



*“Train up a child in the  
way he should go,  
And when he is old he  
will not depart from it.”*

*Proverbs 22:6*

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# STUDENT/PARENT HANDBOOK

Providence Christian Academy  
of Yoakum  
2024 - 2025

## MISSION STATEMENT

The mission of PCAY is salvation in Jesus Christ and development of Christian character based on Proverbs 22:6.

The primary responsibility for teaching and training young people is given to parents by God. The Christian school should function as an extension of the home to aid parents in the instruction of their children.

All academics are based on Christian principals.

## Contents

Welcome to Providence Christian Academy of Yoakum .....	3
Statement of Philosophy.....	3
Mission Statement .....	4
Parent/Guardian Partnership .....	4
Volunteerism & Parent/Guardian Involvement.....	4
Admission Policies and Procedures .....	5
Financial Policy.....	5
Policy of withdrawal/ Refund Policy .....	6
School Hours .....	6
Bible Study .....	7
Lunches & Snacks – Everything must be nut-free.....	7
Celebrations .....	8
Homework Policy .....	8
Field Trips.....	8
Care of School Property .....	8
Illness .....	9
Medical Emergencies .....	9
Inclement Weather .....	10
General Emergency Evacuation Procedures.....	10
Discipline Policy.....	10
Discipline Procedure .....	11
Corporal Punishment .....	12
School Standards.....	12
Dress Code .....	12
Personal Appearance Code .....	12
Additional Notations.....	13
Cell Phone Policy .....	13
Student Driver Policy .....	14
Communication Policy .....	14
Social Media Policy .....	15

## Welcome to Providence Christian Academy of Yoakum

Providence Christian Academy of Yoakum (PCAY) admits students of any race, color, national or ethnic origin to 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 or ethnic origin in the administration of its educational policies, admissions policies, scholarship, athletic or other school-administered programs. PCAY is not a parochial school (sponsored by a single church or denomination). PCAY seeks to serve Christian families of Yoakum and surrounding communities, working cooperatively with many evangelical churches. With them, our mission is to support and assist parents in fulfilling their God-given responsibility to bring up their children "in training and instruction of the Lord" (Eph. 6:4). PCAY is an independent, non-profit corporation not affiliated with any church.

Providence Christian Academy of Yoakum presents the following offerings:

- A strong Christian academic curriculum
- A quiet, disciplined learning environment in which reverence of God, country and family is valued and taught
- Programs designed to develop the physical and creative potential of the students

The primary responsibility for teaching and training young people is given to parents by God. The Christian school should function as an extension of the home to aid parents in the instruction of their children.

**It is the prayer at PCAY that each student will find Jesus as their personal Lord and Savior.** We believe that through their Christian training they will develop the mind of Christ and Godly character through a daily dependence upon the Bible. Therefore, students who do not listen, act or speak in ways according to this training will face punishment or release from the Academy

## Statement of Philosophy

Providence Christian Academy is dedicated to helping children learn in an atmosphere of respect, trust, and safety. Each child's individual strengths and weaknesses are assessed and used as a base on which to build an individual curriculum. Love for God and other people is critical to success in school and later in life. Developmental issues are taken into account as additional building blocks in the learning process. Careful consideration of the whole child and his or her spiritual, academic, social, physical, and emotional needs is the primary purpose of the school and its goal to help each child reach their potential.

## Mission Statement

**The mission of PCAY is salvation in Jesus Christ and development of Christian character** based on Proverbs 22:6. The primary responsibility for teaching and training young people is given to parents by God. The Christian school should function as an extension of the home to aid the parents in the instruction of their children. All academics are based on Christian principals.

## Parent/Guardian Partnership

As stated in our mission statement above, the primary responsibility for teaching and training young people is given to parents by God. In the absence of parents, this responsibility falls on the child's designated guardian. PCAY considers it a privilege to work with parents/ guardians and aid them in the instruction and development of their children. It is every parent or guardian's right and duty to become the primary role models for the development of their child's life – physically, mentally, spiritually, emotionally, and psychologically. The choice of enrolling at PCAY involves a commitment to uphold love for God and other people as well as commitment to offer talents and time in activities the school may have scheduled throughout the year for students and parents/guardians alike.

Good example is the strongest teacher. Parent/guardian partnership and participation in some school activities is a great opportunity to be involved with each student's school life and will affect the way each child related to God, to others and how they follow through on activities/tasks. Mandatory participation is expected from at least 1 parent or guardian on certain activities and is detailed further in the section below.

## Volunteerism & Parent/Guardian Involvement

Parents/guardians are welcomed and encouraged to come in, help out and be involved in their child's development. Volunteers will help in the classroom, on the playground, or wherever needed. We have many volunteer opportunities for parents and guardians. Below is a list of opportunities for involvement:

- Sharing cultures and family traditions
- Working with teachers on parties or events
- Assisting with classroom activities
- Sharing a craft, collection or treasure
- Sharing career and work experience
- Saving materials and "stuff" for school projects
- Preparing materials for activities or projects at home (cutting, sewing, stapling)
- Volunteering for chapel/ school events

**Please call the office to schedule a time to help.** This will help the teacher to coordinate volunteers. **All volunteers will need to check-in with the school administrator upon arrival at the campus.**

Being a non-profit organization, the school also relies on **mandatory** parent/guardian participation on certain events to make field trips and other school improvement initiatives possible. Such activities will be communicated to parents as needed and may include, but is not limited to the following:

- Fund-raising activities
- School clean-up days/ work days
- School supply drives (school materials/cleaning/pantry supplies)

## Admission Policies and Procedures

Providence Christian Academy cannot meet the educational needs of all students, even the needs of all students of Christian parents. While the school desires to be helpful, it is **not intended to function as a remedial or correctional school**. Providence Christian Academy reserves the right to ask parents to withdraw a student who does not adapt to our expectations at any time during the school year.

It is Providence Christian Academy's policy to deny entrance to, or remove from the school any student who does not meet the following criteria:

1. Students will be placed in a grade according to previous school records and by the evaluation done by the teacher/administrator.
2. Students wanting to enter first grade must be evaluated by the receiving teacher.
3. All students are placed on a probation period of 30 days.
4. Students must be willing to provide personal references, from people such as a pastor or school teacher stating the student is of good moral character.
5. No student will be admitted with a police record unless prior arrangements have been made with the parents and school.

## Financial Policy

Tuition and fees are reviewed annually by the School Board, and rates for the coming year are published at the time of registration. Every effort is made to keep tuition rates at a reasonable level so that families of limited means are not excluded. However, tuition and fees are expected to cover only the basic expenses of operating the school. Fees for other elements of a quality school program, such as extracurricular activities and field trips, will be determined per activity.

As a Christian institution, we keenly sense the duty to meet our own financial obligations to staff and vendors in a timely manner. This is only possible when parents make their tuition payments on schedule. **Monthly payments are due in the school office on the first through the fifth day of each month; a late fee of twenty-five dollars is assessed if payment is not received by the tenth of the month.** Families experiencing temporary difficulty in making a payment should contact the school immediately before any of this takes place. Documented payment plans agreed upon by the School head and the parent/ guardian for this purpose are deemed final and supersedes any prior agreements for the duration of the plan and as stated in the signed document.

**PAYMENT OPTIONS:** Payment may be made by cash, personal check, bank draft or credit card. For your convenience, cash or check payments may be dropped in the PCAY mail drop located on the wall in the front room.

**CASH PAYMENTS:** All cash payments should be in a sealed envelope with the name of the student.

**PAYMENT BY CHECK:** Checks must be made payable to **Providence Christian Academy of Yoakum or PCAY.**

**BANK DRAFT:** Your bank will coordinate a bank draft which is sent directly to the school to arrive prior to the 5<sup>th</sup> of each month. Please visit your bank to set this up.

**CREDIT CARDS:** We accept Visa or Mastercard debit or credit cards (a convenience fee of 4% of the total bill will be added)

**NON-PAYMENT OF TUITION:** A student may be removed if tuition is late by 15 days. Parents will need to meet with the administrator and a re-application fee of \$150.00 along with past due tuition needs to be paid before re-admitting the student. The school reserves the right to retain a student's cumulative records/report cards until payment has been received.

## Policy of withdrawal/ Refund Policy

We have a withdrawal policy that requires a written **30-day notice**. Noncompliance with this policy will leave you liable for the next month's tuition. **All fees and tuition payments, including advanced payments are non-refundable.**

## School Hours

Students are not to be at school until 7:50 a.m. or after. They are to be picked up no later than 3:15 p.m. Classes are in session from 8:30 a.m. to 3:00 p.m. Monday thru Thursday.

- Due to the fact that the school is in a country setting, children will never be left without staff present.
- PCAY is a "closed campus", thus access to campus by visitors (i.e. anyone other than students, staff, and parents), and departure from campus by students during the school day

**must** be authorized through the office. Parental consent in writing or by telephone in an emergency is required; if the parent cannot be reached, the principal will act in the best interest of the student's welfare. **Students should not expect authorization to return home for forgotten items.** In granting permission to leave campus, the parent assumes responsibility for the student, and releases the school from liability in the event of accident or injury.

- If your child/children are tardy, the student(s) will be put in lunch-time detention (12:20 p.m. until 12:40 p.m.).
- We are taking attendance every day. While not as strict as the public schools, **we will need the parent to call every day** the student will not be attending school.
- A note signed from the parent will be required for all absences to be considered 'excused'. A doctor's release (note) will be required for three or more days absent.
- Parents are welcome to campus, but must check-in with the school office before going to the classroom to observe.
- **Early release should only be used in emergencies, or for scheduled doctor visits.** Please try to schedule appointments during non-school hours. Time off for doctor visits will require a written excuse from the doctor.

If anyone besides the parents is allowed to pick up the child, authorization must be on file in the school office. When an unusual circumstance comes up and someone not authorized is to pick up for the day, a phone call must be placed to the school office.

**If parents are divorced or separated and one parent is not allowed to see or pick up the child, the school must have on file a certified copy of the Final Decree of Divorce.**

## Bible Study

Bible courses are part of the curriculum. There will also be a Chapel service utilizing local ministers on Wednesdays.

## Lunches & Snacks

**IMPORTANT NOTE: It is the parent's responsibility to inform the school of any allergies your student may have. The school will refer to the PCAY Drug Policy document signed by the parent upon enrollment.**

Lunch and snacks may be brought from home every day. Students may use the refrigerator or microwave. Hot lunches will also be available for purchase occasionally.

Students are asked to be helpful in the clean-up of the lunch area. Chores will be assigned to students to help with this duty.

## Celebrations

Birthdays for the entire month will be celebrated each month on the last Thursday of each month. If a parent desires to furnish a special treat, it may be served with lunch. If wanting to do a classroom party, please check with teachers before you plan.

## Homework Policy

We believe excessive homework takes away from quality home and church life, but studying for tests and special projects will need to be done at home. Students who do not use their time wisely during school will naturally have work to complete at home. In some cases parents may receive a phone call or a note from the teacher expressing the fact that their child is not working well in class and has work to do at home to catch up.

## Field Trips

Every effort is made to enrich the lives of our students. Field trips will be scheduled periodically throughout the school year. These scheduled field trips may require assistance from parents in transporting and overseeing the children. Field trips are a part of the school curriculum, and **participation is required**. Since field trips are usually an enjoyable activity, participation may be denied for disciplinary reasons. Normal daily uniform code applies to field trips except when special situations occur.

## Care of School Property

Students are expected to exercise responsible care in the use of school property, including textbooks, desks, chairs, equipment, school grounds, and buildings. No climbing trees or fences or getting on the roof will be permitted. They will also be given chores to do on a daily and/or weekly basis. Students are expected to place all trash in the containers provided. Classrooms should be left in a neat and orderly condition specifically: picking up paper, straightening desks and replacing other items that have been used. Students will be held financially responsible for destruction of school property and equipment. These fees must be paid for before grades will be issued.

Students and Parents should realize that all personal property brought onto the P.C.A.Y campus by a student is subject to compliance to P.C.A.Y.'s mission statement, drug policy and handbook guidelines – and is therefore subject to random inspection at teacher or administration discretion.

The school telephone is for the normal operational needs of the school and not for the convenience of students. **Students will not be allowed to call home except in cases of serious need.** Incoming calls to students should not be made. Messages may be left for your student at the office.



## Illness

**For the welfare of your child and others in the school, all children who are sick must be kept at home. Please do not bring to school if the following exists:**

- Fever of 100 degrees or higher
- Vomiting and/or diarrhea (even if associated with medication)
- Any symptoms of childhood diseases, such as scarlet fever, measles, chicken pox, strep throat, flu, etc or any other infectious diseases
- Common cold
- Sore throat
- Croup
- Any unexplained rash
- Any skin infection, boils, ringworm, impetigo or head lice
- Pink eye or any other eye infections (Eye secretions will be wiped clean and monitored, if it returns, the child will be sent home. All eye secretions will be considered contagious until examined by a doctor. A doctor's note will be required for the child's return to school)
- Any communicable disease
- Cloudy or green runny nose
- Persistent and/or productive cough
- COVID 19 symptoms

If already at the school, they will be sent to the office. The parent/guardian will be contacted to pick up the student as soon as possible. In the event of an injury, the parent/guardian will be contacted. In cases involving head injuries, parents/guardian will be called immediately.

**24 Hour Illness Policy: Students must be fever-free, without the use of medication for 24 hours. In addition, they must be free of vomiting, diarrhea, eye discharge due to Pink Eye or other eye infection, excessive nasal drip or cough for 24 hours prior to returning to school – NO EXCEPTIONS.**

Texas law prohibits the school from giving a child medication without the express written direction of the parent. If it becomes necessary for the student to continue medication after an illness, the parent should complete the medication permission form (which can be picked up in the office). Over-the-counter drugs may be administered only when the school can be certain of the contents of the drug. Prescription drugs must be in the drug store container with the child's name on it, the doctor's name and phone number. The parent may ask the pharmacy for a school container to hold only the dosages needed for the child while at school.

Please report **ALL** absences from school by calling the school phone: **361-293-5820**.

## Medical Emergencies

In the event of a medical emergency requiring 911 assistance, 911 and the parents/guardian will be called simultaneously. If the parent/guardian cannot be reached, PCAY will secure any and all necessary emergency medical care for the student. In case of an accident or sudden illness, we will always try to contact the parents/guardian before calling any other emergency contact listed during registration.

Please make sure that all numbers are kept updated and that people listed as emergency contacts are aware that they will be called and expected to pick up the student in case the parent/guardian cannot be reached.

## **Inclement Weather**

Delayed starts or canceled classes will be communicated by the school through *Remind* App notifications.

## **General Emergency Evacuation Procedures**

The school phone number is 361-293-5820. We will use this number to contact local authorities and parents. Teachers will evacuate the students from all buildings to the north “heart gate” by the student parking area.

In case of earthquakes, teachers will direct students to “drop and cover” and wait until the shaking has stopped, then evacuate the students immediately.

The building can be re-entered once the building has been declared safe by the school administrator or emergency personnel.

Students will remain with school personnel until safe to re-enter the building or are picked up by an authorized adult.

## **Extended Emergency Evacuation**

The administration and staff will follow the Emergency Response Procedures:

1. The school administration staff will be the contact personnel for all emergencies.
2. Parents arriving to pick up students should report to the contact personnel only. Adults may be required to present identification and sign the student out.
3. The classroom teacher will verify the information before releasing the child.
4. Students will remain at PCAY until they are released to the parents or an authorized adult.

## **Discipline Policy**

Discipline at PCAY provides the boundaries students need: to feel secure; to develop character; and to succeed academically and spiritually. Without the firm guidelines and direction of loving discipline, little desirable learning can take place.

A student will be disciplined for, but not limited to, the following reasons:

- Damaging, harming, or stealing another's property
- **Defying the authority of a teacher or administrator; (includes BACK-TALKING)**
- **Habitual profanity** or vulgarity. Or sexual innuendos and or Harassment
- Using **tobacco, vaping devices, alcohol, or non-prescription drugs**
- Bullying - verbally assaulting, harassing, interfering with, or threatening a student or school employee.
- Leaving school without permission. (Students who drive a car, please refer to the **Student Driver Policy**)
- Any inappropriate student to student contact (examples include inappropriate expressions of holding hands, PDAs, hitting, hugging, slapping, etc.).
- Other forms of misbehavior that might occur which would also warrant disciplinary action and when the student can be re-admitted to the school if a suspension was in order

Violations considered to be "No Tolerance" may result to a suspension/expulsion at the first instance. Such violations may include but are not limited to threats of violence or the actual assault or causing bodily injury to an employee of the school or another student.

## Discipline Procedure

Instance	Level	Description
1st Infraction	Verbal Warning	<ul style="list-style-type: none"> <li>• Written documentation signed by teacher and student</li> </ul>
2nd Infraction	Written Warning	<ul style="list-style-type: none"> <li>• A Written documentation will be signed by teacher and student</li> <li>• Extra work will be assigned and/or reduced/lunch times (lunch-time detention)</li> <li>• A note will be sent home to parent</li> </ul>
3rd Infraction	Final Written Warning	<ul style="list-style-type: none"> <li>• A Written documentation will be signed by teacher and student</li> <li>• Parent conference will take place (possible suspension)</li> </ul>
4th Infraction/ No Tolerance Violation	Suspension/Expulsion	<ul style="list-style-type: none"> <li>• A Written documentation will be signed by teacher and student</li> <li>• Parent conference will take place with result of suspension/expulsion</li> </ul>

## Appeals

Student appeals to discipline infractions may be made by scheduling a conference with the principal. If this action cannot resolve the appeal, the parents may make a formal appeal before the school board by submitting a written request to appear at the next board meeting.

## Suspensions

Students may be suspended from PCAY for a violation of rules and/or regulations approved by the Board, or when the student's presence is considered detrimental to others or to the school's program. (Duration of suspension will be determined at the time of discipline).

## Corporal Punishment

This is used as a last resort and will not be done without parent/guardian consent. See Corporal Punishment Permission Form.

## School Standards

Providence Christian Academy adheres to a higher standard both in academics and character building. An average of 80% is the minimum passing grade for all students. Students also need to adhere to a uniform and dress code policy to build a sense of uniformity and non-discrimination.

Students are required to be in full maroon uniform **Monday-Wednesday**. Uniforms consist of: pants (or shorts, skirts (girls only), shirts, shoes as described below.

**ALL PANTS AND SHORTS MUST REMAIN AT THE WAIST AND NOT HANGING DOWN. (No underwear showing at any time).**

- **Pants** – blue or black jeans, khaki or black slacks, not excessively faded, ‘holey’, skin-showing or distressed
- **Shorts** – blue or black jeans, khaki or black
  - Note: All shorts for boys and girls shall be **knee length**.
- **Shirts** - maroon – School Tees or polos (available for purchase from the school)
- **Shoes** - Shoes without backs, sandals, house shoes, clogs, crocs, flip flops, or sliders are not to be worn at any time. **NO OPEN HEELS**. Shoes **MUST** be worn outside.
- **Jackets** – must be maroon with PCAY logo (available for purchase from the school)

Students are allowed to wear street clothes every **Thursdays** but must adhere to the school Dress Code.

## Dress Code

If street clothes are allowed to be worn, they must meet the following regulations:

- No tank tops, spaghetti straps, or crop tops.
- No offensive decals or insignias.
- Shirts with tails will be required to be tucked in at all times.
- No excessively tight or baggy clothing.

## Personal Appearance Code

### A. Hair

- Extreme hairstyles (i.e. Mohawks, half-shaved, etc.) are not acceptable.
- The administration encourages students to maintain their natural hair color, and therefore no students shall have dyed hair of any unnatural color on campus.

- Boys must keep a neat hair cut at all times. Hair must be no longer than midway down the ears and neck and must be out of the eyes in front. **No facial hair is permitted.**

**B. Jewelry/Body Art**

- Jewelry may be worn in moderation. Again, this will be at the discretion of the administration.
- Boys are not to wear earrings.
- Boys and girls are not to have any body piercing or tattoos or any other type of “body art” showing.

**C. Makeup & Nail polish**

- Girls are permitted to wear makeup in moderation and may use nail polish of any color other than dark or black.
- Boys are not allowed to wear any makeup or have any colored nail polish.

**If dress and personal appearance code is not followed, parents will be notified and the student sent home.** The dress code and school uniform is designed to produce equality and respectfulness in the appearance of the student body. The uniform dress code is to be observed at all times. School uniforms are to be worn on all field trips unless otherwise specified.

## Additional Notations

- Do not touch anyone’s property at any time
- No hats are to be worn in the buildings
- No knives/weapons of any type
- Put up all sports equipment after playing
- Eat in the kitchen or designated areas only
- **Treat ALL faculty and students with respect.**
- \*\*\* NO GUM \*\*\*
- No toys, including fidget spinners unless permitted by the teacher for an activity or purpose
- If a student plans to leave with a classmate, a permission note will be required from each set of parents **BEFORE** students are allowed to leave.

## Cell Phone Policy

All students **must** turn in their cell phones or any other device that can access the internet to their teacher upon arrival. Devices turned in will be returned at the end of day. Students who do not adhere to this policy will be subject to discipline. Repeated infractions may result to such devices being taken away and only released to the parent after a parent/teacher conference.

## Student Driver Policy

Students who drive to school must adhere to the following guidelines for their safety and the safety of others:

- Must show proof of eligibility to drive to school (Driver's License or Permit)
- Only park at designated student parking
- Must keep their vehicles locked during class hours.

**IMPORTANT NOTE: Students are not allowed to go to their vehicles during class hours or lunch break without permission.**

## Communication Policy

Communication between school and parent is an essential component of school life. It is an intentional effort and shared responsibility in order to support our students learning and development. The school is committed to help and support with sincerity and professionalism, and there must be mutual courtesy and respect in all forms of communication between parents, students and staff.

Official modes of communication utilized by the school are listed below.

- School Policies & Procedures – The Student Handbook has information for students and parents on school policies and procedures. Information essential for new students are listed on New Student Forms.
- Curriculum and Student Related Communication – Teachers communicate directly with students on their individual learning needs. Information on methods and criteria of performance measurement will be briefed to students. Periodic Progress Reports and Report Cards are also released to students & parents. Queries relevant to class/subject teachers upon release of these reports may be directed to the school via email to discuss or set an appointment.
- General School Communication – The school informs parents about current activities via letters from the Principal's desk sent home with the students or through electronic means: Email & texts through *Remind App*. The school may on occasion and as needed, utilize the school website and/or social media but official and final communications will always come from the Principal's desk or school email.
- Teachers are not expected to provide their personal mobile numbers to students or parents. If a teacher shares their personal mobile number to a student or parent, it is only meant for the student or parent to communicate with the teacher on school matters. The mobile number should not be shared without the teacher's consent. Communication should remain respectful and be during reasonable hours.
- Parents will receive a response to email/phone/text queries within three working days. Generally, staff will not respond to email/phone/text after 3:00 p.m. Mondays through Thursdays or on weekends unless the matter is an emergency in nature.

- Meeting requests with teachers are welcome but should be scheduled. Please make an appointment to prevent class disruptions. Communication should be gracious and respectful. The school owes a duty of care to its staff and is committed to protecting them from intimidating or threatening behavior whether in verbal or written form. The school reserves the right to not engage parents under such circumstances.

## Social Media Policy

With the rise of new media and new generation communication tools, the ways in which everyone communicates continue to evolve. PCAY recognizes that such tools bring new opportunities for communication and collaboration but also recognizes that it comes with new responsibilities. Tools for accessing Social Media are limited at the school. **PCAY Student Computer and Internet Use Rules** and **Cellphone policy** are in place for governance while at the school and while PCAY does not intend to restrict use of social media, the school highly recommends that parents are aware of their child's online presence and take responsibility on what the child is allowed to use when not at school.

For the purpose of this policy, Social networking sites and social media (including discussion forums, online collaborations, blogs, podcasts, video sharing, social networks, publishing systems, and others) are collectively and herein called "Social Media" and the guidelines below are provided for appropriate online conduct of PCAY students and staff.

### Policy Guidelines:

- The school may use pictures and videos from school events for official purposes. Parents who do not consent to their child's inclusion in social media posts may indicate so on page 10 of the school registration card during registration.
- Never post any confidential, sensitive, personal or proprietary information about the school, its staff and students.
- Staff or students that publish personal blogs or engage in discussion forums must make clear to readers that views expressed are personal and are in no way the view of the school.
- No employee or student may create an "official" school blog, social media page, website or any other social or online media presence without the prior written authorization from the Asst. Principal, Principal or the Board of Directors.
- Obey the law, including laws governing defamation, discrimination, harassment and copyright.
- The school has NO TOLERANCE for student "Cyber bullying" and may result in suspension/expulsion at the first instance.
- Remember that posts on the internet are immediate, permanent and never truly private