



2023-2024
Student Handbook
Homeschool Enrichment

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Building an Eternal Foundation --I Corinthians 3:10

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Dear Parents,

It is a great privilege for Park Row Christian Academy to be entrusted with the education of your children. Children are our most precious gift from God, and no better investment can be made than that of a Christ-centered education.

We believe that God is our Creator and our Heavenly Father, that Jesus is God's Son and that the Bible is the inspired Word of God, which permeates every subject of knowledge.

Our goal is to provide an environment that shapes both academic and spiritual growth during the early formative years providing your child with a Christian perspective on life and the world and "equipping the mind and spirit." Great care has been taken in selection of teachers, staff and curriculum to ensure that your child receives the very best possible education.

We solicit your prayers and support as we strive toward the common goal of helping your child grow as Jesus grew. "And Jesus grew in wisdom and stature, and in favor with God and men." Luke 2:52

We appreciate your involvement and pledge our devotion and dedication to Christian education.

Sincerely,

PRCA Board of Trustees

Mission Statement

Park Row Christian Academy exists to provide your child with a quality education based upon a firm foundation of God's word. The basic responsibility of Christian parents is to "Train up a child in the way he should go, and when he is old, he will not depart from it," Proverbs 22:6. Park Row Christian Academy is an extension of the Christian way of life. The entire staff of this school is dedicated to the task of providing the knowledge, skills, and spiritual values needed to build an eternal foundation.

Building an Eternal Foundation ~ I Corinthians 3:10

Philosophy of Education

Our aim is to provide your child with a Christian perspective on life and the world. Our role is to assist parents in producing a balanced individual who understands and accepts his or her role in life whether at home, work, play or worship, centered around the Christian concept of love.

This philosophy requires our energies to focus on promoting high academic standards while helping students acquire skills in creative and critical thinking. To achieve our goals, we will utilize the best integrated curriculum and materials available.

Our responsibility to the students encompasses the spiritual, intellectual, physical, social and emotional needs. We feel that these are inseparable and create in children the need for God's guidance. It is our goal to have the spiritual thread woven throughout the learning experience at Park Row Christian Academy.

We believe the responsibility for educating our children rests first in the home. Therefore, parents are a vital part of the school and educational process. We will cooperate closely with parents in every phase of development, always offering our assistance in the task of developing well-rounded children that are firmly rooted in God's teachings. Parental support and assistance are necessary to the operation of the school.

Arrival & Dismissal

School begins at 8:10 a.m. and ends at 3:00 p.m. In order for students to prepare for the day, classroom doors open at 8:00. To allow teachers time to prepare for the day, students and parents will not be allowed in the hallways early. Students may exit their vehicles at 8:00 once the bell has sounded. Please do not allow students to stand on the porch or enter the building before the bell.

Arrival after 8:10 will be considered tardy. A parent should accompany the student to the front desk.

The teachers will deliver the students to the front porch for pick-up each day at 3:00 p.m. Parents should drive through the carline and wait for their turn to have the student loaded. For the safety of all parents and students, parents may not park their vehicles and attempt to pick up students from the porch. Anyone other than a parent picking up a student must be on file with the office. Any student who is not picked up by 3:15 and is not enrolled in our After-School Care program, will be taken to the office and emergency contacts will be called. There will be a \$15 late fee charged for any student left at the building after 3:15.

Students are not allowed back into the school after 4:00. Before and After-School Care is not responsible for opening classrooms if a student forgets a personal item.

Note: The PRCA parking lot is a cell phone-free zone.

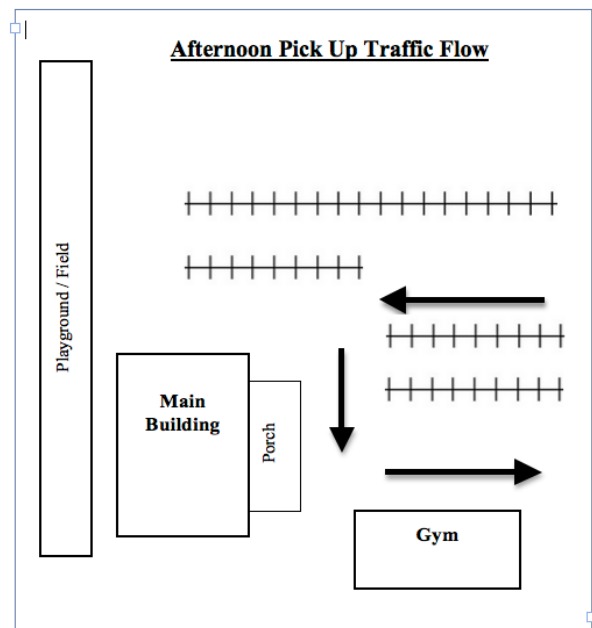
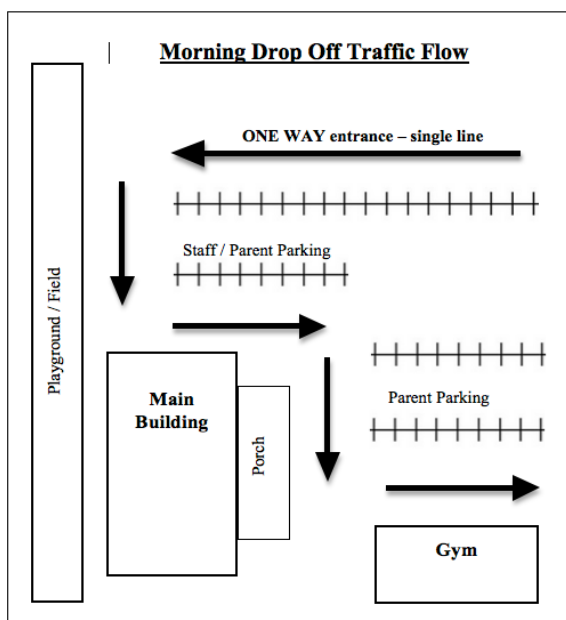
To help make our morning drop-off and afternoon pick-up run smoothly and safely, please observe the following rules. Please observe the **ONE-WAY** traffic pattern.

Morning:

- Parents may drive through and drop off students at the porch between 8:00 and 8:10, making sure students have entered the building with a staff member.
- Please make sure your child is ready to exit the car when you enter the carline. Please park if not.
- All students should exit on the right passenger side to avoid crossing traffic.
- Parents please bring your child inside to the office if arriving late.

Afternoon:

- An ID card, for window display, will be provided.
- Car line forms no earlier than 2:45 to make sure our preschool students have safely left the building.
- All students will enter the cars from the right. Please arrange car seats so this is possible.
- Students will need to buckle their own seatbelts. If your child cannot, please pull your car forward into a parking space by the gym to help your child.



Attendance

It is urged that each student be in school all days if he/she is not ill. It is the parent's responsibility to notify the school office, by 8:30 a.m. the day of absence, if a student will not be attending.

Before and After-School Care

Supervised Before-school Care is offered for Kindergarten through 6th grade, from 7 to 8 a.m., on regular school days. Cost is \$3 per day per child. There is no registration fee but parents must sign a commitment contract for the year indicating which days their child will attend. These days will then be added to the parents FACTS account. Drop-in care available for \$4 per day.

Supervised After-school Care is available for Kindergarten through 6th grade students from 3:00 to 6:00 p.m. on regular school days. Weekly care with a required signed contract is \$9 per day. Days indicated on the contract will be added to the parents FACTS tuition drafts. Before and After-school Care yearly tuition will be calculated and then drafted in equal installments in September through April. There is no enrollment fee to use our ASC program. Space is limited. Drop-in care at a cost of \$12 per day is only available if ASC is not full.

Cell Phone / Electronic Devices / Game Use

PRCA prohibits the use of personal devices such as mobile phones, tablets, hand-held game devices, cameras (digital, video, etc.), apple watches, or any other device that has the potential to be a distraction to the educational environment.

If a student has a reason to need a device, such as for use after he leaves the school campus, he or she may possess such devices; however these devices must remain in the student's backpack at all times and must remain off during the school day. The school day is defined as from the time a student first enters the school building for the day until the student leaves the building for the day. The school day includes Before and After-School Care.

Students on campus who need to make calls for emergency purposes may ask permission to use the office phone and will not be permitted to make calls from the classroom. Parents who need to contact a student during the school day should call the school office.

Students will relinquish personal devices when asked by a teacher or staff member. Refusal to promptly relinquish a device will result in disciplinary action. The failure to comply with these regulations will result in the confiscation of the device until a parent retrieves the device from the school office and pays a \$15 return fee/fine. Devices will be returned only to a parent/guardian. This handbook serves as notification to parents and students that PRCA will dispose of confiscated devices at the end of the school year if no claim is made and no return fee/fine is paid. PRCA assumes no responsibility for damaged, lost or stolen devices once they are confiscated.

Change of Address / Telephone / Pick-up

Please notify the school office immediately regarding any changes in phone numbers, email addresses, or physical addresses. We need to be able to reach a parent or guardian at all times in case of illness or emergency.

Each student must have a record of parents and other persons to whom the child is authorized for release. Additions to pick-up lists may be made in the office or by phone. Each parent must provide the school

with the last four digits of his or her social security number for security purposes. In the case of a divorce after a child has been enrolled, it is the responsibility of the parent who is granted custody of the child (being the one with whom the child lives) to provide the school with a copy of the custody decree or agreement, and request that the authorization records for release of the child be changed.

If anyone authorized to pick up a student arrives at school in a physical condition that may prevent him/her from assuring a student's welfare, a staff member will help make alternative arrangements for pick-up. If the individual decides to leave with the student, the student will be released. The school will notify the parent(s) of the student, the impaired person and spouse, parents of other students the person has been authorized to pick up, and appropriate school staff. Enrollment may be terminated if impaired individuals continue to attempt to transport.

Chapel Services

Students will attend chapel services once each week on Wednesday mornings. Chapel will consist of singing, Bible reading, prayer and short devotionals. Parents and family members are invited to attend. Chapel dress code will consist of a red shirt, embroidered with the PRCA logo, and khaki pants, shorts or skirt.

Communication

In order to be cost efficient and environmentally conscience, most communication from the school will be electronic, primarily email. In the event of a school closure or emergency, a Parent Alert will be sent via text message to parents' phones and/or email.

Your child's backpack and planner are very important communication tools between parents and school. Please check your child's backpack every night for notes from the office or teacher.

We are eager to address concerns as soon as they arise. In order to maintain good communication and resolve any problems, it is important to understand the flow of information and authority.

1. All concerns should be addressed to the source. If a problem is with a teacher, then the solution to the problem should begin with the teacher involved.
2. If a resolution cannot be obtained at the source, then the following channels should be followed:
 - a. Teacher
 - b. Administrator
 - c. Board of Trustees

Please call the office during regular hours to make an appointment to meet with a teacher. The school office is open from 7:50 a.m. to 4:30 p.m.

Conduct and Discipline Policy

Effective student discipline is a necessary key ingredient for a good learning environment and therefore an important aim. This Conduct and Discipline Policy has been designed to develop students into mature Christian young men and women who follow high behavior standards. The goal for every student is that he or she will have a desire to exercise self-discipline and learn godly character traits.

When students are admitted to Park Row Christian Academy, they become identified not only with the school, but also more importantly with the name of Christ. It is expected that students will conduct themselves in ways that will honor Christ and which will reflect favorably on the school at all times.

All students and parents understand that PRCA reserves the right to discipline, suspend, or expel any student based upon conduct which occurs either on or off campus, whether at school sponsored events or otherwise. Students are expected to abide by these standards throughout the calendar year, whether at school, at home, or elsewhere (including social media, text messages, or emails). This is a joint agreement between the student, the parent(s), and the school. All parties agree that both the school and the parent(s) will enforce these standards of conduct while the student is associated with Park Row Christian Academy, both during the school term and otherwise.

It is our belief that members of the school community, including students, will feel protected, and not restricted, by the PRCA conduct policy. Hebrews 13:17 ERV says, "Obey your leaders. Be willing to do what they say. They are responsible for your spiritual welfare, so they are always watching to protect you. Obey them so that their work will give them joy, not grief. It won't help you to make it hard for them."

It is important that every student agrees to follow the Conduct and Discipline Policy and agrees to follow the rules set forth in our school, therefore every family is asked to sign an annual acknowledgment of the policy.

Students are expected to report misconduct, including cheating, to teachers and/or administrators. Students reporting behavior violations will not be allowed to be harassed, ridiculed, or subjected to criticism for demonstrating their convictions to honor and honesty.

The following is not a complete list but is representative of unacceptable behavior.

1. The following are examples of minor behavior offenses with consequences to be determined by and administered at the discretion of the school staff:
 - a. Running in the halls.
 - b. Dress code violations.
 - c. Open displays of affection.
 - d. Being in off-limits areas (such as gym, parking lot, etc.).
 - e. Being tardy to class or school.
 - f. Talking without permission.
 - g. Failure to complete assigned work.
 - h. Failure to comply with playground safety rules.

2. The following are examples of serious behavioral offenses that may, at the discretion of a school administrator, result in consultation with the school administration; and/or a phone call to the parent to pick up the student/suspension.
 - a. Tobacco policy violations, including possession of matches or lighters.
 - b. Failure to report to the office when instructed to do so by a staff member.
 - c. Deliberate classroom disruptions.
 - d. Repeated violations of minor guidelines for behavior.
 - e. Failure to comply with teacher directions.
 - f. Falsification of documents (notes or school records).
 - g. Theft.
 - h. Fighting.
 - i. Cheating or lying.
 - j. Gambling in any form.
 - k. Truancy.
 - l. Inappropriate sexual conduct or innuendoes (including possession and/or distribution of books, pictures, or pornographic materials including audio and video recordings).
 - m. Profanity.
 - n. Deceitful behavior.
 - o. Deliberately entering inappropriate computer websites.

- p. Unintentionally hurting a student or staff member through actions that were inappropriate for school.
 - q. Possession of lasers, matches, lighters, or items considered to be distracters to the classroom environment.
3. The following are examples of behaviors, which may, at the discretion of the school administration, result in permanent expulsion from PRCA:
- a. Damage to school property (vandalism).
 - b. Being in possession of or under the influence of drugs or alcohol or possession of counterfeit drugs or paraphernalia.
 - c. Use or possession of weapons or look-alike weapons presented as authentic weapons (including knives, firearms, or explosives).
 - d. Use of violence, force, coercion, threat, hazing, bullying or any form of intimidation directed against staff members or other students. Bullying is defined as when someone repeatedly, and on purpose, says or does mean or hurtful things to another person who has a hard time defending himself or herself. It is directed and continuing pattern of aggression against a specific student, rather than generalized, social, verbal, or physical aggression. It is not the normal, everyday interaction of childhood socialization, fussing, complaining, trying to manipulate each other verbally with body, postures, or even physically.
 - e. Sexual harassment.
 - f. Possessing or distributing electronic or published material that is pornographic or obscene.

Dress Code

Visual Impact Specialties is our official uniform provider for uniform shirts and jackets. Uniforms may be purchased online periodically. Pants, shorts, dresses, and skirts can be purchased online from French Toast. Uniforms from former providers are also acceptable.

Each student will need to purchase the chapel dress uniform consisting of a red polo shirt with the PRCA logo and khaki pants, shorts or skirts. **The chapel dress uniform will be required dress on Wednesdays.** The dress code consists of solid khaki bottoms with solid red collared, embroidered polo shirts. Pants and skirts should be uniform-length (no shorter than the fingertips when arms are extended). Pants must come to the waist with no sagging. Examples of acceptable chapel day uniforms are pictured on the PRCA website.

Undershirts should be solid white only and should not extend longer than the uniform shirt. Hair should be above the eyebrows. No hats should be worn inside the school building. Girls are required to wear shorts or bike shorts under skirts and jumpers.

A PRCA Fleece jacket or light windbreaker may be purchased from our uniform provider to wear in the classroom. No other jackets will be allowed to be worn during class.

For the safety of our students, athletic shoes, with laces tied or Velcro fastened, are mandatory. Socks and/or leggings should be worn and must be solid uniform colors in red, white, khaki, or navy. No slip-on style shoes or shoes with wheels are permitted. As the weather changes, coats and hats will be necessary for going outdoors. Please label all outerwear with the student's name so that the school can assist families with lost jackets.

If a student arrives at school dressed in an outfit that violates the PRCA student dress code a \$5 dress code violation fee may be assessed and parents may be called and required to bring an appropriate outfit to the school within one hour.

Students who are not wearing appropriate shoes for PE class or girls who are not wearing shorts under their skirts / jumpers will not be allowed to participate in PE class day. After three days of not wearing appropriate shoes or shorts under skirts a parent will be required to bring the appropriate item to the school.

Emergency Preparedness Plan

Because safety and the well-being of our students is our most important consideration, Park Row Christian Academy has a detailed plan in place for emergency situations. These situations include not only medical emergencies, but also weather-related and disaster-related emergencies.

In the event of a tornado warning or tornado, students and staff members will move from the classrooms to hallways where there are no windows. In the event of fire, everyone will evacuate to the far northwest corner of the parking lot. In the event that relocation to an area off-site is necessary, parents will be notified by text of the exact location. In the event of a lockdown, parents will be notified via text when the lockdown occurs and also when it is lifted.

Park Row Christian Academy must have at least two ways to contact each family in the event that we need to contact parents during an emergency. Parents should program the school phone number, 817-277-1021, into their cell phones so that they may phone the school in the event of an emergency.

If there is a need for emergency evacuation, student records accompany the students. Staff members are responsible to take copies of vital student information with them when evacuating the building or leaving the campus. Regularly scheduled fire and severe-weather drills are conducted so that students and teachers practice responding quickly when an alarm sounds. Staff members are trained yearly on ways to respond in an emergency.

FACTS Tuition Management

PRCA uses FACTS, a tuition management company, to collect tuition and fees. For your convenience and in order to help keep our administrative costs low, PRCA will deduct most things through the FACTS accounts. Each family should sign the form that gives the school permission to add charges to existing FACTS accounts for things like: musical T-shirts, fundraisers, and Before-and After-School Care. Charges will not be added to FACTS accounts without parent notification and permission.

Fundraising & Gifts

All plans for raising funds for the school or any of its programs must be approved in advance by the administration and/or board. Student participation in fundraising on behalf of the school is voluntary.

Gifts other than money that are given to the school must be in keeping with the school's philosophy and goals and must be of a durable nature in keeping with the intended use. Gifts will be accepted only if they can be converted to cash or if the school has need for the item being donated.

All gifts to PRCA will be made payable to Park Row Christian Academy. The school will receive, deposit, and account for all gifts of value donated to PRCA. Receipts will be issued for each gift.

Illness

If your child contracts a communicable disease the school must be notified and the child kept out of school until well. This includes head lice. As per the CDC recommendations, if a child or staff member contracts COVID, they are required to quarantine for 5 days after symptoms have improved. If possible, a mask should be worn for the next 5 days upon returning to school. Students may not attend school if they have had fever, vomiting or diarrhea within the past 24 hours (medication free).

Immunizations

In order to ensure the health of all Park Row Christian Academy students, it is critical that each student receive the proper immunizations required by law. Immunization records must be provided and complete before a child can attend school. If at any time during the school year it is determined that an immunization is needed, the student will not be allowed to attend until it is administered. PRCA follows the Texas State Minimum vaccine requirements. We also follow the Texas State Health services requirements for TB testing. Currently, TB testing is not required. For returning students entering 1st-8th grades, a copy of each student's immunization record is kept in the permanent file and does not need to be resubmitted annually.

Inclement Weather

During inclement weather, on occasions when safety is an issue, parents should receive a text message and/or email message stating that there is a school closing. You may also watch the local television broadcasts that scroll the lists of schools that are closed. Our school will be listed as: "Park Row Christian Academy." There will also be a voicemail on the school phone line to inform parents of the closing. If you do not see a separate listing for PRCA, watch for Arlington Independent Schools. If the Arlington public schools are closed, PRCA is closed. If the public schools have a delayed opening, PRCA will have a delayed opening at 10:00 a.m.

Internet Acceptable Use

Computers and Internet use are provided for the benefit of students for academic purposes. The following guidelines have been established so that they can be used safely and efficiently.

- All student use of the internet is to be conducted under faculty supervision. However, every student is expected to take individual responsibility for his or her appropriate use of internet.
- Students will not be allowed to use computers/iPads without supervision.
- Students may not download or save any files or apps from the internet.
- Students are not to upload or post inappropriate materials onto the internet.
- Internet use is a privilege, not a right. A student's access may be canceled if this privilege is abused.
- PRCA has the right to examine the contents of the file server to ensure responsible use.
- Students will not access, download, transmit, send or attach documents containing inappropriate matter that is harmful to minors (pornographic, obscene, threatening, harassing, or gambling materials)
- Vandalism will result in cancellation of computer privileges. Vandalism is any malicious attempt to harm or destroy data. This includes, but is not limited to, the uploading or creation of computer viruses.
- Students issued an iPad are expected to use them carefully. The privilege of using an iPad will be denied if students are not on task, working on their assigned apps or websites. Covers are to remain on the iPads unless a teacher gives permission to remove them.
- Students may not bring disks, flash drives, media cards or any other media to school for use on school computers.
- Students will abide by the generally accepted rules of network etiquette. These include, but are not limited to: use of appropriate language, respect of others' privacy and network use, abstaining from illegal activities and the protection of personal information such as addresses and phone number.
- Security: If a student identifies a security problem on the internet, he or she must immediately notify a teacher. Do not demonstrate any problems to other users. Attempts to access the internet as a system administrator will result in cancellation of user privileges.
- All communications and information accessible via the internet should be assumed to be private property. PRCA disclaims all liability for the content of material that a student may access on the internet, for any damages suffered in the course of or as a result of the student's internet use, and for any other consequences of a student's internet use.

Lunch

Students will have a daily lunch break of 30 minutes. Parents are always welcome to visit during lunch. Please provide a healthy lunch and drink in a clearly labeled lunch box or sack. Please send food that requires no preparation or heating since there is no staff available to heat lunches. Red drinks are not allowed at school. Even though there is a drink machine in the lunchroom, soft drinks may not be purchased for lunch. Teachers and staff will not be allowed to purchase drinks for students. Catered lunches are available each Wednesday and must be pre-ordered by the deadline. All payments and questions should be directed to Three H Catering. Please do not Door Dash or have food delivered for your child's lunch.

Medical Emergencies

In the event of a medical emergency, students will be taken to the clinic, unless the situation dictates an immediate call to 9-1-1. The office staff will evaluate the seriousness of the emergency and administer first aid. Parents will be telephoned if a student needs to be picked up or if there is any doubt about the condition of the student. If a student requires hospital emergency room treatment he/she will be transported by ambulance to Arlington Memorial Hospital, unless the paramedics advise differently. As soon as 9-1-1 is called, every attempt possible will be made to reach a parent immediately.

Medication

Prescription medication, as well as non-prescription medication, may be given at school if it is in the original container with the child's name on it. Parents must fill out an authorization form, available in the office or on the school website. All medication must remain locked in the clinic during the school day and students may not have medications in their possession. Parents must deliver all medications to the school office versus sending them in a backpack or with a student.

Non-Discrimination Policy

It is the policy of the Park Row Christian Academy not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices.

Parent Support Group

The PSG is an organization through which families and friends of PRCA, become involved in assisting the school. The Park Row Christian Academy Parent Support Group (PSG) will serve to aid and support teachers, staff and families through Christ-centered activities and events that develop, encourage, and strengthen the PRCA community.

If you would like to be a part of fulfilling this mission, please join the PSG! Dues are \$10.00 per person. PRCA asks that each family **volunteer a minimum of five hours per year**. The PSG can help you, your family, and your friends to get connected and volunteer for PRCA. Please consider ways you can volunteer. The quality of the educational environment will develop only with such support.

Supervision

Supervision is basic to the prevention of harm. Park Row Christian Academy staff will supervise your child in your absence, being attentive and understanding of your child's behavior. At drop-off times, when parents and

staff are both present, the school staff and volunteer parents are responsible for the student as soon as the student is received into the building. At pick-up times, parents become responsible for students as soon as they are released in the afternoon.

Tuition Policy

Tuition is payable in advance; or in two, ten, or twelve installments through FACTS, our tuition management firm. For those families choosing an installment payment plan, the first installment (tuition deposit) should be paid in advance (May 5). For the ten-month option, the second payment is due August 5. For the twelve-month option, the second payment is due June 5. Payments are made through April.

You may pay the entire year's tuition at any time through FACTS. Otherwise, tuition will be automatically deducted from a bank account of your choice on the 5th day of the month.

FACTS will add late charges for any tuition deduction that fails. If tuition is not paid by the 30th of the month, your child will be automatically dropped from the school and you will be required to repay the enrollment fee if you wish to re-enroll.

Families who choose to enroll in late summer (after July 15), may do so on a space-available basis. They will pay an increased re-enrollment fee, plus 1/10 of their total tuition (tuition deposit) at the time of sign-up.

As stated in the enrollment contract, students are enrolled for the entire school year. Parents will be responsible for the entire year's tuition. The only exceptions are the following circumstances:

- The student moves a distance of 50 miles or farther that would prohibit him/her from attending the school.
- The school determines that the student is unable to meet the academic demands by no fault of the student.
- The student is unable to attend due to prolonged illness, injury or death.