

# **Student/Parent Handbook 2022-2023 School Year**



**Paramount  
Christian  
Academy**

**Real Hope, Real Lives, Real Future**

**“Direct your children onto the right path, and  
when they are older, they will not leave it.”**

**Proverbs 22:6 NLT**



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## Contact Information

4525 Intelco Loop SE  
Lacey, WA 98503

Phone: 360-878-8915

Visit us online at: [www.paramountchristianacademy.com](http://www.paramountchristianacademy.com)

## Administration

### Head of School

Amy Goodwin  
Cell: 360-280-8171  
[amy@paramountchristianacademy.com](mailto:amy@paramountchristianacademy.com)

### Board of Directors

**President: Ryan Shultz**  
Cell: 360-280-8171 481-9978  
[shultz@paramountchristianacademy.com](mailto:shultz@paramountchristianacademy.com)

**Vice President: Charlie Carle**  
Cell: 360-463-7787  
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**Treasurer: Nick Steele**  
**Marketing and Communications Director**  
Cell: 360-519-4252  
[steele@paramountchristianacademy.com](mailto:steele@paramountchristianacademy.com)

**Secretary: Mike Fillipi**  
Cell: 360-347-6257  
[fillipi@paramountchristianacademy.com](mailto:fillipi@paramountchristianacademy.com)

### Principal

Nick Steele  
Cell: 360-519-4252  
[steele@paramountchristianacademy.com](mailto:steele@paramountchristianacademy.com)

### Administrative Assistant

Haylie Goodwin  
Cell: 360-480-9683  
[haiylie@paramountchristianacademy.com](mailto:haiylie@paramountchristianacademy.com)



## Teachers

<p><b>Preschool/Pre-Kindergarten</b> Mrs. Carla <a href="mailto:carla@paramountchristianacademy.com">carla@paramountchristianacademy.com</a></p> <p><b>Kindergarten</b> Mrs. Stuart <a href="mailto:harris@paramountchristianacademy.com">harris@paramountchristianacademy.com</a></p> <p><b>First Grade</b> Mrs. Stuart <a href="mailto:stinton@paramountchristianacademy.com">stinton@paramountchristianacademy.com</a></p> <p><b>Second/Third Grade</b> Miss Evans <a href="mailto:earle@paramountchristianacademy.com">earle@paramountchristianacademy.com</a></p>	<p><b>Fourth/Fifth Grade</b> Mr. Rocky <a href="mailto:bache@paramountchristianacademy.com">bache@paramountchristianacademy.com</a></p> <p><b>Sixth/Seventh/Eighth Grade</b> Mr. Hollenbaugh <a href="mailto:sharpe@paramountchristianacademy.com">sharpe@paramountchristianacademy.com</a></p> <p><b>Before and After School</b> Mrs. Stuart <a href="mailto:wallace@paramountchristianacademy.com">wallace@paramountchristianacademy.com</a></p> <p><b>Teacher Assistant</b> Miss Haylie <a href="mailto:haylie@paramountchristianacademy.com">haylie@paramountchristianacademy.com</a></p>
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## Hours of Operation:

### Preschool/Pre-Kindergarten

Monday-Friday  
Morning Session 8:30-11:30 am  
Afternoon Session 12:00-3:00pm

### Kindergarten-Eighth Grade

Monday-Friday  
8:30am-3:00pm

### Before and After School Program

Monday-Friday  
5:30-8:30 am  
3:00-6:30 pm

## Directions to Our Campus

### From I-5 Heading North:

Take exit 108, turn right onto College Street, go down to **Blank** take a right, turn right on Intelco Loop, turn right to the school.

### From I-5 Heading South:

Take exit 109, turn right onto Martin Way, then immediately turn left onto College Street, go down to **Blank** take a right, turn right on Intelco Loop, turn right to the school.



## Welcome to Paramount Christian Academy!

We are blessed to have you join our family for the 2022-2023 school year!



**For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope. Jeremiah 29:11**

Students play a vital role impacting the world by displaying Real Hope, Real Values, and a Real Future in our Lord Jesus Christ.



**For we walk by faith, not by sight. 2 Corinthians 5:7**

PCA is committed to providing a unique Godly educational experience for every student. Focusing on individual student's: physical, intellectual, language, emotional and social experiences: then using this information to build a strong educational foundation.

Students are encouraged to delve into the Biblical Worldview of Education, be themselves, and reach out to others in our community.

## Our Commitment to You

- We are committed to providing a unique Early Childhood Education experience for each and every child, using a Biblical Worldview through Bob Jones University (BJU) curriculum.
- Our objective is to capture the **"whole child"** approach of teaching, by looking at each individual child's:
  - ❖ Physical
  - ❖ Intellectual
  - ❖ Language
  - ❖ Emotional
  - ❖ Social
- Experiences then using this information to build a strong educational foundation.



## Parent Involvement

### Get plugged in and stay connected! Lead or join an Event Team!

- **We have so many options for:**
  - ❖ Parents
  - ❖ Relatives
  - ❖ Friends
  - ❖ Neighbors
  - ❖ Colleagues
  - ❖ Anyone
- **Events include (Organize or Volunteer):**
  - ❖ Parent's Night Out (6:30pm – 11:30pm)
  - ❖ Movie Nights
  - ❖ Field Trips
  - ❖ Picture Days
  - ❖ Holiday Events
  - ❖ Fundraising
  - ❖ Special Guests
  - ❖ Olympia Junior Programs (OJP)
  - ❖ Mission Outreach Programs
  - ❖ Mission Trip (Middle School Students Only)
  - ❖ Color Run
  - ❖ Graduations

### Statement of Faith- What We Believe:

- **Paramount Christian Academy is an:**
  - ❖ Independent
  - ❖ Non-denominational
  - ❖ Non-profit
  - ❖ Christian ministry
- Paramount Christian Academy welcomes students from a variety of faith backgrounds and strives to respect and allows for a diversity of views.
- However, it is important for you to know where we are coming from.
  - ❖ We believe the Bible is inspired by God, without error and is the source of truth.
  - ❖ This is the foundation of everything we believe.
  - ❖ We believe that God, the Father Almighty, is the creator of heaven and earth.
  - ❖ We believe in Jesus Christ, God's only Son, our Lord, who was:
    - ◆ Conceived by the Holy Spirit
    - ◆ Born of the Virgin Mary
    - ◆ Suffered under Pontius Pilate
    - ◆ Crucified
    - ◆ Died



- ◆ Buried
- ◆ He descended to the dead
- ◆ On the third day he rose again
- ◆ He ascended into heaven
- ◆ He is seated at the right hand of the Father
- ◆ He will come to judge the living and the dead
- ❖ We believe in the:
  - ◆ Holy Spirit
  - ◆ Forgiveness of sins
  - ◆ Resurrection of the body
  - ◆ Life everlasting
- ❖ We believe that faith– our personal response of belief apart from works– is the one and only means of receiving the free gift of eternal life in the Lord Jesus Christ.
- ❖ 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.
- ❖ Marriage has only one meaning:
  - ◆ The uniting of one man and one woman:
  - ◆ In a single
  - ◆ Exclusive union
  - ◆ Delineated in the Bible

## Preschool/Pre-Kindergarten Program

(Ages 3–5 years old-must be completely potty trained)

**Morning Sessions**  
8:30am - 11:30am

**Afternoon Sessions**  
12:00pm-3:00pm

Our maximum class size is 1 teacher to 10 students.

[Bob Jones University Christian Education](#)

For additional information, click the links below:

[Preschool/Pre-K Overview](#)

- [Pathways for Preschool](#)
- [Bible Truths K4 Walking God's Way](#)
- [Footsteps for Fours](#)
- [Focus on Fives K5](#)
- [Bible Truths K5 Creation](#)
- [Math K5](#)
- [Preschool/Pre-K Program Approach](#)
- [Preschool/Pre-K Scope and Sequence](#)



## Kindergarten - Fifth Grade

Monday-Friday from 8:30am –3:00pm

Curriculum: [Bob Jones University Christian Education](#)

**“Our Vision:** To empower Christian educators to have an impact on the world for Christ.

**Our Mission:** To produce Christian educational materials with academic excellence from a biblical worldview.

Because of our commitment to Christian education, BJU Press produces textbooks and materials that support Christian educators in the crucial role they play in teaching students. We shape each textbook according to our core values.”

For additional information, click the links below:

### [Elementary Bible](#)

- [Elementary Bible Truths Overview](#)
- [Program Approach for Elementary Bible](#)
- [The Pathway of Promise](#)
- [Scope and Sequence of Elementary Bible](#)
  - ❖ [Bible 1 Truths for Life](#)
  - ❖ [Bible Truths 2 Missionary Story and Application Novel](#)
  - ❖ [Bible Truths 3 Accounts from the Old and New Testaments](#)
  - ❖ [Bible 4 The Pathway of Promise](#)
  - ❖ [Bible 5 The Fullness of Time](#)
  - ❖ [Bible Resources](#)

### [Elementary English](#)

- [English Overview](#)
- [Program Approach for English](#)
- [English Writing and Grammar](#)
- [Scope and Sequence of English](#)
  - ❖ [Grade 1 English 1 and Phonics](#)
  - ❖ [Grade 2 English](#)
  - ❖ [Grade 3 English](#)
  - ❖ [Grade 4 English](#)
  - ❖ [Grade 5 English](#)





## Handwriting

- ❖ [Handwriting 1 PreCursive](#)
- ❖ [Handwriting 2 Cursive](#)
- ❖ [Handwriting 3 Cursive, Newsprint, White](#)
- ❖ [Handwriting 4 Cursive Handwriting](#)
- ❖ [Handwriting 5 Cursive Handwriting Charts](#)

## Elementary Heritage Studies

- [Program Approach of Elementary Heritage Studies](#)
- [Scope and Sequence of Elementary Heritage Studies](#)
  - ❖ [Heritage Studies 1 Family and Community](#)
  - ❖ [Heritage Studies 2 Community and Government](#)
  - ❖ [Heritage Studies 3 World Regions](#)
  - ❖ [Heritage Studies 4 United States Regions](#)
  - ❖ [Heritage 5 American History](#)

## Elementary Math

- [Program Approach for Elementary Math](#)
- [Scope and Sequence of Elementary Math](#)
  - ❖ [Math 1 Manipulatives and Real-Life Experiences](#)
  - ❖ [Math 2 Place Values and Word Problems](#)
  - ❖ [Math 3 Calculations and Four Basic Themes](#)
  - ❖ [Math 4 Computation and STEM Activities](#)
  - ❖ [Math 5 Operations and Pre-Algebra](#)

## Reading

- ❖ [Program Approach for Reading](#)
- ❖ [Scope and Sequence of Reading](#)
- ❖ [Reading 1 Introduction to Young Readers](#)
- ❖ [Reading 2 Higher Level Thinking](#)
- ❖ [Reading 3 Deeper Reading Skills and Comprehension](#)
- ❖ [Reading 4 Lifelong Reading Success](#)
- ❖ [Reading 5 Critical Thinking and Appreciation of Literature](#)

## Elementary Science

- [Program Approach for Elementary Science](#)
- [Scope and Sequence of Elementary Science](#)
  - ❖ [Science 1 What is Science? and What do Scientists do?](#)
  - ❖ [Science 2 Developing Process or Inquiry Skills](#)
  - ❖ [Science 3 Biblical Worldview and Science Concepts](#)
  - ❖ [Science 4 Explore Creation and Scientific Fields](#)
  - ❖ [Science 5 Study of Minerals and Rocks](#)



## Spelling

- [Program Approach of Spelling Biblical Worldview](#)
- [Scope and Sequence of Spelling](#)
  - ❖ [Spelling 1 Word Structures and Dictionary Skills](#)
  - ❖ [Spelling 2 Patterns and Structural Generalizations](#)
  - ❖ [Spelling 3 Word Families and Suffixes](#)
  - ❖ [Spelling 4 Word Histories and Etymologies](#)
  - ❖ [Spelling 5 Phonetic Sounds](#)

## **Sixth - Eighth Grade**

**Monday-Friday from 8:30am –3:00pm**

### Middle & High Bible

- [Program Approach for Middle & High Bible](#)
- [Scope and Sequence of Middle & High Bible](#)
  - ❖ [Bible 6](#)
  - ❖ [The Story of the Old Testament](#)
  - ❖ [The Life of Christ](#)
  - ❖ [The Triumph of Christ](#)
  - ❖ [Bible Doctrines](#)
  - ❖ [Biblical Worldview](#)

### Middle and High Science

- [Program Approach of Middle & High Science](#)
- [Scope and Sequence of Middle & High Science](#)
  - ❖ [Science 6](#)
  - ❖ [Life Science](#)
  - ❖ [Earth Science](#)
  - ❖ [Physical Science](#)
  - ❖ [Biology](#)
  - ❖ [Chemistry](#)
  - ❖ [Physics](#)
  - ❖ [Logos Science Lab Kits](#)
  - ❖ [Secondary Science Resources](#)



### Middle & High Heritage Studies

- [Program Approach of Middle & High Heritage Studies](#)
- [Scope and Sequence of Middle & High Heritage Studies](#)
  - ❖ [Heritage Studies 6 Ancient Civilizations](#)
  - ❖ [World Studies](#)
  - ❖ [American Republic](#)
  - ❖ [Cultural Geography](#)
  - ❖ [World History](#)
  - ❖ [United States History](#)
  - ❖ [American Government](#)
  - ❖ [Economics](#)
  - ❖ [Secondary Heritage Studies Resource](#)

### Middle & High Math

- [Program Approach for Middle & High Math](#)
- [Scope and Sequence of Middle & High Math](#)
  - ❖ [Develop Critical Thinking and Reasoning with Math](#)
  - ❖ [Fundamentals of Math](#)
  - ❖ [Pre-Algebra](#)
  - ❖ [Algebra 1](#)
  - ❖ [Geometry](#)
  - ❖ [Algebra 2](#)
  - ❖ [Precalculus](#)
  - ❖ [Consumer Math](#)
  - ❖ [Secondary Math Resources](#)

### Writing & Grammar

- [Program Approach for Writing & Grammar](#)
- [Scope and Sequence of Writing & Grammar](#)
  - ❖ [English 6](#)
  - ❖ [Writing & Grammar 7](#)
  - ❖ [Writing and Grammar 8](#)
  - ❖ [Writing & Grammar 9](#)
  - ❖ [Writing & Grammar 10](#)
  - ❖ [Writing & Grammar 11](#)
  - ❖ [Writing & Grammar 12](#)
  - ❖ [Secondary English Resources](#)



## Literature

- [Program Approach of Literature](#)
- [Exploring Themes in Literature](#)
  - ◆ [Excursion in Literature](#)
  - ◆ [Fundamentals of Literature](#)
  - ◆ [Elements of Literature](#)
  - ◆ [American Literature](#)
  - ◆ [British Literature](#)

## Bible Modulars

### Foreign Languages for Christian Schools

- [French 1](#)
- [French 2](#)
- [French 3](#)
- [Latin 1](#)
- [Latin 2](#)
- [Spanish 1](#)
- [Spanish 2](#)
- [Spanish 3](#)

## Vocabulary

### Summer Vacation Stations

- [Beyond the Back Door- First Graders](#)
- [Wheels Westward- Second Graders](#)
- [Ocean Expedition- Third Graders](#)
- [Jungle Journey- Fourth Graders](#)
- [Polar Explorer- Fifth Graders](#)
- [Outback Odyssey- Sixth Grader](#)
- [Egyptian Excursion- Seventh Grader](#)

## **Before and After School Age Program**

**Monday- Friday from 5:30am-8:30am & 3:00pm-6:30 pm.**

PCA offers a variety of services for our before and after school programs:

- Before or after school only
- Before and after school
- Conference Weeks; Early Release: (12:00pm)
- Drop-in care (upon availability)



## Morning School Program Daily Schedule: 5:30am-8:30am

- Independent Study Time
- Tutoring Assistance with Homework
- Student-initiated Activities
- Breakfast brought from home

## Afternoon School Program Daily Schedule: 3:00pm-6:30pm

- Homework/20 mins.
- School Required Reading
- Organized Outside Activities
- Creative Art/Cooking/ Science Projects
- Board Games/Drama/Theater
- Students Initiated Activities
- Snacks brought from home

### [After School Help](#)

## Cultural Awareness Activities

- **PCA offers cultural awareness classes and activities for students which may include:**
  - ❖ Guest speakers on worldwide missions
  - ❖ Different ethnic groups
  - ❖ Cooking and/or tasting classes
  - ❖ Studying cultural values and customs

## Religious Activities

- PCA is a Christian based organization; while we respect other faiths and beliefs, we will study about the Lord Jesus Christ.
- We will not discriminate against families with other religious beliefs; however, they will not be taught to our students.
- Parents/Guardians have the right to refuse their child participating in an event or activity.

## Fundraising

- Parent's Night Out and Family Movie Nights are our regular school fundraising programs, as community outreach events.
- We offer parents and students an opportunity to take advantage of having a night of fun, on a Friday night.
- Anyone you know who would benefit from this can come; they don't need be enrolled in a PCA program (infants-6th grade)!
- We ask and invite your family and friends to play an active role in helping our school raise money by participating in these events!



## Open Communication Plan with Parents/Guardians

- PCA's goal is to always have an open line of communication with our families.
- Listed below are the ways in which you can connect with your child's teacher and the Principal.

### Teachers

- A phone call (360-878-8915- chose the number option for your child's teacher)
- Face to Face Interactions
- Email
- Brightwheel

### Principal: Mr. Klein

- A phone call (360-878-8915- chose option 1)
- Cell: 214-543-3807
- Face to Face Interactions
- Email: [klein@paramountchristianacademy.com](mailto:klein@paramountchristianacademy.com)
- Brightwheel
- Parent/Teacher Conferences:
  - ❖ **October 24<sup>th</sup> – 28<sup>th</sup> and March 27<sup>th</sup> – 31<sup>st</sup>**
  - ❖ **Early Release each day at 12pm.**
    - ◆ If you need care from **12pm-3pm** and you are **NOT** currently enrolled in the after-school program, the **drop-in rate is \$20 per day, per student.**
- If a student has any specific accommodations, please address this with their Teacher.

## Non-discrimination Policy

- PCA does not discriminate in the enrollment of students based on race, color, religion, gender, national origin, political beliefs, or ADA as rendered by the state and federal laws.
- Enrollment of students will be on a first come, first served basis.

### Parents/Guardians are required to provide the following (ALL ONLINE):

- Application Form
- Enrollment Form
- Medication form (if necessary)
- Parent Orientation Form
- Record Release Form (if your child went to a different school the previous year)
- Parent Handbook Sign Off Form
- **Current Immunizations**
- Tuition
- Current contact information (i.e., address, phone number, emergency contact, etc.).



## Tuition and Fees

- An **annual non-refundable** application fee of **\$225** (Preschool/Pre-Kindergarten), **\$525** (Kindergarten-Eighth Grade), is due upon enrolling my child in a PCA program.
- If I opt to **pay tuition for the entire school year in full by Sept 30, 2022**, I will receive a **5% discount**.
- If I opt for the **10-month** payment plan it will **automatically be withdrawn from my Brightwheel account on the first day of the month** starting **Sept 1, 2022**, and final payment on **June 1, 2021**.
- If I pay **after** the 1st day of the month, I will receive a **\$25 late payment fee**.
- I realize **my contract with PCA is for the 2022-2023 school calendar year**.
- I am responsible for turning in all required paperwork upon enrolling my child in a PCA program.
- I understand I am responsible for paying the entire yearly/monthly tuition; even in the event my child becomes ill, is on vacation or any other circumstances that may arise and my child is not in attendance.
- I understand I will not receive a credit, reimbursement, or refund from the school should my child be absent on a scheduled attendance day, should I leave a PCA program without notice, the school closing due to inclement weather, power outages, covid or any other unforeseen circumstances.
- If a check has been approved by the Principal, as a form of payment, and is returned to PCA for Non-Sufficient Funds, a \$50.00 return check fee will be assessed to my account.
- A **late fee of \$1.00 per minute, per child**, will be charged to my account if I pick up my child late from their scheduled class time, **11:30 am, 3:00 pm, and 6:30 pm**.
- I give permission for my child to attend field trips off the premises of PCA (including transportation) and will pay an additional fee if necessary.
- A two-week written notice is required for terminating services with PCA, and I will still be responsible for the remainder of my child's school year tuition (exception-PCS orders).

## Confidential Privacy

- All student records are locked and stored in the school office.
  - ❖ PCA adheres to the following OSPI [Protecting Student Privacy](#) guidelines, which states, *"A copy of health records and emergency contact information will be secured in a confidential manner and accessible to staff in case of an emergency."*
  - ❖ Upon written request, a copy of students' written records may be available to parents or guardians.
  - ❖ PCA requires a 72-hr notice for these documents.



## Drop off and Pick up Procedures

### Preschool/Pre-Kindergarten Morning drop off time is between 8:15am 8:30am.

- Each student will scan themselves in with their school ID card before you can leave them.
- This will take their temperature and attendance confirming they are at school.
- If a student arrives at school after 9:00am, you **MUST** come inside with your child, have them scan in and then they can go to class.
- If a student needs to be picked up from school during school hours of 8:30am-11:30am, the parent must check in with the office prior to pick up.
- All students **MUST** be picked up at 11:30am, when class is dismissed.
- **Each student will scan themselves out with their school ID card before they leave for the day, confirming they are leaving school.**
- A late fee of \$1.00 per minute, per student, will be added to your account should a student be picked up after 11:30am.

### Preschool/Pre-Kindergarten Afternoon drop off time is 12:00pm.

- **Each student will scan themselves in with their school ID card before you can leave them.**
- **This will take their temperature and attendance confirming they are at school.**
- If a student arrives at school after 12:15pm, you **MUST** come inside with your child, have them scan in and then they can go to class.
- If a student needs to be picked up from school during school hours of 12:00pm-3:00pm, the parent must check in with the office prior to pick up. All students **MUST** be picked up at 3:00pm, when class is dismissed.
- **Each student will scan themselves out with their school ID card before they leave for the day, confirming they are leaving school.**
- A late fee of \$1.00 per minute, per student, will be added to your account should a student be picked up after 3:00pm.

### Private Kindergarten-Eighth Grade

- Drop off time is between 8:15am-8:30am.
- **Each student will scan themselves in with their school ID card before you can leave them.**
- **This will take their temperature and attendance confirming they are at school.**
- If a student arrives at school after 9:00am, you **MUST** come inside with your child, have them scan in and then they can go to class.
- If a student needs to be picked up from school during school hours of 8:30am-3:00pm, the parent must check in with the office prior to pick up.
- **Each student will scan themselves out with their school ID card before they leave for the day, confirming they are leaving school.**
- **All students MUST be picked up at 3:00pm, when class is dismissed.**





## Before School Program

- Drop off time is between 5:30am and 8:15am.
- **Your child will need to scan themselves in with their school ID card before you can leave them.**
- **This will take their temperature and attendance confirming they are at school.**

## After School Program

- Pick up time is between 3:00pm and 6:30pm
- **Each student will scan themselves out with their school ID card before they leave for the day, confirming they are leaving school.**
- Any person picking up a student from a PCA program must have WRITTEN permission from the parent/guardian of the student.
- **They must be over the age of 18 and have a photo ID.**
- A late fee of \$1.00 per minute, per student, will be added to your account should your child be picked up after 3:00pm or 6:30pm, whichever program the student is enrolled in.

## Media Usage

- Students will be exposed to the media (i.e., usage of television, computers, or internet) in the sole purpose of engaging in educational benefits, curriculum, or activities.

## Student Attendance (ABSENT)

- Call or send a Brightwheel message and **notify the school by 8:15am** if your child will be absent for the day.

## Weather Conditions and School Closures

- PCA will do everything possible to be open regular school hours.
  - ❖ In the event of weather conditions (i.e., snow or ice), natural disasters, earthquakes, power outages, etc.
    - ◆ **PCA will follow the North Thurston School District's decision on whether school will be on time, delayed, or canceled.**
    - ◆ If PCA is unable to open on time or close school for the day, notification to parents may be made through text messaging, email, Brightwheel, or PCA's website.

## Vacation Policy

- PCA requires a written two week notice when a student will be on vacation.
  - ❖ There is no tuition credit or reimbursement for vacations.



## Kindergarten-Eighth Grade ONLY:

- PCA follows the guidelines set forth by OSPI (RCW 28A.225) regarding student attendance.
- Total absences, including excessive excused or unexcused absences/tardiness, will be addressed with a parent/guardian using the following steps.

### **Step 1.** Five days (year to date)

Students' attendance will be reviewed and monitored.

### **Step 2.** Nine days (year to date)

A letter will be sent home to parent/guardian reminding them the student needs to be in school and how the excessive absences are impacting the student's learning.

### **Step 3.** Twelve days (year to date)

A second letter will be sent home to the parent/guardian requesting a conference. A copy of the RCW 28A.225 will be attached to this letter, explaining the truancy law.

### **Step 4.** Twenty days (year to date)

A third letter will be sent home to the parent/guardian, requesting a conference. A copy of the RCW 28A.225 will be attached to this letter, explaining the truancy law. In addition, the parent/guardian will need to provide A Health Care Provider verification form with detailed information as to why the student (medically) has been absent from school. A truancy petition form may be initiated, per Washington State Law.

## Code of Conduct

- **Students are required/expected to adhere to the following code of contact guidelines:**
  - ❖ Display a Christ-like attitude
  - ❖ Be respectful towards teachers and other students
  - ❖ Be responsible for their words and actions
  - ❖ Make safe and wise choices
  - ❖ Be honest (no lying, cheating, stealing)
  - ❖ Follow directions by any PCA employee
  - ❖ Abide by classroom rules, as set forth, by their Teacher.



## Guidance and Discipline Policy

- **All PCA Teachers are trained on the following guidance and disciplinary standards.**
  - ❖ Each Teacher is committed to:
    - ◆ Providing a safe Christian environment.
    - ◆ Helping each student succeed in all aspects of school.
    - ◆ Be available to any student who needs their assistance.
- **PCA Teachers may use one or more of the following corrective action methods when disciplining a student (these guidelines will be addressed with all students to ensure they are knowledgeable on the expectations of their behavior):**
  - ❖ Redirecting a student to a different activity.
  - ❖ Thinking strategically by planning ahead to prevent a problem from occurring.
  - ❖ Encouraging appropriate behavior through role modeling expectations.
  - ❖ Explaining clear concise and consistent rules.
  - ❖ Assisting students in problem-solving; by showing them different positive techniques.
  - ❖ Educating a student; allow them to choose from suggested consequences for their actions.

## Restraining a Student:

[WA State Governor's Office of the Education](#)

[OSPI Restraint and Isolation](#)

[Restraint and Seclusion in Schools Video](#)

[Safety, Compliance, Special Education and Prevention Courses for K-12 Schools](#)

[OSPI Student Discipline](#)

- A parent will be notified once a Teacher has implemented a variety of corrective action methods and deem the student is unsafe to be around other students or Teachers.
- **Teachers are prohibited from the following discipline actions ( [WAC 392-400](#) )**
  - ❖ Use profanity
  - ❖ Obscene language
  - ❖ "Put downs"
  - ❖ Cultural or racial slurs
  - ❖ Display angry or hostile interactions
  - ❖ Use name calling or make derogatory, shaming, or humiliating remarks



- ❖ Use or threaten to use any form of physical harm or inappropriate discipline, such as, but not limited to:
  - ◆ Spanking
  - ◆ Biting
  - ◆ Jerking
  - ◆ Kicking
  - ◆ Hitting
  - ◆ Shaking
  - ◆ Pulling Hair
  - ◆ Pushing
  - ◆ Shoving
  - ◆ Throwing a Student
  - ◆ Inflicting Pain
  - ◆ Causing Humiliation as a Punishment

- **Corporal Punishment is always prohibited.**

## Reporting Suspected Child Abuse and Neglect

- PCA Teachers are required by Washington State Law to report any suspected child abuse or neglect.
- **Mandatory Reporting & Strategies for the Prevention of Child Abuse**
- **ALL Teachers go through Child Abuse Training yearly.**

### Reporting an incident includes, but is not limited to:

- Contacting the Department of Social and Health Services
- Child Protective Services or Law Enforcement ([RCW 26.44.030](#))
- Confidentiality of the Teacher will be protected

## Complaint Procedure

- [The Matthew 18 Principle for Solving School Problems](#)
  - ❖ Should you have a concern about your child's progress, behavior, academic milestones, etc., please speak with their **Teacher first**.
  - ❖ If you are not satisfied with this outcome, the next step is to contact the Principal in person, by phone, Brightwheel, or via email.
  - ❖ If you are not satisfied with this outcome, the last step is to contact the Board of Directors in person, by phone, Brightwheel, or via email.



## Nonsmoking, Drug, and Alcohol Policies

- **PCA prohibits on any property or event hosted by PCA:**
  - ❖ Teachers
  - ❖ Students
  - ❖ Any other persons
- **To be under the influence or use of:**
  - ❖ Tobacco
  - ❖ Marijuana
  - ❖ Illegal drugs
  - ❖ Drugs that cause impairment
  - ❖ Alcohol

## Threats, Bullying, Violence, and Weapons Policies

- **PCA has a No Tolerance Policy for:**
  - ❖ Threats
  - ❖ Bullying
  - ❖ Violence
  - ❖ Weapons
- **Any violation of this policy may include:**
  - ❖ Suspension
  - ❖ Expulsion
  - ❖ Termination of a student's enrollment
- **This determination will be at the discretion of the Principal.**
- **Depending on how serious the allegation, authorities may be contacted.**

## Off-Site Field Trip Requirements

- PCA requires parent approval, through the Brightwheel app for all field trips when a student is leaving the property of PCA.
- The contact phone number when on a field trip will be:
  - ❖ **Mr. Klein 214-543-3807 or Mrs. Tucker 360-701-3027.**
- A designated PCA employee will be placed in charge during the field trip and parents will be notified in advance of this employee through Brightwheel.
- All Washington State Laws for teacher to student ratio will be adhered to on a field trip.



## Transportation Requirements

- PCA follows all state and federal laws applying to student passenger restraint requirements ([RCW 46.61.6871](#)).
- Access to Brightwheel will be available for any PCA employee when transporting students.
- **For all PCA owned vehicles, routine vehicle maintenance and operating condition inspections are maintained on a regular basis and the vehicle maintenance record is available upon request.**
- A valid appropriate driver's license to drive any given transportation vehicle (i.e. van, bus, etc.) is required.
- **PCA maintains a current insurance policy that covers the:**
  - ❖ Driver
  - ❖ Vehicle
  - ❖ All occupants
- PCA is required to take attendance of each student's arrival and departure in a PCA vehicle.
- Each student will be accounted for by a PCA employee and never left unattended on a vehicle.
- PCA will follow all state and federal laws regarding Teacher to student ratio and capacity guidelines in a vehicle.

## Staffing Plan

- Washington State has a minimum Teacher to student ratio as listed below:
  - ❖ **Preschool/Pre-Kindergarten**
    - ◆ State: 1 Teacher to 10 Students, PCA ratio: 1 Teacher to 10 Students
  - ❖ **Kindergarten-Eighth**
    - ◆ State: 1 Teacher to 30 Students, PCA ratio: 1 Teacher to 14 Students
  - ❖ **Before and After School Program**
    - ◆ State: 1 Teacher to 15 Students, PCA ratio: 1 Teacher to 15 Students

## Access to Teacher Training & Professional Development Records

- Upon written request, a copy of a Teacher's training and professional development records are available to parents/guardians.
- PCA requires a 72-hr notice for these documents.



## Food Service Practices

- **ALL FOOD MUST BE PROVIDED FROM HOME.**
- **PLEASE CHECK WITH YOUR CHILD'S TEACHER ON WHAT FOOD TO BRING.**
- PCA follows the USDA CACFP food service guidelines.
- Some foods may trigger an **allergic reaction**.
- According to the **USDA food guidelines** the eight leading causes of food allergies are:
  - ❖ Milk
  - ❖ Eggs
  - ❖ Fish
  - ❖ Shellfish
  - ❖ Tree nuts
  - ❖ Peanuts
  - ❖ Wheat
  - ❖ Soybeans
- Please be cautious of these food items.
  - ❖ Due to life threatening allergies, we strongly encourage you to refrain from bringing PEANUTS AND TREE NUTS on our campus.

## Health Care and Emergency Preparedness Policies

### Fire Evacuation Plan Procedure:

- In the event smoke and/or fire is discovered inside the building a PCA employee will follow the steps listed below:
  1. Initiate the closest fire alarm and do an all-call over the intercom system.
  2. The student's teacher will take their "Grab and Go" bag and will lead the students to the nearest outside exit (assisting non-ambulatory students).
  3. The class will go together to the far end of the parking lot.
  4. The Administrative Assistant, Nurse, Principal, and/or Head of School will check all classrooms, bathrooms, and any other areas a student may be in.
  5. The Administrative Assistant, Nurse, Principal, and/or Head of School will be designated to call 911.
  6. They will give detailed information including our:
    - ◆ Address (4525 Intelco Loop SE)
    - ◆ Cross street (College Street and Yelm Highway)
    - ◆ The location of the fire.
  7. They will stay on the line with dispatch until the report is complete.
  8. Once safely at designated area the student's teacher will take attendance and verify each student is accounted for.
  9. The Administrative Assistant, Nurse, Principal, and/or Head of School who checked the building for students will verify that all students are accounted for.



10. The Administrative Assistant, Nurse, Principal, and/or Head of School will fight a fire with a fire extinguisher, should it be needed, and their safety is not at risk.
11. Once the Fire Department has arrived on the scene, the Administrative Assistant, Nurse, Principal, and/or Head of School who contacted 911 will escort the Fire Department to the fire.
12. They are responsible for giving the Fire Department information about the status of the students.
13. All students, teachers, and employees will remain in the safe outside location until further instructions are given by the Fire Department or Administrative Assistant, Nurse, Principal, and/or Head of School.
14. They will access the building with the Fire Department (if allowed) to make sure it is safe for the students to return.
15. Parents will be notified by Brightwheel and/or phone if a student needs to be picked up.
16. The fire evacuation plan is evaluated annually, and proper updates/changes shall be determined, as needed.

### Injury or Medical Emergency Response and Reporting:

- As required by Washington State Law, PCA will report any injury or medical emergency response to:
  - ❖ 911 or Emergency Services
  - ❖ Washington State Poison Control
  - ❖ Department of Social and Health Services
  - ❖ Child Protective Services
  - ❖ Office of Superintendent of Public Instruction (OSPI)
  - ❖ Association Christian School Independent (ACSI-Accreditation)
  - ❖ Notifiable Conditions (communicable diseases)
- Should a student have an injury/incident while at school, their parent will be contacted via Brightwheel explaining this situation.
- The parent is then required to message back on Brightwheel letting the teacher know you received the message.

### Medication Management and Policy:

- PCA stores all medication in a locked box in the office, inaccessible to students.
- If medication requires refrigeration, it will be stored in a locked container, inaccessible to students, in the office refrigerator.
- All medication to be administered by a PCA employee, whether over the counter or physician prescribed, MUST be in its original container with the dosage and directions clearly defined.
- All PCA employees are trained on administering medication and documenting it on the **PCA Medication Log**.





- Before medication can be administered, a **Medication Authorization, Policies and Procedures Form** must be completed.
- Physician's written permission and instructions are required for any life-threatening situations and when medication is given using a device (i.e., epipen, inhaler, etc.).
- Should any medication expire while located on PCA premises, it will be disposed of appropriately or given back to the parent.
- Medication forms are available on the website.

## Disaster Plan Procedure

- **Disasters that require evacuation:**
  1. The student's teacher will take their "Grab and Go" bag and will lead the students to the nearest outside exit (assisting non-ambulatory students).
  2. The class will go together to the back field area.
  3. The Administrative Assistant, Nurse, Principal, and/or Head of School will check all classrooms, bathrooms, and any other areas a student may be in.
  4. The Administrative Assistant, Nurse, Principal, and/or Head of School will grab all medication stored in the office.
  5. Once safely at designated area the student's teacher will take attendance and verify each student is accounted for.
  6. The Administrative Assistant, Nurse, Principal, and/or Head of School who checked the building for students will verify that all students are accounted for.
  7. The Administrative Assistant, Nurse, Principal, and/or Head of School will be designated to call 911.
  8. They will give detailed information including our:
    - ◆ Address (4525 Intelco Loop SE)
    - ◆ Cross street (College Street and Yelm Highway)
    - ◆ The location of the disaster.
  9. They will stay on the line with the dispatch until report is complete.
  10. Parents will be notified by Brightwheel and/or phone if a student needs to be picked up.

## Earthquake procedure:

- **The student's teacher will:**
  1. Remain calm and assist students:
    - ◆ In taking cover under the nearest table or heavy furniture.
    - ◆ If outside stay away from the building, trees, and power lines.
  2. Speak clearly and calmly, reassuring students they are safe.
  3. Remind them to remain in their location and not move until given permission.
  4. Be alert for possible aftershocks.
  5. Take attendance and verify each student is accounted for.
  6. Check students for any injuries and administer First Aid/CPR, as needed.
  7. Grab and use the emergency flashlights located in their classroom, if needed.
  8. Parents will be notified by Brightwheel and/or phone if a student needs to be picked up.



- **In the event we need to evacuate:**
  1. Our designated meeting spot is the back field area.
  2. The Administrative Assistant, Nurse, Principal, and/or Head of School will be designated to call 911.
  3. And we are required to leave the premises, you may call one of the following phone numbers: **214-543-3807** or **360-701-3027** or **360-280-8171** or **360-870-6986**.
- **We will contact these designated people and let them know where we have relocated.**
- **Lockdown of the facility or shelter-in-place:**
  1. PCA doors and windows remain securely locked at all times.
  2. During a lockdown (As used in this section, "lockdown" means to remain inside the PCA facility when police or an official emergency response agency notifies the Principal or PCA employee that it is unsafe to leave the facility or be outdoors during an emergency situation, [OSPI Required Drills](#)).
  3. The students will remain in their classrooms, away from the window.
  4. Depending on the situation, students may be directed to a safe place in the hallway.
  5. **A lock down means no person may enter or leave the building.**
  6. **Students will not be released to a parent/guardian until the lockdown has been lifted.**
  7. During "shelter-in-place" (As used in this section, "shelter-in-place" means an identified neighborhood location that the school and PCA employees must take the students to during an emergency situation, WAC 170-297-2850).
  8. Our designated evacuation spot is Lacey Community Center (within walking distance).
  9. Parents will be notified by Brightwheel or phone once the Emergency situation is over and the safety of the students is no longer at risk.



## Emergency Supplies

- As required by Washington State Law, PCA will keep on the premises a three-day supply of:
  - ❖ Food
  - ❖ Water
  - ❖ Medications required by individual children
- For use in:
  - ❖ A disaster
  - ❖ Lockdown
  - ❖ Shelter-in-place
- These supplies are located in the Playground area and Stairwells.
- The disaster plan procedures plan is evaluated annually, and proper updates/changes shall be determined, as needed.
- The Head of School, Marketing and Communications Director, or Principal are the appointed spokesperson for managing media relations.

## Exclusion/Removal Policy of Ill Persons:

- A student, parent, or PCA employee will be excluded/removed from PCA property should they be diagnosed with a communicable disease, as defined in [OSPI School Health & Nursing Services](#).
- If a student becomes ill at PCA, a parent/guardian will be notified immediately and have **ONE HOUR** to make arrangements for the student to be picked up.
- The student will be removed from their classroom and placed in the Principal's office with a PCA employee.
- **A student must be kept home if they have any of the following symptoms:**
  - ❖ Fever above 100.4 degrees (oral)
  - ❖ 100 degrees (axially)
  - ❖ Earache
  - ❖ Headache
  - ❖ Sore throat
  - ❖ Fatigue that prevents the student from participating in regular activities
  - ❖ Pink eye (Conjunctivitis)
  - ❖ Skin rash
  - ❖ Diarrhea
  - ❖ Vomiting
  - ❖ Lice (nit free)
  - ❖ Runny noses (with green or yellow discharge)
  - ❖ Flu like symptoms
  - ❖ Covid-19

### **A student may return to school after they have been symptom free for over 24 hours.**

- In addition, there may be specific situations where a doctor's note may be required.



## Reporting of Notifiable Conditions to Public Health:

- As required by Washington State Law, PCA will report to the Thurston County Health Department any notifiable conditions/communicable diseases as listed in in [OSPI School Health & Nursing Services](#).
- Parents will be notified if a student has been diagnosed with a notifiable condition/communicable disease within 24 hours.

## Immunization Tracking:

- As required by Washington State Law, PCA will keep track of each student's immunization status in accordance with in [OSPI School Health & Nursing Services](#).
- It is the parent's responsibility to fill out and sign a CIS form and update records at the beginning of each new school year and throughout the school year if new immunizations are given.
- A student claiming an exemption status for the following: medical, religious, philosophical, or personal reason, **must have a signed copy of a COE form, and a doctor's signature is required.**

## Infection Control Methods:

### Handwashing Procedure:

- All students and employees will be trained on proper handwashing procedures; [CDC Handwashing in Communities: Clean Hands Save Lives](#)
- A list of when handwashing is "required" can be found under [DOH Handwashing to Prevent Illness at School](#).

### Hand Sanitizers:

- Hand sanitizers will not replace handwashing procedures.
- Hand sanitizers may be used when handwashing facilities are not available:
  - ❖ Field trips
  - ❖ Emergency
  - ❖ Disaster
  - ❖ Covid-19

## Cleaning and sanitizing procedures:



PCA teachers will sanitize the ENTIRE classroom daily AND more often if a toy has been in contact with another student's mouth or bodily fluids. [CDC Cleaning, Disinfecting, and Ventilation](#) lists how often items must be sanitized i.e., kitchen, tables, carpets, etc. and the amount of disinfecting solution. Pictured to the left is a 12L Portable Electronic Intelligent ULV Fogger Sprayer that PCA uses to disinfect all rooms.



## Overview of Available Family Support Resources and Activities

1. Department of Children, Youth, and Families	1-800-344-8219
2. Childcare Aware of WA (Childcare Programs)	1-866-416-4321
3. Child Protective Services (Reporting Abuse/Neglect)	1-360-902-8400
4. Department of Social and Health Services (Subsidy Program)	1-800-562-6078
5. Family Education and Support Services (Family Assistance)	1-360-754-7629
6. Chinqually (Soccer Program)	1-360-456-2921
7. Lacey Parks and Recreation (Activities for Kids in Lacey)	1-360-491-0857
8. YMCA (Activities for Kids in Lacey)	1-360-753-6576
9. Timberland Regional Library	1-360-491-3860
10. CCA (Military Assistance Program)	1-800-424-2246

## Discussion of Expectations/Needs for my Child and Family

- Parents/Guardians are encouraged to discuss with their child's teacher:
  - ❖ **Expected Student Outcome for the year**
  - ❖ **Academic anticipations**
  - ❖ **Special needs/requirements**
- PCA employees will do their best to adhere to the special requests and expectations of each student/family.
- If your child requires any special or academic accommodations, speak with your child's teacher about this before your child starts school or notify the teacher immediately if something occurs during the school year.

## Interpreter Available if Needed

If a PCA student requires an interpreter to attend school, PCA will allow this; providing the interpreter passes a PCA background check and the interpreter is provided by the Parent/Guardian or North Thurston School District.

## Opportunities for Extended Classroom Visits

PCA encourages and welcomes parent interaction during the school year. Please speak with your child's teacher to see how we can plug you in and meet the needs of the students.

On behalf of Paramount Christian Academy, we want to thank you for choosing our school and being a part of our Family! We look forward to getting to know everyone and build a solid foundation for our students and families for years to come!

God Bless,

Amy Goodwin  
Head of School

**Note: Parents will be notified immediately of any changes made to this handbook.**