cough)
Anthrax	Pesticide Poisoning
Botulism	Plague
Brucellosis	Poliomyelitis
Campylobacteriosis	Psittacosis
Chancroid	Rabies
Chicken Pox	Relapsing Fever
Dengue	R. Rickettsia
Diphtheria	Rocky Mt. Spotted Fever
Encephalitis	Rubella including congenital
Giardiasis (acute)	Salmonellosis
Gonorrhea	Schistosomiasis
Granuloma Inguinale	Shigellosis
Hansen’s Disease (Leprosy)	Smallpox
Hemorrhagic Fevers	Syphilis
Hepatitis	Tetanus
Histoplasmosis	Toxoplasmosis (acute)
Human Immunodeficiency Virus (HIV)	Trichinosis
Legionnaire’s	Tuberculosis
Leptospirosis	Tularemia
Lymphogranuloma Venereum	Typhoid Fever
Malaria	Typhus
Measles (Rubeola)	Vibrio Cholera
Meningitis	Vibrio Infections
Meningococcal Disease	Yellow Fever

Any student or employee with a communicable disease for which immunization is required by law or is available, will be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, Princeton Christian School may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease. Princeton Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

APPENDIX IV

REQUIRED SIGNATURE FORM

Parents, please sign this form, along with your child, and return it to the elementary office by Friday, August 28, 2009.

We/I have read the contents of the 2009-2010 PCS Parent Student Handbook and have shared the information with our/my child(ren).

Mother's Signature: _____

Father's Signature: _____

I have read the contents of the 2009-2010 PCS Parent-Student Handbook and agree to abide by each policy.

Student's Signature: _____

Family e-mail address: _____

Date: _____

RESPONSIBLE USE OF TECHNOLOGY POLICY

As a student at Princeton Christian School, I will abide by all requirements of this Responsible Use of Technology Policy and understand that any violation will lead to possible loss of all computer privileges.

Signature of Student(s) _____ Date _____

_____ Date _____

As the parents of _____, we have read the Responsible Use of Technology Policy for the use of the Internet in the classroom and have discussed this with our son/daughter. We understand that this access is for educational purposes only, and that it is the responsibility of our child to restrict his/her use to the classroom projects assigned by the teacher. We also understand that the teacher cannot be held responsible for intentional infractions of the above rules by our son/daughter.

Signature of Mother: _____ Date: _____

Signature of Father: _____ Date: _____

APPENDIX V

EXTENDED DAY PROGRAM

Due to high demand for a full day program to meet the needs of working families, Princeton Christian has implemented a year round extended day program for K2 through 6th grade students. After-school supervision is in place for students in 7th – 12th grades at a cost of \$3.75 per hour.

Features:

- f. Arrival times as early as 7:00 a.m.
- g. Individual help on homework is given by adult supervisors
- h. Structured activity with play area and games provided
- i. Snack available at minimal cost
- j. Weekly or intermittent participation (\$3.75 minimum)
- k. Fee Schedule:

Cost:	<u>Daily Rate</u>	<u>Weekly Rate</u>
K 2, K3 & K4 ½ Day Students, Emergency After-Care 12:00 P.M.-6:00 P.M.	\$3.75/hr. (minimum charge)	Not available
K2, K3, K4 (Full Day Program) and K5 – Sixth Grade Early Morning 3:00 – 6:00	\$3.75 \$3.75/hr. (minimum charge)	\$15.00 \$52.50

Notes:

1. Students must be enrolled, by completing a Commitment Form, in order to qualify for the weekly rate. (If a student uses aftercare on an irregular basis, the daily rate will be charged.)
2. A fee of \$1.50 per minute will be charged for all late pickups after 6:00 p.m.
3. All fees for this program are payable on a monthly basis. Statements are issued the 15th of each month. Payment is due within 10 days upon receipt of statement. Failure to pay promptly will result in immediate removal from the program.
3. It is MANDATORY that all elementary students arriving prior to 8:00 a.m. and/or departing after 3:15 p.m. participate in this program. **ENROLLMENT IN THE SCHOOL IS CONTINGENT UPON THIS UNDERSTANDING.** Please take note that junior/senior high classes begin at 8:00 a.m. and elementary classes begin at 8:10 a.m. Elementary students arriving after 8:00 a.m. will not be charged for early morning care.

PRINCETON CHRISTIAN SCHOOL

EXTENDED CARE COMMITMENT FORM

Student(s) Name and Grade

_____, _____, _____

Family's Last Name- _____

Check the appropriate box:

Pre-care- ___ Weekly Charge (\$15.00) ___ Hourly Charge (\$3.75 per hour)
Aftercare- ___ Weekly Charge (\$52.50) ___ Hourly Charge (\$3.75 per hour)

Parent Signature - _____ Date: _____

Received in office: Date: _____

**Princeton Christian School
Photograph Release Form**

At PCS, we often have the opportunity to take photos of our students engaged in learning and other school activities. We would like to request your permission to use such photos of your child in our publications, on our World Wide Web site, and in other communication vehicles that promote our school.

Please fill out this form to give your consent. Thank you very much.

Child's Name _____

Parent's Name _____

Phone _____

I _____, parent of _____, give my permission for Princeton Christian School to use photographs of my child to illustrate school programs, such as, but not limited to: Princeton Christian School publications (e.g., newsletters, directories, brochures), Princeton Christian School's World Wide Web sites, print advertising, and media relations.

I hereby waive any right to inspect or approve the finished photographs, printed or electronic matter, that may be used in conjunction with them now, or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph.

I hereby agree to release, defend, and hold harmless Princeton Christian School and its agents or employees, including any firm publishing and /or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

(Signature) Date _____