

PHILOS CLASSICAL  
-  
CHRISTIAN SCHOOL



# Parent /Student Handbook

# INSTITUTIONAL STATEMENTS

**Mission**  
**Vision**  
**Statement of Faith Core Values**  
**Open Enrollment**  
**Non-Discrimination Policy**  
**Expressing Grievances**

# ORGANIZATION

**Accreditation / Affiliations**  
**Board of Directors**  
**Parent Teacher Organization (PTO)**  
**School/Home Communication**  
**Assistance/Questions**  
**Tuition and Fee Payment**

# GENERAL POLICIES

**Process for Placing Students in Classes Attendance**  
**Campus Visitors Closed Campus Dress Code Facility Use Immunizations**  
**Inclement Weather/School Closures Lost and Found**  
**Lunch**  
**Recess**  
**Technology and Personal Electronic Devices School Hours and Supervision**  
**Student Behavior Expectations Weapons on Campus**  
**Student Discipline Medications Phone Usage**  
**Lice Policy**  
**Items to Be Left at Home Class Selection Process**

# PROGRAM OF INSTRUCTION

**Grades/Report Cards**  
**Student Late Work**  
**Parent-Teacher Conferences Extra Instruction**  
**Chapel**  
**Make-up Work Homework**  
**Student Retention Policy - K-8th**

Dear Philos Parents and Students,

Welcome to the 24/25 school year at Philos Classical Christian School! Thank you for choosing Philos and partnering with us in the education of your child(ren).

Our mission is to equip students with the tools for learning through a Christ-centered education, and we firmly believe that together, following God's lead, we will work to foster a lifetime love of learning in your child(ren) and help them to discern God's truth, so that they thrive throughout life in God's sovereign will According to biblical instruction.

Father, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.

Here at Philos, our first and foremost responsibility is to point your child(ren) to the love of Christ while simultaneously providing them with a rigorous and robust academic learning experience. Our Christ-centered faculty and staff are committed to this partnership with you and each of them have been called to serve here at PCCS. Each member of our team is passionate about the job that they have been called to do and genuinely care about each of the students that God has entrusted to us. We are excited and look forward to building relationships with you and your student(s) as we pursue excellence.

This handbook has been designed to serve as a guide to help both you, as parents, and your students to know and understand the expectations of being members of Philos Classical Christian School. The policies and procedures that have been developed are a means of ensuring that all students have a quality shared elementary school experience.

Thank you for your support and prayers as we labor together to further the Kingdom of God.

Blessings,

*The Philos Leadership Team*



# INSTITUTIONAL STATEMENTS

*IN THIS SECTION:*

- **Mission Statement**
- **Vision Statement**
- **Statement of Faith**
- **Core Values**
- **Non-Discrimination Policy**
- **Open Enrollment**
- **Expressing Grievances**

## Mission

The Mission of Philos is to be a light to the children of God, partnering with parents through purposeful classical Christian education, teaching a Biblical worldview where God is the creator of all things, so that they thrive throughout life in God's sovereign will.

## Vision

The Philos vision is to prepare students for life through academically challenging curriculum in order to make life decisions grounded in God's will, providing students access and opportunity to quality classical Christian education through 12th grade

## Statement of Faith

### **WE BELIEVE**

In God the Father Almighty, Maker of heaven and earth; and in Jesus Christ His only Son, our Lord. Jesus Christ was conceived by the Holy Spirit, and was born of a virgin, Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hades, and on the third day He rose again from the dead. He ascended into Heaven, where He sits at the right hand of God the Father Almighty. From Heaven He shall come to earth again to judge the living and the dead. We believe in the Holy Spirit, one holy catholic church, the communion of all true saints, the forgiveness of sins, the resurrection of the body, and the gift of everlasting life. *(Apostle's Creed)*

### **WHO GOD IS**

We believe that God reveals Himself through the creation, preservation, and government of the universe. We believe that God makes Himself more clearly and fully known through the Scriptures, which are the only inerrant and infallible Word of God, our ultimate and final authoritative rule for faith and practice. These Scriptures are made up of 66 books, from Genesis to Revelation, the authority of which depend not upon the testimony of any man or church, and are all to be received as the Word of God.

We believe that there is but one living and true God, eternally existent in three Persons of one power, substance, and eternity—Father, Son and Holy Spirit. He is perfectly wise, the overflowing fountain of all good. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of all that has been made.

### **WHO JESUS IS**

We believe in the true deity and full humanity of our Lord Jesus Christ, such that two distinct natures, divine and human, were inseparably joined together in one person, without conversion, composition, or confusion. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.

### **WHO MAN IS**

We believe that God immutably creates each person to reflect His image as male or female.

### **MAN'S SIN**

We believe that Adam was made from the dust of the ground and formed after God's image and likeness, which was good, righteous, and holy. Because of Adam's sin all mankind is in a state of rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.

### **SALVATION**

We believe that salvation is by grace through faith alone, and that faith without works is dead. We believe that God freely justifies His own, not by infusing righteousness into them, but by pardoning their sins, and by accounting and accepting their persons as righteous, for the sake of Jesus Christ alone.

### **THE HOLY SPIRIT**

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, as the Spirit of Christ within us enables us to do freely and cheerfully what the will of God revealed in Scripture requires to be done. We believe that good works are only those which arise from true faith, conform to God's Word, and are done for His glory.

### **RESURRECTION**

We believe God has appointed a day when He will judge the world in righteousness through Jesus Christ. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation.

### **UNITY**

We believe in the spiritual unity of all believers in our Lord Jesus Christ. All who are united to Christ as Head of the Church are united to one another in love, and have communion in each other's gifts and graces.

### **MARRIAGE**

We believe that God defined marriage as the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin.

***Final Authority for Matters of Belief and Conduct.*** *Philos Classical Christian School is a Protestant Christian school which does not teach a specific denominational set of beliefs. The statements above are the foundation of beliefs on which Philos is based but does not exhaust the extent of our beliefs: the*

Bible itself is the sole and final source of all that we believe. *They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels.*

For the purposes of PCCS's doctrine, practice, policy and discipline, the Board of Directors serves as PCCS's final interpretive authority on the Bible's meaning and application.

**We believe that in order to preserve the function and integrity of Philos Classical Christian School as the local Body of Christ, and to provide a biblical role model to the Philos Classical Christian School members and the community, it is necessary that:**

- All persons employed by PCCS in any capacity agree to this statement of faith and instruct their students in light of its tenets.
- All volunteers read the statement of faith and agree to adhere to it or defer to teachers regarding any topic they may disagree with.
- We encourage families who are interested in PCCS to carefully consider the statement of faith. Understanding that the tenets contained within the Statement of Faith will be actively taught, discussed, and woven throughout instruction. We humbly ask that parents consider this as they explore the school and respect this stance should they choose to enroll.

## Core Values

1. Jesus Christ is Lord.
  1. Colossians 1:15-20
2. The absolute authority of the Bible.
  1. 2 Timothy 3:16-17
3. Every person is created by God and bears His image.
  1. Genesis 1:27, Psalm 139:13-16, 1 Corinthians 12:18-20
4. The priority of parenting.
  1. Deuteronomy 6:6-9, Proverbs 3 and 22:6
5. The gospel of grace.
  1. Ephesians 1:7-10, Romans 8

**Therefore, we are committed to:**

- Proclaiming the preeminence of Christ in each discipline.
- Employing Classical methodology to equip students with a Biblical worldview to engage with culture as they think, write, and speak.
- Cultivating the gifts and talents of each person to call forth the greatest potential of the child.
- Assisting parents in their obedience to God to train children in truth and love.
- Applying the faithful practices of forgiveness, repentance, love, and discipline, desiring a culture that is being transformed by God's grace and the Holy Spirit.

## Non-Discrimination Policy

Philos Classical Christian School admits students of any race, sex, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered program.

## Open Enrollment

Enrollment at Philos Classical Christian School is open to all families that desire a comprehensive biblical education for their children regardless of race, color, gender, national origin, or denominational affiliation and who agree to have their children educated according to Philos Classical Christian School's Statement of Faith.

Given the breadth of diversity within the Philos community, there may be times when the school's doctrinal portions are not aligned with the family's own interpretation of Scripture or point of view. Parents/guardians must support Philos Classical Christian School's deliberate integration of faith in ways that are aligned with its Statement of Faith and permit their children to be taught according to Philos Classical Christian School's educational philosophy and Christ-centered educational process.

## Expressing Grievances:

When frustrations or concerns arise, parents and legal guardians are encouraged to consider the following when working through concerns, frustrations, or questions. In Matthew 18: 15, Jesus gives guidance on how to handle concerns and it starts with speaking with the person you have frustration or conflict with. The best solutions come from following the guidance.

- Philos Classical Christian School faculty and staff care deeply for students and work extremely hard to deliver on the commitment to equip students with the tools for learning through a Christ-centered education.
- There are often multiple perspectives to any given situation. Gaining objectivity through asking questions is the most gracious and humble starting point for resolving differences or addressing concerns.
- While email is efficient for sharing encouragement, sending quick, informative notes, and requesting a specific time to meet or talk with a teacher on the phone, it is not the best platform to address grievances or express frustration or concerns. Writing often lacks the necessary tone to protect the essential relationship that must exist between the school and home.

If, in following the Matthew 18 principle, resolution is not achieved with the person with whom the conflict exists, it is appropriate for parents to request a meeting with the Head of School/Lead Teacher.

# ORGANIZATION

IN THIS SECTION:

- Accreditation and Affiliation
- Parent Teacher Organization (PTO)
- School/Home Communication
- Assistance/Questions
- Fees/Tuition

## Accreditation / Affiliations

Philos Classical Christian School is an independent, inter-denominational, non-profit 501(c) 3, tax exempt (pending) organization and will be accredited by the Association of Classical Christian Schools (ACCS).

## Parent Teacher Organization

Parent involvement is critical to Philos Classical Christian School's overall effectiveness. Philos Classical Christian School's Parent Teacher Organization (PTO) will exist to enrich the learning environment and coordinate the efforts of parents willing to volunteer. The PTO works under the direction of and in collaboration with the Head of School/Lead Teacher. All parents of PCCS students (kindergarten through grade 12) are members of the PTO. Details TBD. The PTO will meet once per month on regularly scheduled dates TBD. Anyone desiring to serve on the PTO Board is asked to attend meetings on a regular basis.

## School/Home Communication

A telephone call, text message, or email is the best way to communicate with teachers. Parents can leave messages directly with teachers or by calling the school office. All Philos teachers and office staff emails are first name.last name (example [john.doe@Philosclassicalchristian.org](mailto:john.doe@Philosclassicalchristian.org)).

### Respecting Boundaries

It is important that parents realize that PCCS faculty and staff have lives outside of the professional work God asks them to do each day. Many of them are spouses and parents and need uninterrupted time to flourish in those roles. Additionally, all of them are part of the body of Christ and need time to fellowship with others outside of the school community. Therefore, teachers are encouraged to operate within the following boundaries designed to protect their time.

- Faculty and staff are not required to respond to parent communication before 7:30am and after 5pm each weekday.
- Faculty and staff are not required to respond to parent communication on Saturdays, Sundays, or holidays.
- Faculty and staff are expected to respond to parent communication within 48 hours of receipt (72 hours if communication is received on Friday).

## PraxiSchool

PraxiSchool is Philos Classical Christian School's school management software. Within PraxiSchool, student and family records are kept; progress and report cards are generated. Parents of students may download the PRAXISCHOOL app onto smartphones to receive real-time notifications on grades, attendance, and dress code violations. For day to day reporting, parents can find the following information on PraxiSchool. Contact the Main school office for setup details.

- Fees (additional school fees)
- Attendance
- Grades
- Dress Code Infractions

**PRAXISCHOOL** Will be used by Philos Classical Christian School to communicate with all families simultaneously through text message or email. This tool is used for emergency communications and inclement weather decisions. To receive PraxiSchool messages, current cell phone numbers and emails for parents must be on file in the school office. Through PraxiSchool Parent Portal, or by contacting [info@philosclassicalchristian.org](mailto:info@philosclassicalchristian.org). Alert options can be customized.

### Messages to Students

We recognize that in the busyness of life, daily plans change and events occur that require communication between parents and students after students have been dropped off/arrived at school for the day. To honor the time students and teachers have together in classes, parents are asked to take the least intrusive method and avoid having students or teachers called out of class unless the need is urgent. When those situations occur, parents can take the following avenues:

**Email/text Message to Teachers:** Parents can communicate messages through classroom teachers via text or email, especially those that pertain to early dismissals or a change of daily routine that would affect attendance in one the student's classes.

**Telephone call to the School office:** Parents may get messages to students by calling the School Office

## Assistance/Questions

Parents are encouraged to seek the answers they need to make informed decisions and understand expectations. To avoid frustration and confusion, parents are encouraged to visit the Philos Classical Christian School website ([www.PhilosClassicalChristianschool.org](http://www.PhilosClassicalChristianschool.org)) and to read this Parent/Student Handbook. While many questions are answered between these two resources, it is important that parents know who to contact for any questions or concerns that remain. The following are primary contacts for specific areas within Philos Classical Christian School.

**Admissions & Attendance:** Izzy Bolt (Grades PK-3)

Email: [info@philosclassicalchristian.org](mailto:info@philosclassicalchristian.org)

Phone: (615) 477-1008 (call or text)

**General Questions:** [info@philosclassicalchristian.org](mailto:info@philosclassicalchristian.org)

**Tuition and Fees & Financial Aid:** Mark Bolt

Email: [mark.bolt@philosclassicalchristian.org](mailto:mark.bolt@philosclassicalchristian.org)

Phone: (615) 308-8658 (call or text)

# Tuition and Fee Payment

Tuition and fee payments will be managed by Blackbaud Tuition Management.

Each family's payment of tuition and fees provides the financial resources Philos Classical Christian School needs to operate on a day to day basis. Upon enrollment/re-enrollment each year, all families are required to sign the Continuous Enrollment Form (CEF) that establishes the following expectation: "All accounts must be current at the end of each quarter before a student is given his/her report card or permitted to begin the next quarter." Families should make every effort to protect the continuity of their student's education by fulfilling this obligation in accordance with the CEF.

# GENERAL POLICIES

IN THIS SECTION:

- **Student Behavior Expectations**
- **Attendance**
- **Dress Code**
- **School Hours and Supervision**
- **Arrival**
- **Dismissal**
- **Student Drop Off/Pick Up**
- **Inclement Weather/School Closures**
- **Absences**
- **Tardiness**
- **Campus Visitors**
- **Closed Campus**
- **Weapons on Campus**
- **Facilities Use**
- **Lost & Found**
- **Technology and Personal Electronic Devices**
- **Items to be left at home**
- **Phone Usage**
- **Lunch**
- **Recess**
- **Immunizations**
- **Medications**
- **Lice Policy**
- **Class Selection Process**
- **Student Discipline**
- **Student Disciplinary Matrix**

# Student Behavior Expectations

Because Philos Classical Christian School is dedicated to honoring Jesus Christ, all of us must represent the school with behavior and attitudes which are pleasing to Christ and further the cause of His kingdom. Our conduct and speech should always seek to follow God's directives to "love the Lord your God and love your neighbor as yourself." All students at Philos Classical Christian School, as part of their growth and education, must develop self-discipline appropriate for their age and grade. The primary responsibility for each student's behavior rests with the parent or legal guardian. Philos Classical Christian School pledges to work closely with parents, praying and communicating closely to develop responsible young adults. In order to direct behavior toward what God says in the Bible, the following behavior matrix was developed to define expectations for elementary students and to help instruct them about appropriate behavior in the various situations they find themselves in throughout their days at school.

**\*MATRIX: RISE UP** - See Appendix

Respect

Integrity

Safety

Enthusiasm

Understanding

Peacemaking

## Attendance

PCCS is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some elements of a missed classroom experience may be repeated or recovered, certain facets are lost to the student's detriment. Therefore, students are expected to attend and participate in all classes.

## Dress Code

Uniforms are required by Philos Classical Christian School. Information will be provided as to where to purchase. Purchasing uniforms is the parent's responsibility.

### **Coats, hats, caps, and sweatshirt hoods:**

- May not be worn in the building during the academic day between 7:45-3:00.

### **Winter Gear: Be prepared:**

- Students are required to have appropriate warm clothing to go out to recess on any cold mornings or days. Please err on the side of caution for this guideline. We want your child to be safe and stay healthy, so we will partner with you to that end. If you send warm clothing, we will do our best to have students wear it. Keep in mind that weather can change greatly in a day!

**Hair styles** should be neat, well-groomed, of natural color and out of the eyes, regardless of the style. No braids or ponytails for boys.

# School Hours and Supervision

Students should not arrive at school before 7:45 am. School is dismissed at 2:30 pm for PRE-K, 2:45 pm for K-3. Carline begins at 2:15 pm. Elementary students are dismissed to their parents or responsible high school siblings only. Please notify the teacher or office if someone who is not designated in our records is picking up your child. Elementary students walk with their teacher or an aide to the car-line. We realize unforeseen circumstances may prevent parents from arriving on time on occasion, so children who have not been picked up by 3:15 will be escorted to our office and parents will be billed for the extra time.

The safety and security of our students at Philos Classical Christian School is of paramount importance and direct adult supervision is a key part of that. With few exceptions (outlined below), students may only be on campus between 7:45 am and 2:30 pm. The following exceptions apply:

1. Students attending Extra Instruction with their classroom teacher (Tuesday through Thursday only)
2. Child(ren) of an employee of PCCS. Employee's children must be (and remain) in their parent's classroom. Children under the direct supervision of the parent(s) or legal guardian(s). This includes parents/legal guardians that are visiting campus, fulfilling PTO hours, and/or supporting a school-sponsored activity. "Direct supervision" means parents/legal guardians should have a direct line of sight to their children at all times. Children should not be free to roam the hallways, play in the Big Room, or run around on the grounds unattended. This is for their safety and protection.

## Arrival

Students should not arrive at school before 7:45 am. They should play in the playground in fair weather, if it is inclement weather they should go to the Big Room until classes start.

Classes start at 8:00 am

## Dismissal

School is dismissed at 2:30 pm for PRE-K, 2:45 pm for K-3. Carline begins at 2:15 pm. Elementary students are dismissed to their parents or responsible high school siblings only. Please notify the teacher or office if someone who is not designated in our records is picking up your child. Elementary students walk with their teacher or an aide to the car-line. We realize unforeseen circumstances may prevent parents from arriving on time on occasion, so children who have not been picked up by 3:15 will be escorted to our office and parents will be billed for the extra time.

## Student Drop Off/Pick Up

1. Speed should not exceed 5 mph and drivers must be attentive, at all times, to pedestrian traffic.
2. Children should be under the direct control of parents when walking through the parking lot. Do not allow children of any age to run through the parking lot.
3. It is recommended that PreK parents park and accompany their children to the entrance door.
4. Children should be under the direct control of parents when walking through the parking lot. Do not allow children of any age to run through the parking lot.

# Inclement Weather/School Closures

In case of inclement weather, expect an email, phone call, or text message about school cancellation from the automated messenger system. You can also visit the school website ([www.PhilosClassicalChristianschool.org](http://www.PhilosClassicalChristianschool.org)) or call the school.

## Absences

Parents and students should strive to avoid absences whenever possible. When your student is going to be absent, please notify the elementary office. You may leave a message if calling before 7:45 am. Absences are recorded by classroom teachers and posted on report cards. **If your child has a fever of more than 100°, is vomiting, has diarrhea, etc., you must wait 24 hours after these symptoms are gone without the aid of fever-reducing medication before sending him/her back to school.**

### Planned Absences (long)

There are times when students will be absent from school for multiple days (i.e. family vacations, short term mission trips, etc.). When this is necessary, teachers may provide work to students in advance if time will be committed during the absence to complete the work. Work provided by teachers in advance must be turned in on the first day a student returns to school. Otherwise, students will receive the equivalent number of days to make up missed work and make up tests or quizzes missed. If the time given for makeup work aligns with a scheduled school break or holiday, makeup work is due on the first day after the break or holiday. Assignments submitted after the arranged due date will receive reductions according to the Late Work policy.

Unplanned absences are defined as those that are unexpected (i.e. illness, death in the family or other family emergency). Students who are absent from any or all classes during the school day will have the equivalent number of days to make up missed work. If the time given for makeup work aligns with a scheduled school break or holiday, makeup work is due on the first day after the break or holiday. Assignments submitted after the arranged due date will receive reductions according to the *Late Work policy*.

- All student late work (whether from a planned or unplanned absence) incurred within the final week of the quarter must be completed within two weeks of the end of each quarter for the first three quarters and by the last day of the fourth quarter. At the conclusion of the second week, no credit will be given.

### Chronic Absenteeism

Philos Classical Christian School's academic program is designed to support in-person instruction. When a student is frequently absent, undue strain is placed on the learning experience for the student, the class, and the teacher. Students who are absent more than 20 days in one academic year (or 20 periods from the same class) for any reason other than school-sanctioned events will either:

- Be required to repeat the grade level in which he/she is currently enrolled.
- Forfeit the credit for class(es) in which absences exceeded the limit defined by chronic absenteeism.

# Tardiness

It is imperative that students learn the value of time and the importance of being on time; a demonstration of honoring the value of others' time. Students are to be seated in their classrooms by 8:00 a.m. Those who arrive late will be marked tardy by the teacher and must check in with the elementary office upon arrival to record attendance and indicate lunch preference. Students who arrive before 8:00 am must remain on the playground. Supervision begins at 7:45 am, and students may not arrive unattended before that time.

# Campus Visitors

Philos Classical Christian School faculty and staff welcome parents, family and friends to school at any time. As Philos is a closed campus and the safety of our students is a high priority, all visitors to the school grounds must follow proper check-in procedures.

- All visitors to Philos Classical Christian School must sign in at the main office and obtain a *Visitor* badge.
- All visitors must wear the Visitor badge in plain sight.
- All visitors must sign out, recording the time of their departure, and return the Visitor badge to the office prior to departure.

Arrangements to visit the school's campus by those not directly associated with Philos Classical Christian School must be made in advance, by either the visitors themselves, or the faculty/staff who invited them. On the day of the visit, visitors must check in at the School office and they will be escorted to the classroom being visited.

# Closed Campus

The safety and security of Philos Classical Christian School students is of highest priority. Therefore, the campus is considered a "Closed Campus." With the daily exception of 7:30-8 a.m., 2:30-3 pm and during elementary recess, all exterior doors will remain locked at all times. Doors will not be propped open. The Head of School/Lead Teacher may make exceptions to the "Closed Campus" status when school-sanctioned events deem it appropriate to leave doors unlocked for a designated period. Visitors intending to stay on campus must follow established procedures for being inside the school building between the hours of 7:30 a.m. and 3 p.m. each weekday.

# Weapons on Campus

To ensure that Philos Classical Christian School maintains a safe school environment, students may not bring firearms, knives, or other formal weapons onto the school campus or to a school sanctioned event.

# Facility Use

God has entrusted Philos Classical Christian School with a fantastic facility and grounds (The Way Church) Since the school ultimately belongs to God, He has asked each of us to be good stewards of it. Good stewardship includes taking care of fixtures and furniture, leaving the facility and grounds in a better condition than they were found to be, and maintaining a neat and orderly environment that can be enjoyed by all.

**Restrooms:** Students may use the restrooms before and after school, between class periods, and during lunchtime. Loitering in restrooms is not permitted. Students who are ill should report to the office and not go to/remain in the restroom. Consistent with the PCCS Statement of Faith, students and campus visitors must use restrooms, locker rooms, and changing facilities conforming with their biological sex.

**Playground:** Playground equipment and resources are to be used safely and appropriately. Students who misuse equipment will be temporarily or permanently banned from using it if it is deemed harmful to themselves, others, or the equipment.

# Lost and Found

Personal items that are lost or found on school property will be placed in the lost and found boxes located in the School office. Items not claimed by the end of each month will be donated to those in need. Jewelry, money, or other items of value which are turned in, will be kept in the office.

# Technology and Personal Electronic Devices

We believe technology belongs in the classroom when it makes learning experiences more lasting and powerful than they would be otherwise. There are times when the best learning environment is free of technology. Teachers and administration make day-to-day decisions about when and where technology is beneficial in improving student learning. Teachers model and instruct students in the ethical, responsible uses of technology. Teachers control and monitor student access to and usage of electronic devices. **Students in grades 2-3 will complete an acceptable use policy in order to use school-provided devices.** These students will be given user accounts in order to complete certain classwork which will be monitored and controlled by the teacher. **All personal digital devices, including wearable technology, are not allowed on campus for students in grades PK-3.** Parents may call the school if they need to contact their child during the day.

# Items to Be Left at Home

- Electronic devices including smart watches (anything that goes beyond telling time)
- Skate boards, roller blades, scooters, roller shoes or Heely's
- Favorite or prized or expensive toys that might be lost or damaged. PCCS is not responsible for lost items.
- Things that will distract students from the educational experience ie. fidget toys
- Baseball bats, hard balls, lacrosse sticks
- Any toy that is not directly related to the educational experience. An educational experience may include class projects and or show & tell.

## Phone Usage

Elementary students need permission from their classroom teacher to use any phone. We try to limit this as much as possible. If a student forgets something (unless it's a safety issue) he or she often learns best when he or she has to face natural consequences, but we know students are learning, and grace is given when appropriate.

## Lunch

Philos Classical Christian School does not offer hot lunch. Students must bring a cold lunch.

Students may not chew gum on campus. Teachers will require students who are chewing gum to promptly throw it away.

## Recess

Students in grades K-3 have scheduled recess times each day (three for PreK-2, two for 3<sup>rd</sup> grade). Recess is supervised by teachers and recess aides. Any significant issues at recess are reported to the classroom teacher and will follow Student Discipline Matrix. We want recess to be a fun time for all students, and if you hear of any conflict with your child, please discuss it with his/her classroom teacher. Our recess aides will do everything they can to provide a safe and positive recess environment.

## Immunizations

**Prior to attending the first day of school**, all PCCS students must have, on file, either:

- the required immunizations and documentation OR
- the completed appropriate exemption documentation

Documentation must meet the criteria of the Administrative Rules of Tennessee. Please submit documentation to the main office or upload to your Praxischool portal.

## Medications

State law limits Philos Classical Christian School or any other school from distributing any medications. Please call the elementary office if you have questions or if your child has special circumstances.

## Lice Policy

According to the Center for Disease Control and Prevention (CDC) "head lice can be a nuisance, but they have not been shown to spread disease." Lice are spread by direct contact with an infested person's hair or by an item that has touched the hair. They do not fly from head to head.

If a student is found to have active head lice at school, parents will be contacted to take the student home and will be required to treat their student's hair with lice treatment. The student will be inspected privately upon his or her return to school, and will be sent home if active lice remain.

Classroom screenings will be done if at least three students in a class are found to be infested within a two week time period. In order to protect privacy, notice of lice will be given to other parents only if at least three students in a class are found to be infested, and will be via a general announcement to parents in a grade division (elementary, middle school, or high school). While privacy will be a priority for teachers and staff, please know that students may share information. We ask you to help us by discouraging student discussions which may arise at home about this issue.

## **Class Selection Process**

PCCS is committed to providing an excellent education for all students. To that end, we work very hard to ensure that every PreK-3 student is placed in a classroom learning environment where all students can flourish. Our PreK-3 class selection process is bathed in prayer and involves the following elements: 1) direct input from PCCS teachers as it relates to their experience with existing students; 2) consideration of factors relevant to successful class placement including academic performance, social and emotional learning and dynamics, and balanced demographics (male/female, new students, etc.)

Philos does not accept parent requests for specific grade level teachers. Every teacher is highly qualified and fully capable of meeting the educational and social/emotional needs of each student within their grade level. The School Board will be the final authority on class placement decisions. From start to finish, the class selection process is administered with great care in order to serve the best interests of each and every Philos student.

## **Student Discipline**

In Proverbs 3:11-12, Solomon writes about the “heart” of discipline. It is to be an act of love. Its goal is to serve as a deterrent against destructive behavior, and God entrusts that responsibility and authority, first, to parents. When parents enroll their children in school, they do not abdicate their responsibilities in this realm. Rather, they empower authority figures within the school to support them in discipline. The school’s responsibility to discipline students is to be a direct complement to parents’ efforts as long as we both strive to be faithful to biblical principles. Ultimately, our desire is that our students display the “peaceful fruit of righteousness for those who have been trained by it (discipline).” Because our students are uniquely created individuals, there is no universal template for effective discipline--only

guidance. Therefore, the PCCS disciplinary process, including the steps and principles outlined below, serves as guidelines for faculty, staff, and administration to follow:

# Philos Classical Christian School Student Disciplinary Matrix

Behavior	Action
<p><b>Level 1: Classroom Level ~ Minor:</b></p> <ol style="list-style-type: none"> <li>1. Disrespect to classmates or adults</li> <li>2. Classroom Disruption</li> <li>3. Disobedience</li> <li>4. Running/Playing/Yelling/Roughhousing in building</li> <li>5. Unsafe behavior</li> <li>6. Minor Physical Contact</li> </ol>	<p><b>Level 1: Teacher Responsibility</b></p> <p><b>Reteach/Reinforce Expectation:</b></p> <ol style="list-style-type: none"> <li>1. Teacher will reteach/reinforce expected behavior and allow the student to practice corrected behavior. This may need to be done more than once. A student should not miss recess as a punishment, but a teacher may reteach expected behavior during recess.</li> <li>2. Teacher will contact parents and notify them if the behavior exceeds one warning during a class period.</li> </ol> <p><b>Reconciliation:</b> Teachers will teach and encourage students to follow Biblical principles for apologizing and asking for forgiveness.</p>
<p><b>Level 2: Elevated Minor:</b></p> <ol style="list-style-type: none"> <li>1. 3 or more corrected minor incidents per week as listed above documented on the Discipline Referral form.</li> <li>2. Aggression toward classmates or those in authority (physical or verbal).</li> <li>3. Violation of IT Acceptable Use Policy</li> <li>4. Cheating/Plagiarism</li> </ol>	<p><b>Level 2: Teacher Responsibility</b></p> <ol style="list-style-type: none"> <li>1. Teacher will send the student to the Head of School/Lead Teacher</li> <li>2. Complete a Discipline Referral Form.</li> <li>3. Teacher will create an appropriate student behavior plan that is communicated to the parents and submitted to Head of School/Lead Teacher</li> </ol> <p><b>Administrative Actions:</b></p> <ol style="list-style-type: none"> <li>1. Working with the teacher(s), the Head of School/Lead Teacher will determine an appropriate disciplinary action; like sitting out of an activity, moving desk away from others, apology letter signed by student and parent, work in the office as a reset, or after-school detention.</li> <li>4. The Head of School/Lead Teacher calls parents and records behavior referral in Praxischool.</li> </ol>

	<p><b>Reconciliation:</b> Teacher/administrator will teach and encourage students to follow Biblical principles for apologizing and obtaining forgiveness.</p>
<p><b>Level 3: Major</b></p> <ol style="list-style-type: none"> <li>1. Persistent disobedience</li> <li>2. Insubordination</li> <li>3. Physical harm to another</li> <li>4. Having a weapon at school</li> <li>5. Stealing or cheating</li> <li>6. The use of profanity</li> <li>7. Destruction of school property</li> <li>8. Proven bullying or harassment</li> <li>9. Alcohol and/or Drug Use (including legal drugs)</li> </ol>	<p><b>Level 3 : Teacher Responsibility</b></p> <ol style="list-style-type: none"> <li>1. Teacher immediately notifies the Head of School/Lead Teacher and removes the student from the classroom.</li> <li>2. Teacher completes and submits the Discipline Referral Form to the Head of School/Lead Teacher.</li> </ol> <p><b>Administrative Actions:</b></p> <ol style="list-style-type: none"> <li>1. Head of School/Lead Teacher notifies parents</li> <li>3. In-School or Out-of-School Suspension is assigned.</li> <li>4. Re-entry and behavior plan is written.</li> <li>5. Parents and student meet with Head of School/Lead Teacher for a re-entry meeting.</li> <li>6. Head of School/Lead Teacher records action steps &amp; behavior referral in Praxischool</li> </ol> <p><b>Reconciliation:</b> Teacher/administrator will teach and encourage students to follow Biblical principles for apologizing and obtaining forgiveness.</p>
<p><b>Level 4: Major</b></p> <p><b>If behavior from Level 3 does not change:</b></p>	<p><b>Administrative Actions:</b></p> <ol style="list-style-type: none"> <li>1. Head of School/Lead Teacher meet with parents to determine next steps for student. <ol style="list-style-type: none"> <li>a. Out of School suspension</li> <li>b. Expulsion</li> </ol> </li> </ol>

# PROGRAM OF INSTRUCTION

IN THIS SECTION:

- Grades/Report Cards
- Student Late Work
- Parent-Teacher Conferences
- Chapel
- Make-up Work
- Homework
- Student Retention Policy

## Grades/Report Cards

Grades and report cards are given at the end of each quarter for grades K-3. In general, elementary students in grades 2-3 receive traditional letter grades for their core subjects and effort-based grades for enrichment courses, and K-1 receive an (E) Excellent, (S+) Satisfactory +, (S) Satisfactory, (N) Needs Improvement, or (U) Unsatisfactory marks.

The grading scale at Philos Classical Christian School is as follows:

A+=97-100%	B+=87-89%	C+=77-79%	D+=67-69%	F=<60%
A=94-96%	B=84-86%	C=74-76%	D=64-66%	
A-=90-93%	B-=80-83%	C-=70-73%	D-=60-63%	

The "E/S+/S/N/U" Scale based on 20 pt total:

(E) Excellent	18.5-20
(S+) Satisfactory Plus	16.5-18
(S) Satisfactory	14.5-16
(N) Needs Improvement	12-14
(U) Unsatisfactory	0-11.5

# Student Late Work

Timeliness is an important discipline that must be instilled in students. It displays an understanding of the value of time, both theirs and others. To dismiss deadlines, due dates, and start times results in a distorted view of punctuality and sets students up for heartache when they face the requirement of timeliness as adults. The Late work Policy is designed to apply “natural” consequences when students fail to honor responsibilities and commitments both now and in the future. To be clear, this policy does not apply to times when students are absent from school. This policy is for when students make decisions that interfere with their ability to meet assignment deadlines. K-3rd

- Day 1: Student Reminder
- Day 2: Parent Notification
- Day 3: 10% Reduction
- Day 4: 25% Reduction
- Day 5: No credit given - Missing Assignment

# Parent-Teacher Conferences

The relationship between parents and teachers is essential and requires time, trust, and good communication. Parents are urged to ask for conferences at any time they believe necessary. Proactively addressing questions and concerns is a key way to avoid confusion and frustration. To further reinforce the relationship, Philos Classical Christian School has established a formal fall Parent/Teacher conference window each year; preceding the Thanksgiving holiday.

For individual parent/teacher conferences that are necessary throughout the school year, parents are asked to schedule appointments to meet with teachers and avoid “drop in” conferences. The demand on a teacher’s time and attention is high immediately before and immediately after the school day. It is difficult for them to prepare for a conference of which they are unaware.

# Chapel

Chapel for students in Pre-Kindergarten through Grade 3 is held weekly. Students join in corporate worship to sing praises to the Lord and hear an important message from a guest pastor or speaker.

# Make-up Work

Expectations for missed work are determined by each classroom teacher and will vary depending on grade level. Please communicate with your child’s teacher regarding make-up work. If your child will be absent for an extended period of time, please give the teacher notice well in advance to allow him or her to prepare work that your child will miss. Keep in mind that your child may not be doing everything the class does if he or she is gone from school. Teachers are not expected to prepare separate lesson plans for students when they are absent due to family vacations, etc. and will provide essential learning materials for unplanned absences such as family emergencies or illness.

# Homework

The definition of homework is “all schoolwork that is done at home.” Homework includes all assignments related to specific subjects: spelling, corrections of past papers, research papers, book reports, memorization, reading, and any special projects assigned by the classroom teacher. The purpose of homework is to equip students with the necessary tools for learning, involve parents in the learning process, establish the disciplines and habits that foster responsibility, and reinforce the concepts presented by the curriculum during the school day. Parents may answer questions and encourage their child to do his or her homework well but should not do the work for the child. A teacher may more successfully teach a student responsibility for these matters if the student is in charge of his or her homework. With each student and at every grade level the time for homework will vary. The following guidelines are suggested limits by grade level that should allow for completion of homework by most, but not all students:

**Kindergarten:** 30 minutes: may include math worksheet, phonics review/reader, and occasional special projects. Parent and child read together daily.

**1st Grade:** 30-45 minutes: may include math worksheet(s), memorization, phonics/spelling review and reading, and occasional special projects. Parent and child read together daily.

**2nd Grade:** 30-45 minutes: may include math worksheet(s), memorization, phonics/spelling review and reading, and occasional special projects. Parent and child read together daily.

**3<sup>rd</sup>/4<sup>th</sup> Grade:** 45-60 minutes: may include math worksheet(s), memorization, Latin review, spelling/vocabulary review, reading, and occasional special projects.

Students are not expected to spend more than 30-60 minutes each day, usually less, especially at the lower grade levels.

## Student Retention Policy – Pre-K-3rd

As educators, we are continually evaluating and re-evaluating the academic progress of each student to ensure proficiency standards are being met. The primary academic objective is for all students to be at or above grade level.

For students who are not meeting the standard academic proficiencies, the following guidelines will be used to determine whether it is in the best interest of the student to be retained at their current grade level. Retention, if appropriate and necessary, should occur at the primary level. However older students may be considered for retention if it will benefit the student. Due to what becomes an unacceptable age gap, students will not be retained more than once. Exceptions to the following steps may be made for students who are enrolled in Learning Services and or other academic support services.

1. If a student is failing to make satisfactory progress, parents must be notified at least twice monthly through phone calls and or written communication that documents concerns early.
2. If a student is not making satisfactory progress, the classroom teacher will inform the parents and Head of School/Lead Teacher
3. If parents are given the option to choose promotion or retention and they elect to promote, the student may be promoted to the next grade on academic probation. If the student is

unable to maintain consistent progress as evidenced through classroom data and standardized testing during each subsequent semester, then the student will not be invited to re-enroll for the following academic semester. If appropriate growth has been demonstrated through the first semester yet the student has not met the grade level proficiency expectations, a second probationary period may be established for the second semester.

### **Reasons for Retention**

The student is not meeting the expected academic progress in Math and Reading for their grade level as evidenced by standardized testing and collected classroom data.

### **Final Decision for Retention**

The retention of a student should only be done if it is the best course of action for the student. Parent input is important and a necessary part of the decision making process, but the final decision for retention will be made by the Head of School/Lead Teacher.



# Appendix A: Rise Up Rubric

<p>Cougars will RISE UP!</p>  <p>Take Courage And Do It! Ezra 10:14</p>	<p>ALL Classrooms</p> 	<p>Cafeteria</p> 	<p>Playground</p> 	<p>Bathroom</p> 	<p>Car Line</p> 	<p>Chapel</p> 	<p>Hallways</p> 
<p><b>R</b> Respect</p>  <p>I treat others and property with value.</p>	<ul style="list-style-type: none"> <li>-I treat all materials with care.</li> <li>-I treat all people as I want to be treated.</li> <li>-I use my voice appropriately.</li> <li>-I keep my mind, heart, and body ready to learn.</li> </ul>	<ul style="list-style-type: none"> <li>-I take only what I can eat, and eat what I take.</li> <li>-I return borrowed utensils.</li> <li>-I talk when my mouth is empty.</li> <li>-I put my trash/dishes away carefully.</li> </ul>	<ul style="list-style-type: none"> <li>-I share the space with others.</li> <li>-I treat equipment respectfully.</li> <li>-I am quiet in line, ready to be dismissed.</li> <li>-I use kind, appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>-I give others privacy.</li> <li>-I use a quiet voice.</li> </ul>	<ul style="list-style-type: none"> <li>-I use a quiet voice so my friends and I can listen for our names.</li> <li>-I go quickly from the cubby area to carline to keep others from waiting.</li> </ul>	<ul style="list-style-type: none"> <li>-I listen and am attentive to the person speaking.</li> <li>-I keep my feet quiet on the bleachers.</li> </ul>	<ul style="list-style-type: none"> <li>-I keep my hands off the walls and artwork.</li> <li>-I am quiet so others may study.</li> </ul>
<p><b>I</b> Integrity</p>  <p>I do what is right, even when no one is looking.</p>	<ul style="list-style-type: none"> <li>-I am honest.</li> <li>-I use my own ideas and do my own work.</li> <li>-I do my part to keep the classroom neat and clean.</li> <li>-I manage my time and do my best work.</li> </ul>	<ul style="list-style-type: none"> <li>-I clean up after myself.</li> <li>-I eat only my own lunch.</li> <li>-I eat healthy food first.</li> <li>-I stay seated until I am dismissed.</li> <li>-I make room for anyone at my table.</li> </ul>	<ul style="list-style-type: none"> <li>-I use kind, appropriate words.</li> <li>-I play on equipment the way it was intended.</li> <li>-I go to the end of the line, not cutting in.</li> <li>-I don't gossip.</li> <li>-I play fairly with everyone, not just my friends.</li> </ul>	<ul style="list-style-type: none"> <li>-I clean up after myself.</li> <li>-I stay in my own space.</li> </ul>	<ul style="list-style-type: none"> <li>-I stay seated in my square and go to my car the first time my name is called.</li> </ul>	<ul style="list-style-type: none"> <li>-I keep from whispering or talking to my neighbor.</li> </ul>	<ul style="list-style-type: none"> <li>-I go straight to my destination and return quickly.</li> </ul>
<p><b>S</b> Safety</p>  <p>I am careful in work and play.</p>	<ul style="list-style-type: none"> <li>-I walk and sit properly.</li> <li>-I follow directions.</li> <li>-I ask permission to leave the room or check out.</li> </ul>	<ul style="list-style-type: none"> <li>-I walk carefully with my food.</li> <li>-I wash my hands and face after eating peanut butter or messy food.</li> </ul>	<ul style="list-style-type: none"> <li>-I follow the playground rules.</li> <li>-I listen to and obey the recess aides and whistle.</li> <li>-I stay in approved areas.</li> <li>-I dress for the weather, and respond to weather hazards as instructed.</li> </ul>	<ul style="list-style-type: none"> <li>-I use the restroom, flush, and wash my hands thoroughly.</li> <li>-I report spills or damages to my teacher.</li> </ul>	<ul style="list-style-type: none"> <li>-I quickly load into my car at the proper place.</li> <li>-I walk to my car and stay away from the curb.</li> </ul>	<ul style="list-style-type: none"> <li>-I walk when entering and exiting the gym.</li> <li>-I ask for permission if I need to leave, but only if it's an emergency.</li> </ul>	<ul style="list-style-type: none"> <li>-I walk in the halls.</li> <li>-I go to the nearest classroom if there is an alarm.</li> <li>-I exit the nearest door during a fire drill if it is safe to do so.</li> </ul>
<p><b>E</b> Enthusiasm</p>  <p>I am involved in the lessons and activities at school.</p>	<ul style="list-style-type: none"> <li>-I participate appropriately in class activities.</li> <li>-I encourage others with kind words.</li> <li>-I treat every job as important.</li> <li>-I try again if I fail.</li> </ul>	<ul style="list-style-type: none"> <li>-I use good table manners.</li> <li>-I say please &amp; thank you to the servers.</li> <li>-I focus on eating my food before I talk to friends.</li> </ul>	<ul style="list-style-type: none"> <li>-I am a good sport.</li> <li>-I play what others want to play sometimes.</li> <li>-I let others join a game.</li> <li>-I join a game at a fair time.</li> <li>-I take care of and return the equipment I use.</li> </ul>	<ul style="list-style-type: none"> <li>-I return to class promptly.</li> <li>-I use soap and other supplies responsibly, being frugal and neat.</li> </ul>	<ul style="list-style-type: none"> <li>-I keep my things with me in my space.</li> </ul>	<ul style="list-style-type: none"> <li>-I listen to the speaker and focus on the message.</li> <li>-I share what I learned with others and at home.</li> <li>-I participate joyfully in worship.</li> </ul>	<ul style="list-style-type: none"> <li>-I walk in an orderly line with my class.</li> <li>-I smile and am courteous to others I meet.</li> </ul>
<p><b>U</b> Understanding</p>  <p>I show kindness to others and make wise choices.</p>	<ul style="list-style-type: none"> <li>-I listen to my teacher's instruction.</li> <li>-I listen to the ideas of my classmates in a group.</li> <li>-I learn from my mistakes.</li> </ul>	<ul style="list-style-type: none"> <li>-I stay in my own space.</li> <li>-I get everything I need before sitting down.</li> <li>-I use a conversational voice, not shouting across the table.</li> </ul>	<ul style="list-style-type: none"> <li>-I learn the rules of games and follow them.</li> <li>-I think before I speak when I'm angry.</li> <li>-I make good choices.</li> <li>-I'm happy when others win.</li> </ul>	<ul style="list-style-type: none"> <li>-I wait in line patiently.</li> </ul>	<ul style="list-style-type: none"> <li>-I make plans with friends ahead of time, not in carline.</li> <li>-I keep all my things, including food, in my bag so I'm ready to go when my car arrives.</li> </ul>	<ul style="list-style-type: none"> <li>-I keep a good attitude when I'm not called to volunteer.</li> <li>-I try to remember the lesson and apply it to my life later.</li> </ul>	<ul style="list-style-type: none"> <li>-I watch where I am going and stay on the path to get there.</li> </ul>
<p><b>P</b> Peacemaking</p>  <p>I will respond to conflict God's way.</p>	<ul style="list-style-type: none"> <li>-I ask the teacher for help when needed.</li> <li>-I overlook classmates' mistakes.</li> <li>-I work well in the group I'm assigned.</li> </ul>	<ul style="list-style-type: none"> <li>-I take ownership of my spills and help clean up others' messes too.</li> <li>-I sit with friends who might be lonely.</li> <li>-I raise my hand for help or to get up.</li> </ul>	<ul style="list-style-type: none"> <li>-I overlook small problems &amp; accept my place in line.</li> <li>-I work out disagreements in a fair manner.</li> <li>-I get help from an aide for big conflicts.</li> <li>-I take turns.</li> </ul>	<ul style="list-style-type: none"> <li>-I use the restroom at recess whenever possible so I don't miss class instruction.</li> <li>-I use the restroom only when needed.</li> </ul>	<ul style="list-style-type: none"> <li>-I share the space with others and overlook if we bump each other.</li> </ul>	<ul style="list-style-type: none"> <li>-I ignore others talking around me and focus on the speaker.</li> <li>-I stay with my class.</li> </ul>	<ul style="list-style-type: none"> <li>-I keep peace by sharing hallway space and being courteous to others in the hallway.</li> <li>-I take fair turns at the drinking fountain.</li> </ul>