



Palms

Christian School

A Ministry of Cross Church

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Surprise, AZ 85374
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www.palmschristianschool.com

Parent/Student Handbook 2018-2019

Welcome!

We welcome you to Palms Christian School! We are pleased that you have chosen us as a partner in the Christian education and development of your child. We are confident that a happy and rewarding experience awaits both you and your child at Palms Christian School.

Mission Statement and Core Values:

Mission Statement: Palms Christian School is a Christ-centered, scholastically challenging community preparing students to be servant leaders in a global society.

Core Values:

Biblical: Christ-centered - Palms is an undeniably Christian school that uses the Bible as our foundation for all that we do. Our Christ-centered commitment can be seen in the teachers that we hire, the curriculum that we use, and the deep connection that we have with our local church.

Relevant: Scholastically challenging - From our Abekka curriculum to the coming introduction of arts and languages we strive to create an environment that challenges our students and prepare them for future educational pursuits. To this end we seek to hire the very best teachers that will lead your child in manageable class room sizes to excel academically.

Missional: Preparing students to be servant leaders in a global society - Palms is currently exploring offering foreign language classes and missiology courses that will begin to build the foundation for children who want to compete in a global marketplace or serve in global missions work. Through partnerships with global mission organizations like the International Mission Board, the North American Mission Board, GoTEN and other missionaries around the world and by providing future language learning tracks we are deeply committed to preparing your student to be a servant leader in a global society!

Notice of Nondiscriminatory Policy

Palms Christian School admits students of any race, color, national and 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 and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and others school administered programs.

Open Door Policy

You are invited to visit and participate in your child's classroom activities. **Please coordinate any volunteer time with your child's classroom teacher.** We are always interested in your comments and insights regarding the care and education of your child.

Pets

Pet animals are prohibited from the campus and all buildings of Palms Christian School, except for service animals accompanying blind, hearing -impaired, or other disabled persons.

Our Staff

We are staffed by highly qualified and experienced instructors. Our teachers have the education, experience, and training to help your child achieve their highest potential.

Meet the Teacher Night – Tuesday July 31st, 5:30-6:30pm

Parents *are* encouraged to attend the Meet the Teacher Night; regardless of the age of their student or how many years they have attended our school.

School Hours

The first day of school is August 2, 2018. The hours of operation for the school are **8:10 a.m. - 3:15 p.m. Beginning August 8, 2018, students will be dismissed early every Monday at 2:15pm** to provide time for teacher professional development. If your schedule requires earlier or later childcare, you may register your child in our Before and/or After Care program with Above and Beyond Preschool. The childcare hours are 6:00a.m.-6:30p.m., Monday through Friday. If childcare is needed during no-school weeks or short holidays, and Above and Beyond Preschool is open, arrangements can be made with the preschool and payments will be charged separately for any time spent in the Before and/or After Care.

Please be respectful of the school hours if you choose not to enroll in Before/After Care sessions. The time before and after class is designed to be the teacher's planning/conference time.

++If you are late to pick up your child from school, and they aren't enrolled in After Care, a \$25.00 charge will be incurred. (after 2:30pm, Monday and after 3:30 p.m., Tuesday – Friday) All students not picked up by 2:30pm, Monday and after 3:30 p.m., Tuesday – Friday will be in the office and must be signed out by a parent.

Drop off and Pick Up

Students may be dropped off in the designated drop off zone from 7:50am-8:10am or parents may park and escort their child to the classroom.

PARENTS MUST PARK AND PICK UP THEIR STUDENTS UNDER THE CANOPY. Students will not be dismissed into the parking lot or waiting cars.

Tuition

Tuition rates are established on the basis of a full school year. Tuition may be paid annually, by semester or 10 monthly installments.

Illness of a student leading to missed school days will not result in pro-rated or adjusted tuition, nor will vacations while school is in session.

Annual tuition:

K – 6 \$4800 = \$4800 for school year (Due Aug. 3, 2018)
 \$4800 = \$2400/semester x 2 semesters (Due Aug. 3, 2018 & Jan. 9, 2019)
 \$4800 = \$480/month x 10 months

Monthly tuition will be due and payable by the first school day of each month from August to May. These are tuition plans, but the full tuition is due starting the first day of school. If a child dis-enrolls in the middle of the school year, full tuition is still due. (Exceptions such as family emergency, moving out of state, etc. may apply based on school board's decision.

Discounts:

10% discount - active church member of Cross Church
10% discount – Family Discount (2nd child only)
15% discount – Family Discount (3rd child only)
10% discount – Military

None of the discounts can be combined from Elementary and/or Preschool. You can choose what discount will be most advantageous for your family.

There will be a \$50.00 late charge imposed on those accounts not paid by the 15th of each month. If an account becomes more than 60 days past due, the student will not be allowed to attend class until the account is brought current. All accounts that become more than 90 days past due will be turned over to collections.

TUITION ASSISTANCE/TAX CREDIT:

Parents have the primary responsibility to provide for their child's education. If assistance is needed we encourage parents to utilize the private school tuition tax credit.

Private School Tuition Tax Credit

An Arizona resident may donate up to \$1,000 (married taxpayers, filing a joint tax return) or \$500 (single taxpayer and married couples filing separately) to a private school tuition tax credit organization in the name of a specific student and or a specific school. If they do so, they can take an Arizona State tax credit on their Arizona tax return for that tax year. All donations must be received by April 15th in order to receive a tax credit for

previous year. You may not donate for your own child or swap donations with other parents.

Below is a list of organizations that Palms Christian School currently works with.

www.AZscholarships.org (Arizona Scholarship Fund)

www.acsto.org (Arizona Christian School Tuition Organization)

www.apesf.org (Arizona Private Education Scholarship Fund)

www.arizonatuitionconnection.com (Arizona Tuition Connection)

www.azed.gov/esa (Empowerment Scholarship Account)

www.ldieducationfund.org (Life Development Institute Education Fund)

www.schoolchoicearizona.org (School Choice Arizona, Inc.)

www.topsforkids.com (TOPS for Kids)

www.yesfundforkids.org (Yuma's Education Scholarship Fund for Kids)

For more information about Arizona tuition tax credits, go to

<http://www.azdor.gov/TaxCredits.aspx>.

ATTENDANCE POLICY

At Palms, we believe that **prompt and regular** attendance is a crucial factor in the educational success of each student. It is important that parents and students recognize the direct relationship that exists between regular school attendance and academic success. Students should miss school only when absolutely necessary because much of the classroom activity cannot be replaced; the benefit of lessons, discussion, and participation is lost forever. Regular attendance is the key in much of the success a student can gain from his/her school program. It is the parent's responsibility to see that their child is in regular timely attendance for school each day, therefore, parents are urged to carefully evaluate any absence from school that is not necessitated by unavoidable circumstances.

Absences

Excused absences are absences for medical reasons or a death in the immediate family. All other absences will be counted unexcused.

It is the responsibility of the parent to call the school office before 9:00a.m each day of an illness or absence of any kind. If no phone call is received, the administration will call you to inquire as to the nature of the absence.

For any absence lasting 3 consecutive days or more, a note from a healthcare provider must be presented upon the child's return.

If your child is absent for 5 consecutive days without the parent calling the office, he/she will be dis-enrolled and that space will be filled. You will also be responsible for payment for those five days that your child was still enrolled, although not present.

Excessive absenteeism will not be tolerated. Excessive absenteeism is classified as **12 or more** absences for the year, whether excused or unexcused. The school reserves the right to dis-enroll any student after 12 absences are incurred for the year, without prior notice. Students who are absent more than **24** days a school year may be required to repeat that grade.

Students will be given one day per absence to submit missed assignments. This will be at the discretion of the classroom teacher.

Tardiness

A student is considered tardy if they arrive in their classroom after 8:15 a.m. Any student arriving “tardy” to school must go to the office prior to their classroom to obtain a tardy slip. A tardy slip will be required for your student to enter their classroom.

Excessive tardiness will not be tolerated.

Three to Six Tardy’s – 5 minutes Recess Detention, per occurrence

Seven or more Tardy’s – 10 minutes Recess Detention, per occurrence

Tardies and absences (excused and unexcused) will be tracked by the office and families incurring them will be contacted by phone inquiring as to the reason for the tardies and absences from school.

Chapel

Chapel is every Thursday morning.

School Holidays

Please see the school calendar for the 2018-2019 school year.

Quarter End/Days

October 4	45 Days
December 20	45 Days
March 15	48 Days
May 23	42 Days

Photo and Video Policy

Unless notified in writing of an objection by a parent or legal guardian, photographs and video footage of students and/or names may be posted in school produced materials including printed publications, television, media productions and the PCS web site.

Transportation

Transportation to/from school is the sole responsibility of the parent. We do not provide transportation to or from school for our students.

Parking

The drop off zone, located just outside the school office, is for the morning drop off of students before 8:10am. **NO PARKING DURING SCHOOL HOURS AS MANDATED BY THE CITY OF SURPRISE.**

Please do not leave your vehicle in the drop off zone.

Smoking Free Campus

Palms Christian School is a smoke free school. Smoking or tobacco use is not permitted on the school grounds or the surrounding campus.

Fire Arms Policy

Arizona prohibits the possession of a firearm on the grounds of any public or nonpublic kindergarten program, common school or high school, except for use in a program approved by the school.

Visitors At School

The school and church grounds are a “**closed**” campus. This means that no student may leave the campus during the school day without permission from the office. This also means that adult visitors to our campus must state their purpose for coming, and pick up a guest pass at the office.

Students of the Palms may not have friends/relatives visit the school and attend classes.

Parents are always welcome on the Palms campus. However, parents are asked to check in at the school office.

Snacks and Lunches

A healthy morning snack may be brought by the student each day to enjoy at morning recess. The school will not provide morning snacks.

Hot lunches may be purchased from the school. The cost is \$40.00 per month and families must pay for the entire month's lunches. This amount will be billed with your tuition. You will not be able to "order" lunches just for certain days of the week. One week's notice must be given to the office to begin or cancel purchasing of hot lunches.

Students may bring their lunch to school. If you forget to pack a lunch for your child, he/she will be given a hot lunch and your account will be charged \$2.00.

The school will provide milk for purchased lunches only, water is available to all students. The students will eat together in the school lunchroom. We are not be able to heat lunches in the microwave, so please send items that do not need to be warmed up. **Also, please respectfully observe our "Peanut Free Campus" rule. No peanut butter sandwiches or peanut products of any kind will be allowed as we have some students with extremely serious allergies to peanut protein.** We consider the safety of all students to be of utmost importance. Thank you for your cooperation.

APPEARANCE CODE

We believe that attention to dress and outward appearance serve as an example to our faith and Christian witness. As a result of this belief, the appearance code at Palms will be strictly enforced. These guidelines have been adopted to support comfort, modesty, appropriateness, and safety. We expect parents to be in full support and cooperation with the dress/appearance code of our school.

General:

- It is a requirement for each child to purchase a Spirit T-shirt for the current school year. They are to be worn on field trips. Spirit shirts are ordered at the beginning of the school year.
- All clothing must be neat, clean, modest, without holes or tears and must fit appropriately. Oversized or clothing that is too tight will not be allowed. Baggy pants/shorts will not be allowed. A belt must be worn if pants are too large in the waist.
- Any clothing/accessory that endorses gangs, alcoholic beverages, drugs, tobacco products, secular musicians, or portrays violent themes, are not allowed at school or at school sponsored activities.
- Hats may be worn on campus, outside the building only.
- Sunglasses may be worn on campus, outside the building only.
- Shirts must be long enough to fully cover the stomach when arms are raised.

- Shorts, dresses and skirts are to be “Bermuda” length and no more than 4 inches above the knee as measured from the ground up when kneeling.
- Shorts must be worn underneath all skirts and dresses. No polo dresses are allowed.

Boys:

Pants/shorts: Khaki (tan) or Navy – no denim or knit fabric, Docker/Uniform style only. Cargo pants are acceptable.

Shirt: long or short sleeve, polo style –(any solid color)

Shoes: athletic shoes – tied or Velcro closure. Slip on shoes, knee high shoes, sandals and boots are **not** allowed.

Girls:

Pants/shorts, skorts, or capris: Khaki (tan) or Navy – no denim or knit fabric, Bermuda length required, Docker/Uniform style only. Cargo pants are acceptable.

Leggings: Khaki (tan), Navy, Black or White only – knit cotton fabric only to be worn under skirts or jumpers.

Uniform jumper dresses only: Navy or Khaki (tan), polo dresses are not allowed.

Shirts: long or short sleeve polo type tops- (any solid color)

Shoes: athletic shoes – tied or Velcro closure. Slip on shoes, knee high shoes, sandals and boots are **not** allowed.

The school administration/staff reserves the right to make changes to the dress/appearance code as it deems necessary.

Toys/Personal Belongings

Students are not allowed to bring violent toys (guns, knives, bows/arrows, violent action figures, etc.) to school. Your child may bring toys/items for sharing only on their Show and Tell/Share Day as designated by the classroom teacher.

Cell phones or any other electronic devices must remain in the students backpack on silent.

Palms Christian School cannot be responsible for lost or damaged items.

Illness at School

If your child becomes ill at school, you will be called to come and pick them up. The child must stay at home until they are well. We are unable to provide care for a sick child. Students will be sent home with a temperature of 101 or higher, one episode of

vomiting or three episodes of diarrhea and may not return for 24 hours after they have been fever, vomit and diarrhea free.

Please do not send a sick child to school until they have been free from fever, vomiting, and/or diarrhea for 24 hours. Antibiotics, if prescribed for infection, must have been taken for 24 hours before returning to school as well.

Medication at School

Only prescription medicine with doctor's directions will be given at school. Medications must be in their original container with the child's first and last name on it. Medications will be kept locked in the school office or in a lock box in the refrigerator, if necessary. A Medical Consent Form must be completed and submitted with medication.

Emergency Procedures

In case of an injury, fever, or other ailment, we first notify the child's parents. In the event of any serious injury, we call the paramedics and then the parents. All of our staff are trained and certified in first aid and CPR. We also provide insurance as required by state Article R-9-308.

Pest Control

Arizona Revised Statute 36-898 requires that our facility provide at least 48 hours notice prior to any pesticides being sprayed. We are required to post two separate notices on the property and one of these notices will always be on the door of the front entrance. We have a file available to parents at any time which lists the exact chemicals being used.

Solicitation and Distribution of Literature

Solicitation or distribution of literature of any kind by any parents or guardians is not allowed in Palms Christian School facilities except by permission of the Administrator. Employees may not solicit any student, parent or guardian at any time without specific approval of the Director.

Sexual Harassment

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

This type of behavior will not be tolerated. Any occurrence by a parent and/or student, that family will be discharged from the program immediately.

Fire Drills and Disaster Evacuations/Lockdowns

Above and Beyond Preschool and Palms Christian School have a well- defined plan in case of a fire or weather/disaster evacuation. Fire drills are practiced regularly. If an emergency requiring evacuation occurs, you will be notified as soon as possible. Our staff includes one or more persons trained and certified in first aid and CPR. We also have a specific procedure for lockdown in the event that it ever became necessary.

Medical Emergency Procedures

In the case of an injury, fever, or other ailment, we will notify the child's parents. In the event of any serious injury/illness, we will call the paramedics first and then the parents will be called.

Reporting Child Abuse

Parents should be aware that State law requires all employees who, when acting in the scope of their employment, develop a reasonable belief that a child is or has been a victim of child abuse or neglect, they shall immediately report it to the administration and Child Protective Services (CPS) or the police.

Student Code of Conduct

The Palms has a discipline procedure already in place as you will read in the following section. However, the school board and staff believe that a code of conduct has become necessary as our students grow older.

Our school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.

We believe that the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. Discipline is ordained of God for the building of character and the training of behavior.

It is the goal of the Palms to help our students develop a consistent Christian character and a lifestyle that honors Christ. To produce an environment in which the development

of this goal is possible, all students are expected to demonstrate the following general attitudes and behavior:

1. Respect and obedience to all school staff, church staff, and parent volunteer workers.
2. Reverence to the Bible and the American and Christian flags.
3. Proper care of all school and church property.
4. Cleanliness in work, actions, speech and dress.
5. Orderly, courteous conduct in the classrooms, chapel, lunchroom, playground and restrooms.

Discipline and Guidance

Believing that good discipline is imperative to a quality education, our teachers strive to provide a safe, calm atmosphere. At The Palms, we expect our students to uphold a high standard of conduct. The teachers will set the guidelines for their classrooms and will keep families informed of their policies. Disruptive behavior will not be tolerated for the safety of all students and instructors.

Any student repeatedly disrupting the learning environment of their classroom will be sent to the office. Parents may be notified by telephone to speak with their student regarding their behavior. Parents may be asked to pick up their child for continued disruptive behavior. A conference will be scheduled with parent, teacher and administration.

Policy for Aggressive Behavior/Acts of Violence

- I. First Offense: removal from class for remainder of day (parents will be required to come pick up their child immediately)
- II. Second Offense: Parents notified to come and pick up the child. A full day's suspension will occur the following school day.
- III. Third Offense: Parent's notified – will pick up. 3 Day suspension will follow beginning the next school day.
- IV. Fourth Offense: Expulsion

*These offenses will accumulate from year to year for the duration of the enrollment of the child.

Palms Christian School reserves the right to dis-enroll any student with or without notice for reasons that the administration deems necessary for the best interest of the staff or students of the school or childcare.

Curriculum

We use the A Beka Book Curriculum and Bible teaching. The A Beka Curriculum is a sound, well rounded program that stresses Phonics, Reading, Arithmetic, Science, Social Studies, Art, Music, and Bible knowledge. Teachers may also choose to introduce thematic, literature based or science units for enrichment.

The students perform in two big productions each school year, plus performances at Palm Vista Baptist Church, Happy Trails Christian Church, Open House, and at the request of other organizations.

Visit us at:

www.palmschool.com

Palms Christian School Parent Handbook Acknowledgement

Palms Christian School reserves the right to make changes to our Parent Handbook. In such an event, we will give the families of enrolled students an opportunity to review the edited information.

Palms Christian School reserves the right to dis-enroll any student with or without notice for reasons that the administration deems necessary for the best interest of the staff or students of the school or childcare. This signed acknowledgement is an agreement that families are responsible to fulfill all tuition charges.

I agree and will abide with all that Palms Christian School has set forth in the 2018-2019 Parent Handbook to ensure the safety and quality care and education of my child/children.

Signature of Responsible Party

Date

Name of Child/Children enrolled at Palms Christian School

GRADE