

HEALTH INFORMATION

1. Insurance Company _____ Policy/Group# _____
2. Physician _____ Phone# _____ Hospital _____
3. List any **current** medical condition, injury, illness, etc. _____

4. Does your child have any food, drug or latex allergies? Yes _____ No _____
If Yes, List: _____

If Asthma, will student use inhaler? _____ If allergies, will student use epi-pen? _____
5. May student take:
Tylenol Yes _____ No _____
Ibuprofen Yes _____ No _____
Tums Yes _____ No _____
Hydrocortisone (bee sting, bug bite) Yes _____ No _____
Neosporin (scrape, cut) Yes _____ No _____
6. Does your child **routinely** take any medications? Yes _____ No _____
If Yes, List: _____

7. Will your child need medication administered at school? Yes _____ No _____
If Yes, you must complete the necessary **Prescription Medication Form or Over-the-Counter Medication Form on the Elementary Page of our Website.** Students are NOT permitted to possess medications.

AS PARENT/GUARDIAN OF THE ABOVE, I VERIFY THAT THE INFORMATION PROVIDED IS CURRENT, THAT I WILL IMMEDIATELY INFORM THE SCHOOL OF ANY CHANGES AND I WILL BE RESPONSIBLE FOR TUITION, FINES OR PENALTIES, ATTORNEY'S FEES & COURT COSTS THAT ARE INCURRED. I AUTHORIZE ANY SCHOOL PERSONNEL TO TAKE REASONABLE EMERGENCY MEASURES ON BEHALF OF MY CHILD AND AGREE TO HOLD THEM HARMLESS FOR ANY TREATMENT RENDERED.

Parent/Guardian Signature: _____ Date: _____

PERMISSION SLIPS

Blanket Field Trip Permission: I give permission for my child to ride, using transportation contracted through the school for field trips or other school related activities. Yes _____ No _____

Photo Release Permission: I give the school permission to use photos of my child in publications that promote the school. Yes _____ No _____

**THIS INFORMATION WILL BE KEPT FOR ONE YEAR IN STUDENT'S PERMANENT FILE
Important: Update the school immediately if any information changes.**

4.9 Attendance

A student's attendance is extremely important. Regular attendance is necessary for the intellectual, spiritual, and character development of every student and is a requirement by state law for every child in the Commonwealth of Kentucky. With this in mind, PCS strongly encourages parents to make every effort to daily have students to school on time. If possible, please make doctor and dental appointments after school or during school breaks to avoid missing instructional time.

Excused Absences: While it is vitally important for all students to be here regularly, PCS recognizes that sometimes absences are unavoidable. Whatever the reason for absence, **a written explanation signed by a parent or guardian must be received in the school office when the student first returns to school. Failure to bring this explanation will result in any absence being unexcused.** The following are absences that may be considered excused:

- Sickness (as defined in 7.2 Sick Policy)
- Death in the family
- Doctor's appointment (with signed doctor's note)
- Weather conditions which make travel hazardous (such as ice on roads – see Emergency Closing of School section 8.14)
- Pre-approved absence (see below)

Unexcused Absences: Unexcused absences are all absences that are not included in the above list, or absences in which no written explanation has been provided. When a student has accumulated three (3) unexcused absences without explanation, that student is considered truant under state law (see KRS 159.150 and KRS 600.020). Once a student is considered truant, the school administrator will contact parents and guardians to discuss the reason for truancy. Continued truancy after this initial contact may warrant a meeting with the Admissions and Release Committee and/or reporting to the appropriate legal authorities. **Parents are expected to contact the school Administration at least five days prior to any student's non-emergency absence.**

Rev: August 2013

Pre-approved Absences: PCS recognizes that students may have special opportunities that will require them to be absent that would normally be in the unexcused category. For these absences to be considered excused, pre-approval must be granted. The conditions for pre-approval are as follows: 1) Arrangements are made at least 5 days in advance with both an administrator and the student's teacher(s), and 2) Administration conferring with teacher(s) to determine if absences may adversely affect student progress. Parent will be notified if there are concerns that the time away would negatively impact the student's success.

College Visit Days: Juniors and seniors will be given 3 days in which they can go scheduled college visits during school which will not count as school absences. Students must turn in verification from the school visited and all work must be made up. Students are encouraged to visit colleges, universities or trade schools before making their post-graduation plans

FULL DAY AND HALF DAY PRESENT To be considered present for a full day, a student must be at school for a minimum of 5 hours during the school day. If a student is at school for at least 2 hours, but less than 5 hours, then they will be marked absent for a half-day. If a student is at school for less than 2 hours, they will be considered absent for the entire day. The absence will be considered excused or unexcused depending on the reason (see above).

Early Dismissal A student may be excused early from school for illness, doctor appointments which could not be made outside school hours, or emergencies by request of their parent or guardian either in person, by phone, or in writing. The authorized person picking up the student must come to the office to sign out the student.

Tardy Policy

Tardiness to school or to class causes students to miss important routines and valuable instructional time. Not only does tardiness cause a disruption to the daily classroom routine, it also communicates an inappropriate message that being on time is not important. While we realize that occasionally unforeseen circumstances can cause a family or student to run late, it is important to make every effort to be punctual.

Students are allowed three tardies to school per grading period without penalty. After the 3rd tardy, the student may be assigned a detention (grades 7-12). Teachers may need to allow the student to use recess time (grade K-6) to make up for lost instructional time.

For students in grades 7-12, this policy applies to each class period. Once a student has been tardy to any period (including 1st period) three times, a detention will be assigned. If tardiness is a persistent problem, a student may be considered truant (see section on Truancy above). In such cases, the student and parent/guardian(s) may be required to meet with the Administration and Admissions and Release Committee.

Detentions may be scheduled during school, after school or on Saturdays. Parents may expect a 24 hour notice for after school and/or Saturday detentions.

Note: Tardies to school will be considered excused only in the case of emergency situations, scheduled doctor appointments, or unforeseen traffic issues. All tardies to class (grades 7-12) will be considered unexcused unless the student has written permission from a teacher, administrator or authorized staff member granting permission. **All students that are tardy must report to the office to get a note before being admitted to class.**

7.13 Cell Phone Policy

Students may have cell phones on campus. However, they must be turned off and not visible during the school day. Any student that violates this policy will have the cell phone confiscated. The duration of the confiscation will be at the discretion of the Administration. A student's cell phone privilege may be revoked.

I have read and understand Portland Christian School's sick/tardy policy as provided to me.

Student(s) Name

Parent Signature

Date

I have read and understand Portland Christian School's cell phone policy as provided to me.

Student(s) Name

Parent Signature

Date

Portland Christian School

Parental Cooperation Statement and Book Agreement

“We understand that attendance at Portland Christian School is a privilege, not a right, and is granted to those students who manifest a desire to live and work as a Bible believing Christian. We do affirm that we believe discipline is necessary for the welfare of each student, as well as for the entire school. We, therefore, expect our child’s teachers and/or other agents of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the scriptures.”

“We understand the standards of conduct of the school and shall read the Parent/Student Handbook which we understand presents the basic standards and regulations. We will cooperate with the school in regard to both its standards and regulations. If we ever find that we cannot accept the disciplinary standards of Portland Christian School we will withdraw our child from school. In that event, or if, for disciplinary reasons, the school must expel our child, we will forfeit all fees and tuition moneys paid or due.”

“We understand our child will be issued textbooks at the beginning of the school year and return them no later than the end of the school year. It is understood that these books will be returned to the school in the same condition as received with normal wear expected. If a book is lost or damaged, it is understood that we will pay for the book in addition to rental fee.”

Non-discriminatory Policy Statement

Portland Christian School does not discriminate on the basis of race, color, national, or ethnic origin, in the administration of our educational policies, admissions procedures, or school-administered programs. We do, however, reserve the right to deny admission to, or dismiss from the school any individual who cannot benefit by the experience based on past academic achievement or whose personal life style is not in harmony with the stated philosophy and purpose of Portland Christian School, or who, in the opinion of the administration, does not reflect the spirit of the school, whether or not that student has kept all the rules of the school.

KRS 158.155 Reporting of Specific Incidents of Student Conduct

Has this student applicant ever been adjudicated guilty or expelled from school attendance at a public or private school in this state or another state for homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drug? Yes No

I have read and agree to abide by the above statements:

Father’s (Guardian’s) Signature Date Mother’s (Guardian’s) Signature Date

Student Agreement (Grades 6-12)

I have read the PCS Parent/Student Handbook (available online at www.portlandchristian.org on the Parents page). I agree to conform to the standards established by PCS to the fullest extent. I agree to strive to live a life that honors Christ on and off the PCS campus.

Student’s Signature _____ **Date** _____



8509 Westport Road, Louisville, KY 40242
(502) 429-3727 Office ♦ (502) 326-3503 Fax

To: Parent/Guardian
From: Elementary/Middle/High School Office
Date: July, 2018
Re: 1st Day Student Packet Information

Thank you for completing the necessary online forms for your child/ren and submitting this information on or before:

Friday, July 20, 2018

The last step in the process is to review the following documents online. You may click each link provided, and upon reading, check off each box. This important material may be referred to, as needed, during the school year.

- [Asbestos Statement](#)
- [PCS Criminal Background Check](#) -Please print & complete this mandatory background check if you're interested in volunteering within the school or chaperoning on any fieldtrip. Background checks are good for 3 years.
- [Handbook \(K-6 Mini Version\)](#)
- [Prescription Medication Form](#) - These forms **must be completed** if a student is Taking medication while on school premises.
- [Pre-Arranged Absence Form](#)
- [School – Closing Policies](#)

My signature is verification that I have reviewed all the materials listed above at the schools website.
I understand this packet is to be signed and submitted no later than Friday, July 20, 2018.

Parent/Guardian Signature