



STUDENT HANDBOOK 2021 - 2022

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Welcome Letter

To Students and Parents:

We joyfully welcome you and your family to Pueblo's Royal Christian School (P.R.C.S.) 2021 - 2022 school year. We, at P.R.C.S., are excited about the wonderful things that God is doing at our school and the great opportunities that lie directly ahead of us.

We count it an honor and privilege to raise up the next generation of Christian leaders, instilling a spirit of excellence in your children. As a family of God and for this new year to be successful for your child, we must all work together (students, parents, supervisors, and other school staff members) toward one common goal. It is important that we provide your children with a strong foundation in God's Word, while thoroughly preparing them to excel in their academic studies.

The P.R.C.S. Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. This handbook contains information regarding P.R.C.S. administration, procedures, and fees. P.R.C.S. reserves the right to change items contained in this handbook. Effective dates for all changes are at the discretion of the school and may apply to each student enrolled at the time. Parents and students will be notified of all changes made.

Please take the time to read the handbook thoroughly. Sign the last page (Parent Commitment Letter) and turn in to the front office. If you have any questions, please do not hesitate to contact the Administration.

We thank you for your commitment to Christian education for your child. We understand the dedication and sacrifice that it takes to send your child to P.R.C.S. We also thank you for placing your confidence in us to imprint your child with God's Word and fulfilling the purpose of God in their lives.

Our mission

Our mission is to provide the highest quality Christian education with a safe environment at an affordable price. At Pueblo's Royal Christian School, we are doing our part to increase the student's wisdom, stature, and favour with God and man.

-Luke 2:52

- Pastor Ruben Villarreal

Letter to the Parents

Pueblo's Royal Christian School is part of the ministry and is under the spiritual guide of La Iglesia del Pueblo in Pasadena, Texas.

Pueblo's Royal Christian School is not regionally accredited. Pueblo's Royal Christian School is a ministry with sincerely held religious convictions against government control and oversight over the academic aspects of our institution. While the State of Texas does not require Pueblo's Royal Christian School to obtain any state or regional accreditation in order to operate or grant diplomas, individual public-school districts, colleges, and universities establish their own admissions policies. What this means is that, although state law does not require that a private Christian school student or graduate come from an accredited Christian school in order to be eligible for admission into a public school, college, or university, those individual schools do have the authority to impose such a requirement. While most of the schools gladly accept students from unaccredited Christian schools, some do not, requiring the student to undergo additional testing or retake core subject courses. Because we have no control over the policies adopted by public schools, colleges, universities, or any other school other than our own; we cannot make any guarantee for student transfers or graduates of Pueblo's Royal Christian School with regard to admission into college or transfer of our credits back into the public-school system or any other school other than our own. Parents are encouraged to personally check with their local school districts or colleges in which their children are interested to find out what their particular policies are regarding admissions and transferring credits.

We have contacted the local universities and colleges, and none had any problems with accepting students from our school. The University of Houston does require higher SAT scores for students that graduate from our school. We ask that parents concerned with this issue please speak to the administrator about Dual Enrollment. We strongly recommend Dual Enrollment for our high school students. There is an application process for Dual Enrollment however we cannot guarantee student's acceptance.

With the cooperation of family, church, and school, Pueblo's Royal Christian School endeavors to fulfill its mandate to serve all the students entrusted to its care. To this end, Pueblo's Royal Christian School is committed to establishing a strong circle of support, consisting of students, school staff, parent/guardians, support staff, pastors and administrators who are united in faith and dedicated to carrying out the spirit of these policies.

Discipline in the Christian school must transcend the conventional code of human ethics and behavior. Discipline is not just rules and regulations that must be followed, but is to be the development of self-discipline in which all participants are "*to be conformed to the image of his Son*" (Romans 8:29)

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I. STUDENT ENROLLMENT ADMISSION POLICY

This school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin. In administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs. We reserve the right to refuse admission on the basis of past disciplinary problems.

Admissions Procedure:

1. Parents visit the school
2. Application should be accompanied by registration fees and copies of the following documents.
 - a. Birth Certificate
 - b. Immunizations Record
 - c. Social Security Card
 - d. Last Report Card (unless Pre-K)
 - e. Identification from both parents
3. Students age six and older must schedule a Diagnostic Test
4. Student age 12 and older must bring a letter of recommendation from his/her pastor, and previous teacher or counselor.
5. Parents must attend Parent Orientation
6. Parents and students read this Student Handbook thoroughly sign and return the Parent Commitment Letter.

Students that did not attend Preschool at Pueblo's Royal Christian School must schedule to take the ABCs Pre-Test and score 80% or higher to enter the ABCs Learning to Read Program.

▪ Elementary School, Levels 1-5

Student must also submit a copy of their last Report Card.

Student must take a Diagnostic Test (Parents must call the office to schedule a date).

▪ Secondary School, Levels 6-8

As well as the above procedures student must submit a letter of recommendation from his/her pastor and former teacher, or school counselor.

Office may then call for an interview (both parents and pupil) with the principal.

▪ Students in High School Level

Students interested in enrolling at Pueblo's Royal Christian School in high school level must make an appointment with the principal. Parents will be notified of acceptance.

RE-ENROLLMENT

1. Every year a student must submit an application for re-enrollment. Forms will usually circulate during the spring semester.
2. Registration fee and a copy of recent immunization record must accompany the application.

3. Parents must attend Parent Orientation.
4. Parents of high school students must make an appointment to discuss a Graduation Academic Projection Plan with the principal and Supervisor.

All students are admitted on a nine week probation basis.

Students beginning instruction after the start of a semester will be charged tuition on a pro-rated basis.

WITHDRAWAL POLICY

Parents can withdraw a student for any reason and must inform the school office at least a week before withdrawing a student. Parents must obtain the last Progress Report and a Withdrawal Letter from the school office before leaving. Parents must fill out Withdrawal Form.

The School Administrators may dismiss a student for any reason. If the School Administrators feel that Pueblo's Royal Christian School can no longer meet the needs of the student, parents will be notified in writing one week before the student is dismissed. This provision is separate and apart from suspension or expulsion under the school's policies.

Parents that pay tuition on a monthly basis may receive a refund for the month that the student is withdrawn if the student is withdrawn on or before the 14th of the month.

Parents that pay tuition yearly will receive a refund for the period of time remaining in the school year, starting with the next calendar month.

Any refund given applies only to tuition already paid. Registration and Supplemental Fees are non-refundable.

CHURCH ATTENDANCE

Pueblo's Royal Christian School believes strongly in the cooperation of family, church and school. Therefore, we strongly encourage students and their families to attend church regularly. All students and their families are welcome at La Iglesia del Pueblo.

ARRIVAL & DISMISSAL

- School Hours: 8:00 AM - 3:00 PM
- Office Hours: 7:45 AM - 4:00 PM

Students cannot enter the building before 7:00 AM. Upon arrival all students must go to the cafeteria. Students are not allowed in the Learning Centers before 8:15 AM unless accompanied by a Staff member. Students cannot enter the gym or loiter in the bathrooms or halls.

Students are dismissed at 3:00 PM and must be picked up by 3:15 PM unless he/she is participating in official school activities. It needs to be understood that the school is not staffed to care for children after 3:15 PM. When a child is not picked up on time the teacher is being taken away from the next school day's preparation.

Students not picked up by 3:15 PM must attend the **After School Program**. The purpose of the After School Program is to give the student the opportunity to finish homework and to read a

book in order to apply for *E Privilege* (see pg. 23). The cost of the After School Program is \$8.00 per day or \$20.00 per week. The After School Program hours are from 3:15 PM to 4:00 PM. Students must be picked up by 4:00 pm. The School Secretary will try to get in contact with a parent or guardian to verify that proper arrangements have been made. Parents will pick up students in the front office. If your student is not picked up by 3:15 PM, you will be automatically charged for the After School Program.

ATTENDANCE

It is important that students attend school everyday. However, we understand that there are times when a student cannot attend class. Students will be allowed 4 excused absences per quarter and 3 unexcused absences.

Absences will be excused for the following reasons:

1. Death in the family
2. Illness (Written Doctor's excuse is required for students on the 3rd absence.)
3. Serious Illness in student's immediate family

Doctor and/or dentist appointments: A written doctor's excuse is required when student returns. This absence will be excused for time determined reasonably necessary for the appointment. For example, a student going for a general dentist check up at 8:30 AM should not miss the whole day. Parents are strongly encouraged to schedule medical appointments after school hours.

Parents of students with chronic/recurring medical problems that may affect attendance should inform the school at the beginning of the school year.

Students that miss more than four days will be able to make up time during the After School Program. In order for the student to receive credit for his work done during the quarter, the excessive days absent must be made up after school or Saturday make-up day. The after-school make-up is as follow: 30 minutes after school for eight days will make up for one absence (four hours will make-up for one absence). The Saturday make-up day is as follow: it will be from 8 a.m. - 3 p.m. and will cover 8 hours. The cost will be \$20.00, which is due the day of.

State Law requires that students be in attendance 90% of a semester in order to receive credit for a class. Students that do not meet this qualification will not receive credit for any PACE tests taken during the semester.

The principal will hear petitions for class credit for students with less than 90% school attendance.

- **Homework Request**

Parents can request homework on the first day of absence. Parents should contact the school office to make arrangements. Parents should make request by 11:00 AM and pick up homework after 3:00 PM in the school office.

- **Excuse Notes**

Students MUST bring a written note to the school office from parents the day he/she returns to class. The excuse note must be turned in no later than 3 days from returning date. The following information must be on the note or it will be unexcused.

- Name of student (first and last name)
- Date of absence
- Reason for absence
- Signature of parent or guardian

Students will not be allowed in the Learning Center without an office pass.

“Please excuse my son for being absent” will not be accepted.

TARDINESS

Students must be in the school by 8:00 AM. Students will not be allowed to enter the Morning Assembly or their Learning Center after 8:05 AM **without a note from the office.**

After 8:05 AM students will be considered tardy. A note from a parent must be sent explaining the tardy. A student without a note from a parent will have an unexcused tardy.

Three unexcused tardies will be equal to one unexcused absence. Only 3 unexcused absences will be allowed per quarter. **After 3 unexcused absences in a quarter, 30 minutes for eight days in the after-school make-up time will be mandatory for each unexcused absence.**

An excused tardy will be given for things that no planning could have prevented (bad weather, traffic jam, accident, flat tire, illness etc.). Unexcused tardies will be given for things that better planning could have prevented (forgetting things, speeding ticket, laundry, lost items, etc.)

LEAVING EARLY

Students who need to leave early due to sickness can leave only after parents have been notified by the student’s supervisor or school secretary. Students should not call their parents to pick them up.

Parents or individuals listed to pick up the student must sign them out in the office. Proper identification may be required.

Students that leave before 9:30 AM will be considered absent all day. Students that arrive after 9:30 AM will be counted absent.

FINANCIAL POLICIES

Tuition is charged by school year (usually August through May), using the ACH Collection method. For parents that choose the 10 payment plan, tuition payments will be due the 1st or 15th day of every month using the ACH Collection method. When the date falls on a Saturday or Sunday payments will be due the following business day. There will be a **\$35.00 fee** applied for **non-sufficient funds**, and a **\$30.00 late fee**. If a special arrangement regarding tuition payment needs to be done, please notify the office at least two business days before the due date. **The late fee will still be applied.**

Parents that pay full tuition upon registration will qualify for a 10% discount.

Parents can pay via debit card and credit card (Visa, MasterCard, American Express and Discover).

If parents have not made arrangements regarding tuition payments three days after the due date the student will not receive any new PACEs. The School Secretary or Principal will call parents to guarantee parents have not forgotten to make tuition payment. If tuition payment is not paid parents will receive a letter and invoice via student envelope.

Parents must contact the school office and work out a payment schedule. At this time the supervisor will remove the student PACE's from his/her office. After several attempts to contact parents and collect late tuition are unsuccessful, student will be dismissed from Pueblo's Royal Christian School. Parents will be contacted by phone and receive a letter of dismissal by mail. After the outstanding balance has been paid, the student's records will be faxed and/or mailed to the appropriate public school.

If the last tuition payment or any outstanding balances are not received by the date of the Awards Ceremony, student records will not be released.

FUNDRAISERS

Pueblo's Royal Christian School is a religious non-profit organization that has to rely on fundraising events and donations. P.R.C.S. depends on the families' participation in all fundraising events. We will have several fundraising events throughout the school year. There will be at least three mandatory fundraising events, however we will offer the "opt out" option for some of the fundraising events.

PARENTAL INVOLVEMENT

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs.

The first parent/staff meeting will be held at the opening of the school. To better understand our program, parents are asked to spend one Saturday in the Learning Center where they will experience Learning Center routine and procedures.

Open Houses are scheduled following the end of the first and third quarter.

PARENT CONFERENCE

If a parent has a concern you may call the school office to schedule a parent conference. Conferences must be done before or after school. The conference must be scheduled at least two days in advance. Supervisors have a specific time for conferences. You may ask the school office for the times when supervisors are available for conferences. If a parent needs to speak to a supervisor over a matter that cannot wait we ask parents to first contact the school office.

PARENT TEACHER FELLOWSHIP (PTF)

This parent lead organization serves as the liaison between our parents and staff. They work together to provide our students with a safe and healthy environment. They create and organize events for our students. Also, it is a great way to have fellowship with parents and staff.

CONTACTING STUDENTS WHILE IN SCHOOL

Only parents/guardians can contact students during school hours. Please call the school office.

VISITORS

Parents are welcome to visit their children during lunch. For the safety of those within the school and to avoid disruption of instructional time, **ALL** visitors must first report and sign in the front office.

Visits to a learning center during instructional time are permitted only with the approval of the principal and supervisors and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal learning environment.

If a parent would like to observe a learning center, we ask that parents contact the school office to schedule a time. We ask that parents stay no more than thirty minutes since the learning centers are usually very busy.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

All visitors must be approved by parent or guardian. Proper identification will be required.

P.R.C.S. reserve the right to deny entry to any visitor.

DELIVERIES

Any item should be taken to the school office to be delivered at an appropriate time.

If a parent is delivering lunch, please label items and deliver **ten minutes** before the student's lunch time.

LUNCH

Lunch schedule:

- Preschool and Kindergarten 10:50 AM - 11:20 AM
- ABC's (1st & 2nd grade) 11:00 AM - 11:30 AM
- Elementary Level Learning Center 11:00 AM - 11:30 AM
- Upper Level Learning Centers 11:20 AM - 11:50 AM

Students must bring lunch. Microwaves and refrigerator are available for students' lunch.

The school has snacks for sale during lunch.

Soft drinks will not be available to students during school hours.

Any lunch bags or lunch boxes that are left in the cafeteria will be thrown away.

BREAKS

All students will have a Fruit Break at 9:30 AM. Students must bring a fruit, yogurt with fruit, fruit juices, fruit breakfast bars, or granola bars with fruit. Students cannot bring fruit flavored soft drinks or fruit flavored candy. The school snack store has apple juice, fruit cups, and granola bars, for sale during break time.

PERSONAL PROPERTY

Students are encouraged to take a great deal of care in the responsibility for their possessions and are not to bring valuable items or large amounts of money to school. The school will not be responsible for items lost due to theft. **PARENTS ARE ASKED TO LABEL ALL OF THE CHILD'S PERSONAL BELONGINGS.**

STUDENT LIFE

Chapel

Pueblo's Royal Christian School has a Chapel service every Wednesday at 8:00 AM - 9:00 AM. All students must attend and participate in chapel. Students must wear the proper uniform (See Uniform Policy). Students must bring their Bible to Chapel. Parents are welcome to attend our Chapel service.

Opening Exercise

We take great pride in honoring our Savior, His Word, and this country. All students are required to attend Opening Exercises where we pledge to the American and Christian flag and to the Bible, and read the monthly scripture verses.

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge Allegiance to the Christian Flag, and to the Savior for Whose Kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

Field Trips

All students will be included in at least one fieldtrip per semester. All other fieldtrips may have specific requirements for students to participate. For most fieldtrips students will be required to have at least two passing test grades and have no more than 3 incomplete homework violations. Elementary and Upper Learning Center requires students to recite the monthly Bible verse by the end of the month or have said the previous month Bible verse in order participate in the field trip. Students that achieve Honor Roll will go on a fieldtrip. Fieldtrips (other than Honor Fieldtrips) will have an educational purpose and students may be required to take notes on the trip. Parents will be notified in advance of fieldtrips and may be asked to help with the trip. P.R.C.S. reserves the right to cancel any field trips for various reasons.

Regional & International Student Convention (RSC & ISC)

These are events organized by our curriculum provider Accelerated Christian Education (A.C.E.). They are among the most exciting and rewarding events in which students will participate. These Conventions give students, ages 13-18 years, using the A.C.E. system a chance to compete in Academic, Music, and Athletic Events. The Regional Student Convention is held the first week of March. Every year RSC takes place at the Texas Baptist Encampment in Palacios, TX. **It is mandatory for students, who are eligible, to participate in the RSC.** International Student Convention (ISC) is held in the month of May. Every year ISC takes place out of state. Each student has to pay for the cost of each convention. Fundraisers are organized to help cover the costs of convention.

Christmas Program

Every December, PRCS celebrates the birth of our Savior Jesus Christ with our annual Christmas Program. All students are involved in this celebration. It is open to, not only family and friends, but to the public as well.

Spring Show

P.R.C.S. hosts its annual Spring Show in March. The Spring Show holds an important place in the academic life of our students at P.R.C.S. Students who participate in music classes as part of their curriculum from ABC's to High School are required to participate in the Spring Show. The Spring Show allows the students to demonstrate what they have learned throughout the school year in their music classes.

Music Class

As part of the curriculum our students from elementary to high school participate in music class. The students will learn how to read music and understand music theory. Private lessons are also available for our students in a variety of instruments. Students must have a passing grade of 80 or above in order to qualify for Honor Roll at the end of each quarter.

Spanish Class

As part of the curriculum our students from elementary to high school participate in Spanish class. We want our students to be able to have a conversation in Spanish as well as know how to read and write in Spanish. Students must have a passing grade of 80 or above in order to qualify for Honor Roll at the end of each quarter.

School Photographs

School photographs will be taken in October. Parents will receive information by way of student envelope. Students do not have to wear school uniform however rules such as length of skirts, no sandals, etc. still apply.

In the spring, group and graduation pictures will be scheduled for kindergarten, and graduating seniors. This information will also be delivered by way of student envelope.

Awards Ceremony

The annual Award Ceremony provides great motivation for students to excel in specific areas and provides a formal platform for rewarding such achievements. Pueblo's Royal Christian School honors students in various categories for demonstrating exceptional work. It is held one week after the end of the school year and Kindergarten students get a graduation ceremony.

- The following is a list of awards that are presented to students along with the requirements for each award:
 - Bible Memory Award: This trophy is awarded to the students that have memorized all of the assigned Bible Passages on time during the school year.
 - Honor Roll All Year Award: Students that maintain Honor Roll on all four quarters of the academic school year will receive an award. (ABC's to High School)
 - Highest Overall PACE Average Award 1st 2nd 3rd: The Learning Centers will recognize students with the three highest PACE averages.

- Most PACEs Completed Award 1st 2nd 3rd: The Learning Centers will recognize students with the three highest PACEs completed.
- Perfect Attendance Award: This award is given at the end of the year to students that have not missed any days of school and have no more than 3 excused tardies.
- Students that participate in Regional Student Convention, International Student Convention, Drama, Music, Spanish, and Athletics will be recognized.

MEDICAL GUIDELINES

- 1) Prescription Medication: In most cases, medication times can be adjusted so that medicine does not have to be taken during school hours. If the student could reasonably receive the medication before or after school, the responsibility does not belong to the school. However, in the event such arrangements cannot be made, the school secretary or principal will be authorized to administer prescription medication to student provided that:
 - a) It is not the first dose. In the event the child could have an allergic reaction to the medication, it is important that the child be under parental supervision during the period immediately following the first dose.
 - b) The school has received a written request to administer the medication from the parent/guardian. The form must be signed by the Doctor.
 - c) The medication is in the original container with the appropriate labeling: the child's name, name of medication, pharmacy name and number, physician name and number, the prescribed dose and frequency, and the date.
- 2) Non-Prescription Medication: **Over-the-counter medication will NOT be dispensed from the school office.** Students with chronic illnesses need to contact the school office to make arrangements. Non-prescription medication will not be allowed at school due to the fact that even the simplest and safest of medications can mask symptoms of illness and /or cause undesirable reactions. **Cough drops** provided by the parent, may be used, at school on an as needed basis. The cough drops should be sent to the supervisor, along with a note, who will then dispense the drops as needed.

No staff member will be allowed to administer medications. All medicines must be kept and administered at the school office.

EMERGENCY CLOSING OF SCHOOLS

In extreme inclement weather or in case of other emergencies, Pueblo's Royal Christian School will be closed when Pasadena Independent School District closes. Announcements will be given to **KQUE 980 AM**, and **KFTG 88.1 FM**. Radio. Parents may also receive information on school closing through a **Remind App** automated message system. **Remind** is a free, safe, and simple messaging tool that helps P.R.C.S. share important updates and reminders with parents. Subscribe by text, email or using the Remind app. All personal information is kept private.

If emergency situations occur during a school day, please limit phone calls. We are dealing with the care of the children. Parents may always make the decision to pick up their children if the parents are uncomfortable about the weather situation. Regular rules for absences will apply.

STUDENT VEHICLES

Students that are driving to school must fill out a student parking application. Students must submit a copy of a valid Driver's License, proof of insurance, completed student parking application and payment of \$20.00 for the entire school year or \$10.00 for mid-term or after. Students should park in front of the school only. The carport is for staff. Students may not go to their cars during the school day without the consent of the head supervisor and front office.

Students will be allowed to leave campus to buy lunch if they have a note from their parents. Students must bring a note from their parents each time they will be leaving to purchase lunch. Students must eat their lunch at school. Students are allowed 30 minutes for lunch. If students return late to the learning center, they will receive an unexcused tardy. If tardies become a problem at any time during the school year, students will not be allowed to leave campus during lunch.

Students will not be allowed to ride with each other unless the school office has a written form of approval from the student's parents.

Drivers may not drive over 10 MPH on the school parking lot. Student drivers that violate this rule will lose their privilege to park on campus. Car radios should not be heard outside the vehicle. There will be absolutely no bumper stickers of a questionable nature permitted.

II. ACADEMIC POLICIES

CURRICULUM

Pueblo's Royal Christian School uses the Accelerated Christian Education Curriculum. A.C.E. is an individualized, self-instructed, biblically based curriculum. The Bible is the ultimate Truth, and is the interpretive system used in the A.C.E. curriculum to understand God, time, matter, and humanity as given to us in the Bible.

For 50 years A.C.E. has helped schools all over the world. In this system the student is placed at his academic ability rather than his/her chronological level. That is how we can provide an education that is individualized.

A.C.E. believes:

- A child must be at a level where he/she can perform.
- A child must have reasonable goals.
- A child's learning must be controlled and motivated.
- A child's learning must be measurable.
- A child's learning must be rewarded.

SCHOOL SUPPLIES

Students need to make sure that they bring their supplies to school everyday. If the student does not bring their supplies to school, the student will receive a demerit for a first-time violation. After the first violation, each day a student arrives to school without school supplies will result in a 20-minute detention. Parents can pick up a list of supplies for specific Learning Centers in the school office.

PACEs

After taking the Diagnostic test, students are assigned PACEs. These are work texts that are equivalent to a chapter in a textbook. Each level consists of 12 PACEs per subject.

At the beginning of a PACE, the student sees the concepts and topics that will be reviewed and learned in that PACE. **Work in PACEs is done in pencil.**

- Check-Ups: A Check-Up is equivalent to a unit test and may be completed either in the Learning Center or at home. Students are encouraged to first complete all Checkups without referring to the PACE text. The student should answer as many questions as they can, the unanswered questions may be researched and answered. Checkups are designed to help the student evaluate whether they have grasped or missed the objectives of each section. Students may need checkups initialed before completing the check up. This gives the supervisor the opportunity to quiz the student and determine the student understands.
- Self-Test: Each PACE ends with a Self Test that measures comprehension of the PACE material. When the student has completed and scored all the activities, the Supervisors may quiz and check the PACE, especially the Checkups. The supervisor then initials in green if he/she feels the student understands the material. **A self-test cannot be done for homework.** Students should do the self-test without looking back in the PACE. If a student refers back to the PACE on 20 percent or more of the questions, they will be given specific instructions to prepare for the PACE Test.
- PACE Test: After a PACE is completed, the student awaits until the following school morning before receiving the PACE Test. Supervisor will score PACE tests after school; the student will wait until the following school morning to receive Test results and issue the new PACE.

Calculators are permitted in the Learning Center only after student has completed Math PACE 1073 and at the supervisor's discretion.

GRADING SCALE:

100 - 94 = A

93 - 88 = B

87 - 80 = C

Students working on PACEs 1001 - 1036 must score 90% or higher in order to move on to the next PACE. All students taking Literature or Literature & Creative Writing must score 80% or above. All Students must score 90% or above on all Word Building or Etymology PACES.

After PACE 1036, students must score 80% or above on all tests except Word Building.

If a student does not receive a passing score of 80% on the PACE test, he/she will have to repeat the PACE. The student will have one week to complete the repeat PACE. If the student repeats a PACE or if a PACE is lost or damaged, parents will be notified via student envelope and there will be a \$5.00 charge. The student will not receive the PACE until the fee is paid.

CHEATING

PACEs are private property and are not to be shared among students. Students found to be copying answers from score keys, other students, or shared PACES will receive two days of 30-minute detention. If cheating persists parents will be called in for a conference and the student will be placed on academic probation. Students caught cheating during a test will receive a zero as a grade on the test and the student will have to repeat the PACE. The parents of the

student will be notified of the situation. Depending on the severity of the situation the student might have to be withdrawn from the school.

GOAL CARD

Students should keep Goal Card posted on their bulletin board.

Students should set the exact page numbers of the work for that day.

Students should cross daily goals when they have been scored and corrected.

SCORE STATION

Score keys are to be handled carefully.

- Mark a red "X" beside each wrong answer. (This indicates to the supervisor that you may need help).
- If working on a PACE, which has a score strip, put a red "X" in the first box of the score strip.
- Use only red pen supplied at the score table (red pens are never kept at office).
- Score Key answers are for scoring work only.
- Correct wrong answers in pencil at office.
- If working on a PACE, which has a score strip, put an "X" in pencil in the second box of the strip.
- Rescore- circle each red "X" in red when answer is correct.
- When scoring is complete, put a red "X" in the third box of the score strip in the PACE.
- Replace pen in holder.
- Replace Score Key in proper place.

Parents are welcome to come by and have this procedure explained.

TESTING AREA

After the PACE is completed, scored, restudied, and turned in; the Test is issued the following school morning. Tests are administered at the Test Table.

STUDENT OFFICES

Offices are assigned and changed only by supervisor. The student must care for offices.

Parents will be held financially liable for any damage to an office caused by a student.

The student may bring in a cushion chair and approved background material for the bulletin board. The supervisor must approve anything placed in the office. Students are not to lean or sit on office or divider. Electrical outlets are for approved school equipment only.

The Goal Card is to be kept up-to-date; use pen in setting goals. Goal Card is placed on student's office bulletin board.

A Progress Card is also placed on the student office bulletin board. No marks are to be made on it.

MEDIA STATION

Computer-related academics are completed at the Learning Center media station or at student's office if individual computers are in the Learning Center.

HOMEWORK

The responsibility of scholastic achievement is placed on students. Most students should not need to take academic work home. The goals set by the student and reviewed by the

supervisor usually are no more than the student is capable of completing during the school day. Should the student have homework, a Homework Slip giving the pages to be completed will be stapled to the PACE. **The Homework Slip is to be signed by the parent and returned the following day, even if the students do not finish their homework.** Resource (literature) books may be taken home through a check out system, if student fails to return the book the following day they will have to pay for the book. **First violation of incomplete homework will result in a 30-minute detention. The second violation will result in a 30-minute detention and parents will be notified of incomplete work. On the third violation there will be a Parent Conference and a one-day suspension until homework is finished.**

STUDENT ENVELOPES

Each student will be assigned a Student Envelope. These envelopes will be used to communicate important information to parents. Parents need to look over the information sent in the parent envelope. After reviewing the information please sign and date the envelope and give it to the student to deliver to the supervisor. If student does not turn in the parent envelope, they will receive a demerit. If the student envelope is lost or damaged student must purchase a new one.

BIBLE MEMORY

The students are expected to memorize and recite a Bible Passage every month during the school year on time.

ACADEMIC UPDATE

On the 3rd and 6th week of each quarter students will be issued an Academic Update Report. Parents are to keep the report. This report is especially useful for parents to follow the student's academic work and for parents interested in specific Honor Roll requirements.

PROGRESS REPORTS

Progress Reports are issued every nine weeks. Progress Reports are sent home in the Student Envelope. Dates for quarters and Progress Reports are on the school calendar. Progress Reports should be reviewed by both parents, signed and returned the following day. Parents may request a copy of the Progress Report. Parents keep the last Progress Report, which will have the work for all four quarters.

HONOR ROLL

Each quarter students included on the Honor Roll must fulfill the following requirements:

- At least three stars in each subject.
- Pass Physical Education, Spanish and Music classes (passing grade of 80 or above).
- Memorization of each month's Scripture passage (on time).
- A qualifying total PACE Test average:
 - An overall average between 94 - 100, will receive "A" Honor Roll
 - An average between 88 - 93 will receive "B" Honor Roll

Honor Roll students will be presented with a certificate during our Chapel service and will be taken on a field trip.

STANDARDIZED TEST

In the month of April, students in levels 1 - 11 will take their Standardized Test. Standardized tests help schools objectively assess students' academic progress and potential from year to

year. The *Iowa Assessments*™ Form E Complete Battery (Iowa Complete) and the *Cognitive Abilities Test*™ (CogAT®) Form 7 measure how students are performing on nationwide standards. The Iowa Complete is a large-scale achievement test that assesses students' skills in reading, language, mathematics, social studies, and science. The test measures both foundation skills and higher-order thinking skills. The CogAT evaluates the development of students' reasoning abilities using verbal, quantitative, and nonverbal cognitive tasks. When the two are taken together, the scores are a valuable tool, relating a student's actual achievement with his or her ability and providing a wealth of information to parents and school staff. The CogAT Form 7 is administered in Levels 2, 5, and 8.

PSAT / SAT

It is highly recommended that high school sophomores take the PSAT in October, and high school juniors and seniors make arrangements to take SAT I Test at least once.

SUMMER SCHOOL

Summer School will be held during the month of June for four weeks. Students would greatly benefit from this individualized program. During Summer School, PRCS will be open from 8:00 a.m. – 3:00 p.m. The cost for Summer School will be one month's tuition. Summer School must be paid by the second week of school.

GRADUATION

Graduation Requirements

A prescribed course of study will be determined through a conference among the staff, parents, and the student. Parents and students will choose from College Prep or Honors Course Study.

The Honors student must complete at least 31.5 credits and attain a 94 percent average. The student should demonstrate the ability to communicate effectively in written oral presentations. Their composite reading rate should be in excess of 600 WPM as measured on the Readmaster program. The student should score at least 22 on ACT and 1000 on the SAT.

College Prep students must complete a minimum of 30 credits. The student should demonstrate the ability to communicate effectively in written oral presentations. Their composite reading rate should be in excess of 500 WPM as measured on the Readmaster program. The student should score at least 20 on ACT and 900 on the SAT.

All courses must be completed using School of Tomorrow curriculum in a School of Tomorrow Learning Center, unless approved by administration.

Foreign language and elective credits may be earned in conventional or lecture type courses with testing that meet for a minimum of 45 minutes daily for at least 180 days during a given school year.

College Self-Pac courses may be substituted for some English, Math, or Science coursed listed on the application. Such college courses may also be counted as electives.

We strongly recommend Dual Enrollment for our high school students. There is an application process for Dual Enrollment, and we cannot guarantee student's acceptance. We ask that parents concerned with this issue please speak to the administrator about Dual Enrollment.

We will host one graduation ceremony in May/June and if necessary one in December. Students must complete all PACE work and Computer Literacy assignments by a certain date in order to graduate at the end of the school year. This date will be discussed at the meeting with parents, supervisor, and principal.

COURSE OF STUDY
Required - (R), Optional = (O)

HONORS 31.5 Credits	COLLEGE PREP 30 Credits	GENERAL 29 Credits
<u>Bible</u> <u>3 Credits</u> Basic New Testament Survey (R) Old Testament Survey (R) Basic Life of Christ (O) Basic Christian Growth and Basic Introduction to Missions (O)	<u>Bible</u> <u>2 Credits</u> Basic New Testament Survey (R) Bible Elective (R)	<u>Bible</u> <u>2 Credits</u> Basic New Testament Survey (R) Bible Elective (R)
<u>Math</u> <u>3½ or 4½ Credits</u> Algebra I (R) Geometry (R) Algebra II (R) Trigonometry ½ credit (R) College Math (O)	<u>Math</u> <u>3½ Credits</u> Algebra I (R) Geometry (R) Algebra II (R) Trigonometry ½ credit (R)	<u>Math</u> <u>3 Credits</u> Algebra I (R) Geometry (R) Business Math or Courses Below PACE 1097 (R)
<u>English</u> <u>5 Credits</u> English I (R) English II (R) English III (R) English IV (R) English Composition II (R)	<u>English</u> <u>5 Credits</u> English I (R) English II (R) English III (R) English IV (R) English Composition II (R)	<u>English</u> <u>4 Credits</u> English I (R) English II (R) English III (R) English IV (R)
<u>History</u> <u>4 Credits</u> World Geography (R) World History (R) American History (R) Civics ½ credit (R) Economics ½ credit (R)	<u>History</u> <u>4 Credits</u> World Geography (R) World History (R) American History (R) Civics ½ credit (R) Economics ½ credit (R)	<u>History</u> <u>4 Credits</u> World Geography (R) World History (R) American History (R) Civics ½ credit (R) Economics ½ credit (R)
<u>Science</u> <u>4 Credits</u> Biology (R) Physical Science (R) Chemistry (R) Physics (R)	<u>Science</u> <u>3 Credits</u> Biology (R) Physical Science (R) Chemistry (O) Physics (O)	<u>Science</u> <u>2 Credits</u> Biology (R) Physical Science (R)
Computer Literacy (R) 1 Credit Etymology (R) 1 Credit Foreign Language (R) 2 Credits Health (R) ½ Credit Music (I and II) (R) 2 Credits Physical Education (R) 2 Credits Speech (R) ½ Credit	Computer Literacy (R) 1 Credit Etymology (R) 1 Credit Foreign Language (R) 2 Credits Health (R) ½ Credit Music (I and II) (R) 2 Credits Physical Education (R) 2 Credits Speech (R) ½ Credit	Computer Literacy (R) 1 Credit Etymology (R) 1 Credit Foreign Language (R) 2 Credits Health (R) ½ Credit Music (I and II) (R) 2 Credits Physical Education (R) 2 Credits Speech (R) ½ Credit
Elective 1 Credits	Elective 1½ Credits	Elective 2½ Credits

III. STANDARD OF CONDUCT

STUDENT'S CONDUCT EXPECTATIONS

This is not a corrective institution; consequently, we are asked that a child not be enrolled with the idea that he/she will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that "all things should be done decently and in order". We also believe our students should be taught to accept the responsibility to "walk honorably before all men."

Students from 6th grade and up must profess to be followers of Jesus Christ. They must display fruit of the Spirit, maintain a Godly testimony in and out of school, and attend church regularly.

All students are required to:

- Be courteous
- Be respectful
- Be honest
- Use words that glorify God and others
- Cleanliness of clothes and person
- Students are not permitted to communicate or be out of their office without permission.
- Students should not turn sideways or around in office or tip back in their chair.
- Activities not related to prescribe material are not to be conducted in an office unless privileges have been earned.
- The Christian flag should be raised for supervisor guidance in academic difficulties.
- The American flag is to be raised for monitor assistance in nonacademic activities (check out reference books, use rest room, sharpen pencil, etc.).
- Personal questions should be asked on break time.
- Students are not allowed to have food in the Learning Center unless the class is having a party.
- No gum is allowed in the Learning Center.
- The students must at all times conduct themselves in a manner of becoming a lady or gentleman.
- Gripping is not tolerated!

If your child comes home complaining about a policy or discipline, please follow these procedures:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.

3. Realize that the school has reason for all the rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

At the beginning of every school year students in the Middle and Upper Learning Center are required to sign a Standard of Conduct Pledge. High school students in particular because of their influence on younger children are trained to adhere to the school's philosophy and Biblically based programs. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, listening to secular music, inappropriate public dancing, swearing, viewing or discussing pornographic items, sexting, and other questionable practices.

CELL PHONES & OTHER ELECTRONIC DEVICES

Cell phones, Tablets, Portable Gaming Systems or any other electronic devices are not allowed in the Learning Center. Parents need to fill out the *Cellular Phone Registration Form*. Only registered cellular phones are permitted on school property. Students need to leave their cellular phones in the front office when entering the school. If a P.R.C.S. staff confiscates any of these gadgets the parent or legal guardian will have to pick it up from the school office and pay a \$20.00 fee. If an electronic device is confiscated more than three times after the last time, it will remain in the office until the last day of school.

Only students that have earned *Privilege E* are allowed to use music playing devices.

However, the content of the device must be Christian music. Any staff member has the right to check what the student is listening to.

DRESS CODE

Every morning before Opening Exercises we will perform a uniform check. If a student is in violation of the uniform policy, we will contact the student's parent/guardian and ask them to bring the missing item or pick up the student. Student must wait in the office until parent arrives with missing uniform item. If parents are unable to bring uniform item and the school has an extra item, the student may borrow the item; however, for the next day the student will receive a detention. If the school has ties for sale the student may purchase the item.

If dress code violation becomes a persistent problem, parents will be called in for a parent conference with the school administrator.

Boys

A. Learning Center Attire

1. Shirt: Embroidered white or navy blue polo style shirt
2. Undershirt: Plain white T-shirt
3. Trousers: Navy Blue or Khaki pants NO CARGO PANTS, NO DENIM (unless earned) *
4. Shoes: Athletic, Boots or Boat shoes (e.g. Sperry) in **any** colors. (no lightup shoes)
5. Socks: Socks must be worn with shoes
6. Belt: A black or brown belt is required

B. Chapel Attire (Wednesday)

1. Shirts: Embroidered long-sleeved, collard white shirt
2. Tie: Solid Navy-blue tie is required
3. Undershirt: **Plain white T-shirt**
4. Trouser: Navy Blue Pants

5. Shoes: Solid black dress shoes
6. Socks: must be worn with shoes
7. Belt: Black belt must be worn

C. Physical Education Uniform (Ages 8 - 18)

1. Shirt: P.E. shirt must be purchased at school office (\$10.00)
2. Sweatpants or Shorts: black, blue or gray
3. Shoes: Athletic Shoe (running shoes)
4. Socks must be worn with shoes

D. Winter Attire

1. Coats: Students cannot wear coats indoors
2. Sweaters or windbreakers: During the winter months students will not be allowed to wear coats indoors. Inside of the school students may wear ANY SOLID or PATTERN sweaters (plaid, stripes, etc. are permitted - (NO GRAPHICS))

E. Hair

1. Hair must be styled in a socially acceptable manner
2. Hair cannot be longer than the middle of the neck
3. No color dye for boys
4. No fads or radical looks
5. No beards or mustaches allowed
6. No sideburns past the bottom of the ear

F. Decorative Items

1. No Tattoos
2. No Body Piercing
3. No Jewelry for students under the age of 6

G. Fridays

Students in Pre-school and ABCs Learning Center can wear:

1. Shirt: Uniform shirt or School Shirt
2. Denim Pants: Jeans must not be form fitting, torn/distressed, or have patchwork. **NO SKINNY JEANS**
3. Shoes: Any color shoe. No sandals, Heelys, or light up sneakers.

Students in Elementary & Upper Level Learning Center can wear the above uniform if they have not received demerits Monday - Thursday. Students that qualify will be announced in each learning center Thursday afternoon before students are dismissed.

Girls

Pre-school – 2nd grade girls **MUST** wear shorts underneath their skirt.

A. Learning Center Attire

1. Skirt, skort or jumper: Navy blue or Khaki uniform, not formfitting, with size selected to allow for growing room, with the hem at the knee at all times (Front & Back). No Denim
2. Blouse: Embroidered white or navy-blue polo style shirt
3. Shoes: Athletic, Boots or Boat shoes (e.g. Sperry) in **any** color (no light up shoes)
4. Socks: Socks must be worn with shoes

B. Chapel Attire (Wednesday)

1. Skirt or skort: Navy Blue not formfitting, with size selected to allow for growing room, with the hem at the knee (front & back) at all times. No Denim.
2. Blouse: embroidered, collard white blouse.
3. Shoes: conservative, plain black; no platforms, slings, open toe, or open heel; heel height at back of shoe not to exceed 1.5 inches.
4. Winter: Girls may wear black boots; heel/wedge of boot not to exceed 1.5 inches.
5. White knee-high socks must be worn with shoes
6. Tie: Navy blue cross-tie

C. Physical Education Uniform (Ages 8-18)

1. Blouse: P.E. shirt must be purchased at school office (\$10.00)
2. Sweatpants or Shorts: black, blue or gray (**cannot be formfitting**)- **NO YOGA Pants**
3. Shoes: Athletic Shoe (running shoes)
4. Socks must be worn with shoes

D. Winter Attire

1. Coats: Students cannot wear coats indoors
2. Sweaters or windbreakers: During the winter months students will not be allowed to wear coats indoors. Inside of the school students may wear ANY SOLID or PATTERN sweaters (plaid, stripes, etc. are permitted – (NO GRAPHICS))
3. **Only girls in the Preschool with Ace & Christi and ABC with ACE & Christi Learning Centers** can wear pants as part of their school uniform. **Pants MUST be khaki or navy blue and can only be worn during winter months** (December, January, and February). (No Demin)
4. Girls may wear **BLACK leggings under skirt**

E. Hair

Conservative, no fads, or radical looks in color, etc.

F. Decorative items

1. Jewelry
 - No Jewelry for students in PreK and Kinder
 - No more than 2 earrings per ear
 - No more than two bracelets on each wrist

2. Makeup & Nail polish

- No make-up for students under 14 years old. No nail polish for students in PreK or Kinder.
- Moderate makeup and fingernail polish. If make-up is excessive Learning Center Supervisor will ask student to remove make-up. Neutral and pastel nail polish colors are permitted. Entire nail must have nail polish or student will be given cotton and acetone to remove nail polish.

3. Girls below 4th grade should not bring purses to school.

4. No Tattoos or No Body Piercings.

G. Fridays

Students in Pre-school and ABCs Learning Center can wear:

1. Shirt: Uniform shirt or School Shirt
2. Denim pants with belt or denim skirt (girls): Jeans must not be form fitting, torn/distressed, or have patchwork. **NO SKINNY JEANS, NO JEGGINGS**
3. Shoes: Any color shoe. No sandals, Heelys, or light up sneakers.

Students in Elementary & Upper Level Learning Center can wear the above uniform if they have not received demerits Monday – Thursday. Students that qualify will be announced in each learning center Thursday afternoon before students are dismissed.

LEARNING CENTER RULES

Each Learning Center has different rules and consequences for behavior. Due to maturity of students we cannot have uniform consequences. Therefore, Head Supervisors will discuss Learning Center Rules at Parent Orientation and may send with the student reminders of these rules.

- Students Sleeping in Learning Center (in class) – We want to prevent the student from falling asleep in class and use their study time wisely. If by the third wakeup call the student does not wake up, parents will be contacted. The student will have to be picked up from school and will be given an unexcused absence.
- E Privilege – Since we are an A.C.E. Model School, students must apply for *E Privilege*. The student's learning must receive recognition and REWARD for its value, effort, and significance. The A.C.E. incentive system, designed by the letters "A," "C," and "E," represents a privilege level that may be earned by meeting responsibilities. Every learning center will outline the Responsibilities and Privileges use in the A.C.E incentive system.

DEMERITS & DETENTION

The paramount rule is "do right; do not disturb." Demerit marks are given for disturbances or broken rules. Three or more violations in one day result in detention time as follows:

- 3 marks = 20 minutes detention
- 4 marks = 30 minutes detention
- 5 marks = 45 minutes detention
- 6 marks = 1-hour detention

When a student receives a detention, a "Corrective Action Notice" is sent home with the student and must be signed by the parents. The next day the slip is returned, and detention time is served. **If detention slip is not signed the time to be served will double. If slip is not signed by Parent a 3rd time the student will be suspended.**

Demerits are an indication that a student may need direction in the development of principles of character in his/her life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

Three Detentions in one week will result in a Parent Conference and 1-day suspension

DISCIPLINARY PROBATION

All students are admitted on probation for the first nine weeks.

If a student has been suspended twice in a semester **the child will be placed on probation and both parents will be called for a conference.** If the administration feels the situation has not changed within the next quarter, parents will be asked to withdraw the child.

If a student shows improvement in the following quarter student will be taken off disciplinary probation.

DISCIPLINE

1. When reasonably indicated, necessary discipline measures shall be instituted by the administration with appropriate respect for the dignity and rights of all students. Pueblo's Royal Christian School, while recognizing that the primary authority and responsibility for discipline resides with the parents of each student, approves the establishment of a Discipline policy which shall:
 - a. establish and maintain a climate within student activities which will allow students to learn without unnecessary distraction or disruption;
 - b. assist students in the recognition of, and respect for, the rights of other persons by educating them appropriate behavior and treatment of others;
 - c. assist students in the development and practice of academic honesty and integrity;
 - d. assist students in the development of a respect for property; and
 - e. assist students in the achievement of the self-control and self-discipline evident in the life of an individual exhibiting godly character.
2. Pueblo's Royal Christian School supports its staff in its dealing with any student who is involved in acts which are seen to threaten the safe and harmonious environment of the school community.

Generally, the school will follow the following sequence of disciplinary action.

1. Issue demerits
2. Assign Detentions
3. Administrator will talk with student about specific rules and procedures
4. Conference with parents about specific behavior.

5. Suspend student (usually 1-3 days) or In-school Isolation as well as a conference with parents
6. Suggest to the parents that they withdraw the student and transfer him/her to another school.
7. Expulsion

IV. POLICIES ON VIOLENCE PREVENTION

Not all situations involving violence that may occur in schools can be covered by a policy statement. It is the purpose of these policies on Violence Prevention to bring about an element of consistency, without impeding the judgment of school administrators when dealing with the variety of activities, which they may encounter.

Within this context, P.R.C.S. acknowledges the following rights for its students and staff:

1. to be respected by all members of the school community;
2. to work and learn in a safe and orderly environment; and
3. to access facilities and to participate in programs offered by the school without fear of violence.

Pueblo's Royal Christian School also acknowledges the following responsibilities for its students and staff:

1. to respect all members of the school community;
2. to contribute positively to the Christian climate of the school;
3. to respect the property of the school and of all members of the school community;
4. to respond positively to the educational environment provided by the school community; and for students specifically;
5. to comply with all school expectations, procedures and codes of behavior; and
6. to give respect and cooperation to all persons in positions of authority in the school.

GENERAL GUIDELINES

1. Pueblo's Royal Christian School does not tolerate violence in any form. P.R.C.S., including staff, students, parents, and trustees is committed to the school's mission of providing a safe and friendly environment that fosters appropriate expression and facilitates the dynamic educational process. Every member of this school family-student, school staff, parent/guardian, support staff, administrator, pastor or others while on school property and at school sponsored events- is governed by these policies and shares in the responsibility for creating an environment that is safe, harmonious and respectful.

The School Administration is committed to implementing effective measures that deal with violence in schools. These measures include the establishment of preventive procedures, the incorporation of violence prevention into the curriculum, the establishment of codes of behavior for the school (both elementary and secondary divisions), provisions for dealing with violent

2. Incidents and their aftermath, and provisions for the reporting of violent incidents.
3. In recognition of the ethnic and racial diversity of its students, Pueblo's Royal Christian shall treat each person equally and fairly and without regard to gender, race, or ethnicity.
4. Pueblo's Royal Christian School is committed to the administration of disciplinary action in accordance with School Administration policy and all applicable legislation, both state and federal.

VIOLATION OF ITEMS I-VI WILL RESULT IN A SUSPENSION (1 DAY TO 1 WEEK) OR EXPULSION.

I. WEAPONS POLICY

Pueblo's Royal Christian School strictly prohibits and shall not tolerate the possession of weapons by any unauthorized person on its property or in its buildings or at school-sponsored activities, and the school shall not tolerate the presence of weapons in office compartments or in any other place on its property. The school condemns the use of weapons or the threat of the use of weapons or replicas thereof by any person on its property, in its buildings or at school-sponsored activities.

II. ASSAULT/THREATS/HARASSMENT

Pueblo's Royal Christian School does not tolerate assault, threats, harassment or abuse against school personnel or students. Verbal or written threats, racial/ethno cultural harassment, physical and/or sexual harassment, or abuse perpetrated by anyone in the school, whether intentional or unintentional, is condemned as unacceptable. Pueblo's Royal Christian School supports efforts designed to protect the welfare of staff and students. In dealing with matters of alleged assault, threats, harassment or abuse, the dignity and rights of all are to be preserved and respected. This school must be characterized by a safe and harmonious working environment in which the needs and well-being of every individual is paramount.

III. THEFT/EXTORTION/VANDALISM

1. Pueblo's Royal Christian School does not tolerate theft, extortion, or vandalism on or of its property, in its buildings, or at school sponsored activities. Parents and students will be held financially liable for any school property damage caused by the student.
2. The school will cooperate with the police investigation and prosecutions of individuals apprehended in connection with theft, extortion, or vandalism on or of its property, in its buildings, or at school sponsored activities.

IV. SEARCH AND SEIZURE

1. Pueblo's Royal Christian School supports all staff in the maintenance of law, order, discipline and decorum in its school and during authorized school functions which take place off school property. P.R.C.S. reserves the right to randomly search student possessions while in school grounds.

2. Pueblo's Royal Christian School therefore prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, but are not restricted to:
 - a. alcoholic beverages;
 - b. illicit drugs;
 - c. stolen property;
 - d. weapons, either restricted or prohibited by law;
 - e. any object which may be used as a weapon and which may cause serious injury; and
 - f. hate literature, racist material, pornography, etc.

Students and visitors to the school may NOT have in their possession materials objects (such as alcohol, illicit drugs, stolen goods, and weapons). The school therefore authorizes the principal or his designates, on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object, and in accordance with these procedures, to conduct searches and, where necessary, to seize prohibited substances or objects.

V. TRESPASSING ON PROPERTY

All Pueblo's Royal Christian School personnel are authorized by the School Administration to exercise the rights and responsibilities of the Administration as occupiers of school property.

VI. ARSON/BOMB THREATS

1. A fire safety plan has been established for Pueblo's Royal Christian School. In the event of a fire, accidental or deliberately created (arson), the plan shall be activated. In the case of possible arson, the police shall be involved in the investigation.
2. A bomb threat procedure has been established for Pueblo's Royal Christian School. All personnel involved in responding to such incidents will be thoroughly familiar with the appropriate regulations and procedures. In school facilities, the principal is designated to carry out these responsibilities.

POLICE INVESTIGATIONS

Pueblo's Royal Christian School is committed to providing its student with a quality education within a safe and lawful school environment. While respecting the rights and responsibilities of all parties concerned, staff will cooperate fully with the police and others carrying out their responsibilities as part of a law enforcement investigation or proceeding

REPORTING AND RECORDING INCIDENTS OF VIOLENCE

Pueblo's Royal Christian is committed to maintaining a safe and harmonious learning/employment environment. The school supports the principal and all staff in the maintenance of law, order and discipline in its school and elsewhere during school related activities.



Pueblo's Royal Christian School

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PARENT COMMITMENT LETTER

I agree to uphold and support the high academic standards of the school by providing a place at home for my student to study and giving by student encouragement in the completion of any homework assignments.

I appreciate the standards of this school and do not tolerate profanity, obscenity in work or action, dishonor the Godhead and the word of God, or disrespect to the personnel of the school.

I hereby agree to support all regulations of the school on the student's behalf and authorize this school to employ discipline, as it deems wise and expedient for the training of my student.

I understand that the school reserves the right to dismiss any student who fails to comply with the established regulation and discipline.

I have read the Student Handbook and, I understand and support Pueblo's Royal Christian School polices and support the school in all disciplinary methods.

Student Name _____

Signature of Father/Guardian

Signature of Mother/Guardian

Date

Date