

# Power And Grace Preparatory Academy Student Handbook Acknowledgment Forms

Please fill out or sign the following forms acknowledging that you have received and read the PaGPA Student Handbook: Refund Policy, Medication Policy, Mandated Reporting, Student Release Record (if applicable.), and the Parent Participation Agreement. Turn this packet in with all required paperwork upon acceptance.

I understand the school calendar is located on the school website: [www.PowerAndGraceAcademy.com](http://www.PowerAndGraceAcademy.com). This calendar will be updated to include any and all school functions, holiday observances, tuition due dates, school breaks, report card release dates, etc.

I have read the Student handbook. I agree to follow all rules and regulations outlined therein.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

Power And Grace Preparatory Academy (PaGPA) admits students of any race, color, national, or ethnic origins to all rights, privileges, programs, and activities generally accorded or made available to students of PaGPA. Power 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.



# Refund Policy

## Registration Fee/Book Fee/Technology Fee

The registration fee, book fee, and technology fee are non-refundable and non-transferable from one student to another or from one school year to another.

## Tuition

Tuition is non-transferable from one student to another or from one school year to another. Tuition is non-refundable unless one of the following criteria applies:

A. If withdrawal occurs before the first day of school, there will be a 100 percent refund of any tuition money paid.

B. When a student withdraws from Power And Grace (for any reason), a letter of explanation is required to request any refund which applies.

Withdrawal of a student during a quarter, including dismissal, will result in forfeiture of tuition paid to Power And Grace Preparatory Academy and will not negate the obligation to pay Power And Grace any outstanding tuition.

I have read and understand the Refund Policy as set by Power and Grace.

Signature of Parent/Guardian

Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date



# Medications Policy

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" 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. Students 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.

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.

I have read and understand the Medications Policy set forth by Power and Grace.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date



# 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.

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

## Detecting Child Abuse

School teachers or any other personnel who have suspected knowledge of child abuse or child sexual abuse that occurred on school property or while under the school supervision must report those concerns.

Parent or legal guardian shall be notified of these concerns and the notice shall be coordinated with DCS.

In situations whereby the parent or legal guardian is suspected of being the perpetrator, the parent or legal guardian shall not be notified.

I have read and understand Power And Grace's Mandated Reporting Policy.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date



# Student Release Record

Power And Grace Preparatory Academy

Clarksville, TN 37042

(931) 320-9862

PowerAndGraceAcademy.com

To Releasing School:

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School Name

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School Address

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City, State

Dear Administrator/principal:

My child/children have been withdrawn from your school body. Please release his/her/their academic and health records to the following school. Thank you for your assistance in this matter.

Power And Grace Preparatory Academy

Clarksville, TN 37042

(931) 320-9862

PowerAndGraceAcademy.com

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Student's Name (last name first)	Age	Grade level at time of withdrawal
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Requesting Parent/Guardian

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Receiving Principal



# Power And Grace Preparatory Academy Parent Volunteer Sheet

Your involvement will catapult your child's success here at Power and Grace. You are encouraged to participate in our Parent Teacher Fellowships. This fellowship is an effort to demonstrate partnership with out 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 out faculty and staff. Children learn, grow, and excel through your participation.

Please check those areas in which you would be interested in volunteering your time to assist the school. Your participation is always welcomed. Power and Grace requires parents to commit to 20 volunteer hours during a school year. To fulfill hours you can volunteer in more than one way:

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Signature of Parent/Guardian

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Date

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Student Name

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Date

- \_\_\_\_\_ Give supplies for science projects/science equipment
- \_\_\_\_\_ Newsletter Assistant/School Photographer
- \_\_\_\_\_ School News Letter Reporter
- \_\_\_\_\_ Serve as refreshment host at Christmas Program, Spring Musical, and Graduation
- \_\_\_\_\_ Campus Clean up (October - fall clean up; April - spring clean up)
- \_\_\_\_\_ Serve as a test proctor
- \_\_\_\_\_ Welcome Wednesday Ambassador for recruitment starting in February (9-10am)
- \_\_\_\_\_ Serve as table captain for the Fall Inspiration Benefit
- \_\_\_\_\_ Serve as field day coordinator
- \_\_\_\_\_ Serve as field trip chaperone
- \_\_\_\_\_ Serve as Scholastic Book Fair helper

Please list your professional skill set, talents, and abilities that can be used here at Power and Grace. Example:  
Computer programmer, gardener, musician, etc.

