

# Pike Christian Academy Grades K-12 Parent and Student Handbook 2019-2020

## **Mission Statement**

The Mission of Pike Christian Academy is to provide a quality education without compromise to all seeking a Christ-centered environment; to challenge all students to submit to the Lordship of Jesus Christ; and to motivate them to develop spiritually, intellectually, socially, culturally, and physically.

## **Vision Statement**

It is the vision of Pike Christian Academy to help young people grow in their faith and equip them for ministry by providing them with a Christ-centered education. Students of PCA will be effective, compassionate leaders, prepared to impact communities worldwide for Jesus Christ.

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## Pike Christian Academy Parent Agreement

As a parent of a student enrolled in Pike Christian Academy, I hereby agree to the following:

1. I have read and been given a copy of the Basic School Rules. I agree to support these rules and to do everything in my power to see that my child follows these rules.
  
2. I have read and been given a copy of the Discipline Policy. I agree to support the teachers and Administrator in the execution of discipline. Any disciplines with which I disagree are mentioned here.  

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3. I have read and been given a copy of the Tuition and Fees. I have chosen the \_\_\_\_\_ payment plan. I agree to pay tuition charges according to the designated schedule. I understand that registration, book fees and the first tuition payment are due and must be paid before my child can enter school.
  
4. I have read and been given a copy of the Statement of Faith. The beliefs therein are those which I also hold or would not oppose being taught to my child.
  
5. I understand that the mission of Pike Christian Academy is to provide a quality education without compromise to all seeking a Christ-centered environment; to challenge students to submit to the Lordship of Jesus Christ; and to motivate students to develop spiritually, intellectually, socially, culturally and physically. My signature below indicates that I am seeking a Christ-centered environment for my child's education and I will cooperate with the school in accomplishing the goals of this mission in the life of my child.

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Mother' Signature- Date

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Father's Signature-Date

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Student's Signature-Date

Failure to cooperate with the terms of this agreement will result in the withdrawal of your child from Pike Christian Academy.

## **Statement of Faith**

The following is a list of doctrines and beliefs held to and taught at Pike Christian Academy:

- The Bible is the only infallible, authoritative Word of God, and contains all that is necessary for our salvation.
- There is one God, eternally existent in three Persons: the Father, the Son, and the Holy Spirit.
- Jesus Christ is the only begotten Son of God. He was conceived of the Holy Spirit and born of the Virgin Mary. He was truly human (but without sin) and truly God. He performed miracles and made an atonement for our sins through his substitutionary death on the cross. He rose from the dead and ascended to the Father and He will return in power and glory to judge the living and the dead.
- Salvation is by grace alone through faith in Jesus Christ.
- Faith without works is dead.
- All human beings are sinners and must be born again through the grace of Jesus Christ and the power of the Holy Spirit.
- The Holy Spirit indwells Christians to equip them to live a godly life and build up the body of Christ.
- All believers are spiritually one in Christ.
- The redeemed of the Lord will experience a bodily resurrection and eternal life through Jesus Christ.

### **Nondiscrimination Policy**

“The governing board of the Pike Christian Academy located at 400 Clough St. in Waverly, Ohio, 45690 has adopted the following racial nondiscriminatory policies.”

Pike Christian Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of educational programs, scholarships, loans, fee waivers, and athletic and extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.”

“The Pike Christian Academy School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.”

### **Sexual Orientation/LGBT Policy**

Pike Christian Academy stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but not limited to, the biblical definition of marriage between one man and one woman, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God’s design. Further, there are but two genders, male and female and one must stay with the gender of their birth. Parent or legal guardians, who choose to enroll their children at Pike Christian Academy, are agreeing to support these biblical views. Parents understand and agree that Pike Christian Academy will teach these principles and biblical values.

In addition, the School Board urges parents to recognize their scriptural responsibility (Deut. 6:1-9, Ps. 78:5,6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Eph. 6:4) Pike Christian Academy was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. Pike Christian Academy will consider admission for students from any family who, despite their religious background or beliefs, is willing to support Pike Christian Academy’s philosophy of Christian education, student conduct requirements, and the school’s above-stated positions and who is willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at Pike Christian Academy is contingent upon this same understanding and support.

### **Support**

Pike Christian Academy is a private, nonprofit, parent-run school. We are interdenominational and are not under the auspices of any one church. We receive support from several local churches as well as private donors. We have been designated as a 501(c)3 nonprofit organization by the federal government and all donations to PCA are tax-deductible to the fullest extent of the law.

### **School Charter Statement**

Pike Christian Academy is chartered by the State of Ohio Department of Education. The designation “state chartered” means that PCA meets or exceeds the requirements of the State of Ohio concerning facilities, safety, health, curriculum, procedures, and length and number of school days. In return for meeting these state guidelines and earning the designation “state chartered,” we receive some limited state funds. The use of these funds is closely monitored and restricted to ensure that no state money is used for religious instruction. The state chartering procedure does not compromise our ability to preach the Gospel of Jesus Christ, but it enhances the quality of our academics and helps us to provide a safe and enriching atmosphere for our students.

### **Teacher Qualifications**

The teachers at Pike Christian Academy are state-certified educators who have heard and responded to God's call to teach in a Christian school. They are all born-again Christians and active participants in their churches, enabling them to guide students in practical application of God's Word and to serve as Christian role models for their students, as well as teaching academics.

### **School Board**

The school board is the governing body of Pike Christian Academy, overseeing the activities of the administration. It is composed of five members and meets at least once each month to receive the administrator's monthly report and provide guidance for the school. Members of the school board are usually parents of PCA students. School board elections are held once each year. Additional information on the school board is available in the office.

### **School Age Entry Policy**

In accordance with Ohio state laws, it is our policy that a child must be at least 5 years of age by August 1st in order to enroll in Kindergarten.

### **Payment Policy**

All payments are due on the 20th of each month. Payments not received by the due date will be subject to a 1.5% service charge on any unpaid balance. Accounts not current to within 30 days will be brought to the attention of the School Board. If any account becomes 60 days past due, the student will be withdrawn until the account is cleared unless parents make special arrangements with the Board. Students with outstanding accounts will not be readmitted until the account is clear.

### **Multi-Student Discount**

Pike Christian Academy does have a discount for families with more than one student attending PCA in grades K-12th. The second child will receive a 25% discount and families with three children will receive 50% discount for the third child and 75% discount for the fourth child attending. Families have the option of taking the discount, declining the discount, or donating the difference in tuition to the school. (All donations are tax deductible)

### **Arrival Procedures**

The school day begins at 8:20. Students who arrive before 8:00 AM are asked to remain in the holding room until dismissed to go to homeroom. Students who are dropped off after 8:20 AM must be signed in on the clipboard located in the main office.

### **Dismissal Procedures**

The school day ends at 2:50 pm for K-5th and at 3:10 pm for 6-12th. Parents who arrive to pick up their elementary children are asked to wait downstairs until 3:10 PM. If a student is to go home with a friend or someone other than a parent/guardian, the student must present a signed note from his/her parent. Students will not be permitted to use the school phone to request permission if they forget their signed notes. Students removed from the school before 3:10 PM must be signed out on the clipboard in the office. Occasional appointments during school hours are understandable; however, repeats will be subject to approval of the administrator with the possible loss of make-up work. Please make use of "Early Dismissal Days" for scheduling appointments. See section on attendance policies for more information on part-day absences.

### Hours of Operation/Latchkey Program Hours

School begins at 8:20 AM and ends at 3:10 PM. However, before and after school care is available through our Latchkey program. We are open from 6:30 AM to 5:30 PM. Children arriving before 8:00 AM or remaining after 3:30 PM will be counted present for latchkey. See current tuition and fees chart for latchkey cost. In the event that an emergency arises that keeps you from picking up your child on time (by 5:30 PM), you will be charged a fee per child for up to 15 minutes late. For 16-30 minutes late, you will be charged another fee per child. See current tuition and fees chart for charge amounts. \*Repeated late pick-ups may result in withdrawal from the latchkey program.\*

### Attendance Policy

Regular daily attendance is expected. If absence is unavoidable, the parent/guardian is to call the school office by 8:30 am on the day of the absence, and send in a written excuse with the student on the day the student returns to class. If the absence is excused, the student will be permitted to make up the class work. It is the responsibility of the **student** to see the teacher about missed work. An absence without a written excuse from the parent will be considered unexcused.

**Whole day** - the school day runs from 8:20 until 3:10. In the event of an emergency or doctor's appointment during school hours- a student needs to be present a minimum of 5 hrs. to receive a whole day credit.

**Half-day** - a student needs to be present a minimum of 3 hrs. to receive a half day credit.

**Excused Absences:** An excused absence results from a condition over which the student, parent, or guardian has no control, as explained in writing by the parent. Students will have the same number of days to make up the work as the number of days missed. Failure to make up work within that time period will result in a grade of zero for the missed work. It is the responsibility of the **student** to see the teacher about missed work.

Excused absences include:

- Personal illness
- Death or funeral of immediate family member or friend.
- Doctor or dentist appointments that cannot be scheduled during non-school time. A doctor's excuse or appointment card must be presented upon return to school.
- Special Christian event that the parent deems important to the child's spiritual growth.
- Within each grading period: 5 excused days will be granted with a parent's note. After that, there must be a doctor's written excuse, or those days will be considered unexcused.\*

**Vacation during school:** If parents feel they MUST take a vacation while school is in session, please follow this procedure:

Fill out the vacation information form (obtain from the office or download from our website:

[www.pikechristian.org](http://www.pikechristian.org) and submit it to the administrator. This must be done at least two weeks in advance in order that the classroom teacher will have adequate time to prepare work for the student. All work is due the day you return from vacation.

**Unexcused Absences:** An unexcused absence is a situation in which:

- 1) Neither the parent nor the school has given the student permission to miss or leave school.
- 2) The school has not received a written doctor's excuse or note from the parent regarding the absence.
- 3) More than 5 days of parent only written notes in a grading period. (See \* above)

\*An unexcused absence does not merit the privilege of making up work.

**Excessive Absences:** After five days of unexcused absences, a letter indicating the seriousness of the situation will be sent to the parent or guardian of the student involved. After 8 unexcused absences, a conference will be

scheduled with the parent/guardian. After 10 unexcused absences, the student may be withdrawn at the discretion of the board based upon individual circumstances and the absences will be reported to juvenile court.

**Tardiness:** Students are expected to arrive on time daily. Students arriving after 8:20 will be marked tardy. Any student arriving tardy must report to the main office to receive a tardy slip. No student will be admitted to class late without a tardy slip.

Tardies are given either as excused or unexcused. Excused tardies are given for doctor's appointments (doctor's slip must be presented at time of office check-in). Excused tardies may be given for other reasons on a rare occasion at the discretion of the administrator. An unexcused tardy does not merit the privilege of making up work missed.

- 3 unexcused tardies in a grading period will result in a warning letter being sent home to the parents that must be signed and returned to the school.
- 5 unexcused tardies in a grading period will result in an one-day suspension\* and may result in the loss of financial aid/scholarship money for the remainder of that grading period. Any additional unexcused tardy in the same grading period will result in an one-day suspension per occurrence. Any work missed during suspension will not be allowed to be made up and will result in a zero.
- 10 unexcused tardies will result in expulsion for the grading period and a zero for all work missed during the expulsion.

*Note: If student misses more than 20 days of school during the year, the administration reserves the right to retain that student due to lack of attendance. Each student will be dealt with on a case-by-case basis with consideration being given to circumstances warranting the absences and the student's grades. Amended 7/08*  
PCA Parent/Student Handbook, August 2005

### **Parent and Visitor Presence and Participation Guidelines**

In order to create an environment conducive to learning with minimal distractions, from 8:20 to 3:10, no one, except students should be in the halls unless accompanied by a staff person.

**Elementary and Intermediate School:** If your child is arriving late, the parent must sign them in on the clipboard in the office. The student must obtain a tardy slip from the secretary before going to class. If an unavoidable situation arises which requires removing your child from school early, you must report to the office to sign the child out with the reason for the early dismissal. The secretary will then go to the child's class to collect him/her. Any parent arriving before the 3:10 dismissal must wait in the downstairs hall.

Whenever parents or visitors are on the school grounds or attending a school-related event, they are required to conduct themselves in accordance with PCA standards of behavior (including language). They also must follow the directions of the administrator. Failure to comply may result in the parent/visitor being asked to leave. During our hours of operation (6:30 am - 5:30 pm), there are to be no group activities on school grounds which are not supervised by school personnel.

### **Snow Days/Emergency Closings**

Should school need to be canceled or delayed because of bad weather or other emergency, notification will be made in the following ways: A one-call will go out immediately to all parents and staff alerting you to delays or cancellations. It will also be posted on our website - [www.pikechristian.org](http://www.pikechristian.org). **and on the school face book page.** Please note: We do try to follow the Waverly City Schools schedule, but we are not bound to this and our



administration will make the final call as to close or delay of school. Latchkey care is available for all age students when possible. This is a case-by-case decision, and depends upon the safe arrival of adequate staff. There is a charge for each day that your child is in the latchkey program. On these days, your child will need to pack a nutritious lunch.

### **Meals**

A hot lunch is available daily. A menu is sent home for each month. Students wishing to purchase a lunch should give their money to their teacher during the morning attendance and lunch count. They may pay for the whole week at one time. If a student does not bring lunch money and did not bring a sack lunch, the lunch will be charged and the amount will be added to the monthly bill. Students may bring their lunches if desired. We ask that parents pack, or monitor what is being packed, to ensure that each student eats a nutritious lunch. Milk is available to be purchased separately by those who pack their lunches or those who want extra milk.

### **Hall and Restroom Procedures**

Students are to be quiet when moving in the halls. NO TALKING. Talking in the halls will result in a talking tally. There is to be no loitering in the restrooms. Students should take care of needs and leave the area clean, returning to the classroom as quickly as possible.

### **Illness Policy**

If your child has had vomiting, diarrhea, or fever of 100.0 or higher after 4:00 PM of the previous day, do not send him/her to school. If your child has gone to the doctor and an antibiotic has been prescribed, your child may return to school only after he/she has been taking the antibiotic for at least 24 hours. If your child has head lice, all the nits must be removed from the hair before the child may return to school, even if the child has been treated with anti-lice treatments. Please be informed that if your child becomes ill at school (vomits, develops a fever of 100.0 or higher, has diarrhea or head lice), you will be called and expected to pick up your child in a timely manner.

### **Medication Policy**

Medication will only be administered when the schedule cannot be changed so that the child can take the medication before or after the child returns home. If it is necessary to give medication, then a form must be obtained from the office. It must be labeled with the student's name, name of medication, dosage and time of administration. The state also requires that the form be signed by a physician. If you know your child has a doctor's appointment, you may obtain a blank form in the office to take with you to the appointment. Medications kept at school will be kept secure and out of reach of children. A record stating date, time given, dosage and the initials of the person administering the medicine will be kept in the student's file.

### **Textbooks**

The rented textbooks, electronic devices and educational media issued to the student are the student's responsibility. Lost textbooks, electronic devices and/or media should be reported immediately. Lost or damaged textbooks, electronic devices, media or workbooks will be replaced at the student's expense.

### **Student Withdrawals**

If it becomes necessary for a student to be withdrawn during the school year, all hardbound and softbound books need to be returned. Lunch charges, outstanding tuition or anything else that the student owes will need to be paid before the school can release or transfer grades and school records. The office must receive official notice from the parent that a student is being withdrawn.

### **Fire, Tornado and Safety Drills**

The first fire and tornado drills each year will be announced in advance to teachers and students. Subsequent drills will not be announced. Procedures will be practiced. Written procedures and evacuation routes will be posted at all times. Students are expected to follow the instructions of their teachers quickly and quietly with no talking during the drill. The school is also required to perform three safety drill each school year. Students will be instructed of procedures to follow for these drills in advance. The school also has a safety plan in place for relocation, evacuation and lock-down purposes should it become necessary.

### **Private Sales**

No items are to be sold or traded by students or to teachers/staff. This includes any fund-raiser not sponsored by Pike Christian Academy or the Parent/Teacher Fellowship.

### **Student Use of Telephones**

Students must obtain permission from their teachers to use the telephone. School phones are for school business only. Students are permitted to use the telephone only in an emergency or as the result of a last minute change in a pre-announced program. The following are NOT considered emergencies: forgetting books, supplies, or homework, or asking to spend the night at a friend's house.

### **Homework**

Students can expect homework almost every evening. The amount of time required to complete homework assignments increases slightly each academic year. Generally, the assignments will take less time on Wednesday evenings to allow time for mid-week church services.

### **Dress Code**

The general atmosphere of a school must be conducive to learning. If a student's attire or appearance represents a danger to his/her health or welfare or attracts undue attention to the extent that it becomes a disruptive factor in the school, the administrator or his/her designee or teacher will ask the student to make the necessary changes. In the event the change does not take place in the time allowed, the administrator or his/her designee will prescribe the necessary action to be taken by the school under the rules and regulations prescribed by the School Board Policies. In addition, it is recognized that the school shares with the parents a responsibility for teaching its youth appropriateness of dress. Individual classroom teachers may have additional classroom rules that students are expected to follow in their classrooms. These rules may not override the handbook rules, but may be in addition to the handbook rules.

- In all matters relating to individual dress and grooming, students are required to exercise good judgment, exhibit responsible behavior, and endeavor to reflect respect for themselves, their school, their community, and the Christian values taught at Pike Christian Academy.
- Students are expected to follow all rules governing safety and specialized programs. Coaches and teachers may impose requirements to accommodate the special needs of certain sports, classes, and/or field trips. They may require the wearing of protective clothing, safety glasses, or other similar equipment.
- Footwear must worn at all times and allow for safe movement throughout the campus. (edit 8/12). No flip flops are permitted for pre-school through second grade due to unsafe traversing of stairs in this building.
- Clothing and personal items (backpacks, fanny packs, gym bags, water bottles, notebooks, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, likenesses, or which bear any symbols or insignias that are inflammatory or indicative of hatred or hate groups.

- The wearing of clothing which represents any group, gang, organization, or philosophy which advocates violence or disruption or has any history of violence and disruption of the objectives of the school's instructional program is unacceptable.
- All clothing is to be size-appropriate and in good repair. Baggy, saggy clothing or pants that bunch up around the ankles are not acceptable. Pant cuffs must not drag the floor. No split pant cuffs. Any belt worn must be size- appropriate.
- Clothes must conceal undergarments at all times. Bra straps must not be seen.
- Low cut, off-the-shoulder, bare midriiffs and sleeveless tops, shirts and dresses are prohibited. Shorts must be knee-length or longer. Shirts/dresses must be knee-length or longer. Capri's are acceptable. Shirts must be worn. Clothing which is unduly revealing or attire that detracts from the educational mission of the school's program is unacceptable. Jeans may not have any holes above the knees. Modest leggings may be worn only if they are covered with a modest length skirt, dress, or tunic.
- All attire needs to be clean and appropriate for the weather.
- The only acceptable pierced jewelry is in the ears. No visible tattoos.
- Hair must be a normal color. (It may be dyed, but the color must be a naturally occurring color). Hair may not be cut in a style that attracts undue attention.

\*\*Prior to sending students to the office/administrator for dress code violation, teachers will speak with the student and seek voluntary compliance with the policy. If a student is sent to the administrator for a dress code violation, the administrator may use his/her discretion as to the appropriate response, based on the specific circumstances of the occurrence. Possible responses may include:

- Discussion with student, notification of parents, and substitute clothing.
- Contact parents and ask them to bring a change of clothes to school.
- Require a parent conference, suspend student.

### **Basic School Rules**

The following school rules are those essential policies of which we require all students to be aware and to which they are expected to adhere:

- Students are expected to cooperate with basic Christian standards of behavior and etiquette.
- Teachers and staff are to be treated with respect. There should be no talking back or arguing. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
- No chewing gum, video games, CD/tape players/radios, giga pets, guns, knives or anything that is determined to be a distraction from learning is allowed on school grounds.
- Students are expected to treat all of the school's materials and facilities, as well as the belongings of others, with respect and care. This includes all textbooks distributed to students. (Parents will be charged for lost or damaged books).

### **Holiday Policy**

Since we are a Christian school, we focus on the Christian reasons and meanings of the holidays we observe at school. Our Christmas celebrations focus on the birth of Jesus. Our Easter celebrations focus on His Resurrection. We do not observe Halloween, although teachers may elect to hold a harvest party in the fall in celebration of God's abundant gifts. We ask that any contributions to parties (i.e., napkins, plates, treats, etc.) reinforce the Christian reasons for our celebration and remain clear of secular overtures such as witches, bats, and jack-o-lanterns at harvest, Santa at Christmas, or the Easter Bunny at Easter.

### **Field Trips**

At the present time, PCA does not schedule class field trips, due to transportation restraints by the Ohio Department of Education. There are a few exceptions: Jr High Leadership Conference, Sr High Leadership Conference, occasional trips to sing at Bristol Village. All drivers are certified by PCA.

## PCA PLAYGROUND AND LATCHKEY RULES

These rules are to be enforced by every teacher. These rules are in place for the safety of the children.

**Swing sets** - sit on swings facing New Hope. Face the playground on the swings near middle school. Do not jump out of swings. Do not attempt to push others on the swings. While waiting your turn, waiting area is the sidewalk at the side of New Hope or off to the side on Middle School swings. Mulch area in front of and behind swings is off limits while others are swinging. The clear mulch area to the side of the swings is open play area. **ABSOLUTELY** no climbing of the swing set poles **AT ANY TIME**. You may not lay on your belly, stand in or twist the swings or swing from side to side. Do not kick the mulch into the air.

**Slides** - one person at a time on the ladders. Once you are at the top, slide down immediately. No sitting idly. Once you slide down, get immediately off of the slide, and move to either side. Do not linger at the bottom. When you slide down, you may **ONLY** slide down sitting up straight, feet out in front of you, legs flat. **DO NOT LAY DOWN, GO BELLY DOWN OR BACKWARDS. DO NOT EVER JUMP** from the sides of the slides. From the top, do not slide down until the person in front of you has exited the slide completely. **ABSOLUTELY** no climbing up the slide. Do not let toys or balls go down the slide. Never ever double up when sliding. Do not hang from the poles or stairs of the slide

**Jungle Gym** - is for 6th grade and lower only.

**Toys/Balls** - no toys on any equipment. Balls are not to be kicked against the New Hope Building. Play ball games away from playground equipment. The 3rd time the ball goes over a fence, all balls are put away for that recess/latchkey. Be careful. Under **NO CIRCUMSTANCES** is a child to retrieve a ball that has gone into the street. Only **ADULTS** may do this. A student needs adult permission to get a ball that has gone over a fence. Adult will watch until child returns.

**Other objects** - do not pick up, handle, throw, play with or kick the **WALNUTS, ROCKS OR STICKS**. If other toys, such as jump ropes are brought outside, they are to be played with properly. No swinging jump ropes or any other object. Do not intentionally kick dirt, gravel or mulch. Do not pull on or lean on the fences. Do not dig holes in the ground. Any adult on duty is in authority, obey **ALL** instructions at all times.

**Personal** - Absolutely no grabbing or pulling of another student's clothes. **NO PLAY FIGHTING**.

**Common sense/courtesy** - If it isn't yours, don't bother it. Pick up all of your trash and dispose of it properly. If you bring equipment out, **YOU** take it in. Do not beg other student's for their snack. Do not give your snack away to others. Do not trade snacks.

### Nut/Peanut Policy

The school board prefers that **NO** peanut products be packed in lunches, snacks or brought in for class parties. However, if you, as a parent, feel that there is no other alternative, and you absolutely must pack a peanut product, do so using the following precautions: any lunch containing a peanut product, **MUST** be checked in at the office. Make sure the lunch sack or bag is labeled with your child's name. The office/kitchen staff will refrigerate the lunch and bring it to the lunchroom at lunchtime. In the lunchroom, students with peanut products in their lunches will sit together at a designated table. Other areas of the lunchroom are designated as no peanut zones. Following lunch, any student who consumed any kind of peanut product will need to have hands and face washed thoroughly. The kitchen staff will disinfect the table where peanut products were consumed. Peanut products are **NOT** permitted in the classrooms. PCA will continue, to the best of their ability, to **NOT** use peanut products in lunches or snacks.

Adopted 2/2007

**Grading Scale for K-8th**

Revised 6/20/2005

100	A+	84-80	C+	Below 66	F
99-97	A	79-76	C		
96-94	A-	75-73	C-		
93-91	B+	72-70	D+		
90-88	B	69-68	D		
87-85	B-	67-66	D-		

**GRADING SCALE FOR HIGH SCHOOL ADOPTED**

**7/08**

**This grade scale is also used for 8<sup>th</sup> graders taking Spanish I and/or Algebra I for high school credit**

<b>100-95</b>	<b>A</b>	<b>4.0</b>
<b>94-90</b>	<b>A-</b>	<b>3.67</b>
<b>89-87</b>	<b>B+</b>	<b>3.33</b>
<b>86-83</b>	<b>B</b>	<b>3.00</b>
<b>82-80</b>	<b>B-</b>	<b>2.67</b>
<b>79-77</b>	<b>C+</b>	<b>2.33</b>
<b>76-73</b>	<b>C</b>	<b>2.00</b>
<b>72-70</b>	<b>C-</b>	<b>1.67</b>
<b>69-67</b>	<b>D+</b>	<b>1.33</b>
<b>66-63</b>	<b>D</b>	<b>1.00</b>
<b>62-60</b>	<b>D-</b>	<b>0.67</b>
<b>Below 60</b>	<b>F</b>	<b>0.00</b>

**Honor Roll**

PCA honor roll is based on a 4.0 system. An "A" is 4.0. A "B" is 3.0. A "C" is 2.0. A "D" is 1.0. An "F" is 0.0. Grades from all courses are averaged together. Any student with straight A's will be placed on the Administrator's Honor Roll for that grading period. Students with an average of 3.5 or higher will be placed on the "A" Honor Roll. Students with an average of 2.8-3.4 will be placed on the "B" Honor Roll. Recognition of Honor Roll will be made within each grading period as well as at the end of the year. The Elementary (K-5th) will be on a nine-week grading period and the Jr High/High School will also be on a nine-week grading period as well.

**Valedictorian and Salutatorian**

To be designated valedictorian of a graduating class, the student must meet the following qualifications: 1) complete at least the final 4 semesters of high school at PCA; 2) have the highest grade point average in the class, with a minimum g.p.a. of 3.5; and 3) be of good moral character. Valedictorian and Salutatorian will be

selected by the graduation committee. To be designated salutatorian, the student must meet the same qualifications, except with the second-highest grade point average in the class. The graduation committee will be appointed yearly by the administrator. Adopted 10/27/09

In addition to the above, there can also be a valedictorian/salutatorian from the Pike County CTC if there are PCA students attending there that intend to graduate from PCA. To be designated the CTC valedictorian of a graduating class, the student must meet the following qualifications: 1)has remained a PCA student while attending the CTC for the final 4 semesters of high school. 2) Have the highest grade point average of PCA students at the CTC, with a minimum gpa of 3.5; and 3)be of good moral character with a recommendation from the administration of the CTC. To be designated salutatorian, the student must meet the same qualifications, except with the second-highest grade point average in the class. Valedictorian and/or Salutatorian will be selected by the graduation committee. Addendum added 03/10/2020.

### **POLICY REGARDING GRADE SKIPPING**

Any parent requesting that their child be tested to skip a grade will have to meet these prerequisites before testing can take place:

1. Student must have received straight A's during the previous school year.
2. An evaluation tool must be filled out by the teacher from the previous year.
3. Student must have received high marks (95% or above) on the Terra Nova in every subject area, or have achieved at least the accelerated level on every subject area of the State of Ohio Academic Achievement test.
4. A conference will be called involving:
  - parents
  - administrator
  - current teacher
  - teacher of grade being skipped
  - teacher of next grade

Administrator and all teachers must be in agreement that prerequisites have been met.

5. Student must not have had any previous behavior issues.
6. Student must have been at PCA for at least two full school years.
7. If tutoring is requested to help the student learn the material of the grade being skipped, the cost of said tutoring will be the responsibility of the parent.

Once these prerequisites have been met, testing will be scheduled. Student must pass, with high marks (95%), the Terra Nova test for the grade level being skipped.

Any exceptions to this policy will be at the sole discretion of the Administration and Board of Directors at Pike Christian Academy.

**Evaluation Tool – to be filled out by teacher of previous year**

This tool will be used to evaluate any student who is being considered for skipping a grade at Pike Christian Academy.

Teacher Name \_\_\_\_\_

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

Grade most recently completed \_\_\_\_\_

Date of Evaluation \_\_\_\_\_

1. Did this student receive straight A's during the grade mentioned above?

Y or N

2. Did this student present any behavior problems during the grade mentioned above?

Y or N

3. What were the scores of this student on the Terra Nova or State Achievement test?

\_\_\_\_\_

4. Did this student demonstrate understanding of the material being presented to him during the school year in question?

\_\_\_\_\_

5. Does this student possess the emotional maturity needed to cope in a grade with older peers?

\_\_\_\_\_

6. Does this student possess the social skills necessary to cope in a grade with older peers?

\_\_\_\_\_

7. In your opinion, if this student passes all of the prerequisites, are they a good candidate for skipping a grade?

Signature of Teacher \_\_\_\_\_

### **PCA Cell Phone Policy (addendum 8/12)**

All students will adhere to this cell phone policy. Students are permitted to bring their cell phones to school with them. As with any personal possession, students accept full liability for any phone that is brought to school. Cell phones must not be seen or heard during school hours (6:30 AM-5:30 PM).

**Consequences** for infractions of this rule are as follows:

**1st offense:** phone will be confiscated, and given to the administrator. Phones will only be returned to a parent.

**2nd offense:** phone will be confiscated, turned in to the administrator, and only returned to a parent. In addition, this student will then be on a 30-day probation period, in which they will not be permitted to have a phone at school at all. If during this 30-day period, this student is caught with their phone in their possession, in a book bag, purse or locker, they will receive an automatic 1-day in-school suspension, and their 30-day probation period will begin again. Once a student has completed their 30-day probation period, they will be given a clean slate.

**Repeated offenses** could result in that student losing phone privileges for the remainder of the school year.

### **PCA Electronic Equipment Policy**

Students are not permitted to bring electronic equipment to school. The exceptions are: cell phones (see cell phone policy), electronic dictionaries and calculators. The list includes, but is not necessarily limited to: pagers, beepers, iPods, MP3 players, laptops, CD players, E-readers, hand-held video games. In addition, any device that can be plugged in to a school computer to transfer information is not permitted: flash or zip drives or CDs.

**Consequences for infractions of this rule are as follows:**

**1st offense:** electronic equipment will be confiscated, and given to the administrator. Equipment will only be returned to a parent.

**2nd offense:** equipment will be confiscated, turned in to the administrator, and only returned to a parent. In addition, this student will then receive an automatic 1-day in-school suspension.

Any offense after the 2nd offense will result in an additional 1-day in-school suspension. Repeated offenses could result in additional discipline with the school administrator.

### **Video/Music/Magazine/Electronic Devices Policy**

Because we are a Christian school, we want to ensure that the influences your child receives here are either Christian or educational in nature. Therefore, we do not allow videos, music, or magazines that do not fall into one of those categories. If you have a question regarding a particular item, please bring it to the administrator.

### **Discipline Policy**



It is our desire to teach children to take personal responsibility for their own actions and to understand that there are consequences to every action, whether good or bad. It is important to make good choices in life. We want them to learn ways to behave that will help them to be successful in life and be pleasing to God. The teacher handles most discipline at the classroom level, generally using the tally system.

**Tally System** (grades K-5 only) – see separate policy for grades 6-8

A tally system has been implemented at Pike Christian Academy for the sake of making student discipline more uniform and clearly defined. Tallies of various colors are given for designated offenses, and consequences are linked directly to the accumulation of tallies as stated below. The behaviors are associated with the acronym “HOW I ACT” to further help the students recognize the connection between their actions and the consequences they earn.

**H** - Hullabaloo (Yellow) - This tally is given for any type of distraction or disturbance caused by the student.

**O** - Out of Order (Orange) - This tally might be given for failing to stay seated at the expected time, for not staying with the class, and generally not doing what he/she is supposed to be doing.

**W** - Work Not In (Green) - This is failing to turn in an assignment on the due date. It is also for not doing class work at the appropriate time.

**I** - Intentional Disobedience (Red) - These are offenses that would be associated with an attitude of defiance when a staff member’s instructions are clearly given and understood but the student refuses to obey. .

**A** - Attitude Lacking (Blue) - This is a reflection of a poor attitude displayed verbally or non-verbally.

**C** - Courtesy Lacking (Brown) - This is for rude comments or actions toward another person. \*Note: Blatant disrespect of a staff member or volunteer results in being sent directly to the administrator.

**T** - Talking (Pink) - This is for talking at a time when the students are not permitted to talk or talking without waiting to be recognized. This also applies to talking in the halls. Talking may seem like a minor offense; however, if everyone is talking out of turn, it creates chaos. God is a God of order and He tells us in Ecclesiastes 3:7 that there is a time to be silent and a time to speak.

**The following consequences are assigned for the accumulation of tallies:**

\*Each tally 5 minutes of lost recess (unless loss of recess is already applied).

\*3 tallies of the same color in one day or 6 tallies in a week loss of 1 recess.

\*8 tallies in a week visit to principal and loss of 2 recesses.

\*Red tally, 3 tallies of the same color in a day or 10 tallies in 1 week a call home to parents, and 10 missed recesses and/or visit to Principal

Other disciplinary action can include, but is not limited to: Saturday School (this will be at a cost of \$15 per student billable to the parent per occurrence), in school suspension, lunch detention, writing assignment, parental attendance with the student during the school day, or any other logical and natural consequence. See Behavioral Probation section and Serious Misconduct Section on next pg.

In order to maintain consistency, teachers regularly meet together to discuss Biblical standards and school policy concerning discipline. Love, forgiveness, and prayer will be an integral part of the discipline of a student.

### **DISCIPLINARY POLICY (6<sup>th</sup> - 12<sup>th</sup>)**

In the classroom, the teacher is responsible for maintaining discipline. If a student's actions are disruptive or inappropriate, the teacher should take reasonable steps to address the situation. If the student continues to

disrupt, the teacher may choose from the following courses of action, based on the circumstances and severity of the offense.

- a) Give the student a written warning using the school form. This warning needs to be signed by the teacher and student, and given to the homeroom teacher to be placed in the student's file. Three warnings in one grading period will result in an automatic lunch detention.
- b) Give the student a lunch detention. Three lunch detentions in one grading period will result in an automatic Administrative Action Request.
- c) Complete an Administrative Action Request form, referring the student to the school administrator for discipline.

If the administrator is called upon to help with a discipline issue, he/she will address the issue as appropriate for the situation. It is likely that the parents will be contacted. Then, under the guidance of the administrator, an appropriate plan for any discipline and restoration will be worked out. This could include requiring counseling, mentoring by a youth leader, local church and home accountability, community service, detention, in-school or out-of-school suspension, suspension from latchkey, academic penalties, athletic or extra-curricular ineligibility and in some extreme cases, expulsion.

The nature of some offenses requires that the administration inform the faculty and/or student body of the offense and the steps taken related to its resolution. This is done in order to avoid the rumors that spread and ultimately hinder restoration.

Parents, students, and faculty must understand that just as no two people are exactly alike, not all discipline will be exactly alike. Factors such as previous offenses, response to previous discipline, confession vs. "being caught" are all taken into consideration. Discipline will differ from person to person, even in the case of similar offenses. The goal is to see a heart changed by an encounter with the Word of God ministered by the people of God. It is possible for grace to be abused and for unprincipled people to take advantage of the process.

#### **LUNCH DETENTION**

When a student earns a lunch detention, the supervising adult will complete a lunch detention form for that student. If the offense takes place before lunch, the detention will be served that same day. If the offense takes place after lunch, the detention will be served on the following school day. If the student is absent on a day he/she has detention, the detention will be served the day he/she returns to school. If the student had planned to participate in drama club, chess club, or any other activity during that lunch period, or if the student had planned to go somewhere with a parent during the lunch period, the student may choose to serve the lunch detention instead. If the student and/or parent decide to postpone the lunch detention, the student must serve an additional detention as well (the following two school days).

A detention is a negative consequence. During detentions, the student may not talk, read, or study. He/she may only eat lunch, clean up, and then sit quietly. The student must be awake and quiet during detention. Sleeping or appearing to sleep (closing eyes, laying head on desk, etc.) will incur an additional detention. From time to time, work details may be formed, and detainees may be required to serve on these details.

#### **Dangerous Weapons**

A student shall not possess, transport, transmit, conceal or attempt to possess, transport, transmit or conceal a dangerous weapon, firearm, knife, explosive ordnance or dangerous instrument, or "look-alike" counterfeit weapon, firearm, knife, ordnance or dangerous instrument. "Look-alike" weapons, firearms, knives, ordnance or instruments include, but are not limited to, any object a reasonable person might consider under the circumstances a dangerous weapon, firearm, knife, explosive ordnance or dangerous instrument.

As used herein, "firearm" shall be defined as in 18 USC section 921 and shall include, but not be limited to, any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device as defined in 18 USC section 921 et seq. The definition of destructive device includes, but is not limited to, (1) any explosive, incendiary, or poisonous gas including, but not limited to, a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an

explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to any of the devices described herein or (2) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled.

As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing or stabbing; this definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades and buck knives.

Nothing in this provision is intended to, nor shall it, preclude the Superintendent from suspending, expelling or removing a student in accordance with Ohio law for otherwise possessing, transmitting or concealing a weapon, explosive ordnance, or other dangerous instrument that is not as just defined herein.

### **PCA High School Drop/Add Policy**

It is important to choose your courses carefully during the course selection process. The selection of courses is very important as it can determine the college or university students will attend, the type of career graduates will have and the student's overall enjoyment of high school. Schedules are planned according to student requests and students are expected to abide by them.

Student and/or parent initiated schedule changes will be permitted only during the time periods listed:

- The first 10 school days of the course, unless the change is initiated by a teacher and approved by the administrator, or if a student's health, verified in writing by a physician, is a factor in dropping the class.
- If changes are made during a specified time period, no indication of the original class will be shown on the student's transcript.
- Students will enter their new class without a grade and will be responsible for previous work in the new class.
- Changes made after day 10 will result in a 'W' (withdrawal) on the student's transcript. In order to

process a change, a student must:

- Schedule an appointment with school staff during the drop/add time frame.
- Bring a note from their parent, which will be confirmed by school personnel, authorizing the change.
- Complete the Permission for Program Change form and return any books and/or materials to the classroom teacher.
- Choose a substitute course, if one is available, for each dropped course. Acceptable

reasons for schedule changes are:

- Graduation or college/career entrance requirements.
- Low grades or failures.
- Physical health of student.
- Adding a class in lieu of study hall.  
Completion of a course in summer school or through correspondence.
- Change of graduation date.
- Teacher or counselor recommendation.

Under no circumstances will schedules be change to:

- Change teachers.
- Change lunch periods (unless supported by medical documentation)
- Group friends together in the same class.
- Take a study hall.

Changes in a student's placement based on academic concerns that are recommended by the administrator, teacher(s) and/or counselor may occur throughout the school year pending departmental approval.

### **Extra-Curricular Activities** **Student Requirements**

**Grades:** Students must maintain a C average (2.0) for the grading period. If a student falls below this average, he or she will be placed on academic probation until the next 9 week grading period. Grades will then be checked at the interim and end of nine weeks. At either point, if it is found the student has made improvements to meet the requirements, they may be reinstated to the program/team. This is at the discretion of the advisor/coach and/or administration.

**Behavior:** Students are representing Pike Christian Academy. Therefore, all rules listed in our student handbook will apply before, during and after each and every extracurricular activity. This also includes but is not limited to our dress code. If a child is on behavior probation by the administration/school, each case will be handled individually by the school administration.

**Attendance:** Each advisor/coach will be responsible for a policy concerning attendance for practices/performances. It is advisable to have this in writing in the school office before the first day of practice. It is recommended students be in attendance at school on any days they will be participating in an activity/sport. There may be exceptions to this rule, but it will be at the discretion of the coach/administrator. All students participating in soccer/basketball/cheerleading are required to have a physical exam on record in the schools' office prior to the first game of the season. It will be the coaches' responsibility to ensure proof of physical exam is on record in the school office before the first game or scrimmage of the season.

Each activity will require some additional requirements. It is strongly recommended each coach/advisor look over these requirements carefully and add to them any additional statements needed prior to your first activities meeting. Anything you wish to add should be approved through the school administration and be on record in the school office.

### **Office Visits**

There are five basic behaviors that will automatically result in discipline from the Administrator (vs. the teacher). Those behaviors are as follows:

- Disrespect shown to any staff member or volunteer. The staff member will be the judge of whether disrespect has been shown.
- Dishonesty in any situation while at school, including lying, cheating and stealing.
- Rebellion, ie. Outright disobedience in response to instructions.
- Fighting, ie. Striking in anger with the intent to harm the other student(s).
- Obscene, vulgar or profane language, as well as taking the Lord's name in vain.

During the first or second visit with the Administrator, the Administrator will determine the nature of the discipline. The Administrator may require restitution, janitorial work, and parental attendance during the school day with the student, writing assignment, or other measures consistent with appropriate Biblical guidelines. The kind and amount of discipline will be determined by the teachers and the administrator. The discipline will be administered in light of the student's problem and attitude. All discipline will be based on Biblical principles (i.e., restitution, apologies, swift/painful punishment, restoration of fellowship, no lingering attitudes, etc.). If parents disagree with any of the above mentioned disciplines for their child, they must specify the objection to the Administrator during the application process.

If for any reason a student receives an official office visit (determined by the Administrator), the following accounting will be observed:

- The first time in any given school year a student is sent to the Administrator for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
- The second office visit in a given school year will be followed by a conference with the student's parents and the Administrator, in addition to the discipline administered by the Administrator.
- In the event that a student has a third official office visit, the student will be placed on behavioral probation.
- Other disciplinary action can include, but is not limited to: Saturday School (this will be at a cost of \$15/student billable to the parent per occurrence), in school suspension, lunch detention, writing assignment, parental attendance with the student during the school day, or any other logical and natural consequence. See Behavioral Probation section and Serious Misconduct Section

### **Behavioral Probation**

If a student shows consistent unwillingness to follow school and classroom rules and is unresponsive to discipline for such infractions, he/she will be placed on behavioral probation. The student will be given a specified period of time in which to correct behavior and show improvement. If adequate improvement is not made, the student will be withdrawn.

When a student is placed on behavioral probation, all teachers involved with the student (including recess monitors, P.E. and music teacher, etc.) will complete a daily behavioral score sheet for the period of probation. At the end of the probation period, the scores will be averaged. Any student averaging 9 or less will be withdrawn from Pike Christian Academy. If the student averages 10 or higher, he or she will be permitted to remain at PCA. Any student on behavioral probation will be ineligible to participate in extracurricular activities. (See extracurricular policy for explanation of ineligibility.) If during the probation period the student earns another official office visit, that student will be withdrawn immediately without completing the probation period.

If a student who has passed a probation period later earns another official office visit during the same school year, he/she will be suspended for one week followed by one week of probation. During this probation period, the same behavioral scoring process will be implemented with the same consequences/outcomes.

If a student should earn a fifth official office visit in a school year, that student shall be withdrawn from Pike Christian Academy.

### **Serious Misconduct**

Should a student commit an act with such serious consequences that the Administrator deems it necessary, the office-visit process may be by-passed and suspension or expulsion imposed immediately! Examples of such serious misconduct could include: acts endangering the lives of other students or staff members, gross violence, vandalism to the school facilities, violations of local, state or federal law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours or off school grounds.

### **Expulsion/Behavioral Withdrawal**

The Pike Christian Academy School Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restoration are fundamental to our total discipline policy. However, should a student and his/her parents be unable to eliminate behavioral problems after repeated administrative interventions, expulsion or behavioral withdrawal may be the chosen option.

### **Re-admittance**

Should a student desire to be readmitted to Pike Christian Academy at a later date, the School Board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication. This student's balance must also be paid in full at the time of re-admittance.

### **Academic Probation**

If at any time a teacher suspects that a student's performance is below that which can reasonably be expected of him/her, the teacher will request a conference with the administrator and parents. At this time, the teacher will share interventions which have been tried; the student's perceived abilities, performance, and effort. The possibility of learning disabilities will be discussed. If a learning disability is suspected, parental permission to pursue a multi-factored evaluation (provided by the school district of residence) will be requested. A plan will be developed to address suspected disabilities while in the process of the MFE.

If no disability is suspected, or if the parents do not grant permission for an MFE, the student will be placed on academic probation for a period of two to four weeks (length determined by the teacher and administrator). A conference will be scheduled at the initial meeting, to re-evaluate, at the end of the probation period. If sufficient progress has not been made in academic performance as reflected in grades and particularly in the area of effort (shown by homework being completed properly, paying attention in class, etc.), the student will be withdrawn.

### **Retention**

We believe that in certain cases, retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. While it is recognized that this is a serious action with potentially long range impact on children and their families, retention will be recommended in certain circumstances. The prayer of our school would be that through the retention experience, the student would meet with success in the classroom and develop age-appropriate social and emotional behaviors.

If at any time a teacher suspects that a student is in danger of failing the year, the teacher will notify the administrator and schedule a parent conference to discuss the child's academic and developmental progress. At this conference, the possibility of retention will be presented and together the parents and teacher will work to create a specific plan for remediation. This plan may include tutoring (provided by the school, parents, or other source), a multi-factored evaluation (provided by the student's district of residence), or other approaches that the parents, teacher and administrator agree would be appropriate for the situation. The parents are responsible for keeping track of the student's progress along with the teacher.

Parents are expected to call the teacher or schedule a conference with the teacher if they are unsure of the student's progress or status. Any student who earns three or more F's for the year in the five core subjects (Bible, Language Arts, Math, Science, and Social Studies), will be required to repeat the year. A student who fails two core courses will be promoted to the next grade on academic probation. Any student who fails any core course is strongly encouraged to attend tutoring in the summer to strengthen skills prior to the next school year, and to consider the possible need for continuing tutoring in the next grade.

In rare circumstances, a teacher may recommend retention for a student based on the teacher's experience and understanding of the student's developmental and academic abilities, even though the student may not actually fail three core classes. In such a case, a conference will be scheduled with the parents, classroom teacher, and administrator. If the parents do not agree with the teacher's recommendation to retain, the administrator may choose to either a) pass the student, but place the student on academic probation for the fall; or b) retain the student.

### **Student Sexual Harassment Policy**

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violation of this policy. Anyone who violates this policy will be subject to discipline, up to termination and/or expulsion.

#### **Employee-Student Sexual Harassment is prohibited.** **Student-Student Sexual Harassment is prohibited.**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the administrator. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to the school administrator. All complaints will be promptly investigated.

**Confidentiality** - Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

**Protection against retaliation** - It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

#### **Procedure for investigation of the complaint and for taking corrective action**

When the administrator receives a complaint, he or she shall immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction

### **Sexual Activity Policy**

PCA students are expected to refrain from any sexual activity, conversation or overtures during school, and shall not engage in displays of affection not appropriate to the educational environment. Pornography is strictly prohibited. As with any policy, any exceptions to this policy can only be made by the administrator. 07/11

### **Search Policy**

PCA reserves the right to search lockers, book bags, gym bags, or other personal belongings. School lockers are the property of PCA. Students are given the privilege of using these lockers within guidelines set forth by the school. Only the administrator, or their designee, may conduct locker searches at any time. All searches will be conducted with care and concern for the student involved. A student's personal items will not be searched in public. Any staff member has the right to confiscate inappropriate material from a student. This includes material that could be

disruptive or distracting. Confiscated material will be given to the principal and then may be returned to the student or parents. Authorities are notified when unlawful items are taken. 08/11

### **Policy for Complaint Resolution**

The steps for handling a parent complaint about a teacher or a teacher complaint about a parent follow the Biblical principles found in Matthew 18:15-17, settle each complaint with the persons directly involved at the lowest level possible. Our goal is to handle each complaint courteously, politely, and promptly.

1. The parent/guardian meets privately, at a scheduled time, with the teacher to seek a resolution in a spirit of reconciliation.
2. If the matter remains unsettled, the parent meets with the teacher and the administrator to seek a resolution in a spirit of reconciliation. If at this point any of the parties involved feel the matter has still not been resolved, they should request that the administrator present the claim to the school board.
3. The final resolution is for the administrator to present the complaint to the entire school board, which then calls upon the parties involved as seems warranted, all in a spirit of reconciliation.

Any person having a concern, request, suggestion or grievance of another matter is advised to follow the recommended procedure.

1. Persons with complaints or concerns are strongly encouraged to discuss and attempt to resolve the situation with the School Administrator.
2. Persons with complaints or concerns about the School Administrator are encouraged to attempt to resolve the situation directly with the Administrator.
3. Unsettled matters can then be directed to the School Board.

Adopted 11/07

### **Awards**

#### **Certificates**

Each grading period, one student from each class will be selected to receive the recognition of "Student of the Nine Weeks" (1<sup>st</sup>-5<sup>th</sup> grades). Selection will be determined by teachers based on student academic performance (including improvement, excellence, diligence, etc.) and cooperation.

Similarly, awards will be given for "Citizen of the Nine Weeks," (1<sup>st</sup>-5<sup>th</sup> grades) based on attendance, attitude, conduct, consideration of others, cooperation, friendliness, manners, honesty, participation and respect.

In addition, since attendance is an important part of academic excellence, awards for perfect attendance for the year will be given at closing ceremonies. Teachers may also choose to recognize perfect attendance each grading period.

#### **No Tally Awards**

If a student earns no tallies for an entire week, his/her teacher will issue a "No Tally Award" which the student may redeem for a treat.

#### **Fruit of the Spirit**

Since we are encouraging the students to become more like Jesus, we have "Fruit of the Spirit" certificates to recognize those times that a student is exhibiting the fruit of the Holy Spirit (Galatians 5:22-23). When a teacher or staff member "catches" a student showing love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and/or self-control, a certificate is completed giving a brief description of the incident and is placed in a box designated for that purpose. At chapel each week, three certificates are drawn at random, and those students get to choose a prize from the Fruit of the Spirit prize box. All certificates are read during chapel and then hung on the bulletin board. The following week, when new certificates are hung up, the ones from the previous week are sent home with the students.

### **Parent/Teacher Conferences**



To help keep parents informed of their child's progress and to aid in the partnership between parents and teachers, we schedule two parent-teacher conference times each year. Please take advantage of this time to meet with your child's teacher. If parents have a concern, they are welcome to schedule a conference with the teacher or administrator at any time during the school year. Likewise, if the teacher is seeing a problem, he/she may request a conference time other than the school wide conference.

All new applicants will have a conference with the administrator and teachers approximately 4 weeks into enrollment to ensure a smooth transition.

### **Activities for Students and Parents**

We encourage all families to share in our Christian community and grow with PCA. There are many opportunities for families to work, play, and pray together and to get to know one another as fellow members of the body of Christ.

**Harvest Celebration:** Each fall we hold a banquet to celebrate God's gifts to PCA. The preschool and school age students perform for their parents, grandparents, and other supporters of Christian education in our community. We then pray and enjoy a time of fellowship with one another. This is an excellent opportunity for those in attendance to make a donation or pledge to support PCA.

**Chapel:** Chapel services are held weekly at school. One service is held for all the preschool students, another for K-5th, and a third for 6th-12th. Often speakers are invited by the teachers to give presentations for the chapel program. Parents are welcome to attend our chapel services and invited to suggest speakers or appropriate topics.

**Christmas programs:** Each December we have two Christmas programs. The preschool program consists of our adorable preschoolers singing and performing about the birth of Jesus. On a separate evening, the school-aged students put on a special play for their families and friends. The work for this production begins in October and every student, teacher, and staff member is involved in some way. Parents are encouraged to participate in the preparations. Let us know if you would like to help.

**Spirit Week:** Once a year the administrator designates a week as "PCA Spirit Week." A note will be sent home with each student listing the special activities or clothing for each day. Examples of spirit days are "Clash Day", "Bad Hair Day", "Christian t-shirt/PCA T-shirt and jeans Day", and "Crazy Hat Day".

**Yearbook:** The yearbook staff consists of a volunteer staff person or parent and any others who would like to help. All PCA families are invited to contribute photographs of PCA events to be published in the yearbook. The finished book is usually available sometime during the next school year. If you would like to volunteer to help with the yearbook in any way, please contact the office.

**Parades:** Depending on our volunteers, our parents and older students march in the Dogwood and Jingle Bell parades while the younger students ride in a float created each year by our PTF volunteers. It is not unusual for PCA to win an award for our float, which is always designed with a Christian theme. We usually design or purchase t-shirts/sweatshirts to coordinate with our float theme and make them available to the PCA family at cost so everyone can get one (including Mom and Dad!). We always need families to help with the float preparation, so please let us know if you are interested.

**Science Fair/Art Show:** Every student at Pike Christian Academy is eligible to submit an entry for the annual Science Fair, but usually only 4<sup>th</sup> through 12th graders are required to do so as part of their curriculum. Parents are welcome to come see these projects. A trophy is given for the overall best project. The Art teachers collect artwork throughout the year so that each student at PCA will have something to contribute to the Art Show. The Art Show is held the evening of closing programs and the Science Fair is held during the school day, usually in May.

### **Spaghetti Dinner/Talent Show**

Each year, members of our staff and PTF host a Spaghetti Fundraiser dinner along with talent from our students, parents and staff. Much help is needed, and parents are encouraged to sign up.

**Junior High Educational Trip:** Every second or third year as the need predicts, 2 PCA staff members chaperone a group of 6th, 7th and 8th graders to D.C. or another educational destination such as Williamsburg, Gettysburg, etc. Parents of these students are expected to help with fund raising throughout the 2 school years prior to the trip. Our trip is organized by AAA, and we take a bus to our destination.

**Kroger Certificates:** By signing up your Kroger card, the school earns \$\$\$ on a quarterly basis. See the office for the appropriate form to sign up.

**Field Day:** Held near the end of the year, it is a day of fun for the students and staff. Parent volunteers are a big help!

**Basketball/Soccer/Volley Ball/Drum Line:** PCA Middle School has, depending on interest, a girls and boys basketball team, Soccer team and Volley Ball team. Students are required to maintain a "C" average in order to participate in extracurricular activities. The details of the extracurricular activity policy are made available to parents when teams are being formed. We also have a Drum Line for 4<sup>th</sup>-12<sup>th</sup> grades.

**Drama Club:** PCA has formed a drama club for students in grades 6th-12th. It is advised by a staff member, and the club performs several times throughout the year at various venues, and culminates with a Drama Play in the spring.

**Veteran's Day Ceremony:** Veterans from all branches of the armed services are invited to the school for breakfast with the students and a special ceremony honoring them for their service to our country.

**Closing Ceremonies:** Like the Christmas Programs, the closing ceremonies, near the end of the school year, are held on two dates (one night for preschool, one night for school-aged children). Our families gather together to celebrate the growth and accomplishments of our children during the past year. Awards and recognitions are handed out, and the eighth grade and kindergarten graduations are celebrated at this time.

**PTF and Fundraising:** In order to help supplement tuition, PCA parents and staff join together to run our PTF (parent teacher fellowship) program. Several fundraisers are planned throughout the year. All parents are encouraged to participate.