



*Power
and
Grace*

PREPARATORY ACADEMY

Maximizing Power & Grace in YOUTH!

Student Handbook

2 Corinthians 12:9 English Standard Version (ESV)

But he said to me, "My grace is sufficient for you, for my power is made perfect in weakness. Therefore I will boast all the more gladly of my weakness, so that the power of Christ may rest upon me." Power and Grace Preparatory Academy (PGPA) admits students of any color, national, or ethnic origins to all rights, privileges, programs, and Grace does not discriminate on the basis of race, color, national, or ethnic origins in the administration of its educational policies, programs, and athletic and other school administered programs.

Letter from the PGPA Board of Directors

The members of the Power and Grace Preparatory Academy Board of Directors do not take our mission statement lightly. Board members and PGPA Administration and staff intentionally pray for, equip, and send Christ-centered, passionate leaders to change the world beginning with our youngest students in Pre-Kindergarten. Preparing tomorrow's leaders with a Christian worldview is one of the most important of callings. Our every decision and action is weighed against our honorable mission.

This handbook contains the facts and information needed to help new parents know what Power and Grace offers. It also serves as a guide to the requirements and expectations Power and Grace holds for all our students.

Please know that our Principal and staff are here to help you through the process of bringing your student(s) to PGPA. We encourage you to contact us should you need further assistance. May the Lord bless you as you seek the best education and future for your student.

Respectfully,

Power and Grace Preparatory Academy Board of Directors

Mission Statement

Our mission is for each of our students to grow intellectually and maximize the attributes of power and grace through the intentional, high expectation of educational instruction, leadership development, and Christian doctrine.

Vision

To be regionally known as a Christian school where every child is taught with high expectation to attain academic mastery.

Goals

- Teach with high expectation
- Foster a personal relationship with Christ
- Build confidence in oneself
- Teach to mastery
- Foster a lifelong desire to learn
- Have great manners & respect for themselves and others

STATEMENT OF FAITH

We believe....

- the Bible, both the Old and New Testaments, was given by inspiration of God, and is our only rule in matters of faith and practice.
- in Creation, not evolution; that man was created by the direct act of God and in the image of God.
- in the traditional Biblical definition of a marriage as between one man and one woman.
- that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures.
- that all men are born in sin.
- in the Incarnation, the Virgin Birth and the Deity of our Lord and Savior, Jesus Christ.
- in His vicarious and substitutional Atonement for the sins of mankind by the shedding of His blood on the Cross.
- in the resurrection of His body from the tomb, His ascension into Heaven and that He is now our Advocate.
- that He is personally coming again.
- in His power to save men from sin.
- in the necessity of the New Birth, and that this New Birth is through regeneration of the Holy Spirit.
- that salvation is by grace through faith in the atoning blood of our Lord and Savior, Jesus Christ.
- that God is almighty and deserves our praise and worship. The method used to worship God is not as important as the fact that we do worship Him. We are created for the pleasure of God and to fulfill this purpose. God seeks true worshipers to worship Him in spirit and truth.

We believe....

that this statement of faith is a basis for Christian fellowship and that all born-again men and women who sincerely accept it, can and should, live together in peace and harmony through the promoting of the cause of Christ.

School Scripture: 2 Corinthians 12:9

Accreditation/Memberships/Licensure

- After the required two year waiting period, PGPA is honored to be an official AdvancED/Cognia national accreditation candidate. We will be seeking accreditation for our Pre-kindergarten -6th grade levels.
- PGPA is currently monitored and licensed by the State of Tennessee Board of Education for its Pre-Kindergarten program.
- Power And Grace Preparatory Academy is a member of the Association of Christian Schools International.

Fundraising

Fundraising is a very important aspect of private school budgeting. Each year a financial overall fundraising goal is set to enhance the educational experience of all students of PGPA. In many cases we use this funding source to expand existing services, repair and replace existing equipment or supplies for our students. Each year there are no more than four (4) events per year that you, as a Parent/Guardian, are asked to support. Please reference the financial agreement for event dates.

Parent Participation

Power and Grace's values are scriptural ideals that guide all areas of school life. It is our desire that each member of the PGPA constituency, board, staff, parents, students, and alumni subscribe to *exhibit unconditional love while maintaining uncompromising truth*. Power and Grace Preparatory Academy seeks to partner with likeminded parents who support the school's religious teachings, mission, and educational doctrines. Parents should have agreement with and cooperate and support the school's religious teachings, discipline, philosophy of education, and standards. Where actions of the parents demonstrate, in the school's determination, either a lifestyle inconsistent with the school's standards or actions or an attitude inconsistent with the above, the parent/guardian agrees the school may deny admission or discontinue further enrollment of the child. The school also maintains the right to dismiss students due to a generally non-cooperative parent. (Can two walk together, except they be agreed?

Amos 3:3)

Parent Volunteers

Your involvement will catapult your child's success here at Power and Grace. You are encouraged to participate in our Parent Teacher Organization. This fellowship is an effort to demonstrate partnership with our teachers and parents. Your support and participation in school programs and/or activities is essential and is expected. Parents can help us to achieve the goal of providing a quality Christian education for all our students by working together closely with our staff. Children learn, grow, and excel through your participation. Please share your talents, time and abilities with PGPA!

New Student Admission

The following is a list of procedures that will guide new students applying for enrollment in Power and Grace Preparatory Academy

1. Obtain a New Student Packet from the Admissions Office. (Packet also available online at PowerAndGraceAcademy.org) New Student Packet includes Application, Handbook Acknowledgment Form, Tuition Agreement, Student Handbook, Supply List, Uniform guidelines/order information from the official school company French Toast
2. Read all information carefully and return completed application form and information as indicated in the packet.
3. Call the administration office and schedule a screening and tour. The Brigrance screening and tour is \$175.00 and is none refundable.
4. Notification of acceptance or denial is given at the time of screening and a formal letter is mailed to the parent.
5. Upon Acceptance – Please remit the following signed documents: Acknowledgement Form, Tuition Agreement (Procure), Completed application
6. Fee Payment: Technology Fee, Book Fee, Testing Fee
7. Please submit the following documents: TN Immunization Records, Past Report Cards, Birth Certificate, resent photo(email), Students transferring in grades 1st -5th must sign a records release form to obtain prior records.

8. Order uniforms and purchase supplies. (Complete supply lists can be found on the website: www.PowerAndGraceAcademy.org/ Administration office) Please read the official uniform rules and regulations. Frenchtoast.com is the official school uniform company.

Please Note: An incomplete application file may result in a student not being considered for entrance.

Returning Student Registration

Information will be provided each year by email to notify parents of registration dates and procedures for returning students.

Failure to register with all necessary paperwork by posted deadlines may result in student losing space or being placed on a wait list. Returning students to Power and Grace Preparatory Academy will be reviewed on the basis of behavioral and academic progress. Students who are not re-admitted to Power and Grace Preparatory Academy will be notified in writing. Financial tardiness, violation of rules, inappropriate behavior, etc., are some of the reasons for not being re-admitted. The administration, teachers, and the school counselors input will be weighed very heavily in determining re-admission.

Students will not be allowed to re-enroll or begin the new school year with an outstanding balance from the previous school year or from the summer programs. Any outstanding fees, paperwork, and/or materials (including textbooks, technology equipment (computers) library books, etc.) must be turned into the school before a student will be allowed to start school.

Tuition/Expenses/Returned ACH- Check/Refund Policy

Tuition at Power and Grace is kept as low as possible. We are supported completely by tuition, donations, and voluntary contributions. Power and Grace is a nonprofit 501(c)3 corporation registered with the State of Tennessee.

Please see the contract on our website www.powerandgraceacademy.org or you can obtain a hard copy from our administration office.

Student Withdrawal

The following procedures should be followed when a student withdraws from Power and Grace for any reason. Active duty military as well as general enrolled students must refer to the contract signed at student registration.

1. Notify the principal's office in writing of the exact date of withdrawal as soon as possible. A Student Check Out sheet will be completed reflecting the last date of enrollment. A thirty (30) day notice, at minimum, is required. **Giving a thirty day notice does not dissolve the current year tuition contract obligation.**

The sheet will be circulated to all areas required (teachers, library, lunchroom, business office, etc.) for completion to assess any outstanding fees.

2. For voluntary withdrawal, write a letter informing the school of the reason for withdrawal. Please include a forwarding address and the next school the student will be attending. This information will be used to forward the official school records.
3. Arrange an appointment with the Principal's office to review the Student Check Out sheet and sign the form. All fees must be paid as required by Power and Grace in the current 10 month tuition contract. Regardless of need for withdrawal all tuition is due for the 10 month contract.

Please note: The refund policy is clearly stated above and the Tuition 10 month agreement is determined by the Board of Directors. Students that are expelled from PGPA financial obligations are reviewed by the Board of Directors as to their financial obligation moving forward after expulsion.

Miscellaneous

Record Changes

It is the responsibility of the parent or guardian to notify the school office of any change of name, medical condition, address, phone numbers (home, work, or cell), email address, job or insurance company.

Privileges Reserved

Power And Grace reserves the right to use any student photos for publicity purposes, including those photographed or videotaped during the course of school activities. These may be used in promotional and/or advertising materials, including video and still photos on the school website. Discretion will be used.

Parent-Teacher Conferences

Parents are encouraged to contact the school to arrange parent-teacher conferences before or after school. The principal will be involved if requested by the parent or teacher, or as deemed necessary by the administration. We kindly ask that conference requests and related calls be made after 8:30 a.m. This will leave the lines open for absentee calls and emergencies. Yearly parent-teacher conferences will be announced.

Lost or Damaged Property

Families must pay in full for any property (books, furniture, etc.) which a student loses or damages. To receive a refund of monies paid for a lost book, the book must be returned in good condition within 30 days after the last day of school in the current school year. Students must pay for any Power and Grace property misplaced while in their possession. Power And Grace will not be responsible for lost or stolen articles belonging to a student.

Transporting Students To and From School

Parents transporting students to and from school should comply with all “drop-off and pick-up” rules. These rules ensure safety and expediency. Designated times, places and rules will be made available at the beginning of each year along with the necessary rules for accomplishing the task. Names and pertinent information of persons authorized to pick-up must be supplied. Students will not be released to anyone under 18 years of age.

Before Care Services are offered from 6:00 am - 8:10 am for \$45 per week. After Care Service is available from 3:00 pm - 6:00 pm for an additional fee of \$45 per week. This service includes snack and homework tutorial.

Attendance

State law requires your child be brought into the facility and the child’s parent, guardian or other previously designated adult is required to sign the child both in and out of school each day. (Pre-Kindergarten students) At PGPA it is required that all students be signed in each day. Pre-kindergarten through 6th grade. The compulsory School Attendance Law in

Tennessee(TCA-49-6-3001) requires children (ages 6-7 inclusive) to attend school each day. Students who accumulate five(5) days of unexcused absences will be required to participate in a conference with their parent/legal guardian and may be referred to Juvenile Court according to PGPA Attendance Plan. The following are official or adequate excuses that should be turned into the school secretary in the school office:

- Medical note (doctor, hospital, etc.) for which the student was a patient
- Court note for which the student was required to be in court
- Funeral notice (obituary/funeral program of a family member)

Attendance PGPA Rules

- The school day begins at 8:00 a.m. and ends at 3:00 p.m.
- Early release from school during the hours of 2:30-3:00 are not permitted
- Students are considered late after 8:10 a.m. and will receive a tardy slip
- Four (4) tardy slips will be converted to one day of absence
- Students must be present for a minimum of 4 hours to be counted as present for that day

Illnesses and Emergencies

Parents should call the school regarding student absences as early in the school day as possible.

If a student comes to school and is found to have a fever of 99.7° +, the student will be sent home.

When a child is ill, we would appreciate it if you please be considerate of the other children in the class and not bring your child to school. For the well-being of your child and his/her classmates, DO NOT bring your child to school if he or she:

- Has a fever or has had one during the previous 24 hours
- Has diarrhea
- Has a cold
- Has a nasal discharge
- Has a constant cough
- Is fussy, cranky, and generally not acting like he/she normally does
- Is vomiting in the morning prior to coming to class
- Is not well enough to play outside

- Has been on medication less than 24 hours
- Has symptoms of a possible communicable disease

Please notify the school if your child has a communicable disease. After a child has had a communicable disease such as chicken pox, pink eye, impetigo, etc., he/she will be readmitted to school only upon written approval of the attending physician. Please come to the administration office to check in all medication. There must be signed documentation for all over the counter and prescribed medication. If at all possible please give your child medication prior to coming to school.

Visitors

Other than parents, we have a general “no visitor” policy at Power and Grace. If you come on campus during the day, you must check in at the Office and obtain a visitor’s badge. Any unauthorized visitors will be asked to leave campus.

Daily Time Schedules (Students are considered tardy after 8:10 a.m.)

All-Day Program..... 8:00AM - 3:00 PM
 Morning Assembly begins at 8:10 a.m. Dismissal is at 3:00 p.m.
 Before Care 6:00 a.m. – 8:00 a.m.
 After Care.....3:15 p.m. – 5:30 p.m.

Emergency/Evacuation Procedures

In the event of an emergency, all Power and Grace Preparatory Academy staff will ensure all children are safe and away from harm. If a child is unable to walk a staff member will carry the student(s) to safety. All teachers and staff members have copies of the emergency incident plan put in place for Power and Grace and take it with them during any practice drills. Parents will be notified by an automated service of emergencies. (One Call Now)

Testing

Brigance, Stanford 10, Zepeda Primary & Secondary Pre-kindergarten three years Assessment, Weekly Assessments (Designed by PGPA educators)

Curriculum

ABEKA Curriculum, Harcourt Press, Scott Foresman, Social Studies Weekly, Association of Christian Schools International (ACSI) Curriculum, Rozzey S.T.E.A.M., Generation Genius curriculum Technology Curriculum: Star Fall, Education.com, ixl.com

Homework

Homework is important to the success of all students. A homework folder and assignment sheet will accompany students Monday - Thursday. Homework workshops for parent/guardians will be announced. Homework is a partnership between Teacher - Parent - Students.

Weekly Chapel/Morning Assembly

Chapel is designed to inspire students of the teaching of God's word that is age appropriate. Chapel will take place each Wednesday. Time TBA. Chapels will be conducted by PGPA board chairman, principal, teachers, and invited community believers and supporters of our school's mission.

Dress Code

The Dress Code listed below is a school-wide policy for all grades. Power And Grace stresses the Biblical standard of modesty (Romans 12:1), the expectation of a neat and clean appearance, and a Christ-like attitude. Student manner of dress should not detract from the school's mission and values. Dress and appearance have a direct influence on the learning environment. Dress is often related to the attitude and demeanor of students in their campus relationships and in their communication with faculty and staff. Students must adhere to the school dress code at all times while on campus. Students must be sure to dress modestly while at school functions off campus.

Power And Grace requires students to wear uniforms.
Uniforms should be purchased through FrenchToast.com.

Parental review before a student leaves for school is an important contribution to meeting dress code standards.

Dress Code Standards

- Clothes must not have holes (either deliberate design in the clothing or obvious tears). Ripped, frayed, or cut off clothing may not be worn. Covering the hole or tear with tape is not sufficient.
- Proper footwear is to be worn at all times for safety purposes. Slippers are not allowed. Power And Grace requires closed toed shoes to be worn at all times.
- Any clothing, jewelry, backpacks, binders, book covers, etc., with logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, or anything that is contrary to Christian standards may not be worn/brought to school.
- Watches **can** be worn by upper grades. (5th -7th)
- Body piercing or tattoos (permanent or not) are not allowed. Students are to refrain from body piercing while attending Power and Grace with the exception of pierced ears for girls. Boys cannot have pierced ears.
- Hair should be neat and clean. Length (for boys) should be no longer than the top of the shirt collar in the back, not below the earlobe on the side, and not be below the eyebrows in front. Extreme or odd styles or colors are not allowed. (determined by the principal) No man buns or Pony Tails will be worn by boys during school hours or during school functions.
- Hats and hoods are not to be worn inside buildings. Caps or beanies may be worn outside during cold weather.
- Sunglasses must not be worn indoors.
- Drawing/writing on one self or others is not permitted.

Activity Dress Code

Students that attend school-related activities (i.e., field trips, campus visits, etc.) that are taken during school hours must be in school uniform. If the activity requires the wearing of something other than the school uniform, prior authorization from the school administration is required. Students that attend activities after school hours (i.e., games, competitions, etc.) do not have to be in school dress code; however, all clothing must be modest and appropriate, and must meet the same criteria as properly fitted school dress code guidelines. Accessories must still meet the guidelines for dress code (i.e., shoes, hair, jewelry, etc.) Yoga pants, short shirts and short shorts, halter tops, and spaghetti straps are not permitted.

Snow Day

When CMCSS has a cancellation due to snow, Power and Grace will reserve the right to open on a different schedule. In the event of an abbreviated school day our school will be on a two hour delay from the normal start time and dismiss at regular time. Listen to the local TV stations (News Channel 5) for notice of abbreviated day or cancellation as well as our schools automated school messaging system. If school is canceled, we will announce later if a make-up day will be required.

Standards of Conduct/Behavior Code

Power And Grace holds high standards of behavior and conduct for all its students. We have a fundamental statement of faith and a general, conservative philosophy of education. Power And Grace must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians.

A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must reflect the glory of God Who indwells us (I Corinthians 8:9, 12-13, 10:32). The Christian will endeavor to be sensitive to the spiritual needs of the world and to other Christians — physical, mental or spiritual well-being (I Corinthians 9:27). PGPA is required to teach the Keeping Kids Safe Curriculum through the TN Department of Human Services.

I. Standard of Conduct

A sense of the need for spiritual growth in the light of these principles has led Power and Grace to adopt the following standards. These are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests and expect each student:

1. To refrain from the use of swear words, using indecent language; from stealing, or being involved in any other activity which would dishonor Christ or the Christian reputation and honor of Power and Grace.
2. To maintain Christian standards of morality, honesty, courtesy, and kindness.

The selection of the restrictions mentioned in this pledge may appear arbitrary to some, but, while not condemning others who see differently, Power and Grace believes that these specific types

of conduct are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment at Power and Grace Prep. Academy. Students found to be out of harmony with the Power and Grace ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no specific breach of conduct. When students are asked to withdraw from PGPA the tuition contract will be made null and void at said date.

In this atmosphere of definite and positive Christian standards, professional scholastic planning and genuine personal relationships between faculty and students, there is fine opportunity for the development of strong Christian character.

II. Behavior Code

The following policies are designed to promote the best possible learning environment in the classroom and to instill the importance of accepting authority and responsibility in each student. Each student is required to be obedient and respectful to the authority of the school staff and to address each staff member with “yes, sir,” “no, sir,” “yes, ma’am,” and “no, ma’am.” Discipline is the primary responsibility of the teacher.

The following will not be tolerated at Power and Grace and may be grounds for suspension or expulsion:

- Leaving class without permission or staying away from class without permission.
- Use of profane language or lying.
- Disrespect toward teachers or other students.
- Refusal to obey a teacher, administrator, etc.
- Fighting, rough play or possession of a knife, club, stick or any such instrument which could conceivably be used as a weapon.
- Flammable materials such as matches and lighters.
- Destruction of property (school or others).
- Stealing
- Biting/Spitting on others is not tolerated. A conference with the parent and teacher will be called upon the first instances. The student will be dismissed upon the third instance.
- Bullying (Cyber, Physical, Verbal, or Mental) will not be tolerated.
- Hitting (with hand or object) or kicking another person is not tolerated.

- Any other activity not included in this list that is deemed inappropriate by the school administration/ principal.

III. Disciplinary Policies

Discipline is an essential teaching part of the classroom and is not viewed as punishment. Discipline is used to help children learn self-control, to help develop their self-esteem and a regard for and acceptance of others in the classroom. Discipline will be consistent and age appropriate. Discipline will include positive guidance, redirection, and clear limits that encourage the child’s ability to become self-disciplined. When redirection is not working at a particular time for a child, time out will be employed. (Time out is a non-solitary separation of one child from the group.) Discipline will guide the children to resolve conflicts and will model skills that help children to solve their own problems. PGPA uses the **CHAMPS** discipline curriculum for its school wide discipline program along with the student focused **Second Step** curriculum, which focuses on students learning how to handle and manage their own emotions.

First Level of Discipline	<p>Yard Stick Discipline: Students are given verbal warnings to change the behavior undesired during the day. As students make adjustments they are given the opportunity to remain on green which is the desired yard stick clip designation. If the student cannot maintain this desired designation the Second Level of Discipline is sought.</p> <p>Green □ Yellow □ Red □ Thinking Chair □</p>
Second Level of Discipline	Academy Social Worker Referral - Two referrals to the Academy Social Worker are made before the next step (3 rd Level) can be moved to by

	a student. Every effort is made to resolve/ correct the behavior at this level.
Third Level of Discipline	Parent Discipline Report (3) Three Actions are given before progressive discipline moves the student to the fourth level. If the infraction is physical/verbally violent in nature it is at the discretion of PGPA to withdraw the student from the academy.
Fourth Level of Discipline	Suspension
Fifth Level of Discipline	Expulsion

Guidelines for Special Holidays

Important Note: We are a peanut free school. No peanut products can be brought into the school at any time. Only store bought items can be consumed at the school. No items prepared at the home can be consumed at the school.

Halloween

Power And Grace does not celebrate Halloween.

Thanksgiving

Emphasis will be on the first Thanksgiving and the many things for which we are thankful: family, religious freedom, health, food, etc.

Christmas

Emphasis will be on the Birth of Christ. The Christmas story will be read out of the New Testament, or the Abeka material. If Santa Claus comes up in the classroom, questions will be directed to parents.

Valentine's Day

Friendship, including friendship with Jesus, is emphasized. Students should give valentines to each student in the classroom.

Easter

The Resurrection of Jesus will be stressed. Bunnies, eggs, etc., if used, will be used to teach the Resurrection story. Eggs may be used to teach about new life in Christ, etc.

End of the Year Parties / Birthday Parties

Birthday parties for students should be held at the close of the day 2:00-2:30

Please communicate with the teacher regarding end of the year parties.

(Please remember that we are a nut free facility. No peanut products can be brought to campus.)

Health Services Program

Physicals

All students are strongly encouraged to have a physical examination before school starts each year.

Upon initial admittance to Power and Grace, all physical limitations (if any) are noted and if continuous medical care or medication is required for the student, arrangements are made in accordance with the need and/or doctor's (parent's) wishes. This notation then becomes a part of the student's record.

Medical

Immunization records are on file for each student and teacher. Teachers are always alert for physical problems which may arise and immediately report these to the office. The parents are then promptly informed so that proper medical attention may be rendered if needed.

PGPA does not have licensed medical personnel on campus. If a student needs to take medication during the day, the parent must sign a medication instruction form and leave the medication with the appropriate office. When a student has a serious medical condition that may require emergency treatment, parents will be required to sign a release of liability agreement.

Accidents are attended to by the teacher on duty. First aid is applied if needed. Parents are then notified immediately and an accident report form is filled out. A copy is given to the parent for the doctor (if necessary), and a copy is filed.

Medications

Prescription medications and instructions should be left in the school office marked with the correct information such as the student's name, dosage, physician, and time to be given. A permission form for prescribed medication or over the counter medication must be on file in the office.

Any changes in administering the medication must be presented in writing as instructions from the physician or copy of the prescription. The school does not provide over the counter medication. If needed students will need to bring their own over-the-counter medications to the office with a note from a parent stating the type of medicine, dosage, and time to be given. Documentation must be signed before leaving any medication.

Prescription or over-the-counter medication cannot be left with student or dropped off in before or after care program. Prescription medication including inhalers for asthma should not be kept in the child's back pack, should be checked in at the office with the directions on how it is to be administered.

If a physician has prescribed a student Ritalin (or a Ritalin type drug), if a student is required to take the prescribed dose while in school, it is required that parents agree to adhere to this policy as a criterion for admission.

Age Criteria

Chronological age is not the sole criteria PGPA uses in grade assignments. More importantly is the proper placement of a student in a developmentally appropriate grade level. Social maturity plays a factor in our grade placement as well as previous academic record. Entrance screening will further provide necessary placement information.

- Pre-kindergarten, students must be three (3) on or before June 1st
- Pre-Kindergarten, student must be four (4) on or before August 15th.
- Kindergarten, student must be five (5) on or before August 15th.
- First grade, student must be six (6) on or before September 30th and present evidence of successful completion of a kindergarten program.

Ratio Standards for school Administered Child Programs (Pre-kindergarten classrooms) Chapter 0520-12-01/06 April 2019 (Revised) Each program shall adhere to the maximum group size and adult: child ratios required by this chapter. * Three (3) year olds group size is 18 maximum students according to the square footage of the room with a ratio according to single-age grouping is 1:9, *Four (4) year olds group size is 20 maximum students according to the square footage of the room with a ratio according to single-age grouping is 1:13.

Personal Technology

Students are not permitted to bring cell phones or tablets to school. Students will not be allowed to check social media accounts during the school day, nor in before or after care. Please keep all electronic devices at home.

Mandated Reporting

The law requires certain professionals and school officials to report suspected child abuse or maltreatment to the Department of Human Services. The law also assigns civil and criminal liability to professionals who do not comply with their mandated reporting responsibilities.

School professionals and officials are required to report to DCS when, in their professional capacities, they have reasonable cause to suspect abuse or maltreatment or have seen the abuse first hand. Anyone can report and must report any suspected abuse or maltreatment at any time.

Reporting is an individual responsibility and no supervisor, division head, or administrator may interfere with the individual reporting responsibility. Nor may a mandated reporter be absolved of responsibility by relying on an all employees; including teachers are required to report the following:

Physical Evidence: If an employee obtains physical evidence or witnesses a child being physically abused on school property, he is to report information to DHS immediately.

PGPA is required to teach the Keeping Kids Safe Curriculum through the TN Department of Human Services. Keeping Kids Safe is a Prevent Child Abuse Tennessee curriculum.

Employees may keep the source of the evidence anonymous. If staff personnel deem an individual is unable to transport a child, the school should not release the child to that person. Staff should contact the parent, guardian, or other authorized adult immediately, and contact law enforcement as deemed necessary.

Reporting Number DCS 1-877-237-0004

Questions?

If you have any questions regarding any of the topics covered in this handbook, or any topic not covered, please call Power and Grace Preparatory Academy at 931-320-9862.