



## Pooler Christian school

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Page 1 of 33

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# Student/Parent Handbook

Updated April 26<sup>th</sup>, 2026

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## Table of Contents

1	Welcome.....	5
1.1	Mission .....	5
1.2	Vision .....	5
1.3	Purpose of Student/Parent Handbook .....	5
1.4	History .....	5
1.5	General Information .....	6
1.5.1	School Verse .....	6
1.5.2	School Team and Colors .....	6
1.5.3	Head of School.....	6
1.5.4	Administrative Contact Information.....	6
1.5.5	School Hours .....	6
1.6	Handbook Revisions.....	6
1.7	Educational Philosophy .....	7
1.8	Core Values.....	7
1.9	Statement of Faith .....	7
1.10	Non-Discrimination Clause .....	8
1.11	Biblical Morality Statement .....	9
1.12	Sanctity of Human Life.....	9
1.13	Final Authority in the Matters of Belief and Conduct.....	9
1.14	Parent Statement of Support.....	10
2	Admissions .....	10
2.1	Procedure for Enrollment.....	11
2.2	Admissions Policy .....	11
2.3	Sibling Enrollment .....	11
2.4	Re-Enrollment Procedures.....	12
2.5	New Student Enrollment.....	12
2.6	Student Withdrawal.....	12
2.7	Finances.....	12
2.7.1	Payment Policy.....	12
2.7.2	Tuition and Fees Reimbursement .....	12
2.7.3	Volunteer Requirements .....	13
3	Attendance and Daily Operations .....	13
3.1	Before and After Care .....	13
3.2	Dropoff .....	14
3.3	Pick-Up.....	14
3.4	Tardy Policy .....	14
3.5	Excused Absences .....	15
3.6	Unexcused Absences .....	15

*The Righteous are as bold as a lion (Proverbs 28:1)*



3.7	Leaving School During School Hours .....	15
3.8	Student Release .....	15
3.9	Extracurricular .....	15
4	Academics .....	16
4.1	Educational Goals .....	16
4.2	ProCare (Online Gradebook) .....	16
4.3	Grading .....	16
4.3.1	Pre-K Grading Scale .....	16
4.3.2	Kindergarten Grading Scale .....	16
4.3.3	First through Fifth Grading Scale .....	17
4.4	Achievement Testing .....	17
4.5	Academic Probation .....	17
4.6	Students with Special Education Needs .....	17
4.7	Accreditation .....	17
4.8	Homework .....	18
4.9	Makeup Work Policy .....	18
5	General Policies .....	18
5.1	Lunch .....	18
5.2	Communication .....	18
5.3	Electronic Devices .....	19
5.4	Internet and Technology Use .....	19
5.5	Field Trips .....	20
5.6	Parent-Teacher Conferences .....	20
5.7	Visitors .....	20
5.8	Pets/Animals on Campus .....	20
5.9	Student Records .....	20
5.10	Textbooks and Supplies .....	21
5.11	Videos and Movies .....	21
6	Health and Safety .....	21
6.1	Medication Policy .....	21
6.2	Communicable and Contagious Illness .....	22
6.2.1	Head Lice .....	22
6.2.2	COVID Mitigation Plan .....	22
6.3	Injury .....	23
6.4	Immunizations and Physicals .....	23
6.4.1	Immunization Requirements .....	23
6.4.2	Religious Exemptions .....	23
6.4.3	Medical Exemptions .....	23
7	Dress Code .....	23

*The Righteous are as bold as a lion (Proverbs 28:1)*



7.1	Uniform Requirements .....	23
7.1.1	Pants/Shorts: .....	24
7.1.2	Shirts/Tops: .....	24
7.1.3	Dresses/Skirts: .....	24
7.1.4	Hair:.....	24
7.1.5	Shoes:.....	24
7.1.6	The following items are not permitted:.....	25
7.2	Dress Code Enforcement.....	25
8	Discipline Policy .....	25
8.1	Cheating and Plagiarism .....	26
8.2	Harassment .....	26
8.2.1	Definition of Harassment .....	26
8.2.2	What to do if you Experience or Observe Harassment .....	27
8.2.3	Where to Report Harassment .....	27
8.2.4	Protection Against Retaliation .....	27
8.3	School Rules .....	27
8.4	Classroom Management.....	27
8.5	Classroom Disciplinary Guidelines .....	28
8.6	General Discipline Guidelines.....	28
8.7	Discipline Procedures.....	29
9	Crisis Management.....	31
9.1	Fire Drill/Evacuation .....	31
9.2	Tornado Drills .....	31
9.3	Inclement Weather and School Closing.....	32

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## 1 **Welcome**

Welcome to Pooler Christian School (PCS). Our learning environment is designed to support children in their academic and spiritual growth.

### 1.1 **Mission**

Pooler Christian School exists to provide an education with a Christ-centered worldview to each student by intentional Biblical integration, empowering students to excel in relationships, academics, faith, character, and life.

### 1.2 **Vision**

The vision of PCS is to provide an educational experience that will instill the virtues of a heart of a lion in each student:

- Leadership
- Integrity
- Others first
- Never quit

### 1.3 **Purpose of Student/Parent Handbook**

The Student/Parent Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of PCS. Although the handbook is not intended to be a definitive statement on these subjects. This handbook is written to answer the most frequent questions asked about the policies and procedures of PCS. Consistent support of the policies contained in the handbook will aid in producing significant and lasting accomplishments for the students. We believe Christian education involves encouraging and training students to recognize and assume responsibility for their actions. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. The ultimate purpose of this handbook is to assist us to be “of one mind” in the training of children to honor God throughout their whole lives.

### 1.4 **History**

Pooler Christian School was founded in 2026 to provide Christian education to the Pooler/ West Chatham County Area. Pooler Christian School is a non-profit 501(c)3. The desire to start Pooler Christian School came from the understanding that there are around 16,000 hours of discipleship that takes place in the life of a student inside the classroom. We desired to start something that would use those hours to aid in discipleship with a Biblical Worldview. Seeing a need for this in the community, the dream was born.

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## 1.5 General Information

### 1.5.1 School Verse

The righteous are bold as a lion. (Proverbs 28:1)

### 1.5.2 School Team and Colors

The Lions  
Maroon, Gold, and Grey

### 1.5.3 Head of School

Superintendent: Micah Ellington (Interim)  
Principal: TBD  
Board Members: TBD

### 1.5.4 Administrative Contact Information

School Address  
216 Rothwell St.  
Pooler, GA 31322  
(912) 745-7258  
[info@poolerchristianschool.com](mailto:info@poolerchristianschool.com)  
[www.poolerchristianschool.com](http://www.poolerchristianschool.com)

### 1.5.5 School Hours

Monday through Friday, 8:00am to 2:30pm

Students should not arrive earlier than 7:45am unless they are enrolled in before-care. Students should not remain on campus after 2:45pm unless they are in extracurricular activities or enrolled in after-care.

## 1.6 Handbook Revisions

The handbook is available in a printed version upon request. The policies of this handbook provide guidelines to be observed by parents and students. However, since the school cannot address all situations in this book, the school reserves the right to exercise its administrative discretion in responding to situations and circumstances. The school reserves the right to interpret the written policies of this handbook as it sees fit and revise the policies when necessary. Typically, revisions are made in the summer before the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, PCS reserves the right to make the change. Parents should review the handbook each August for revisions.

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## 1.7 Educational Philosophy

It is the Philosophy of PCS that:

- God has given the parents the primary responsibility for the education of their children. The school functions as an extension of the home. Deuteronomy 6:4-7
- Children need consistent Bible-based instruction from parents and teachers to develop Godly character and wisdom and to live joyful, productive, and purpose-filled lives.

We are a faith-based, mission-minded educational environment geared to meet the needs of families who are seeking a distinctively Christian education for their children.

Because we are passionately committed to preparing young people to engage our culture and our world with the gospel of Jesus Christ, we will only be enrolling students with a positive Christian testimony and lifestyle.

## 1.8 Core Values

- To educate our students in truth based upon God's Word.
- To educate our students through relationships and service by attending to the needs of others through outreach to the community and by developing relationships with others based on servant leadership principles.
- To educate under the authority principle that students operate under the God-ordained authority of their parents, pastors, teachers, coaches, etc.
- To educate by teaching students about life through study, character building, and service to others.
- To educate in love by creating an atmosphere of motivation and encouragement in students' relationship with God, and each other.
- To educate our students in faith-based action by teaching them to follow Christ, discovering truths and principles of the Word of God, and living by them daily.
- To educate in unity with the truth. We believe that all truth is God's truth so all subjects will be taught from a Christian Worldview.

## 1.9 Statement of Faith

**The Godhead:** We believe the Godhead exists in three Persons: Father, Son, and Holy Spirit. These three persons are one God, having precisely the same nature and attributes. *John 10:30; John 1:1*

**Jesus Christ:** We believe in His eternal existence as God; His Incarnation and Virgin Birth; His perfect life here on earth and death on the cross as the substitution atonement for sin; His literal, bodily resurrection from the dead; His present ministry of intercession in heaven; and His personal, future return to earth. *Matt. 1:18-25; 4:1-11; Luke 24; John 14; Phil. 2:5-11; Col. 1:13-22; Col. 2:9*

**The Holy Spirit:** We believe that the Holy Spirit, the Third Person of the Godhead, convicts men of sin, regenerates, baptizes, indwells, seals, and sets apart believers unto a holy life; that He keeps and

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empowers believers day by day; that He is the Teacher of the Word of God and our Guide for daily living. / *Cor. 2:1 3; 2 Cor. 13:14; Gal. 5:13-25; 1 Thess. 5:19; 1 Tim. 3:16; 4:1; 2 Tim. 1:14*

**The Scriptures:** We believe the Bible is the inerrant, inspired Word of God. The Bible is our supreme and final authority in matters of faith and life. *2 Tim.3:15-17; Heb. 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21*

**Man:** We believe that man was created innocent and pure and Adam fell through the sin of disobedience. Therefore, all people are corrupted in body, soul, and spirit and need redemption. All people have the knowledge of God and choose to seek Him or not to seek Him. *Romans 1:19; 5:12; 1 Cor. 1:21-31; 15:19, 21-22; Eph. 2:1-22*

**Salvation:** We believe that salvation is by grace alone, a free gift of God apart from works; salvation involves repentance, a turning from one's own way to God's way and will. Salvation is through personal faith in the Lord Jesus Christ; all who receive Jesus Christ are a new creation, and that true salvation will be evidenced by a changed life. *Romans 3:28; 6:23; John 3:16; James 2:14- 26; 1 Peter 1:2-23; 1 John 1:6 to 2:11*

**Church:** A New Testament church is a local body of believers who are associated by covenant in the faith and fellowship of the gospel. The church is an autonomous body, operating through Elder Leadership under the Lordship of Jesus Christ. In addition to the local church, the New Testament speaks of the church as the universal body of Christ, which includes all of the redeemed of all ages. *Matt. 16:15-19; 18:15-20; Acts 2:41-42, 47; 15:1- 30; 16:5; 20:28; Phil.1:1; Col. 1:18; 1 Tim. 3:1-15*

**Baptism and Communion:** We believe that baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. Communion is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of Christ and anticipate His second coming. *Matt. 3:13-17; 26:26- 30; Rom. 6:3-5; 1 Cor. 10:16, 21; 11:23-29 Col. 2:12*

**The Future:** We believe that every soul is eternal. We believe in the personal, visible, bodily return of Jesus Christ to earth; in the bodily resurrection of the just to eternally abide in the glory of God's presence, and in the bodily resurrection of the unjust to judgment and everlasting punishment. *1 John 2:28; 3:2; Jude 14; 1 Tim. 6:14; 2 Tim. 4:1, 8; Titus 2:13; Heb. 9:27-28*

### 1.10 Non-Discrimination Clause

PCS admits students of any race, sex, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Pooler Christian School. We do not discriminate on the basis of race, sex, color, national or ethnic origin in the administration of our educational policies, scholarship and financial aid programs or other administered programs.

PCS reserves the right to admit and retain students on the basis of academic performance, religious commitment of parent(s) and students, philosophical compatibility, and a willingness to cooperate with the PCS administration and abide by the school's policies.

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### **1.11 Biblical Morality Statement**

Statement on Marriage, Gender, and Sexuality:

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2: 18-25) We believe that God intends sexual intimacy to occur only between a biological man and a biological woman who are married to each other. (1 Cor. 6:18; 7: 2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Mt. 15: 18-20; 1 Cor. 6: 9-10)

We believe that in order to preserve the function and integrity of PCS as the local Body of Christ and to provide a biblical role model to PCS members and the community, it is imperative that all persons employed by PCS in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Mt. 5: 16; Phil. 2: 14-16; 1 Thess. 5: 22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3: 19-21; Rom. 10: 9-10; 1 Cor. 6: 9-11)

We believe that every person is afforded compassion, love, kindness, respect, and dignity. (Mk. 12: 28-31; Lk. 6: 31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of PCS.

### **1.12 Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139)

### **1.13 Final Authority in the Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of PCS's faith, doctrine, practice, policy, and discipline, our School Board, in consultation with the pastor and deacons from Rothwell Baptist Church, serves as PCS's final interpretive authority on the Bible's meaning and application.

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### 1.14 Parent Statement of Support

- We will regularly and earnestly pray for PCS.
- We will fully cooperate in the educational activities of PCS by doing our best to make Christian education effective in the lives of our children.
- Our family will support the spiritual activities of the school. (Chapel, scripture memorization, etc.)
- We will pay all financial obligations on or before the date due. If we are ever unable to do so, we will notify the school administration, giving a reasonable explanation for the delay and stating when payment will be made.
- We will volunteer for duties and responsibilities as opportunities arise and as God provides the time and strength.
- We will be faithful to attend all parent functions, as best we can. These include open houses, parent meetings, parent conferences, and/or information nights.
- If we become dissatisfied with PCS in any way, we will strive to resolve the matter with the person involved privately and lovingly, if possible, rather than spreading criticism and negativity (Matthew 18:15-17)

## 2 Admissions

The admissions process for PCS begins with a tour of our campus. If a prospective family feels that PCS may be a good fit for their family, they then create an online application through PCS admissions portal.

Upon completion of the enrollment application, an admission interview will be scheduled. As part of the admissions process, we ask that:

- Parents are in agreement with the policies of PCS and are willing to partner with the school staff and administration in reinforcing rules and policies with their children.
- Students desire to be part of the PCS community and be willing to submit to the standards, regulations, and discipline of PCS leadership.
- A Pastoral reference letter is completed for each family by a local pastor from a Bible-believing church.

After acceptance to PCS, students will be given an acceptance offer via email. The student's slot is not secured until the family pays the commitment fee. Students are admitted to PCS on the basis of previous school performance, pastoral references, personal interviews, and the results of placement tests when deemed necessary. PCS reserves the right to refuse enrollment to anyone who would not fit into the spirit of the institution nor benefit from the education offered. The status of all students is reviewed annually. PCS reserves the right to admit and retain students on the basis of academic performance, religious commitment of parents and students, philosophical compatibility, and a willingness to cooperate with the PCS administration and abide by the school's policies.

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## 2.1 Procedure for Enrollment

Interested parents will be asked to follow the procedures below in order to enroll their children at any grade level at PCS. The process is as follows:

1. Attend a tour of the school and meet with the administration (Required starting 2027).
2. Complete online forms for admission. Acceptance of new students for the next school year begins March 1st after completion of re-enrollment by our current school families, which takes place during the month of February.
3. PCS reserves the right to interview, test, and selective enrollment. Attendance at PCS is a privilege and not a right. Acceptance is also based on agreement with the Philosophy and guidelines of the school by both the parent and student.
4. Students enrolling in PCS are required to submit state-required immunizations or a religious exemption form must be on file.
5. Students cannot be accepted until the application is completed, referral documents are received, and the interview takes place. If the grade is full, students will be placed in a waiting pool.

## 2.2 Admissions Policy

The admissions committee is looking for a commitment to the Lord Jesus Christ as evidenced by the prospective student's testimony, commitment to the student's local church, and student character. We do understand that there are students who have not made the decision to follow Jesus yet, but we do expect these students should be pursuing what that looks like. We believe that students must desire to attend PCS. A student's behavior and attitude should show respect toward adults and peers. A student's desire to associate with other Christian young people through their church's children's ministry, youth group, Bible studies, or other groups is important. The Admission's Committee is also looking for a commitment on the part of the family to the Lord Jesus Christ as evidenced by the family's regular attendance at a local church.

We believe the home, church, and school need to support each other physically and spiritually. When one of these influences contradicts or fails to support the other, the effect is often counterproductive to what we are trying to accomplish at PCS. PCS is looking for evidence that prospective students can be successful in our program, both academically and socially. It is not our desire to enroll any student who we feel would not be successful at PCS.

Generally, PCS does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school.

## 2.3 Sibling Enrollment

Current students who have siblings who desire to attend PCS the next school year will need to go through the same enrollment process as new students.

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## 2.4 Re-Enrollment Procedures

During February of each year, current parents are encouraged to re-enroll for the Fall. Re-enrollment will be available through ProCare. Re-enrollment applications will open on February 1st.

## 2.5 New Student Enrollment

New student applications will be available online beginning on March 1 following the initial re-enrollment period for currently enrolled students.

## 2.6 Student Withdrawal

A student is not considered withdrawn until the school office has been notified by the parent, or in the case of dismissal, the parent has been notified and the parents have had an exit interview with the principal. Students are encouraged to complete the semester once it begins. In addition, once a semester begins tuition is due for the full semester, unless withdrawal is due to military orders.

## 2.7 Finances

Commitment Fee of \$450 per child is required and covers basic curriculum costs. This is due per child regardless of financial aid being offered.

See the annual tuition amounts on the PCS website or within the online application or re-enrollment packet.

Tuition is scaled according to grade level and the number of students enrolling within a family. Report cards and transcripts will be held if accounts are past due or until the account is paid in full. Parents will be contacted by the administrative staff if the account is past due or if a payment draft is returned unpaid.

### 2.7.1 Payment Policy

Parents are required to utilize the ProCare system for all payments. Tuition payments on the monthly plan should be set up with an automatic bank draft. There will be a late fee charged for payments made after due date.

Re-enrollment may not occur until all accounts have been settled from previous years

### 2.7.2 Tuition and Fees Reimbursement

A student is considered enrolled for the entire semester. Our ability to provide textbooks, supplies, and staffing is dependent upon student tuition. Therefore, it is PCS policy that all families who withdraw students prior to the end of the semester are bound by their tuition contract and are responsible to pay their entire semester tuition in full at the time of withdrawal. Academic records will not be released until all financial obligations are met. Curriculum fees will not be reimbursed.

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### 2.7.3 Volunteer Requirements

Each family is encouraged to volunteer at PCS by fulfilling 25 hours of volunteerism each school year. These hours may be in the classroom or during extracurricular activities. Volunteering helps PCS run more efficiently, keeps our tuition costs down, and is necessary for any school setting. PCS will reward families who chose to volunteer. \$20 per volunteer hour up to a total of 25 hours per family (totaling \$500) will be discounted from total tuition. This will be deducted from the final payment of the school year.

Upon arrival, visitors should report to the school office to obtain a visitor or volunteer pass. Visitors are not permitted in hallways or classrooms without first checking in at the school office. PCS requires a background check to be on file for all school volunteers.

Parents are encouraged to be involved in their children's learning by volunteering for various activities such as those described below:

- Room Mom/Dad
- Lunch Program Helper
- Teacher Blessing luncheons
- Volunteering at lunch, at the office, around the school, or at recess
- Field trips, back to school night, open houses, the end of the year picnic, the Christmas program, Awards ceremonies, and graduation (Kindergarten).
- Fundraising

## 3 Attendance and Daily Operations

Students may not be present on campus before start or after dismissal without adult supervision.

All PCS students are expected to be in attendance from 8:00am until their respective dismissal time at 2:30pm, Monday to Friday. If a student is going to be absent, a parent must notify the school before 8:00 am. If the office is not contacted, the parent will be notified of the student's absence.

Students arriving late or leaving early should be signed in/out in the office. Students should return to school with a parent or doctor's note indicating the reason for excused absences. In the absence of a note or email from a parent or a doctor, it will be assumed the tardy or absence is unexcused.

Students may not accrue twenty or more absences in a school year for a regularly scheduled class.

### 3.1 Before and After Care

Students may take advantage of before-care and after-care services for a fee. Please see the fees page on the school website for specific fee information. Before school hours are from 6:30 am - 7:45 am and after school, hours are from 2:45 pm - 6:00 pm (Monday-Friday). The before/after-care program is only available on student attendance days, excluding any early dismissal days.

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### 3.2 Dropoff

Students should not be dropped off before 7:45am. Students that arrive before 7:45am will be sent to before-care. Students not enrolled in before-care will be assessed at the administrators' discretion a fee of \$15 per incident.

- Students must be dropped off in the designated area outside of the main glass doors on the west side of the building.
- Once in the parking lot, form a double line to assure the greatest number of cars in the parking lot.
- Children should not exit the vehicle until instructed by school staff at the designated drop-off area where the designated walkway is painted.
- Once your student has exited the vehicle, do not leave until instructed by school staff to ensure other students exiting have cleared the driving area.
- In order to keep stopped traffic off of Rothwell Street and flowing smoothly, parents must only turn right into our parking lot. Best recommended entry onto Rothwell, would be by the Gate Gas Station or by the Western Sizzlin. If the car line in main parking lot is full, please utilize the parking lot in front of the lunch room (Church Fellowship Hall).
- If you must enter the school, please park in the parking lot in front of the lunch room (Church Fellowship Hall) and walk your student through the designated crosswalk.
- Please do not block drop-off areas.
- When exiting, all cars must turn west (right) towards Rogers St. It is recommended to take Roger St. to the light to ensure traffic is not stalled.

### 3.3 Pick-Up

Students must be picked up no later than 2:45pm. Students that are picked-up after 2:45pm will be sent to after-care. Students not enrolled in after-care will be assessed at the administrators' discretion a fee of \$15 per incident.

- Pick-up location will be on the west side of the building. Please enter as you would for drop off. If the weather is clear, the students will line up by grade in their designated locations. If weather is not clear, students will remain inside until parent/guardian arrives.
- Signs will be given to parents/guardians for pick up that will need to be displayed on the dash for easier pick-up procedures.
- There will be two lines for pick-up.
- When exiting, all cars must turn west (right) towards Rogers St. It is recommended to take Roger St. to the light to ensure traffic is not stalled.

### 3.4 Tardy Policy

Students are expected to be in class on time. Punctuality is a valuable character trait and teaches children responsibility and self-discipline. Both traits will enhance a child's scholastic success throughout their educational career. The benefits of punctuality include:

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1. Your child receives key information for the day's academic success.
2. Your child is assured a less stressful beginning to his/her academic day.
3. Disruption of classroom activity for the teacher and other students is minimized.

Late arrivals to school present a disruption to the entire class and should be avoided whenever possible. A student will be considered tardy if he/she is not in his/her seat at start of class.

Five tardies will equal an absence.

A student **MUST** be present for a minimum of one-half of the day to be considered present. Please see the excused absences policy for examples of what constitutes an excused tardy.

### **3.5 Excused Absences**

Absences are excused for illness, injury, death in the family, inclement weather, or medical and dental appointments. Whenever possible, please attempt to schedule appointments outside of school hours.

### **3.6 Unexcused Absences**

Any absence from school or class without the knowledge and permission of the parent and school or those absences not meeting the guidelines for excused absences will be considered unexcused. Disciplinary action and/or loss of credit for assignments may occur.

### **3.7 Leaving School During School Hours**

PCS is a closed campus. Prior parental approval must be received at the school office before a student will be allowed to leave during school hours.

### **3.8 Student Release**

Parents must notify the school office, in writing, if a child is to be released to anyone other than the parent or legal guardian who is not identified in the application packet. Those picking students up, who are not the parent or guardians or other parents of students attending the school, **MUST** go to the office and show a photo ID. If there is a change during the year in regard to who may or may not pick up students, the school office must be notified in writing. In the case of custody agreements, the agreement must be on file in the school office.

### **3.9 Extracurricular**

Students involved in any extracurricular activities offered by PCS may not participate in the activity if he/she has been absent for the day of the activity. In order to be eligible to participate, a student must be in school, having arrived at school prior to 11:30 am, or having not departed from school before 11:30 am.

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## 4 Academics

*Proverbs 1:5 A wise man will hear and increase learning, and a man of understanding will attain wise counsel.*

### 4.1 Educational Goals

1. Academic excellence in a Christ-centered environment;
2. Spiritual and Character development in a caring, loving environment;
3. Enrichment of students' lives with an emphasis on instilling creativity and critical thinking skills

The academic year is divided into two semesters. Each semester is made up of two nine-week quarters, for a total of four quarters each academic year. Interim grade reports are available midway through each quarter and quarterly grade reports are available at the end of each quarter.

### 4.2 ProCare (Online Gradebook)

Parents are encouraged to regularly monitor student progress and current grades through ProCare. Assignments, grades, and teacher comments will be posted regularly. (ProCare link can be found on the PCS website.)

Please note, that it is PCS policy to allow five school days for late assignments to be completed. Each day an assignment is late, 10% of the final grade will be deducted. Assignments submitted after five days will be reviewed, but no credit will be given. The five days will begin after the teacher has added grades to ProCare.

Students are encouraged to speak with their teachers early and often when it comes to late assignments and grading. Consistent failure to complete assignments may result in disciplinary action. Please see the discipline section of the handbook for more information.

### 4.3 Grading

#### 4.3.1 Pre-K Grading Scale

- √+ Proficient
- √ Satisfactory
- √- Emerging

#### 4.3.2 Kindergarten Grading Scale

- 3-Proficient
- 2-Progressing
- 1-Standard Not Met
- N/A- Not assessed at this time

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### 4.3.3 First through Fifth Grading Scale

Elementary students are taught the core subjects (Bible, Language Arts, Reading, Phonics, Spelling, Math, Science and Social Studies) in a challenging academic atmosphere. The lower grades (1-3) offer an introduction to core subjects, including the teaching of mathematical concepts through incremental development and continual review as well as systematic phonics instruction.

The upper grades (4-5) offer a continuation and expansion of core subjects, including the application of skills learned in thinking, writing and appreciating the elements of literature across the curriculum as well as the development of independent learning in preparation for middle school.

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 59

### 4.4 **Achievement Testing**

Students in K-5 will take an achievement/assessment test in the spring. These tests are not a pass/fail for the grade level. They are used as an assessment for the parents and teachers to see where the student currently stands in the main subject matters.

We encourage all students to do their best on all tests as the scores are a reflection and celebration of their academic success. However, PCS does not pressure staff or students regarding testing outcomes.

### 4.5 **Academic Probation**

Students failing 1 or more classes or students who have 2 or more “D”s in classes will be placed on academic probation. They will be given one quarter to improve their grades. If grades do not improve, the student will face disciplinary action up to and including expulsion.

### 4.6 **Students with Special Education Needs**

PCS does not receive federal funding for special education programs; therefore, we may not be able to provide staffing or services for students with special education needs. We will strive to meet the needs of every student enrolled; however, some students may be refused enrollment based upon our inability to meet their special educational needs. The student may be eligible for services from their local school at the parent’s request. The parent is responsible for contacting the local school for assistance in determining their child’s eligibility for services.

### 4.7 **Accreditation**

PCS is currently working on the accreditation process provided through the Association of Christian Schools International (ACSI). Any changes to our policies and practices necessary for continued accreditation with ACSI will be communicated to parents in a timely manner.

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#### 4.8 Homework

PCS believes that church, family time, athletics, and music are important. Therefore, we commit to keeping homework at a minimum. We believe that we can accomplish great things educationally within the school day. There will be no homework given on Wednesdays, and limited homework on the weekends.

Please keep in mind all students are expected to read each evening. As students' progress in school there may be homework added as appropriate for the grade level.

#### 4.9 Makeup Work Policy

Students must complete any assignments missed due to absences within the time frames established by the school. For each day of absence, two school days are allowed for the completion of assignments. For example, if a student misses school on Monday and returns on Tuesday, he or she should get all missed assignments on Tuesday and have them ready to submit by Thursday. (Extenuating situations may be reviewed by administration)

However, long-term assignments do not qualify for extra time due to absences. For example, if a student was assigned a book report at the beginning of the quarter and he or she is absent on the day it is due, the book report would be due the day the student returns to school. Extensions may be granted in extenuating circumstances. Students should communicate with teachers early and often if they feel they may need an extension.

If a test is missed the student must ask the teacher for a scheduled makeup day within a reasonable amount of time. Tests should be made up no later than three school days after the absence. It is the parent's/student's responsibility to ask the teacher for makeup assignments, including tests.

### 5 General Policies

#### 5.1 Lunch

PCS is a closed campus. All students should plan on bringing their own lunch, utensils, and dinnerware each day. Microwaves are available for student use.

Students who fail to bring a lunch will be offered and charged for a basic pre-packaged items for a meal. Parents will be notified when this charge is added. Students are allowed to purchase a pre-paid punch card in order to purchase any items from the school lunchroom as they desire. There will be not hot lunches provided for students.

#### 5.2 Communication

Open communication is essential in building a partnership between the school and home. Our teaching and administrative staff will be available through email, phone calls, or scheduling a conference at the school. Parents should utilize email as a primary means of communication with teachers. Please allow 24 hours for a response from teachers or administrative staff. (longer over weekends and holidays)

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### 5.3 Electronic Devices

It is imperative that we protect educational time by not allowing interruptions by cell phones, smartwatches, or other electronic communication devices. We ask that parent's partner with us to protect the educational time within the school.

These devices present a HUGE distraction in the classroom and during the school day. In order to protect our students, PCS has taken a strong stance on these devices.

- Students are not permitted to have communication devices on their person or in their possession during the school day.
- Communication devices should be turned in daily to the teacher and stored by the teacher in a cell phone pocket designated for the student.
- It is advisable for students to leave devices at home or in the car for the school day.
- If a student is found to be using or possessing a communication device, the device will be taken to the principal's office and returned at the end of the day.
- Each infraction will be noted in the discipline log.
- A second offense will require a parent to come to the school to retrieve the device.
- Repeated offenses will result in progressive discipline at the discretion of the school administration.

Wireless AirPods, earbuds, and headphones are not permitted. Students should not walk around the school building with these devices in use.

Parents may contact students by calling the school office. Students may contact parents by going to the school office and using the phone.

### 5.4 Internet and Technology Use

PCS has chosen to limit the use of technology use of the students in the classroom. Though it is limited, there will be guidelines to the use of computers/ technology.

- PCS websites are monitored administratively. Students should notify within 24 hours the respective staff member or teacher if an inappropriate website is accessed.
- The use of the internet and computer equipment within PCS is a privilege. PCS reserves the right to monitor and review any material on any machine at any time in order for the school to determine any inappropriate use of computer resources.
- Computer users are responsible for the security of their files and passwords. Sharing of any usernames and passwords to anyone other than parents/guardians is not permissible and may result in the restriction of account privileges.
- Computer users will be held responsible for any activity under their account. Any security problems should be reported immediately to the school administration.

Computer infractions may result in lunch detention, loss of computer usage, or in-school or out-of-school suspension. Determination of the discipline is at the discretion of the administration.

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Any student postings on social websites like Facebook, Twitter, Instagram, Snapchat, and/or TikTok that are, in the opinion, of the administration inappropriate will result in disciplinary action.

If a student's personal Internet expression includes threatening messages to another student, inappropriate comments about the school or staff, sexting, bullying, or inappropriate pictures and/or language, students will face school discipline and, if applicable, the proper authorities will be notified.

## 5.5 Field Trips

Permission slips will be sent home for all Field Trips. Permissions will include:

- Description of the field trip
- Permission for student to attend
- Permission for student to ride with church bus, charter service, school teacher, school staff, church member, or other students parent.
- Option for parent attendance/transport students

Parent support is welcomed and encouraged.

- Please let your child's teacher know if you are interested in being a chaperone for class field trips.
- Volunteer chaperones are assigned by teachers to supervise groups of students.
- In order to provide adequate supervision, chaperones may not bring other children.
- All chaperones are required to have a background check on file.

## 5.6 Parent-Teacher Conferences

Parent-teacher conferences are scheduled in the Fall and Spring of each year. Parents should feel free to schedule additional conferences as needed.

## 5.7 Visitors

Parents are encouraged to visit their child's classroom. We ask that you schedule your visit with your child's teacher, sign in and out through the front office, and display the Visitor's pass at all times. Classroom visitation will be limited to those listed on the student's emergency pick-up list within the office. In order to interact with any students or volunteers in classrooms, visitors must have a background check on file.

## 5.8 Pets/Animals on Campus

Due to health and safety concerns, pets may not be brought into the school. (Special guest speakers with animals must check with the office for pre-approval).

## 5.9 Student Records

Student records are confidential and will not be released to anyone or another school without the written permission of the parent/legal guardians and the administration.

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## 5.10 Textbooks and Supplies

Textbooks and supplementary books will be provided to each student. These books are the property of PCS and must be taken care of properly. Deliberate mutilation or defacing, or loss of any of these materials will result in full-price replacement costs being assessed to the parents/guardians. Students may retain possession of consumable books.

Supplies are not furnished by PCS. Students are required to provide their own pencils, pens, paper, notebooks, and other such supplies and materials. Some classes may require the purchase of calculators, novels, art materials, etc. A supply list will be given sent out prior to the start of the school year.

## 5.11 Videos and Movies

It is the school's policy to only permit G-rated movies for special school events. The movies must have some educational value and should only be shown with administrative approval.

# 6 Health and Safety

## 6.1 Medication Policy

The school will not administer any medication, including prescription and over-the-counter drugs unless the following criteria are met:

Permission is given by the parents for the students as directed by our medical permission form.

Parents can give permission for OTC medications to include dosage for the following:

- Tylenol
- Ibuprofen
- Cough Drops
- Benadryl

Cough drops will be supplied by the parent for the student and are kept in our medicine drawer and permission annotated in our files. Once permission is received and annotated in our files, the medication will be administered to the student and an email automatically sent to the parent for notification that the medication was given to include a medical event note as directed.

If your child requires any OTC medications during school, and there is nothing annotated in our medical permission form, the parent will be notified via phone to explain the situation and get permission for the OTC medication. If permission is not granted and the child cannot stay in the classroom, the child will need to be sent home.

Prescription medication must be brought to the school office in the original container, along with being annotated in our Medical Permission form. Routine daily medications are annotated the first day of school and, with written/annotated permission from the parent, is only notified if the student fails to take the medication.

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If your child suffers from frequent headaches, cramps, dental pain due to braces, etc., please discuss with school administration and provide written notification providing approval for distribution of OTC medicines.

While at school students are not allowed to bring to school or self-administer any type of medication or to provide other students with their medication, regardless of the type of medication. If a child is taking medication that may affect his/her behavior, parents must notify the administration.

## 6.2 Communicable and Contagious Illness

Parents should not send their child to school if the child displays any of the following:

- Elevation of temperature (100 degrees or more)
- Skin rash, undiagnosed or not under treatment
- Inflamed eyes with eye discharge (ie. pink eye)
- Severe sore throat and/or coughing
- Runny nose
- Vomiting or diarrhea
- Lice

If a student has a cold, green runny nose, fever, flu, etc., the student should not attend school. This is for the protection of all concerned. A student with these symptoms should plan to be absent for at least 2 days during the most contagious period. Before returning to school a student must be symptom-free (fever, vomiting, diarrhea) for a full 24 hours without the aid of fever-reducing medications.

A student who becomes ill at school will be isolated and the parent called. Parents should make arrangements for someone to pick the student up within one hour of notification.

### 6.2.1 Head Lice

Head Lice is extremely contagious. Parents will be called to pick up their child immediately if the student is found to have head lice or nits. The following protocol will be followed for those students discovered:

- No re-admittance to class until a nurse has checked and cleared the student.
- No nits on the head.
- Parents/caregivers will be provided with the CDC Information Sheet.
- Parents should plan to treat Head Lice 7 days after the initial treatment and the student should plan to be rechecked by the school nurse on day 8.

### 6.2.2 COVID Mitigation Plan

Please follow recommendations from the CDC and your Physician.

*\*Please note, PCS Administration reserves the right to update or change procedures based on guidance issued at the state level.*

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### 6.3 Injury

If your child sustained an injury during school, he/she will be assessed by the school nurse or other medical personnel, if the nurse is not present at school. A medical event report (i.e., incident report) will be completed in our filing, mother, father and/or caregiver notified, and a copy of the medical event report will be emailed to the parents/caregiver.

### 6.4 Immunizations and Physicals

#### 6.4.1 Immunization Requirements

Children attending any childcare facility, pre-kindergarten, Head Start program, nursery, or school in Georgia are required to have the Georgia Certificate of Immunization, Form 3231 on file for all children through 12th grade. This includes public and private operations and all enterprises, educational programs, and institutions involved in the care, supervision, or instruction of children.

#### 6.4.2 Religious Exemptions

Georgia law exempts children from vaccination requirements when a parent or legal guardian objects on religious grounds. The statute does not require membership in any particular religious organization or denomination. The exemption is based on the individual family's sincerely held beliefs. To claim a religious exemption, the parent or guardian must complete DPH Form 2208, titled "Affidavit of Religious Objection to Immunization." Critically, the form requires the signer to affirm that their objection is "not based solely on grounds of personal philosophy or inconvenience.

#### 6.4.3 Medical Exemptions

A medical exemption applies when a physician determines that one or more required vaccines would be harmful to a child's health. Under Georgia Code 20-2-771, a licensed physician must examine the child and find a physical disability which may make vaccination undesirable. The physician then issues a certificate that takes the place of the standard immunization certificate. Georgia regulations specify that a medical exemption certificate is valid for one year and may be reissued annually until the physician determines the child can safely be vaccinated.

## 7 Dress Code

Kindergarten to 5th will be required to wear uniforms to school each day.

Pre-K are not required to have the school uniform. Student attire should always be neat, clean, and modest.

### 7.1 Uniform Requirements

- Uniform colors will follow the school colors (Maroon, Gold, White, Black and Grey).
- Uniform shirts (boys and girls) can be a polo or other spirit wear.

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- Girls must wear skirts, shorts or jumpers.
- Guys must wear khaki shorts or pants.
- Any jacket/sweater must reflect the school colors. Large winter jackets are fine during colder months, but may not be worn inside the classroom.
- Open toed shoes are not allowed (i.e. sandals, flip flops, etc.)
- Any Polo top can have the school logo placed on it for a small fee.
- Options for uniform purchases will be located on the website.

Every Friday Jeans are permitted. Tops can be spirit wear or normal uniform top. Once a month (typically, the last Friday of the month), students will be allowed to have a uniform free day. The following are appropriate options from dress for the students:

#### 7.1.1 Pants/Shorts:

Jeans, khakis, corduroys, slacks, and joggers.

- Shorts must be no less than five inches from the top of the knee. Athletic shorts are not allowed.
- Jeans, khakis, corduroys, and slacks without rips, holes, or tears that show skin are permitted.
- Joggers are permitted to be worn. Joggers are defined as athletic pants wider at the top and tapered at the bottom with wide elastic banding at the ankle

#### 7.1.2 Shirts/Tops:

- Shirts and tops must be school appropriate and without any anti-Christian sayings or slogans.
- All shirts must have a sleeve unless accompanied by a sweater or jacket for the entire day. Sleeves must not be off the shoulder and no tank tops or muscle shirts may be worn.
- Shirts must not be overly form-fitting and must cover the belly. No crop tops are permitted and t-shirts must be longer than the natural waistline.

#### 7.1.3 Dresses/Skirts:

- Dresses and skirts must be accompanied by shorts or leggings/tights to ensure modesty during recess, gym, and circle time.
- All dresses must have a sleeve (no tank top or spaghetti strap) or be accompanied by a sweater or jacket for the entire day

#### 7.1.4 Hair:

- Hair must be neat and clean in appearance and out one's eye.
- Hair must be of natural color, this means no blue, pink, purple, or other unnatural hair colors

#### 7.1.5 Shoes:

- All shoes must be closed toe

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- Shoes must be worn at all times.

#### 7.1.6 The following items are not permitted:

- Hats, hoods, or sunglasses may not be worn inside the building except during school-approved activities, or functions
- Pajama pants may not be worn except during school-approved activities, or functions

## 7.2 Dress Code Enforcement

Enforcing standards of dress will be the responsibility of all faculty members and the principal. Students who attend a school or school function dressed inappropriately will be required to change before being permitted to attend class or participate in the school function.

**1st Offense:** Student will be required to change, documentation will be added to our files, and Parent contact will be made - the student may need to go home to retrieve the appropriate clothing and therefore may need a parent to come pick them up. The student will stay in the school office until he/she is able to change into school approved clothing.

**2nd Offense:** Student will be required to change, documentation will be added to our files, and Parent contact will be made, student will be required to attend detention

**3rd Offense:** Student will be required to change, documentation will be added to our files, Parent contact will be made, student will receive a one day out of school suspension

**Further Infractions:** The principal will meet with the parents to discuss the student's compliance with school rules and policies. Continued repeat offenses may indicate the student's refusal to submit to PCS's established rules and policies and may result in appropriate disciplinary action, up to and including, extended suspension or expulsion.

## 8 Discipline Policy

*Do not be misled. Bad company corrupts good character." I Corinthians 15:33*

*"Discipline yourself for the purpose of godliness..." I Timothy 4:7*

*"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Hebrews 12:11*

The Bible clearly indicates parents are responsible for the discipline (that is, training or instruction) of their children. PCS exists to assist parents in their God-given responsibilities. Therefore, PCS seeks not to assume the task God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way.

In formulating a philosophy of education and discipline, PCS has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at PCS. In that same spirit, PCS likewise

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assumes parents will direct and discipline their children accordingly. Students are to respond to PCS staff members with appropriate respect and courtesy. Any failure to maintain a Biblical attitude of respect and obedience toward PCS authority that manifests itself in improper behavior or violated standards will result in disciplinary action appropriate for the violation.

PCS expects parents to support the administration in such disciplinary action by encouraging obedience and respectfulness. PCS is committed to the philosophy and principles of Christian education. Student conduct that works against this philosophy will not be condoned. The guidelines listed in this handbook are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

PCS will follow a behavior for learning plan that includes a system known as CHAMPS. (Conversation, Help, Activity, Movement, Participation, and Success) - Posters will be displayed in each classroom and throughout the school. PCS is a CHAMPS school.

In addition, PCS will have the following school rules that will be displayed in each classroom – Be respectful, Be kind, do your BEST, enter rooms quietly, stay in assigned seats, raise your hand, and be good stewards of the school.

## **8.1 Cheating and Plagiarism**

Cheating is giving aid to a student or receiving any form of aid regardless of the source without the consent of the teacher. Assistance in daily lesson work is not considered cheating as long as the student actually does the work. The line between lesson “assistance” and cheating is drawn at the point of providing actual answers to questions. Quizzes and tests must be completed without the aid of any notes or other forms of written information provided by human sources (unless specifically given permission by the teacher to use notes/book). Students may receive help to clarify word meaning if a student does not understand a question, but prompts that would guide the student to correct answers are inappropriate. Parents are responsible to monitor student work to assist teachers in verifying student submission integrity. Students caught cheating will receive a “0” on the assignment, quiz, test, or exam, and further consequences may be imposed based on the severity of the offense(s).

## **8.2 Harassment**

PCS is committed to providing an environment in which all individuals treat each other with respect, free from all forms of intimidation, exploitation, and harassment, including sexual harassment. PCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, including termination or expulsion.

### **8.2.1 Definition of Harassment**

“Harassment,” including “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and the verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion

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toward an individual because of his/her race, color, national origin, gender, disability or age, made by someone from or in the work or educational setting.

### 8.2.2 What to do if you Experience or Observe Harassment

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe the conduct of a sexually harassing nature, are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

### 8.2.3 Where to Report Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment. Please call (912) 748-7593 and ask for one of the individuals listed below.

- Superintendent
- Head of School/Principal

### 8.2.4 Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning harassment.

## 8.3 **School Rules**

Be Respectful to staff, students, and yourself.

*Consequently, he who rebels against the authority is rebelling against what God has instituted (Romans 13:2a)*

Be Kind to everyone.

*Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. (Ephesians 4:29, 32)*

Do your best and put forth your very best effort

*Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving (Colossians 3:23-24)*

## 8.4 **Classroom Management**

Teachers in the classroom are primarily responsible for managing the classroom. Teachers are given the ability to oversee discipline in the classroom and communicate with parents about discipline issues within

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the classroom. It is up to the teacher to determine if an infraction can be handled through classroom discipline or if the student should be referred to administration.

Our primary goal in maintaining discipline is through positive reinforcement of appropriate behavior. When necessary, a teacher may have in-class consequences for misbehavior which may include but are not limited to: loss of privileges, silent lunch, and additional work (such as an essay on the consequences of the misbehavior). Recurring violations will result in an administrative referral.

Elementary students have classroom behavior communicated with parents through a variety of methods to include, but not limited to, star charts, classroom visuals, or other communication forms.

### **8.5 Classroom Disciplinary Guidelines**

While general school rules are listed above, it is also expected that students will:

- Raise their hand in class before speaking or answering questions
- Stay in their seats when expected
- Keep their hands and feet to themselves
- Refrain from sitting on desks or tables as a matter of stewardship
- Refrain from writing on tables or walls
- Only have food/beverages in approved locations
- Only use classrooms and the gym when supervised by an adult

### **8.6 General Discipline Guidelines**

Students with chronic behavioral issues will be put on a behavior plan created in collaboration with parent(s), teacher(s), and administration.

PCS cannot allow chronic disciplinary problems to negatively impact the educational environment of our students. Chronic disciplinary issues distract from instructional time and negatively impact both the educational and social atmosphere within a school. Students who are defiant or disrespectful (this includes refusing to do school work) can expect an immediate referral to administration with appropriate discipline which may include suspension from school for up to ten days. Students who continue to exhibit behavioral problems after suspension may be expelled.

PCS will use a write-up process within ProCare student information system. Write-ups will include an explanation of the offense and consequences. In general, minor disciplinary problems will result in loss of privileges. Serious or repeat offenses will result in an administrative referral. PCS reserves the right to utilize in-school suspension or out-of-school suspension for severe repeated offenses. Students in in-school suspension will be separated from their normal classroom setting, but will still be required to complete work under the supervision of a PCS staff member or administrator.

- It is expected that students will represent PCS in a positive manner even when they are not on school grounds or attending school functions or extracurricular activities. Students and parents acknowledge and understand that students are subject to discipline for conduct occurring off-

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campus or during non-school hours, including weekends, summers, and holidays. PCS reserves the right to suspend or dismiss a student for misconduct on or off the school campus, without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off-campus.

- School property shall be protected. Defacing or damaging PCS property that is malicious or careless in nature, and which results in destruction or damage will result in both appropriate disciplinary action and the replacement of such property by the student and/or his parents or legal guardians as deemed appropriate by PCS.
- Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed PCS policy will not be allowed.
- Physical expressions of affection (inappropriate hugging, holding hands, kissing, flirtatious tickling, etc) are not permitted at school or any school activity on or off-campus. In the interest of being a positive role model, exercising self-control and fostering a Godly witness are expected. Physical expressions of affection deemed inappropriate will result in the administration of discipline including suspension or dismissal.
- Bullying – It is the policy of PCS to maintain a safe learning and working environment that is free from bullying including cyberbullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity toward others. We prohibit all forms of bullying. Bullying is harmful behavior initiated by one or more students and directed toward another student or students.
  - Verbal – name-calling, put-downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate notes or pictures in any medium
  - Physical – pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging, or stealing the victim’s property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching
  - Social – ostracism or exclusion, ignoring, being unfriendly, alienating
  - Psychological – acts that instill a sense of fear or anxiety
  - Miscellaneous – any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behavior

## 8.7 Discipline Procedures

PCS will use the ProCare online student information system to maintain discipline records. If a student commits an infraction the teacher/administrator will access ProCare and record the infraction and consequence. All infractions, both minor and major, should be included in ProCare. It is our belief that small infractions left unaddressed lead to larger issues. While it is not our desire to nit-pick each action, it is our desire to partner with families to raise Godly young men and women who are respectful and honor the authority God has placed in their lives.

To that end, PCS will follow successive discipline steps, when needed, and will also seek to reinforce positive behavior. While this plan allows for successive discipline steps, one must understand that more

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severe infractions will result in skipping steps. As the school partners with the home in training the students, school-parent communication is eagerly sought and desired through each level of discipline.

- Minor infractions are classified as classroom/hallway behaviors and attitudes that require resolution by a teacher but may involve parents and administration. These infractions include:
  - Hallway and bathroom disturbances
  - Unintentional misuse or damage of property
  - Eating and drinking in prohibited areas
  - Tardiness
  - Disrupting the learning environment - this includes excessive talking and moving around the classroom without permission.
  - Writing and passing notes in class
  - Throwing objects in school
  - Any other minor disturbances that prevent order in and out of the classroom
    - Appropriate consequences for minor infractions include:
      - Loss of privileges or additional work
      - Isolation from peers in lunch detention
      - Parent conference
      - Repeat offenses move to the intermediate category for consequences
- Intermediate infractions are classified as activities, behaviors, and attitudes that show a lack of respect for authority or peers. These infractions include:
  - Lying
  - Slander
  - Cheating / Plagiarism
  - Physical aggression or horseplay
  - Disrespect to staff or students
  - Direct disobedience
  - Habitually late, incomplete or missing assignments (not completing homework)
  - Habitual tardiness
  - Obscenity, profanity, vulgarity
  - Excessive absences
  - Skipping class
  - Repeated and frequent minor infractions
    - Appropriate consequences for intermediate infractions include:
      - Removal from class
      - Referral to administration
      - Parent notification
      - Loss of privileges (field trips, special events, extra-curricular activities)
      - Replace property
      - In or out of school suspension
      - Repeat offenses move to the major category for consequences

*The Righteous are as bold as a lion (Proverbs 28:1)*



- Major infractions are classified as unlawful acts, activities that seriously threaten the safety of the student or others, acts that show gross lack of respect for authority or property or acts that violate Biblical and moral codes of conduct. This also includes any act of disobedience. These infractions include:
  - Defacing school property
  - Stealing
  - Deliberate disrespect or damage to property
  - Viewing, possessing, or distributing inappropriate images or language
  - Sending or distributing texts, messages, and photos that include sexually explicit language, profanity, or inappropriate content.
  - Leaving campus without permission
  - Fighting, and other excessive physical abuse
  - Participation in immoral or illegal activities
  - Possession or use of tobacco, marijuana, alcohol, drugs, or any related paraphernalia
  - Possession of any weapon or explosive
  - Sexual harassment or misconduct
  - Bullying
  - Repeated and frequent intermediate infractions
    - Appropriate consequences for major infractions include:
      - Removal from class
      - Out of school suspension
      - Expulsion
      - Notification of proper authorities

## 9 Crisis Management

PCS has developed a comprehensive crisis management plan. Faculty and staff are trained annually in its use, and students are drilled in evacuation, severe weather, and lock-down procedures. All public entrances to the school are locked and monitored during the school day.

### 9.1 Fire Drill/Evacuation

Building evacuation and exit routes are posted in each classroom. Fire drills will be practiced throughout the school year. Staff will guide students out of the building using prearranged exit routes. Staff will take all students to designated locations on the evacuation plan. Everyone will remain outside until the principal gives the okay to reenter the building. In case of emergency, parents/guardians will be notified to pick up their child.

### 9.2 Tornado Drills

The building has designated tornado safety locations. Students will practice tornado safety procedures throughout the school year. Staff will take students to designated areas as well as shelter in place best practices. In case of emergency, parents/guardians will be notified about child's safety and plan for pick up.

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### **9.3 Inclement Weather and School Closing**

If school closure is necessary due to inclement weather or natural disaster, an official announcement will be made through GLOO and posted on PCS social media sites. Generally, if Savannah-Chatham County School District is closed due to inclement weather then PCS will be closed. However, when SCCSD is closed due to transportation concerns PCS may choose to open as many of our students travel by personal vehicle. Please be aware many of our staff members live in further away, if it is too dangerous for our staff to travel to PCS, we may need to cancel school due to safety concerns.

In the event of inclement weather necessitating the closing of school before the end of the regular school day, the administration will notify parents via social media and GLOO. If SCCSD closes early, PCS will follow the same plan.

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## Pooler Christian School

### Student/Parent Handbook Agreement Form

#### School Year 2026/2027

I/We have received and read a current copy of the Parent/Student Handbook In doing so, I/we acknowledge and agree to the policies obtained therein and will require my child(ren) to comply with the policies which apply to students. I/We also realize during my/our child’s/children’s enrollment at Pooler Christian School, I/We will be informed from time to time, formally or informally, of various changes in school policies. I/We understand the school reserves the right to change policies at any time with or without advance notice.

1<sup>st</sup> Student Name: \_\_\_\_\_ Grade (circle one): PK K 1 2 3 4 5

2<sup>nd</sup> Student Name: \_\_\_\_\_ Grade (circle one): PK K 1 2 3 4 5

3<sup>rd</sup> Student Name: \_\_\_\_\_ Grade (circle one): PK K 1 2 3 4 5

4<sup>th</sup> Student Name: \_\_\_\_\_ Grade (circle one): PK K 1 2 3 4 5

5<sup>th</sup> Student Name: \_\_\_\_\_ Grade (circle one): PK K 1 2 3 4 5

#### Parent or Legal Guardians:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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