



2010-2011
Parent/Student Handbook



"I am much afraid that the schools and universities will prove to be the great gates of hell unless they diligently labor to explain the Holy Scriptures and engrave them upon the hearts of youth. I advise no one to send their child where the Scriptures do not reign paramount. Every institution that does not unceasingly occupy its students with the Word of God must become corrupt."

~Martin Luther



Statement of Faith

- 1) That the Bible, consisting of the sixty-six books of the Old and New Testaments, is the inerrant and complete Word of God, the final authority in all matters of faith and practice. (II Tim. 3:16-17; II Peter 1:20; Jude 3)
- 2) That there is one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Deut. 6:4; Matt. 28:19; Luke 3:21-22)
- 3) That the Lord Jesus Christ is the only begotten Son of God conceived by the Holy Spirit, born of the Virgin Mary, and is true God and true man. (Luke 1:30-35; John 1:18; John 3:16; Phil. 2:5-11)
- 4) That man was created in the image of God; that he sinned, thereby incurring not only physical death, but also spiritual death, which is separation from God; and that, as a consequence, all are declared by God to be totally depraved. (Gen. 1:26-27, 2:16-27, 3:6-19; Rom. 3:10-23, 6:23, 7:18, 11:32; Gal. 3:22)
- 5) That the Lord Jesus Christ died as a substitution and complete sacrifice for the sins of the whole world and that only those who believe in Him are saved. (Rom. 3:24-28, 5:8-10; I Tim. 2:5-6; I John 2:1-2)
- 6) That the Lord Jesus Christ rose from the dead in the same body, though glorified, in which He was crucified, that He ascended into Heaven and is now exalted at the right hand of God the Father as Head of the Church. (John 20:1-29; Acts 1: 9-11; Eph. 1:20-23; Heb. 1:3)
- 7) That the Lord Jesus Christ will come again personally; that He will come in the air prior to the seven-year tribulation, to receive the Church unto Himself in Heaven; and following the Great Tribulation, He will return visibly to earth with His saints to inaugurate His millennial kingdom of universal peace and righteousness. (Acts 1:11; I Thess. 4:3-18; I Cor. 15:51-58; II Pet. 3:1-13; Rev. 19:11-16, 20:1-6)
- 8) That both the believer and the unbeliever will be resurrected bodily in their own order, the saved unto everlasting bliss, the lost unto the everlasting and conscious punishment. (I Cor. 15: 1-50; I Thess. 4:14-18; Rev. 20:11-15, 21:22)
- 9) That on the sole condition of personal faith in the Lord Jesus Christ, men are born again by the Holy Spirit; that at regeneration, all believers are indwelt by the Holy Spirit, baptized by the Holy Spirit into the Body of Christ, and sealed by the Holy Spirit unto the day of redemption. (Rom. 3: 24-28; I Cor. 12:13; Eph. 4:30)
- 10) That sanctification, which is separation unto God, is threefold; positionally, the believer was sanctified at conversion by virtue of union with Christ; progressively, through the Word as he walks in the Spirit; ultimately, he will be completely conformed to the image of Christ when he sees his Savior face to face. (John 17:17; Eph. 5:26; Col. 3:1-4; Heb. 10:14; I John 3:1-3)
- 11) That the Church is the Body of Christ, composed of all who are born again; that this church universal is to gather together as local churches after the pattern of New Testament doctrine and practice, including the observance of water baptism and the Lord's Supper; and that God performs the ministry of His church through its members. (Acts 2:1-47; Rom. 12:1-8; I Cor. 11:23-24, 12:1-31; Eph. 1:22-23)
- 12) That the Great Commission was given to the Church and that this task of world evangelism is the mission of the church today. (Matt. 28:18-20; Rom. 10:9-17; Eph. 4:7-16)



The guidelines contained herein are designed to provide clarity in case of particular situations which generally arise within the school environment. While it is our desire to adhere to these guidelines for the entire school year, we recognize that certain situations may arise which call for modifications. Once the student has been informed of any change, the responsibility for compliance rests with the student.

Admissions Procedures

Parkway Christian Academy does not discriminate on the basis of race, color, gender, or national and ethnic origin.

Procedure

- 1.) Check to see that student meets requirements for admission. (See list below.)
- 2.) Bring last report card, last SAT scores, testing fee (\$50.00) and birth certificate.
- 3.) Schedule testing appointment/interview with counselor
- 4.) Once student is accepted, an online application must be completed and registration fee must be paid.

If parents do not live together or if child does not live with parents, please provide proof of custody.

Requirements for Admission

- 1) Must be eligible for re-enrollment in the school last attended.
- 2) Must not have been suspended or expelled from the school last attended.
- 3) Must not have a history of illegal activities.
- 4) Must have an academic grade average of no lower than a B.
- 5) Must earn satisfactory score on entrance exam.
- 6) Must be free of severe learning and /or behavioral problems.

PCA does not modify work or behavioral expectations.

Acceptance

Since it is the policy of Parkway Christian Academy to limit the number of students per class, students with average and above average ability, good conduct and achievement records are accepted as places become available. Parents will be notified of acceptance when the above procedures have been completed and a final transcript received.

Since Parkway Christian Academy is a private institution of learning, attendance here is a privilege granted by the administration of the school; it is not a right. Any student's attendance privilege may be forfeited if he or she does not conform to the standards and regulations of Parkway Christian Academy. The School likewise assumes that parents will guide and discipline their students accordingly. If parents have chosen to follow a different course in the guidance and discipline of their children, then parents and students should realize that Parkway Christian Academy may not be the choice in education that best suits their needs. Lack of support from parents is also considered a reason for dismissal.

God-given responsibilities in the discipline process exist not only for teachers and parents but for students as well. During school hours and at school-related activities and functions, students should respond to school personnel with the same obedience in action and attitude, in the same demeanor that should be present under Biblical standards when they respond to their parent/guardian. Any failure to maintain a Biblical attitude of respect and obedience toward school authority which results in improper behavior or a standards violation will result in disciplinary action appropriate to the violation. Believing that rebellion breeds rebellion, the school reserves the right to dismiss any student who refuses to respect properly constituted authority. We believe that teaching children to be responsible and positive in their attitudes toward educational authority reinforces their positive responses to the authority of God and government. Disrespect may be communicated in many ways. Please be aware that non-verbal disrespect, such as rolling eyes, sighing, slamming items, ignoring, etc... are all attitudes which will not be tolerated.

Believing that education is the joint responsibility of the home, the Church, and the school, the school encourages the parents of students at PCA to support the school through several forms. Parents may support the school in spirit: both in the spiritual sense through prayer and in the patriotic sense through a zealous enthusiastic loyalty to the school. Parents also support the school by raising funds through projects, donations, etc., for the acquisition of needed equipment or supplies. Parents may also contribute manpower, expertise and other forms of volunteer help for various projects. All parents are encouraged to actively support this organization and to attend the PTF meetings.

Health

It is important to list all emergency information clearly on the information cards. Someone must come for the student if they are ill. A parent will be contacted in case of:

- Fever of 100 degrees or higher
- Vomiting or severe nausea
- Injury or illness which may require medical attention
- Evidence of head lice.
- Suspicion of conjunctivitis "pink eye"

If your child has had a fever in the evening prior to school or a morning fever, we suggest that you do not just give your child fever reducing medication and send him on to school. Doctors recommend that your child be free from any fever for 24 hours (without medication) before returning to school.

A sick child cannot have a good day at school and also presents a risk for illness to fellow students and teachers. We know that you want what is best for your child and that your child is very important to you, so please keep a sick child at home where they can recuperate properly.

Head Lice

Students who are found with evidence of head lice will be sent home immediately. When students return, they must bring proof of treatment and be nit-free before they will be admitted to class.

If parents find lice in a child's hair, they are asked to notify the school so that others may be made aware of the need to check their children. Occasionally it may be necessary to check entire classes if head lice continues to be a problem. If a head lice case is found in a classroom, parents will be sent a letter stating that a problem exists in the classroom, along with recommendations for treatment.

Health and Immunization Records

In accordance with Alabama laws, each student must have up-to-date physical records and required immunization.

A. Infectious Diseases

In the event an enrolled student is discovered to have an infectious disease or to be the carrier thereof, the following will apply.

- .1) Each case will be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development, and the physical condition of the student. The expected types of interaction with others in the school environment and the probability of contagion will likewise be considered in the decision.
- 2) Parents or guardians of an infected student who has been permitted to enroll or remain enrolled are responsible for securing regular medical evaluations, as determined by the school administrator, so as to permit a reliable assessment of any change in the student's condition which might affect the school's decision permitting enrollment or continued attendance.

Medical Release Form

The school must have a medical release form for each student. This form allows physicians to perform emergency treatment in the event it is impossible to reach a parent or legal guardian. Few hospitals will treat a patient under eighteen without parental consent, and in a serious emergency this form could save your child's life. Only a school official would use it in the event a parent or guardian could not be reached. Efforts will be made to reach the parents or guardians, whose instructions will be followed by school officials.

Students Leaving Campus

- 1) Any student leaving campus after the start of the school day must have appropriate permission from a parent or guardian and the Principal.
 - a) If a student becomes ill during the day, he/she may drive home only after clearing his/her departure with the office. The office will contact the student's parent or guardian before the student leaves the school.
 - b) Under certain circumstances, students may use personal cars to run errands. However, this requires permission from the principal, parent or guardian. The student must "check out" of school and then check back in upon return.
 - c) No students are permitted in cars or parking area during the school day.
- 2) The school assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school- sponsored extra-curricular activity.

Safety Patrol

Students from the fifth and sixth grades assist during dismissal for the elementary grades. These students are approved by faculty and administration and are committed to doing an excellent job. At all times, parents should follow the instructions of Safety Patrol. Total cooperation is expected and appreciated.

Withdrawal Procedures

Withdrawal from Parkway Christian Academy must be made through the school office. Parents are asked to fill out a Student Withdrawal Form. After the completion of this form, the school office will mail the official records to the new school. Tuition must be paid through the end of the calendar month in which the student withdraws. All books must be returned to the teachers, and any outstanding debts such as club/athletic fees, library fines, lunch charges, lost books etc., must be paid at the time of withdrawal. No transcript or official records will be released until all financial obligations are met.

Transcripts

A transcript of a student's grades will be provided upon the completion of a written request form (Available in the school office). There is a one dollar (\$1.00) fee for this service. Official transcripts must be mailed from the school. They cannot be given directly to parents or students.

After graduating, it is the student's responsibility to request a final transcript be sent to the college they have selected. Please allow one week for this to be mailed.

Security

All students must purchase a photo ID badge. ID must be worn at all times while on school property. Failure to produce ID upon request by school staff will be considered a dress-code violation. See "Dress Code" section (pg.9) for penalties.

All school visitors, including parents and relatives well- known to the school, must first sign in at the office and then sign out when leaving the school. Visitors will be issued a visitor's badge to wear while in the school building. Visitors should enter the school through the front entrance. Parents may not go to a classroom, the lunchroom, or any part of the building without the permission of the office and a visitor's badge. Please respect our policies. We encourage you to visit, but for the safety and education of our children we request there not be many disruptions to their routine.

Students from other schools may not visit during the school day. While alumni are allowed to visit, students who did not graduate from PCA are not.

Students who have been dismissed from PCA are not permitted to be on school property.

Field Trips

Field trips will be taken periodically. Money and permission slips must be turned in to your child's teacher in accordance with information provided for each individual field trip. The school bus will be taken on trips when possible. When the bus is not available, students may be transported in parents' cars.

No children will be permitted on the field trip except students whose class is participating in the outing. No child, regardless of age, will be allowed to go with a parent who is assisting, even if the child would follow the bus in a private car. This is simply a matter of school liability.

Class Parties

Each class may have a Christmas party and a party to celebrate the end of the school year. Parties will be under the direction of the classroom teacher with assistance from the room parents.

Parent- Teacher Fellowship

The PTF is looking for a few good men and women with the heart to serve. Deuteronomy 11:13
The Parent Teacher's Fellowship (PTF), an association of parents and teachers, was organized to support and complement the work of the staff at Parkway Christian Academy in the Christian education of its students. Each year, we need several parent volunteers from each class. These volunteers work together to help assist in fundraising, and other extra-curricular endeavors.

Attendance

A. Policy Statement

We believe that regular attendance in classes is essential to academic success of a student. One can never really compensate for absence from class. Any work done to make up what was missed is primarily an effort to bridge the gap in the classroom experience. This is only a substitute for classroom attendance and is acceptable under the following conditions:

B. Excused Absences

- 1) Illness or injury prohibiting a child from coming to school.
- 2) Serious illness or death in the family

Advance written notification from the parent or legal guardian is required for the following to be excused:

- 3) Marriage in the immediate family
- 4) Doctor or dental appointments, which cannot be made outside of school time.
- 5) Educational experiences, such as musical competitions, community service, etc...
- 6) Pre-planned family trips. Requests must be made in writing to the Principal a minimum of one week prior to the trip. The Principal must be consulted, and will make the final decision concerning excused or unexcused absence.
- 7) Taking the test for one's driver's license.

Occasionally, special opportunities arise for a student to represent his school, church, civic organization, or some such group.

Decisions to excuse an absence for one of these situations are made by the Principal. Again, a request should be made in writing to the Principal prior to the event. Consideration of such things as the student's grades, amount of school time missed to date, etc., will be taken into account when making the decision.

College Days

It is our desire to provide the opportunity for our students to be absent from school and make visits without being penalized for the absence. However, there is a limit to the number of visits that will be excused and there is a procedure that must be followed. Please review the guidelines below with your student.

Guidelines

College visits must be pre-approved in writing by the principal. The total number of absences due to college visits is not to exceed two per year. Upon return to school, students must present written verification of their visit to the counselor. Students who are away to college days will be marked "absent". However, these absences will not count toward the total allowed for the year, provided the proper procedures have been followed.

C. Unexcused Absences

- 1) Any of the previous that requires advanced notification but that none was received
- 2) Suspension from school
- 3) An absence without an excuse note brought back within two days
- 4) Absences with parent notes that offer no excuse or explanation for the absence

D. Penalty for Unexcused Absences

Students with unexcused absences will not be allowed to make up missed work, including homework tests, and/or quizzes. An out-of school suspension is considered an unexcused absence.

If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent in the afternoon prior to an activity in the evening.

E. Tardies:

A. Grades 1-6 – Students arriving to class after 7:55 will be considered “tardy.” Five unexcused tardies will result in disciplinary action. (i.e. write-up, hole punches, conduct checks).

B. Grades 7-12 – Students arriving to class after 7:55 will be considered “tardy.” Each unexcused tardy will result in one demerit. Accumulation of five demerits will result in one day’s detention.

Exams: Believing that continued monitoring of student progress is essential, students in grades 7-12 are required to take six-weeks exams in all core subjects. Six-weeks exams may be comprehensive and therefore no mid-term or final exams are given.

F. Checking Out of School

- 1) Students may be checked out for the following:
 - a. It is an absence that falls under one of those previously defined as excused
 - b. If the reason is illness, the student must:
 - Have a temperature, or
 - Be obviously ill.

Phone contact will be made to the parent or guardian, and a member of the staff will verify permission for the student to check out. In the event the student does not drive, the student must wait in the main office until a parent or legal guardian arrives.

Records of students checking in and out will be kept in the office. Students showing an excessive number of check-ins or checkouts will have their parents contacted for a conference with administration to discuss the reason and possible solutions to the problem.

Students may not leave the campus during the school day without telephone contact with or the actual appearance of the parent or guardian. Notes from home requesting a student to be dismissed at a particular time will not be accepted without proper telephone or personal contact from parents or guardian. Students too young to drive will not be released to anyone other than the student’s parent or guardian unless there has been contact with the parent or guardian.

G. Loss of Credit

For a student to receive credit in any classes, total semester absences in that class must not exceed fifteen or the yearly absences must not exceed thirty. The only exceptions are certain extenuating circumstances that must be approved through the administration. For example: extended illness or surgery.

Participation in Athletics

Any student involved in interscholastic sports may not participate in that sport (practice or game) if he is absent or suspended the day of that practice or game. A student must maintain a 70 average in all subjects and remain on track for graduation. Students who drop below a 70/C in any subject will not participate until they have demonstrated an improvement in their grade.

Procedure for re-entering school after an absence

- 1) Grades 1-6
A signed note from the parent or an excuse from a doctor's office should be sent to the homeroom teacher within two days of returning to school. The teacher will in turn record the absence as excused or unexcused and keep the excuse note on file.
- 2) Grades 7-12
 - a. A signed note of explanation signed by the parent or guardian or an excuse from a doctor's office should be presented in the school office on the day of return.
 - b. An "admit to class" pass will be given to the student by the office stating to the teacher if the absence is excused or unexcused. The "admit to class" pass is taken by the student to each of the teachers to be signed.

Dress Code

Rationale:

1) The way a person dresses reflects the way he/she thinks. The appearance of our students communicates to the community and has clearly been a valuable testimony in establishing our reputation as an outstanding school with superior students.

2) Just as students would dress one way for a picnic and another way for church, there is an appropriate way to dress for school. A well-groomed student should come to school with an attitude that prepares him/her for neat conscientious work. His/her attire should show respect for himself/herself, his/her fellow students and his/her teachers.

PCA does not allow clothing, accessories, or other items which promote philosophies contrary to the mission of PCA. This includes, but is not limited to, the promotion of secular music, gangs, alcohol, tobacco, cults, and/or the Occult. (Gothic, all black attire is expressly forbidden.)

Students should dress modestly, wearing clean, neat, conservative attire.

Sometimes, as fashions change, it becomes necessary to make alterations to the dress code. Occasionally, an *allowed* item may become a *forbidden* one. Once a student has been informed, the responsibility for compliance rests with the student.

3) It is our desire at PCA to allow the expression of individual tastes. However, vulgar, offensive, distasteful, or provocative clothing is a violation of our standards.

Please note that certain items of clothing may be deemed unacceptable on the basis of the *manner in which they are worn*.

****The decision as to whether clothing or accessories are acceptable rests solely with the administration.****

Specific Dress Code Guidelines:

ALL STUDENTS MUST WEAR SCHOOL-ISSUED ID BADGES WHILE ON SCHOOL PROPERTY.

1. All shirts, blouses, and dresses must have sleeves (no tank tops).
2. Clothing must be worn in a manner that does not reveal undergarments or expose the midriff.
3. No visible tattoos are allowed. (This includes temporary tattoos.) Students are not allowed to write or draw on their skin.
4. Caps, hats, headscarves, or hoods are not to be worn inside the building.
5. Hairstyles, make-up, hair color, or clothing is not to be of an extreme nature.
6. Shoes without enclosed backs must have a manufactured strap. Slippers and house-shoes are not allowed.
7. Overly large or loose clothing is not allowed. (For males, shirts that come below the back pockets must remain tucked in.)
8. Pants must be worn at the waist.
9. Overly tight, formfitting clothing is not allowed.
10. Shorts, skirts, or dresses must not be more than three inches above the knee.
11. For females, the hair may not hang in front of the face or in the eyes. Dyed or bleached hair must be a natural color.
12. For males, the hair should be no longer than the eyebrows in the front, bottom of the ear on the sides, and the collar in the back. Mohawks, unnatural hair colors, Afros that are more than 2 inches thick, shaved-in designs, words or symbols are considered "extreme" and are not allowed. Sideburns may be no longer than the bottom of the ear.
Facial hair must be neatly groomed and relatively short. The decision as to whether a student's facial hair is in compliance rests with the administration. Students who fail to comply may be required to be clean-shaven.
13. Males may not wear earrings on school property or at school functions at any time.
14. Females may wear earrings, no more than two earrings per ear.
15. Other than the two earrings per ear for females, no other piercings are allowed.
16. T-shirts are allowed. However, they must meet the previously mentioned dress code requirements.

Penalties for violation of dress code:

When a student is found to be in violation of dress code, the student will be removed from class until he/she is in compliance. The time missed from class to address dress code violations will be considered "unexcused."

Specific Consequences for Violating Dress Code Policy

1st Offense: 5 demerits

2nd Offense: 5 demerits + 5 days *Dress Code Restriction* *

3rd Offense: 5 demerits + 10 days *Dress Code Restriction* *

4th Offense: 5 demerits + 30 days *Dress Code Restriction* *

*Attire for Students on Dress Code Restriction

White golf shirt, tucked in

Navy or black pants or skirt

No jewelry or accessories

*Students who are on Dress Code Restriction must report to administration each morning before class to demonstrate their compliance.

The guidelines contained herein are designed to provide clarity in case of particular situations which generally arise within the school environment. While it is our desire to adhere to these guidelines for the entire school year, we recognize that certain situations may arise that call for modifications. Once the student has been informed of any change the responsibility for compliance rests with the student.

Discipline

All scripture is given by the inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: that the man of God may be perfect, thoroughly furnished unto all good works. II Timothy 3:16, 17

Because Scripture provides our standard for living, our philosophy of discipline is based on Biblical principles. Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Therefore, each teacher is given the liberty of making and enforcing classroom rules. Any parent or student complaint or suggestion is expected to be taken through the proper chain of authority in accordance with Matthew chapter 18, in a respectful manner.

Guidelines for Demerits

It is assumed that the student should be committed to the highest standards of conduct and will obey the authority over him. The Principal has the right to overrule these guidelines whenever the student's conduct merits immediate action. The authority to suspend or expel is vested in the Administration. There are two types of infractions in our conduct code.

Type II Infractions-

(Defined as: "Irresponsible behavior, which is not rebellious in nature, but which must be addressed.")

Each teacher will establish his/her own specific classroom rules. Consequences for violating classroom rules will result in penalties to be determined by the classroom teacher. Including, but not limited to staying after school, writing papers, performing housekeeping tasks, such as cleaning the classroom, etc.. Parents will be notified.

Demerits 1-10 at teacher's discretion depending on the circumstances.

Examples include, but are not limited to: talking, horseplay, chewing gum or eating in class, being unprepared for class, disrupting class, violating the classroom rules, etc...

Please be aware that repeated disobedience may be considered "insubordination".

Type I Infractions (Deliberate willful acts)

Demerits

Infractions

60	Possession of illegal drugs, alcohol, fire-arm, weapons, or pornography, harassment of another person, tampering with official documents or equipment.
20	AWOL, disrespect toward school employee; stealing; fighting (This includes, but is not limited to, pushing, shoving or other deliberate physical acts.); cheating; plagiarism; indecent language, reckless driving,
10	Public display of affection, failure to follow teacher's instructions, defacing school property, indirect use of electronic device

Consequences for accumulating demerits:

5	One-hour detention
20	*Suspension (Type of suspension will be determined by administration after reviewing the circumstances involved.)
60	Parental conference, expulsion

*PCA does advocate the use of corporal punishment in lieu of suspension with the permission of the parent/guardian for students in grades 1-10.

Elementary students do not use the demerit system. However, Type I infractions will carry the same penalties. Consideration will be made for the student's age and individual stage of development.

Probation: Students who are on probation are subject to having the privilege of participation in extracurricular activities as well as the privilege of attendance revoked regardless of the number of demerits earned. Administration will closely monitor probationary student's progress through observation, meetings with the students, and or teacher conferences.

ELECTRONIC DEVICE POLICY

The policy below includes, but is not limited to the unauthorized use of any of the following items: cell phone, radio, CD player, audio or video recording devices, MP3 players, Blackberries, PDA's, or any other electronic device.

<i>Violation</i>	<i>Sanction</i>
Indirect usage: (first offense) Student is not actively engaged in using the device but has left it "on" during the school day. // Indirect usage⊕ second offense)	-Device confiscated and subject to inspection by administration. -Student must bring device to office each morning for one week. -Parent notified. 10 Demerits assigned by administration. // -Same as above, plus one day In-school suspension (ISS) – make-up work allowed.
Direct usage: (first offense and any subsequent offense) ANY unauthorized use of ANY electronic device. Including but not limited to the ones listed above.	-Phone confiscated and subject to inspection by administration. -Student must bring phone to the office each morning for one week. - Parent notified. 20 demerits assigned by administration. -In-school suspension (ISS) OR Out-of-school suspension (OSS) to be determined by administration. Student not allowed to make up work. <i>*Corporal punishment option may be offered for students in grades 1-10 in lieu of suspension.</i>



Types of Probation

New Student Probation: All new students are placed on probation.

Academic Probation: Instituted when there is insufficient academic progress or suspicion of academic needs which are not being met. Failure of the parents to get recommended professional help when necessary limits the ability of the school to educate the student. Students who are on academic probation are being given an opportunity to improve their academic performance. Support from parents is expected.

Preventative Disciplinary Probation: Instituted when a student displays a rebellious spirit or negative attitude that remains unchanged after much effort and counsel.

Disciplinary Probation: Continued deliberate disobedience/Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's testimony/ Failure of the parents to support and comply with the disciplinary procedures of the school.

Consequences of probation:

Students who are on probation have limited privileges and are subject to being asked to withdraw before the 60 demerit limit is reached.

*Students are removed from probation after demonstrating compliance with policies set forth by administration. Once probationary period has ended, privileges will be reinstated.
Students who violate probation will be asked to withdraw.*

Mission Statement:

To provide an education based on God's Word and to encourage students to pursue excellence in all areas of life.

Beliefs:

- The Bible is the inerrant Word of God and the foundation of all decision-making and policy development.
- The students and teachers are uniquely created in the image of God and, therefore, have value and are worthy of respect.
- The faculty and staff assist the student not only through actual instruction, but also as godly role models. This instruction should enable and encourage the students to make decisions from a Christian perspective.
- The student is responsible for his/her behavior, personal integrity, and academic performance.
- While the school provides a safe environment with opportunities for learning, the desire to achieve must come from the student with the supportive guidance from parents and teachers.
- Education of the child is primarily the responsibility of the parent. The school supplements the home and church.

Students on Campus after School Hours

Students must vacate the building by 3:25 unless they are involved in supervised activities. **Students not picked up by 3:25 will either go to daycare (grades 1-6) or after school study (grades 7- 12).** There will be no exceptions to this rule for the safety of your students. If you do not wish your child to go to daycare or after school study then you must make other arrangements for them away from the PCA campus.

Again, no exceptions will be made. Students are not allowed to “hang out and watch” sports practices.

If you wish to allow your student to walk on Huffman Road after school, you must send a note *in advance* stating that you will not hold PCA responsible for the child’s safety.

Daycare

Both before and after school care are available to students who attend PCA.

Morning Care	K4-12 th grade	6:30-7:45
After School Care	1 st -6 th grades	3:15-6:00
After School Study	7 th -12 th grades	3:25-6:00

Students arriving before morning bell must report to the gym (grades 7-12) or the lunchroom (grades 1-6).

Summer Day Camp is open for students entering 1st-6th grade who are enrolled at PCA for the upcoming school year. There is a nominal charge for all daycare and summer care programs; fee information is available in the school office.

Library/Media Center

The Library/Media Center provides materials for the instruction and enjoyment of students. Our goal is to help students learn and teachers teach.

Books in regular circulation may be checked out for two weeks, and most may be renewed. Reference books and periodicals may be used in the library but will not be checked out.

A fine of \$.05 per school day is charged for overdue books. Since fines stop accumulating when the materials are returned, students should return materials, even if they cannot yet pay the fine. Overdue notices state the replacement cost of the book, but the fine cannot be reflected until the book is returned. Students will be held responsible for all materials they check out. If the materials are lost or damaged the student will be expected to pay for them. All fines and lost materials must be cleared by the end of the semester before a report card can be issued.

Students are encouraged to come to the library for research as space is available. Rules for use and behavior are posted in the library and are designed to provide access for all students to library materials when needed and to help provide a quiet place for reading and research.

