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CONTACT INFORMATION

<p>Academy Office</p> <p><u>Call before 8:30 AM</u> if your student(s) will be absent.</p> <p><u>Call before 11:00AM</u> to change pick up arrangements.</p>	<p>440-845-8668 8971 W. Ridgewood Dr., Parma Hts., Ohio 44130</p> <p style="text-align: center;"><u>Voice Mail Extensions</u></p> <p>Ext. 3 Attendance, Shopping Cards, General calls Ext. 4 Billing, Enrollment, General calls Ext. 5 Administrator</p> <p>Web address www.phcaonline.org General Office email phcaoffice@ameritech.net Administrator email phcaonline@hotmail.com</p>
<p>Academy FAX</p>	<p>440-886-5748</p>
<p>Parma Heights Baptist Church</p>	<p>440-886-6100</p>
<p>Sonshine Preschool</p>	<p>440-886-7485</p>

ABOUT PHCA

ACCREDITATION AND AFFILIATION

Parma Heights Christian Academy was established in 1979 and became chartered by the State of Ohio in September of 1980 for grades kindergarten through six, and was awarded the 2000-01 National Blue Ribbon School of Excellence in May 2001 by the U.S. Department of Education.

The Academy is a ministry of Parma Heights Baptist Church (PHBC). It became fully accredited by the Association of Christian Schools International (ACSI) in June 1999. Membership in this organization has been maintained since the school's founding.

The following is ACSI's statement of faith:

- We believe the Bible to be inspired, the only infallible, authoritative Word of God.
- We believe there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit.
- We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, in His resurrection from the dead and His ascension to the right hand of the Father, and His personal return to power and glory.
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified, on the single ground of faith, in the shed blood of Christ and that only by God's grace and through faith we are saved.
- We believe in the resurrection of both the saved, and the lost; they that are saved, unto the resurrection of life, and they that are lost, unto the resurrection of damnation.
- We believe in the spiritual unity of believers in Christ.

MISSION STATEMENT

In partnership with the family and church, our mission is to provide each student with a biblical foundation for life that promotes Christ-like character, scholastic excellence and faithful service to others.

NONDISCRIMINATION POLICY

Parma Heights Christian Academy admits students of any race, color, and national or ethnic origin.

ACADEMIC POLICIES

GRADING POLICIES

Report cards are issued quarterly. Interim progress reports are distributed to ALL students midway through the first grading period and in subsequent quarters, as warranted. These reports will keep parent(s) informed regarding their student's progress as well as any areas of concern. If the student is doing unsatisfactory work or not completing homework assignments on a regular basis, the classroom teacher will notify parent(s) on an informal basis.

The following grading system is used on all progress reports and transcripts by Parma Heights Christian Academy:

Academy Achievement (Conventional Grading System)	Special Subjects	Citizenship, Work Habits, Sub-categories of Content areas
A = 93-100	O = Outstanding Progress	+ = Exceeds expectation
B = 83-92	S = Satisfactory Progress	√ = Meets expectation
C = 74-82	I = Improvement Shown	- = Improvement/practice needed
D = 65-73	N = Needs more time/practice or experience	
F = 64-below	X = Not applicable at this time	

HOMEWORK

Suggested Amounts of Homework - Homework is assigned on a consistent basis. While parental interest in and assistance with homework is desired by the student, he/she must learn to assume responsibility for his/her own work as early as possible. Supervision/assistance is needed by the primary student, but the upper grade student should be able to be accountable to the teacher for his/her work.

It has been suggested that nightly homework assignments should increase by ten-minute intervals at each grade level. For example, at grade 2, it would be reasonable to assume that the student would have no more than 20 minutes of homework. On the other hand, it would be expected that a grade 4 pupil could receive assignments that could take 40 minutes to complete.

PRINCIPAL/HONOR/MERIT ROLL

At the end of each grading period an Academic Achievement list is prepared (applicable for students in grades 3-6), as follows: Principal's Roll 4.0 (straight A's), Honor Roll 3.5 – 3.99 (A average) and Merit Roll 3.0 – 3.49 (B average). Subjects considered for academic achievement are: Bible, math, science, health, language arts and social studies. Students are disqualified if they attain a letter grade of F in any of these subjects.

STANDARDIZED TESTING

Standardized testing gauges each student's performance and progress. The following tests are administered annually in the spring:

Kindergarten through Grade 6:	Stanford 10 Achievement Test
Grades 2 through 6:	Otis-Lennon School Ability Test

ADMISSIONS

CUSTODY DOCUMENTATION

The Academy is finding an increasing number of families experiencing transitions in parental/custodial relationships. In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. PHCA personnel will, therefore, send home notices, communications, etc. with the student. This information includes, but is not limited

to, conference appointments, report cards, interim reports, discussions with school personnel, and tuition payment arrangements.

In cases of legal separation or divorce, it is necessary for the school office to have in a confidential file a copy of the custody document indicating legal guardianship of their student(s). In cases of an actual divorce decree invoking clear custody by one parent, the Academy is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the Academy office.

Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records and school information, the non-custodial parent has a right to access the same information as the custodial parent. We will, unless instructed by a court order, provide access to review such information upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent.

In families experiencing separation of parents, or pending divorces, the above information will be sent home with the student to whichever parent currently has care of the student(s). It is requested that this information be shared by and between the parents. Since this situation frequently impacts on a student's achievement and interactions at school, parents are asked to maintain an open line of communication in this regard.

Further, custodial parents should realize that unless restricted by court order, any non-custodial parent has the right to attend school activities of their student(s), which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications, misunderstandings and misinterpretation and to allow the school to better attend to the duty of teaching your student(s).

In all cases of separation, divorce or "joint custody" (shared parenting agreements) entitling both parents access to school personnel and activities, one copy of communications and information will be sent home with the student(s) to be shared by and between parents. The school is unable to accommodate standing requests for duplicate communications to separate households.

IMMUNIZATIONS REQUIRED

DTP (Diphtheria/Tetanus/Pertussis)	5 doses required (<i>if 4th dose administered prior to 4th birthday</i>)
Hepatitis B	3 doses required
MMR (Measles/Mumps/Rubella)	2 doses required K-12
2 OPV, 2 IPV (Poliomyelitis)	4 doses required in any combination
Varicella (Chicken Pox)	2 dose required for all entering students K-1

KINDERGARTEN SCREENING

Prospective kindergartners are screened in March using the Kindergarten Diagnostic Instrument. Each student circulates through a number of different stations in which readiness skills are assessed. Decisions regarding who will be selected are predicated using the student's performance on the screening instrument. Other factors which may have a bearing on who is selected include whether the student has a sibling already enrolled at PHCA and whether the student attended Sonshine Preschool.

RE-ENROLLMENT STANDARDS

The last two weeks of January are set aside, annually, for the exclusive re-enrollment of our existing Academy families. Open enrollment starts on the first business day of February annually. To be enrolled you must turn in your completed Tuition Agreement and Registration card, accompanied by your Registration Fee before January 31 to avoid losing a spot to open enrollment.

In the continued interest of fulfilling the intent of our mission statement and, at the same time, endeavoring to pursue the academic excellence we seek to perpetuate, the Christian Schools Ministry Team has adopted the following re-enrollment standard.

- Students who are absent 20 or more days without medical excuse or documentation may be denied readmission.
- Parent(s) who persist in repeated or documented attempts to discredit or undermine the authority (i.e. teacher, support staff or Administrator) of the Academy or create discord within or outside to the community may not be permitted to re-enroll their student(s).

TUITION, LATE FEES AND DOCUMENTS POLICY

It is the policy of the Academy to withhold report cards and requests for record transfers if there are any outstanding tuition payments, fees or documents. Students with outstanding items and fees may also be excluded from field trips until all items are submitted. Upon receipt of the required payments and/or documents, the parent(s) may request the aforementioned items.

A late charge will be assessed to a tuition account if a payment is not received within 10 days from the payment due date. An NSF fee will be assessed for all returned checks, plus a bank fee.

Tuition that is 30 days past due will invoke the Christian Schools Ministry Team's policy of excluding the student(s) from school until the account is brought up-to-date.

Tuition payment options are:

- Full pay (discount applied) if paid by August 10
- 50/50 plan using SMART. Fifty-percent of the tuition is due by August 10 and the final fifty-percent is due by December 10, and is assessed a fee for direct electronic payment to SMART.
- Ten monthly payments, beginning August 10 through May 10 using SMART, and is assessed a fee for direct electronic payments to SMART.

Changes made in payment terms from Full Pay to Smart Payment Plans after June 15 will be assessed an additional fee.

TUITION ASSISTANCE

Each family seeking tuition assistance must apply through www.smarttuitionaid.com or get an application from the office. There is a nominal fee to apply and applications are due April 15. Applications are reviewed by our Tuition Aid and Data Services (TADS) provider through SMART. You will need to include:

- A nominal application fee.
- Last year's Federal Income Tax Return (1040A or 1040 with all schedules) and a statement of prior year nontaxable income (including, but not limited to: welfare, student support, Social Security, pensions, aid to families with dependent student(s), living and housing allowances, tax-free unemployment benefits, etc.
- Estimated current year taxable and nontaxable income with explanation of major changes from prior year (loss of or reduced income or benefits, etc.)

- A list of current assets and liabilities including estimated market value of home, other real estate and major items such as automobiles, investments, etc. Date of purchase and original purchase prices may also be required.
- Annual mortgage/rent, car/other loan payments, and the like, statement of unusual expenses and indebtedness or employment situation in the past which have resulted in current financial difficulties.

Incomplete documentation may be cause to deny assistance. The amount of aid awarded will depend on the amount present in the tuition assistance fund at the time decisions are made. Late submissions will lessen the amount of potential assistance. Final determination of awards of Tuition Assistance will be at the sole discretion of the Christian Schools Ministry Team.

WITHDRAWAL PROCEDURES

All requests to withdraw must be submitted in writing stating the effective date and reason(s) for the withdrawal. In the event of withdrawal after the school year has begun parents would be responsible for tuition through the end of the month in which the withdrawal occurs.

ATTENDANCE

ABSENCES

In the interest of safety, parent(s) are required to call the office before 8:30 AM **each morning** of their student's absence. In the event such a call is not made, you will be contacted at home or at work, and a note from home citing the reason for the absence will be required to excuse the absence upon the student's return. A note from a doctor is necessary if the absence is more than three days.

Students not present on any regular school day are counted absent, with the exception of our sixth grade students who will be given one day without penalty for visiting a potential school for the following school year.

When a student is absent, a parent may choose to pick-up work for the student. Requests for daily classwork/homework must be called in to the office **by 11:00 AM**, to give the teacher ample time to organize homework to be picked up at the end of the day.

ABSENCES (PROLONGED) DURING THE SCHOOL YEAR

Prolonged absences during the school year are strongly discouraged, but we recognize that on rare occasions it may be necessary for families to go out of town during scheduled school days. In such an event, the parent(s) must inform the school office and the teacher, in writing, **two weeks prior** to the absence. Class work may be given in advance. Parents are responsible for making arrangements with their child's teacher for all makeup work.

BEFORE/AFTER SCHOOL CARE

Before School Care is provided at no charge from 7-8 AM beginning the first day of school in the Family Life Center.

After School Care is available from 2:45-6 PM beginning the first day of school. It is available to all students at an hourly rate. A supervised environment, games and activities, snack time and study time are all a part of this service. Additional after school activities may be available based on

interest of participating families – i.e. sports, book clubs, instrumental lessons, etc., at an additional fee.

CLOSINGS/WEATHER RELATED CLOSINGS

The Administrator determines when school is closed due to weather. **We do not follow Parma City Schools.** Closing information due to inclement weather or any other reason should be obtained from TV, radio or the internet. Do not call the school office for this information.

DAILY TIME SCHEDULE

7-8:00 AM	Before School Care - supervised arrival in FLC (no fee for this service)		
8:00 AM	Teachers escort students to classroom		
8:15 AM	Class begins (students not seated at desk are marked tardy)		
11:00 AM	Lunch – Grades K-1	11:25 AM	Recess
11:30 AM	Lunch – Grades 2-3	11:55 AM	Recess
12:00 PM	Lunch – Grades 4-5-6	12:25 AM	Recess
2:25 PM	Bus riders dismissed		
2:30 PM	Dismissal for all students		
2:45 PM	Students not picked up by 2:45 PM automatically go to After School Care		
3-6:00 PM	Signed in to After School Care (fees applied)		

EARLY PICKUP PROCEDURE

If it is necessary to pick up your student(s) early or take them out of school for an appointment, be sure to send a note with your student that morning to alert the teacher and the office.

Parent(s)/guardian must come to the office to sign the student out. If they are returning that same day, they must also be signed back in at the office so that their attendance record can be accurately adjusted.

ILLNESS IN SCHOOL

Students with a temperature of 100° or higher will need to be sent home as will students who exhibit signs of a contagious condition or injury requiring professional medical attention. The student will be isolated until the parent(s)/guardian(s) are contacted and can take them home.

TARDY POLICY

Students are considered tardy if they are not seated at their desk and ready to begin the day by 8:15 AM. Students should arrive by 8:00 AM to enable them to hang up clothing, sharpen pencils, prepare for class, etc. The following has been established for those students tardy ten times or more:

10 times tardy	warning letter from Administrator
15 times tardy	\$20 fine
25 times tardy	\$25 fine (and additional \$5 for every 10 tardies thereafter)

In the event of inclement weather that causes the school buses to be late, a blanket exempt tardy will be issued to **all** students arriving late that morning. An exempt tardy will **NOT** be counted against attendance. Tardies for any other reason will stand. Under extreme circumstance the Administrator will make the final call.

DISCIPLINE POLICIES

PURPOSE

The purpose of the discipline policy is:

- to apply biblical principles to daily living. (I Thessalonians. 5:6)
- to encourage students to develop a lifestyle that is consistent with the Bible.
- to teach students to respond to authority with a positive attitude.
- to teach students to respond with respect and kindness to one another.
- to protect and build respect for the property of others.
- to encourage complete honesty in all situations.
- to avoid behavior which may tempt a weaker brother.
- to provide an atmosphere where consistency is of paramount importance.

BEHAVIOR GUIDELINES

The PHCA Christian Schools Ministry Team and Administrator have established guidelines to encourage proper deportment. Please help your student understand the importance of observing the following:

- Walking quietly in the halls.
- Eating only in the lunchroom or specified areas.
- Gum chewing is not permitted.
- Orderly behavior is expected in the restrooms.
- School property must be treated with care and respect. Any damage done intentionally may be paid for by the student responsible and his or her parents.
- Respecting the property and rights of others.
- Respecting all persons in a position of authority.
- Student's behavior on buses and carpools is expected to model respect and common courtesy.
- Cheating and stealing are wrong, and students who choose to involve themselves in such activity will be disciplined.
- Any use of tobacco, alcohol or illegal drugs is prohibited. Use of, or involvement with any of these items will be considered a major infraction of school policy resulting in severe punishment and probable suspension or expulsion.

CLASSROOM DISCIPLINE

As a Christian school, our primary focus is to assist our students to become all that God intended them to be in the context of our academic environment. Biblical principles are the basis for our behavioral expectations of students and adults alike.

The following biblical standards are expectations that God says should guide our lives, especially in a Christian school environment.

God's standard	Be Holy	1 Peter 1:14-16
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Holiness is modeled by the way we treat people and things around us as an overflow of our dedication to God and seeing things as He sees them. It is often seen best in the three areas – RESPECT, HONOR and HONESTY (RH²). Respect is key to a student's learning success and is expected to be observed in the following six areas.

Respect for Authority	Romans 13: 1-3	Respect for Peers & Siblings	Matthew 7:12
Respect for Parent(s)	Ephesians 6:1-3	Respect for Nature	Genesis 1:31
Respect for Age	Leviticus 19:32	Respect for Property	Exodus 20:15

Respect for those in authority, such as teachers and parent(s) is demonstrated by the way a student obeys. This is also an area where God has given a standard that we embrace at PHCA. True obedience is exhibited by being:

Immediate	Jonah 1	Without complaint	Philippians 2:14
Complete	James 2:10	Without disrespectful questioning	Proverbs 17:19

God’s standards are the same for all people at all times and as such provide a foundation for all that we do in our school.

Within each classroom, age-appropriate expectations with accompanying rewards and consequences will be fully communicated by each classroom teacher. Individual classroom behavioral expectations are approved by the Administrator, posted in each classroom and sent home to each family.

DISCIPLINE PROCEDURES

Teachers will employ encouragement, warning and in-class consequences. Only when these discipline strategies have been exhausted, will the student be sent to the Administrator. After identifying and verifying the issues at hand, administrative disciplinary actions may be taken. The following administrative disciplinary actions may be taken:

- | | |
|--------------|---|
| First visit | call or note home to parent(s) |
| Second visit | call or note home to parent(s); loss of privilege |
| Third visit | meet w/parent(s); detention |
| Fourth visit | meet w/parents(s); in-school suspension |

For behavior resulting in physical harm, threats of physical harm or damage to property, more severe consequences may result. Any major disciplinary action will involve the student’s parent(s) and Administrator before final action is taken.

Disciplinary Probation

Persistent rebelliousness, misbehavior that is a bad influence to other students, or deliberate and continued disobedience, which has an adverse effect on the Academy’s testimony, will result in disciplinary probation.

In order to invoke disciplinary probation, a conference will be held with the parent(s), student, teacher and Administrator to explain the reasons for and terms of the probation. The terms will be in writing, with suggestions for parental action. A copy will be sent to the Chairman of the Christian Schools Ministry Team. Students on disciplinary probation cannot participate in extracurricular activities or co-curricular activities (i.e. field trips,etc.) until the terms of probation are met.

Suspension

Any student on disciplinary probation who has exhausted the above outlined discipline procedures, fails to develop acceptable behavior patterns, refuses to comply with the terms of the probation or commits a major infraction of school policies will be subject to suspension from the Academy, for a period not to exceed five days.

When a student is to be suspended, a conference will be held with the parent(s), student and Administrator to explain the reasons for, as well as the terms of the suspension. The terms will be placed in writing along with a suggestion for parental action, and sent to the parent(s). A copy will also be sent to the chairperson of the Christian Schools Ministry Team for review.

When a student is suspended from the Academy for a day or more, the following consequences have been established as academic discipline. Any test missed on suspension days will not be made up and will receive a score of 60% (failing). Class work that can be made up will be done during the suspension and submitted to the classroom teacher at the reentry conference. If not completed, the suspension may be extended at the administrator's discretion. In addition to classroom work, the student may be given an assignment from the administrator to assist in learning the biblical standard that is being violated.

Expulsion

Any student who is repeatedly placed on disciplinary probation will be subject to expulsion without benefit of tuition refund.

Prior to a student's being expelled, a hearing will be held with the parent(s), student, administrator and a representative of the Christian Schools Ministry Team to explain the reasons for the expulsion. Terms will be placed in writing. Students who are expelled will not be considered for re-admission until the start of the next Academy year.

Students reaching the two-day out of school suspension level during the school year may be denied readmission (exception: documented medical intervention occurring), see re-enrollment standards.

"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

GENERAL SCHOOL INFORMATION

ACCESS TO CLASSROOM AFTER DISMISSAL

Students and/or parent(s) desiring to retrieve a forgotten item such as a text or notebook must do so prior to 3 PM. Access to a classroom after 3 PM can only be granted by the classroom teacher or the school office staff.

BIRTHDAY PARTIES / INVITATIONS

Parents should check with classroom teachers to make arrangements if celebrating their student's birthday at school. For parties outside of school, invitations can only be distributed at school if **ALL** the girls **or** **ALL** the boys **or** the entire class is being invited to the birthday party. If the preceding list is not invited, then invitations should be mailed to those individuals being invited.

CHECK POLICY

All payments to the Academy, including lunch fees, after school care, etc., should be made by check, payable to PHCA for record keeping purposes. Fees under \$1 may be paid in cash.

COMMUNICATING TO OUR FAMILIES

The school calendar (available on our website) highlights all of the year's major events. A school wide newsletter, *The Herald*, is mailed out quarterly to our Academy families, grandparents and friends of PHCA. Teachers will weekly send home their *Classroom Newsletter* with *Office News and Notes* on the back (also on our website). The teachers and administration will contact parent(s)

as necessary via letter, note or phone call. Occasional flyers will come home announcing upcoming events/activities.

COMMUNICATING WITH STAFF

Out of respect for all of our staff and their families, please direct your phone calls through the Academy office. Please do not contact any PHCA staff member at home regarding any school matters unless specifically instructed to do so.

The time before classes begins (7:45-8:15 AM) and dismissal time (2:15-2:45 PM) can be busy and is not the environment to discuss student issues. If you wish to meet with a teacher, you may send a note with your student or call the office and leave a message for the teacher. They will return calls within 24 hours.

Although the Administrator has an “open door” policy, it is often best to call ahead and set up an appointment when you have an issue you would like to discuss.

FIELD TRIPS

Each class takes a minimum of one field trip each year. Parents(s) will be notified of cost, transportation, food, drink or any other details involved. A field trip permission slip will be sent home and must be signed and returned to the student’s teacher. Students will not be permitted to go without a signed permission slip and a completed Emergency Authorization Form on file.

HAND HYGIENE IN SCHOOLS

Frequent and appropriate hand washing is one of the easiest and most effective ways to prevent illness. Hand washing can help prevent illnesses such as the common cold, the flu, and gastrointestinal illnesses, as well as more serious diseases such as Hepatitis A and Meningitis. Nearly 22 million school days are lost annually due to the common cold. Diarrhea is second only to the common cold in causing lost school or work time. Proper hand washing is the best defense in preventing illness and in decreasing student absenteeism and staff sick days. Hand hygiene will be observed in our Academy and we are asking parents to stress hand hygiene at home as well.

The Academy is fortunate in that all students and staff members are provided convenient access to adequate hand washing facilities. All rooms used within the school have a sink and hand washing supplies. Academy students will be encouraged to wash their hands whenever an activity warrants it. As part of our health curriculum students will be taught hand hygiene knowledge, skills and behaviors. We are asking parents to reinforce with their child(ren) hand washing basics so that it becomes a lifelong good habit. Guidelines from the Public Health Department are as follows:

- 1.) Wet your hands and apply soap.
- 2.) Scrub for 20 seconds or sing the “Happy Birthday” song twice.
- 3.) Rinse hands.
- 4.) Dry hands with a towel or hand dryer.
- 5.) Use the towel to shut off the faucet.

Times when students and staff need to wash their hands with soap and water:

- 1.) After using the restroom
- 2.) If their hands are visibly soiled
- 3.) If the student or staff member has encountered chemicals or other items, such as soil, art activity or education venue that soils hands

- 4.) If the student or staff member encountered chemicals during cleaning the school environment
- 5.) After cleaning animal habitats or handling animals
- 6.) Before and after each task when preparing food in any class
- 7.) After athletic practices and games
- 8.) If the student or staff member has encountered bodily fluids (e.g. blood, nasal discharge, mucous from coughing, etc.)

LOST AND FOUND

Please label all clothing, lunch boxes and supplies with the student's name. A basket of lost items is located in the Academy office and should be checked frequently. Items that are not claimed will be donated to a charity organization a few times a year.

HOT LUNCH PROGRAM

All hot lunches are pre-ordered and prepaid monthly. Menu items and prices are subject to change. Ala carte items are available daily and must be paid for with cash. In the case of student illness or family emergency (funeral, etc.) a partial refund (50%) will be issued for unused lunches. Since food must be purchased in advance, we cannot refund lunch funds due to a change of family plans.

MEDICATIONS IN SCHOOL

Students are not permitted to carry medications with them while at school. Items such as cough drops must be given to the teacher with a note from the parent authorizing the teacher or office to dispense them to the student. Please specify the dates needed and when/how to dispense.

It is important that parent(s) inform the school concerning any illness or sickness that would necessitate the student requiring special treatment, i.e. inhalers, Epi-pens, etc. Upon recommendation from the Cuyahoga County Board of Health we have developed the following medication policy.

Medications deemed **medically necessary** by a physician will be administered by school personnel only. Whenever possible, parent(s) should request of the pediatrician a revised dose schedule to exclude school hours. In the event students must take medication during school hours, the following procedure must be followed:

- The **Authorization for the Administration of Medication by School Personnel** must be completed and include name of medication, dosage, time to be given and possible side effects.
- The specific duration for the medication to be dispensed to the student must be included.
- This form **MUST BE** completed **PRIOR** to sending any medication to the school, and can be obtained from the school office or online.
- This form **MUST BE** signed by both the physician authorizing the medication, and the parent(s) authorizing school personnel to administer the medication.
- The physician's address and phone number **MUST** be listed on the form.
- Provide a single dose of the medication (unless medication is taken everyday throughout the year) in a container that is labeled with the student's name, name of medication, dosage to be given, time to be given, and the physician's name and phone number.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held in early November and late January to include afternoon and evening appointments. Consult the school calendar for exact dates and times. A sign-up sheet will be posted outside each classroom about a week prior to the conferences. Other conferences may be scheduled as deemed necessary by either the teacher or parent(s).

PARKING

All Visitor/Parent Parking is located behind the school wing (*back one row from the sidewalk to allow for drop-off and pick-up*). Reserved parking for PHBC/SPS business is located directly behind the church facility/glass walkway. During school hours, visitors/parents must park south of the designated playground area (marked by two solid white lines). Academy parents, students, visitors should enter the building through the Academy entrance by the gymnasium.

PICTURES

School pictures are taken each year. It is not mandatory that students purchase these pictures but all students are photographed for the composites and yearbook. Students are encouraged to wear their Sunday best/dress clothing for these pictures.

RECESS

Recess is a part of our daily program. All students will go outside for recess, weather permitting. (If the temperature is twenty degrees or above, *with the wind chill factored in*, students **WILL** go outside.) Please insure that your student wears appropriate clothing for the season. A student may lose part or all of recess as a result of a behavioral problem. In all other cases of non-participation, a student must have special permission from the administrator or a written note from a parent or doctor to be excused from recess. Unless directed by a teacher, students are **NOT** permitted to bring any personal toys, games or sports equipment from home to play with during recess or any time. They are to use the playground equipment as provided by the Academy.

Playground Rules:

- Play in designated play area.
- Stay on the blacktop when the ground is wet.
- Play in a safe manner i.e., no fighting, tackling, or throwing of snow.
- Share the playground equipment.
- Obey the recess aide on the playground.
- Include everyone in games and activities.
- Report problems to the recess aide on duty.
- Return to the building only with recess aide's or teacher's permission.

ROOM REQUESTS

A Room Request should be completed anytime you will be using a room outside the normal daily school schedule. Room Request Forms are available in the Academy office and should be submitted as early as possible, **but no later than two weeks prior to the event**. Completed Room Request Form with specific room set-up needs should be submitted to the Administrative Assistant for the Administrator's approval.

SHOPPING CERTIFICATES (SCP)

Parma Heights Christian Academy's Shopping Certificates Program (SCP) through Central Purchasing office, is one way everyone including friends and families can bring needed funds into the school without spending any additional money that you would not normally spend. Use our shopping certificates for all your daily shopping needs, such as groceries, gasoline, dining, school supplies, etc. or for your gift giving needs. We offer a variety of shopping certificates which may be purchased at face value and then spent just like cash.

To be an effective means of raising needed funds, the program encourages everyone (families and staff) to participate on a regular basis. The Christian Schools Ministry Team has set a goal each year of \$20,000 to be generated from certificate sales. If all of our families participated at an average of \$400 per month over a 12-month period we would go well beyond our goal.

SPORTS GOALS AND RULES

In an effort to increase the effectiveness of our Christian testimony through athletics at PHCA, the following guidelines for our coaches and athletes have been established. We believe that sports in a Christian school should be a step above the sports the world knows and loves. We are pursuing excellence in using God-given talents and gifts to glorify God.

- A developmental sports program may be open to all 5th and 6th graders who maintain the Academy's specified grade point average of 2.5 for eligibility.
- Athletes must complete all overdue homework before coming to practice. No exceptions!
- Any consistent mistreatment, verbally or otherwise, of a fellow athlete or an opposing team's athlete will result in immediate removal from practice or game.
- Any use of foul language during practice or game will result in immediate suspension from the team for one week. The second offense results in dismissal from the team. No exceptions!

STUDENT TELEPHONE/CELL PHONE USE

Students are permitted to use the Office phone only in case of an emergency.

Parents are asked to inform the teacher if their child will be bringing a cell phone to school. Cell phones must be turned off during school hours and students will not be permitted to carry cell phones on their person. Cell phones may be turned on after dismissal (2:45 PM). After school use of a cell phone will be limited to parent communication only and at the discretion of the adult in charge. The privilege of bringing a cell phone to school may be revoked by the Administrator at any time.

STUDENT VOLUNTEER PERMISSION FORM

Alumni students wishing to volunteer during school hours must submit a Volunteer Permission Form to the Academy Office at least two days in advance of their visit. We must have this form well in advance so that the teachers can confirm whether or not they need help that day. The form requires the approval of the teacher(s) and the Administrator in order for the student to visit.

VISITS TO CLASSROOM

No one is permitted to visit a classroom during school hours without the permission of the Administrator/teacher. Anyone entering the building during school hours must report to the school office to register their presence and to receive the proper identification badge.

PARENT INVOLVEMENT

MOMS-IN-TOUCH

Moms-In-Touch is a group of mothers who have committed to meet together weekly to pray for their children. They lift up the school, students and staff, and the needs of PHCA to our Lord. Please contact the office for the specific day and time. We believe prayer for our school is a powerful tool in helping our children become the men and women God wants them to be.

PARENT TEACHER FELLOWSHIP (PTF)

This organization is established to enhance the Christian education of the Academy. Membership is open to all parent(s) or guardians of enrolled students and the teachers/staff of PHCA. Its purpose is to:

- foster a close partnership between the parent(s) and staff.
- help maintain the highest standard of excellence.
- assist in nurturing high spiritual and moral values.
- work to mutually achieve spiritual, intellectual, social and physical objectives of the Academy.
- provide a source of funding for special non-budgeted items as monies are available.
- to encourage teachers and build morale.

The purpose of all activities of the PTF shall be to promote a Christ-centered, Christian education for all students. The PTF consists of an Executive Board of Officers and Standing Committee Chairpersons. The PTF Board meets monthly and the dates and times will be announced to encourage parent participation. Normally, there are four general PTF meetings all noted on the school calendar.

VOLUNTEER OPPORTUNITIES

Art helpers	Computer Lab helpers	Recess helpers
Classroom teachers' helpers	Library helpers	Room parents
Coaches for extra-curricular sports	Lunchroom helpers	Shopping Certificate Sales

These and other current needs are listed on a quarterly VIP Volunteer Form available online or through the office for parents/grandparents to consider where they could serve. Remember to log your hours served in the Volunteer Log Book. Your hours served may assist PHCA in receiving school grants.

SAFETY DISASTER PLANNING

CONCEAL AND CARRY ORDINANCE

Unless otherwise authorized by law, pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a School Safety Zone.

FIRE / LOCKDOWN / TORNADO SAFETY DRILLS

Ohio State law requires monthly fire drills, spring tornado drills and at least one lockdown drill per school year. Each area of the Academy has both a fire drill and tornado drill chart posted on the wall next to the door. Students are given specific instructions regarding lockdown drills based on the type of drill observed. It is the teacher's responsibility to explain all drill procedures to the students. Drills are to develop prompt and orderly evacuation. All student(s) and adults in the building are required to participate in these drills.

Fire Drill Signal

Signal is a series of shrill buzzer sounds, accompanied by strobe lights in the halls.

Lockdown Signal

An announcement is made over the public address system by the Administrator or his designee as to the type of lockdown.

Tornado Drill Signal

Signal is a series of short school bell rings.

SAFETY/DISASTER PLANNING

The Academy is fully prepared to meet the safety and security needs of our students and staff. We have established written guidelines in place to meet the various safety issues that might occur. To protect the integrity and safety of these plans, we do not divulge the specifics. It is important that no one overreact and cause unnecessary fear and anxiety.

TRANSPORTATION

ALTERNATE TRANSPORTATION AND ARRANGEMENTS

STANDARD pick-up arrangements for your student(s), i.e. authorized persons, etc. are communicated on the Standard Transportation Arrangements Form at the beginning of each school year, or whenever the STANDARD arrangement has changed. If your student is a bus rider, it is the parent's responsibility to inform the office in writing whenever bus service is not going to be used. **Unless it is an absolute emergency and whenever possible, please refrain from changing transportation arrangements after 11 AM in order to allow for effective communication between the student(s), staff and bus monitors.**

BUS PICK UP AND DROP OFF

Parma and Berea bus riders are dropped off at the FLC entrance in the morning and students are picked up at the front PHBC entrance in the northeast parking lot in the afternoon. This area is reserved for buses only and should not be used by parent(s). Bus students not in the bus pick-up line in time to board their bus promptly will be sent to the office to call a parent and then automatically put into After School Care until a parent can come to pick them up and will be charged accordingly.

DROP OFF/PICK UP PROCEDURE

The entrance to the Academy for all students, parents, volunteers and visitors is the Family Life Center (FLC) doors by the gymnasium. Academy students are to be dropped off in the mornings and picked up in the afternoon from the (FLC) doors.

Morning Drop Off is conducted at the FLC doors. Exercise caution in the drop off line as school buses drop off in the morning only at this location. Please park in the second row of parking spots away from the sidewalk.

Afternoon Pick Up is also conducted at the FLC doors. When picking up students, cars form a single file line facing north in front of the FLC entry (a pick up/drop off map is available upon request). To aid in identifying students vehicles, anyone picking up a student must place an **8 ½ x11** sign with the student(s) name and grade(s) on the inside of the front windshield.

The safety and welfare of our students is paramount and held in the highest regard from the moment they arrive to the time they depart. Please observe the 10 MPH posted speed limit while on the school/church property ***at all times***. If you will be entering the building, please park in the second row away from the sidewalk and use caution when crossing the traffic.

Students not picked up by 2:45 PM automatically go to After School Care for a fee (see After School Care). An information packet, which includes the fee structure, may be requested from the Academy office.

TRANSPORTATION (SCHOOL BUSES)

Berea, Brookpark, Middleburg Heights, Parma, Parma Heights & Seven Hills: Buses are provided for many students living more than 2 miles from PHCA. Questions concerning the schedule and availability of buses should be directed to the Parma City Schools Transportation Office at 440-885-2326 or Berea City Schools Transportation Office at 216-898-8301. If a bus is available but you choose not to take advantage of this service, you are not eligible for reimbursement. A family qualifies for reimbursement only if they are more than 2 miles from the school (Parma only) and Berea or Parma transportation cannot provide a bus for your student(s). If your family qualifies for reimbursement, notify the office, and we will forward the information to the transportation department. All pertinent information for busing will be mailed to each applicable family from Berea or Parma transportation prior to the first day of school. If you have any questions or problems, please contact the transportation office.

Parma Transportation has informed the Academy that if your student(s) is not consistent in their use of the Parma school bus they will be removed at the discretion of the transportation office. They will be removed after three (3) consecutive days of non-use. If you know you will not be utilizing the bus for a period of more than three days, it is your responsibility to notify their office at 440-885-2326. You must also notify the Academy Office by way of a note to the teacher. If you fail to notify Parma Transportation and are subsequently removed from the bus roster, you will need to contact them to be reinstated after each occurrence of non-use.

Cleveland Residents: The deadline to submit completed forms to the Academy office is by the Friday of the first full week in September. Forms are sent to eligible families in the August mailing or are available in the office upon request. If you are a new family to our school, please come to the school office to register.

Other Districts: No other districts provide busing to the Academy at this time. Instead many districts reimburse those families served by private schools. Check with your local school district regarding those procedures.