2026/2027
Pike Christian Academy
Parent and Student Handbook
Grades K-12

Highlighted sections indicate recent revisions

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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School Verse

"Not by might, nor by power, but by my Spirit says the Lord of Hosts."
Zachariah 4:6

Core Values

1. Jesus Christ – Our Center: We seek to bring glory to Jesus Christ in every aspect of Pike Christian Academy life (1 Corinthians 10:31).

2. Truth Taught – Our Foundation: All truth is God's truth, and His truth is couched in a biblical worldview (John 8:32).

3. Community Spirit – Our PCA Family: We desire to experience Christian fellowship, looking out for one another in sincere love (Romans 12:10).

4. Partnership with Parents & Churches – Our Strength: We commit to partnering with parents and churches in this crucial endeavor of education (Deuteronomy 6:6-7).

5. Academic Excellence – Our Endeavor: We pursue the highest attainment, and all for God's glory (Colossians 3:17).

6. Servant Leadership – Our Method: Board members, Administration, Faculty, Staff, coaches, and students follow Christ's example as servant leaders (Luke 22:26).

7. Exemplary Mentors – Our Faculty & Staff: Our prayer is for each child to be drawn to and influenced by Faculty and Staff who are exhibiting Christlikeness in and out of the classroom (Philippians 4:9).

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.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Pike Christian Academy's faith, doctrine, practice, policy, and discipline, our school board is PCA's final interpretive authority on the Bible's meaning and application.

Code of Christian Conduct

The school's mission is to provide quality education in the context of a distinctively Christian environment that equips and encourages students to become devoted followers of Jesus Christ. This code of conduct is designed to reinforce the traditional Christian values that PCA exists to promote, provide a guide for personal conduct, and preserve a school environment conducive to personal growth and learning. According to the Basic School Rules, students are expected to cooperate with basic Christian standards of behavior and etiquette. While we cannot list every possible behavior and belief that may be found in school, this Code of Conduct seeks to clarify some of those standards.

The first item in our Statement of Faith expresses our belief that the Bible is the only infallible, authoritative Word of God and that it contains all that is necessary for salvation. Our Code of Christian Conduct is based on this belief, with the understanding that for purposes of Pike Christian Academy's faith, doctrine, practice, policy, and discipline, our school board is PCA's final interpretive authority on the Bible's meaning and application.

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe the Bible clearly teaches that gender is both sacred and established by God's design. As noted in our Sexuality/LGBTQ+ Policy, we believe that the Bible clearly identifies that there are but two genders, male and female (Gen. 1:27); and one must stay with the gender of their birth. Accordingly, each student and staff member is required to dress in conformance with his/her biological sex (Deuteronomy 22:5) and use the corresponding restrooms, locker rooms, and changing facilities.

Students of Pike Christian Academy are expected to refrain from talking about or engaging in lying (Prov. 12:22), cheating (Psalm 119:29), stealing (Exodus 20:15), swearing (Ephesians 4:29), gambling (Proverbs 15:27), smoking/vaping/chewing tobacco, drinking alcoholic beverages, using illegal drugs, vandalism (Romans 13:1), or any other unbiblical conduct (1 Corinthians 6:10). This list is not exclusive to or limited to school property or school functions. Students who participate in such activities are subject to suspension or expulsion. This standard of conduct also applies to conduct on any internet site.

In order to honor Christ and maintain a healthy, respectful school community, all parents, students, and staff are expected to communicate in a manner that builds others up rather than tears them down (Ephesians 4:29). Disrespectful, slanderous, or disparaging remarks—whether spoken, written, or posted online—about students, parents, teachers, administrators, or the school as a whole are not acceptable and will be addressed promptly. Concerns or grievances should be shared directly and privately with the appropriate person or school leadership in a spirit of grace, truth, and reconciliation (Matt. 18:15-17).

The Bible requires Christians to submit to governing authorities established by God (Romans 13:1). Pike Christian Academy is an at-will employer and has the right to discipline or ask a student to withdraw for any reason. Failure to comply with expected standards of conduct will subject the student or employee to potential disciplinary action, up to and including expulsion or dismissal.

When parents or visitors are on the school grounds or attending a school-related event, they are required to conduct themselves in accordance with this Code of Conduct. They also must follow the directions of the administration. Failure to comply may result in the parent/visitor being asked to leave.

Nondiscrimination Policy

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

Pike Christian Academy seeks to admit students whose parents desire a quality education in a Christ-centered environment. The school admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition aid programs, and other school administered programs and activities. The school reserves the right to deny admission to any family/student.

Sexual Orientation/LGBT Policy

Pike Christian Academy stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is 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.

Sexual Activity Policy

It is the expectation that all PCA students would refrain from any sexual activity, conversation, or overtures whether during school hours or otherwise. Students shall not engage in displays of affection not appropriate to the educational environment. Pornography is also strictly prohibited for all students and staff.

Financial 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 seven members and meets at least once each month to receive the superintendent’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

(Revised Feb. 9, 2026)

In accordance with Ohio State Law, it is our policy that a child must be at least 5 years of age by the first day of the school year in order to enroll in Kindergarten.

Admissions Committee Policy

Effective September 1, 2025, all applications for admission to Pike Christian Academy will be reviewed by an Admissions Committee. This committee will include at least one principal, at least one board member, and at least one teacher. Committee members will be appointed by the superintendent and may vary based on the applicant’s age, grade level, or specific circumstances relevant to the student and family. Each step of the application process will be evaluated and a decision will be made by the committee regarding status for admission to PCA. Each family will receive an email with the final decision and next steps, if applicable.

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, trading cards, 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 and electronic devices distributed to students. (Parents will be charged for lost or damaged books).

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.

All accounts, whether tuition balance, latchkey balance, or lunch balance that are more than 30 days past due will be brought to the attention of the School Board and the student can be withdrawn until the account is cleared unless the parents make special arrangements with the School Board.

Students with outstanding accounts will not be readmitted (current year or the following year) until the account is clear.

Protective Order

When a student enrolls at PCA and has a protective order, the parent will be required to submit a copy of the protective order to the school. The order will be copied and provided to each staff member who will be working with the student. Each staff member will sign a form stating they have read the protective order and are aware of the situation. The signed form will be kept in the office, and a copy of the protective order will be filed in the student's file in the classroom. Adopted 5/13/24

Technology Acceptable Use Policy (AUP)

The Pike Christian Academy technology network includes computers, both networked and standing alone, imaging equipment, on-line access, all software, and equipment. PCA technology is established for the educational use of PCA students and staff. The use of the network is a privilege and not a right. The school regulates access to and use of its computers by principles consistent with the educational mission of the school and the rules and expectations published in this handbook.

Teachers and staff should monitor computer usage to assure that PCA Acceptable Use Policies (AUP) are being followed and that all laptops/chromebooks are properly logged off and plugged in before returning to the cart.

GUIDELINES

1. Users are required to avoid actions which are illegal or unkind, i.e., libel, slander, vandalism, sexual harassment, theft, inappropriate access, personal attacks, invasion of privacy, etc.

2. Chain letters, pyramid schemes, forwarding or replying to contests, fast cash schemes, mass mailings, and things of similar content are highly wasteful of network resources and are forbidden. Users should not use PCA technology for financial gain.

3. Students and employees found in willful and/or persistent violation of these guidelines will have their privileges revoked and may face further disciplinary action. This includes liability for the employee for all costs necessary to remedy the problem created. The Administration reserves the right to make further disciplinary decisions regarding abuse, as deemed necessary.

4. Students and employees may not use PCA technology to access inappropriate materials found on the internet. Technology use may be monitored by PCA to ensure compliance with this AUP.

5. Students may not access Facebook, Twitter, Instant Messenger, Instagram, etc. during school hours. In addition, students may not access YouTube or any other similar sites, except for educational purposes. Accidentally accessing inappropriate sites must be reported to the Administration.

6. Students and employees may not use PCA technology to violate copyright laws or commit acts of plagiarism.

7. Students and employees must never give login or password information to anyone. You must protect your password or you may be liable for loss of privileges even if your account was violated by another student or employee.

8. Attempting unauthorized access to resources, including any action to get around the filter installed on a computer with Internet access, may result in disciplinary action.

9. Degrading or disrupting the equipment, settings, or system performance is prohibited. Any security problem must be reported to the technology coordinator and not shared with other users. This includes a responsibility to report use or knowledge of unauthorized passwords or other vulnerabilities. This also includes physical care for the computer in not having food, drink, gum, or candy in the immediate vicinity of the computer.

Pike Christian Academy has made and will continue to make every effort to block inappropriate sites by using software designed for that purpose. However, there is no software that offers one hundred percent protection from inappropriate materials; therefore, students and employees must exercise responsibility and integrity when using online services.

Pike Christian Academy reserves the right to require the purging of files in order to regain space if necessary. Teachers are expected to partner with the Administration in limiting non-educational usage of PCA technology and network resources.

This Acceptable Use Policy is intended to support the mission, values, and biblical principles upheld by Pike Christian Academy. The school reserves the right to update or modify this policy at any time in order to maintain a safe, respectful, and God-honoring environment. By using school-provided technology and resources, students and families agree to abide by the guidelines set forth herein, understanding that misuse may result in disciplinary action, including loss of privileges, suspension, or other appropriate measures as determined by school leadership.

Hours of Operation/Latchkey Program Hours

School begins at 8:20 AM and ends at 2:55 PM for K-5th and 3:10 PM for 6th-12th. However, before and after school care is available through our Latchkey program. We are open from 6:30 AM to 4:30 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 4:30 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.*

Arrival Procedures

The school day begins at 8:20 AM. 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 2:55 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 their children are dismissed/sent downstairs. 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 dismissal time 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 principal 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.

Attendance Policy

(Revised Feb. 9, 2026)

Introduction

Regular attendance and active engagement are essential to student success, contributing significantly to academic performance, social development, and on-time graduation. Missing school, whether excused or unexcused, negatively impacts learning. In Ohio, research shows students who are not chronically absent are more likely to meet academic benchmarks, particularly in reading. The School Board is committed to supporting students and removing barriers to full participation in learning.

When an absence is unavoidable, the following procedures must be followed to ensure the absence is recorded appropriately.

General Procedures for Reporting Absences

- **Parent/Guardian Responsibility:**
  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.
- **Missed Work:**
  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.

- **Unexcused Absences:**
  Absences without written documentation from a parent or doctor will be considered unexcused.

Chronic Absenteeism

As of September 30, 2025, Ohio law defines "chronically absent" as missing at least 10% of the minimum required school hours. This includes both excused and unexcused absences.

- **Grades K-6:** Missing 91 hours (approximately 16 days) or more is considered chronically absent.
- **Grades 7-12:** Missing 100.1 hours (approximately 16 days) or more is considered chronically absent.

Tardiness and Early Dismissals

- **Full-Day Attendance:**
  Kindergarten - 5th grade: 8:20 a.m. to 2:55 p.m.
  6th grade - 12th grade: 8:20 a.m. to 3:10 p.m.

- **Half-Day Attendance:**
  Any student arriving after 8:50 a.m. or leaving before 2:45 p.m. will be considered present for only half of the school day. Parents of students who require public transportation may need to make special arrangements with the principal.

- **Tardy:**
  Students arriving between 8:20 and 8:50 a.m. will be marked tardy. After 8:50 a.m., the student will be considered absent for half the day.

Excused Absences

An excused absence requires a written note from the healthcare provider or parent/guardian. 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. Within each school year 10 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.
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.

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) and submit it to the principal. 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 the student returns from vacation. This absence will count toward the 10-day limit of parent excused absences for the year.

Unexcused Absences

An absence is unexcused when:

1. The school has not received any written documentation for the absence.
2. There are more than 10 parent-written excused days in the school year.

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

Habitual Truancy

Ohio law defines a "habitual truant" based on the following thresholds for unexcused absences:

- 30 or more consecutive hours (approximately 5 days)
- 42 or more hours per month (approximately 7 days)
- 72 or more hours per year (approximately 12 days)

If a student meets these criteria, the following actions will be taken:

- 30 hours (approximately 5 days): A letter indicating the seriousness of the situation will be sent to the parent or guardian of the student involved.
- 42 hours (approximately 7 days): A conference will be scheduled with the parent/guardian.
- 72 hours (approximately 12 days): The student may be retained at the discretion of the board based upon individual circumstances and the absences will be reported to juvenile court.
- After 20 unexcused absences, per the Ohio Department of Education, the Ed Choice Scholarship will not be renewed for the following school year.

Note: If a student misses more than 20 days of school during the year, the administration and admissions committee 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

Tardiness Procedures

- **Tardiness:**
  Students are expected to arrive on time daily. Students arriving after 8:20 a.m. but before 8:50 a.m. 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. Each tardy will be either excused or unexcused. Excused tardies are granted for doctor's appointments (documentation must be presented at time of school office check-in) and, in rare cases, at the discretion of the principal. Parent notes will not be accepted to excuse a tardy. An unexcused tardy does not merit the privilege of making up missed work.

- **Consequences for Unexcused Tardies:**

  - **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 the student receiving an unexcused absence as well as a lunch detention.
  - **10 unexcused tardies in a grading period** will result in a one-day in school suspension. Any additional unexcused tardy in the same grading period will result in an additional one-day in school suspension per occurrence.

Strategies to Monitor Student Absences

1. **Universal Screening and Early Identification**
The school will utilize universal screening practices to monitor student attendance. The school secretary and teachers will regularly review attendance data alongside other relevant student data using an early warning system. This proactive and systematic process helps identify patterns of concern early, allowing for timely and appropriate interventions.
Teachers are expected to notify the school office or administration whenever they have concerns about excessive or increasing absences for a student. Upon identification of a concern, a principal will contact the family to discuss attendance, identify any barriers, and determine how the school can support the student and family in improving attendance.
2. **Progress Monitoring and Ongoing Review**
The school will engage in ongoing progress monitoring through the frequent collection and review of attendance data to assess student participation and the effectiveness of interventions and supports. This continuous feedback loop allows staff to evaluate whether strategies are successful and to make adjustments as needed. Regular monitoring ensures that attendance concerns are addressed promptly and that students receive appropriate support to improve consistent school attendance.

Tiered, Faith-Based Interventions and Supports for Attendance

In keeping with the school's Christian mission, attendance concerns will be addressed through a tiered system of support rooted in grace, accountability, and partnership with families. The school seeks to understand and address the underlying causes of absences while supporting each child's academic, social, and spiritual growth.

Tier 1: Universal Support for All Students and Families
The school promotes regular attendance by fostering a welcoming, Christ-centered environment where students feel known, valued, and supported. Universal supports include:

- Clear communication of attendance expectations grounded in responsibility and stewardship
- Ongoing encouragement of positive habits, including consistent school attendance
- Regular review of attendance data to identify concerns early
- Strong relationships between teachers, students, and families that promote open communication

These practices help establish a shared commitment between home and school.
Tier 2: Targeted Support and Family Partnership
When a student begins to show patterns of increased absences, the school will provide targeted, supportive interventions. These may include:

- Teacher or staff check-ins with students and communication with families
- Administrative outreach to families to prayerfully discuss attendance concerns and identify barriers
- Collaborative problem-solving to address root causes such as health, transportation, family circumstances, or social-emotional needs
- Development of short-term attendance goals with regular follow-up

These supports are intended to strengthen family partnership and provide timely assistance.
Tier 3: Intensive and Individualized Support
For students experiencing chronic attendance challenges, the school will provide more individualized support while continuing to prioritize grace and restoration. Interventions may include:

- Individualized attendance plans developed in collaboration with families
- Regular meetings with administration to monitor progress and reassess needs
- Connection to appropriate school or community supports when available
- Continued communication and encouragement to support the family and student

At this level, the school seeks to walk alongside families with compassion while emphasizing the importance of consistent attendance.

Guiding Principle: At every tier, the school's approach reflects Christ-centered values of compassion, responsibility, and partnership. The goal is not punishment, but restoration, growth, and helping each student fully participate in the life and learning of the school community.

Student Withdrawals

If it becomes necessary for a student to be withdrawn during the school year, all hardbound and soft bound 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. In order to avoid confusion and possible additional latchkey, lunch, and/or tuition charges, please notify the office immediately if you withdraw your student.

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:

- one-call to all parents and staff
- posted on our website - www.pikechristian.org
- posted on the school Facebook 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 the closing or delay of school. Latchkey care may be available for all age students when possible. This is a case-by-case decision and depends upon the safe arrival of adequate staff. On these days, your child will need to pack a nutritious lunch.

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 school or after the child returns home. If it is necessary for school personnel 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.

Life-Threatening Allergy Policy

When a student has a life-threatening allergy, it is the responsibility of the parents/guardians to inform the school of the child's condition before the child's first day of attendance or as soon as the condition is discovered if the child is already enrolled at the time the condition is identified. It is vital that the student's specific condition be properly communicated to the Principal and the required forms be completed and turned in by parents/guardians. If not, PCA will be presumed to have no knowledge of the student's life-threatening allergy and/or susceptibility to an anaphylactic emergency. The Principal will work with the parents to establish procedures to help reduce the risk to the child. These procedures may include such things as a separate lunch table where identified allergens are prohibited and (at parents' request) notification to classmates and their parents of the life-threatening allergy. The parents and the child's health care professional will need to complete and sign an Emergency Care Plan for the school to have on hand in the event that the child has an allergic reaction at school. If circumstances change related to the allergy, it is the responsibility of the parents to notify the school in writing and to complete a new Emergency Care Plan if needed.

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 principal 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 principal 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. As noted in our Code of Christian Conduct, each student and staff member is required to dress in conformance with his/her biological sex.
- 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. The requirements must not conflict with the general dress code without prior board approval.
- Footwear must be worn at all times and allow for safe movement throughout the campus. No flip flops are permitted for preschool 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. Additionally, any attire that celebrates or expresses death, evil, sinister, or spookiness (including Halloween themes) is not permitted.
- 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 midriffs and sleeveless tops, shirts and dresses are prohibited. Shorts must be knee-length or longer. Skirts/dresses must be knee-length or longer. Capris 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. Leggings may be worn only if the even-length hem of the top (shirt, skirt, dress, tunic, etc.) is long enough to reach the fingertips of the student when they are standing with their arms at their sides.

- All attire needs to be clean and appropriate for the weather.
- The only acceptable pierced jewelry is in the ears. It is preferred that students and staff limit any tattoos that they may have. Tattoos should not include offensive language, images, or symbols that contradict Christian principles. Individuals are asked to consider how their tattoos may be perceived by others and to act with love and consideration for the broader community. If a tattoo is distracting, the staff or student may be asked to keep it covered.
- 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.
- Sideburns, mustaches, and beards, etc., should be neatly trimmed.

**Prior to sending students to the office/principal for dress code violation, teachers will speak with the student and seek voluntary compliance with the policy. If a student is sent to the principal for a dress code violation, the principal 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.

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.

School Lunch

Our school is pleased to offer a daily hot lunch program for students. A five-week rotating menu is distributed to families at the start of the school year and is also posted on the school website for reference. Families are encouraged to review the menu regularly to help students plan their selections.

Ordering & Payment Procedures

- Students may purchase lunch by giving payment to the teacher during morning attendance.
- Students may also charge a lunch during morning attendance. Charges will be recorded and will appear in the family's account at the end of each month in the Gradelink parent portal.
- If a student forgets to bring a packed lunch or lunch money, a meal will be provided, and the cost will be charged and added to the monthly bill.
- Milk and other extras (such as an additional entrée or side item) may be purchased separately and will be charged to the student's lunch account. Extras must be ordered in the morning.

Lunch purchases will be posted weekly to each student's account and should be monitored by parents through the Gradelink portal to ensure accuracy and review charges.

Packed Lunches
Students are always welcome to bring a packed lunch from home. Parents are encouraged to pack or monitor lunches to ensure they are nutritious and meet their child's dietary needs.

Financial Assistance
Our school participates in the National School Lunch Program (NSLP). Families may qualify for free or reduced-price meals. Students may also be certified through Medicaid or other qualifying financial assistance programs to help offset meal costs. Families seeking more information about eligibility are encouraged to contact the school office.
For questions regarding lunch accounts or billing, please contact the school office.

Hall and Restroom Procedures

Students are to be quiet when moving in the halls. 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.

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 drills each school year. Students will be instructed on 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.

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 - When swinging, sit facing the New Hope building. Do not jump out of swings. Do not attempt to push others on the swings. While waiting your turn, the waiting area is the sidewalk at the side of New Hope or off to the side on Middle School swings. Gravel area in front of and behind swings is off limits while others are swinging. The clear gravel area to the side of the swings is an open play area. **ABSOLUTELY** no climbing of the swing set poles **AT ANY TIME.** You may not lie on your belly, stand in or twist the swings or swing from side to side. Do not kick the gravel 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 LIE 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 5th 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 the child returns.

Other objects - do not pick up, handle, throw, play with or kick the leaves, 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 students for their snack. Do not give your snack away to others. Do not trade snacks.

Private Sales

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

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.

Grading Scale for K-12th Grades

Adopted 7/08; Revised 9/25

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

Artificial Intelligence (AI) Policy

I. Purpose and Vision

At Pike Christian Academy, we are committed to providing a Christ-centered education that integrates faith, learning, and character. As Artificial Intelligence (AI) tools become increasingly accessible in education, we recognize both their potential and their ethical challenges. This policy outlines our approach to AI in a way that reflects biblical truth, promotes responsible usage, and upholds academic integrity.

II. Biblical Foundation

Our policy is grounded in the following principles:

- Imago Dei – All people are made in the image of God (Genesis 1:27). AI must serve humanity and never diminish the God-given dignity of human life.
- Pursuit of Wisdom – We seek wisdom and truth from God (Proverbs 2:6). AI should be used with discernment, not as a substitute for critical thinking or godly counsel.
- Stewardship and Glory to God – Technology is a tool to be used wisely and for God's glory (1 Corinthians 10:31). We steward its use to serve others in love (Galatians 5:13).

III. Acceptable Use of AI

A. Educational Use

Teachers and students may use AI tools to:

- Enhance learning (e.g., tutoring support, summarization, language translation).
- Support creative and collaborative projects.
- Assist with planning, review, and formative assessments under guidance.

B. Student Use

Student use of AI is permitted only under supervision and must:

- Maintain integrity: AI may not be used to complete assignments or tests unless clearly permitted.
- Be transparent: Students must disclose when AI tools are used in submitted work.
- Encourage learning: Students are expected to understand and engage with the material themselves.

C. Staff and Administrative Use

Faculty and staff may use AI to:

- Improve instructional efficiency and creativity.
- Analyze data or trends to improve student learning outcomes.
- Streamline communication and operations, with appropriate oversight.

IV. Unacceptable Use of AI

The following uses of AI are prohibited:

- Plagiarism or unauthorized AI-assisted work in assessments.
- Accessing or generating content that is violent, obscene, discriminatory, or contrary to biblical values.
- Uploading student or school data into public AI systems without approval.
- Using AI to deceive, impersonate, or mislead others.

V. Data Privacy and Security

- All AI usage must comply with FERPA, COPPA, and other relevant student data privacy laws.
- Students and staff are responsible for protecting personal information and using only approved platforms.

VI. AI Literacy and Discipleship

Our school aims to:

- Equip students and staff with the knowledge to use AI responsibly.
- Foster discernment in distinguishing between truth and misinformation.
- Encourage students to rely on God's wisdom and not solely on technology.

VII. Accountability

- Violations of this policy will be addressed through the school's academic honesty and disciplinary procedures.

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 first 10 school days of the course, unless the change is initiated by a teacher and approved by the principal, or if a student's health, verified in writing by a physician, is a factor in dropping the class. If changes are made during the first 10 days, 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 changed 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 principal, teacher(s) and/or counselor may occur throughout the school year pending departmental approval.

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 Principal’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. All grades K-12 are on a nine-week grading period.

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 GPA of 3.5; and 3) be of good moral character. To be designated salutatorian, the student must meet the same qualifications, except with the second-highest grade point average in the class. Valedictorian and Salutatorian will be selected by the graduation committee, which is comprised of a group of PCA faculty, staff, and/or board members appointed yearly by the principal. If PCA students who attend the Career Technology Center (CTC) meet the qualifications for Valedictorian and/or Salutatorian, the graduation committee has the option of selecting them as the CTC Valedictorian and CTC Salutatorian for PCA.

Grade Skipping Policy

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
    - principal
    - current teacher
    - teacher of grade being skipped
    - teacher of next grade
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.

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

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

Any exceptions to this policy will be at the sole discretion of the Principal 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?
   Y or N

Signature of Teacher_____

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 principal 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 principal). 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 principal 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 principal 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 principal. If the parents do not agree with the teacher's recommendation to retain, the principal may choose to either a) pass the student, but place the student on academic probation for the fall; or b) retain the student.

Awards

Certificates
Each grading period, one student from each class will be selected to receive the recognition of "Student of the Nine Weeks" (1st-5th 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," (1st-5th 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.

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.

Cell Phone Policy

To ensure the integrity of the school day and in keeping with the Ohio Department of Education recommendations, Pike Christian Academy is updating our cell phone policy, effective August 2024.

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. When a student arrives at school with a cell phone, the student must take the initiative to place the phone in the collection box at the door. The box with the cell phones in it will be kept in the principal's office all day, and the students will be permitted to collect their phones as they are leaving school.

If a student fails to follow this policy and is found in possession of a cell phone during school hours (including morning and afternoon latchkey, lunch time, and recess), the following steps will be taken:

1st offense - meeting with principal, student is given two choices - leave the phone at home for the next 30 days, or personally hand the phone to the principal each morning.

2nd offense - if a student is caught with any phone in their possession during those 30 days, they will lose the privilege of bringing a phone to school for an additional 30 days, beginning on the date of the infraction. In addition, a 1-day in-school suspension is given. Once the 30 days are complete - free of infractions - the student's privileges will be reinstated.

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

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.

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 into 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 principal. Equipment will only be returned to a parent.

2nd offense: equipment will be confiscated, turned in to the principal, 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 principal.

Video, Music, Magazine, and 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. Specifically, Christian or curriculum-based G-rated movies/videos may be shown without prior permission, and Christian or curriculum-based PG-rated movies may be shown with principal's permission. If you have a question regarding a particular item, please bring it to the principal.

Social Media Policy

Pike Christian Academy staff may not post student photos, names, or other identifying information on their personal social media pages. Staff may only take photos of students for these purposes: 1) to share with the yearbook advisor; 2) to share with the social media administrator.

Video Surveillance/Photo & Video Releases

PCA premises may be monitored and taped continuously by video cameras inside and outside the school to protect the student body and staff and to discourage vandalism. The video cameras and footage are the property of Pike Christian Academy. Should a question arise that would necessitate the review of video footage, the Administration will review footage and determine appropriate action when necessary. Parents and students will not be allowed access to or viewing of video footage unless necessitated by law.

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.

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 Behavior Management System; Ready to Learn (grades K-2 only) – see separate policy for grades 3-12.

Classroom Management System: Ready To Learn (K - 2nd)

Each day, each student will begin with their personal clothespin clipped at Ready to Learn. As the day progresses they will have the opportunity to move up the chart for Good choices or move down the chart for undesirable choices. Below is an explanation of each level.

Super Student: the highest level, and is reserved for repeated outstanding behavior. A student can earn special privileges (up to teacher) for reaching this level.

Great Job: Students can move to the Great Job level for continuing to display good behavior. You should be very proud of your child for reaching this level!

Good Choices: Students will move to the Good choices level for showing that they are making appropriate behavior choices. Ending the day on this level is great.

Ready to Learn: Every student will begin the day on the Ready to Learn level. As the day goes on clips will be moved either up or down, based on behavior. It is good to end the day on this level!

Think About It: A student will be moved to the Think About It level as a warning about his/her behavior , and a reminder to follow the rules. A verbal warning will be given before a student moves to this level.

Teacher's Choice: Students who continue to display poor behavior can move down to the Teacher's Choice level. At this level, the teacher can decide what action to take. Examples are loss of recess, loss of rewards, etc.

Parent Contact: When a student moves to the Parent Contact level, the teacher will let the parents know through the chart that is kept in their blue folder. We encourage you, as the parents, to have a conversation about what happened in the classroom that day. Teachers can also elect to send an email, text or phone call depending on the severity of the actions that caused the student to reach this lowest level.

If necessary, the teacher may have to make the choice to send the child to visit with the principal. Please check your child's folder for the monthly sheet where your child's progress on the chart will be recorded.
Sign the signature page and return it in the folder. Rev 8/2022

Other disciplinary action can include, but is not limited to: Saturday School (this will be at a cost of $15 per student per occurrence, billable to the parent), 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 elsewhere in this handbook.

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 (3rd - 12th)

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 will 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 principal to be placed in the student's file.

When the principal receives a warning slip, he/she will address the issue as appropriate for the situation. It is likely that the principal will contact the parents either by phone or email. Then, under the guidance of the principal, an appropriate plan for any discipline and restoration will be worked out. This could include lunch detention, 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.

Lunch Detention

When a student earns a lunch detention, the supervising adult will complete a lunch detention form for that student. If the student is absent on a day he/she has detention, the detention will be served the day he/she returns to school.
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.

Principal Office Visits

There are five basic behaviors that will automatically result in discipline from the Principal (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 Principal, the Principal will determine the nature of the discipline. The Principal may require restitution, parental attendance during the school day with the student, a writing assignment, or other measures consistent with appropriate Biblical guidelines. The kind and amount of discipline will be determined by the teachers and the principal. 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, 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 Principal during the application process.

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

- The first time in any given school year a student is sent to the Principal 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 Principal, in addition to the discipline administered by the Principal.
- 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 Principal 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.

Readmittance

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. Any unpaid debt must also be resolved before the student will be readmitted.

Harassment, Intimidation, and Bullying (HIB) Policy

This policy covers all students, Staff, Administration, or persons acting on behalf of Pike Christian Academy, including volunteers, participants, or spectators at any school-sponsored activity. Harassment, intimidation or bullying (HIB) behavior by any student/school personnel at Pike Christian Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

DEFINITION
"Harassment, intimidation, or bullying," in accordance with ORC 3313.666, means either of the following:

(a) Any intentional written, verbal, electronic,* or physical act that a student has exhibited toward another particular student more than once and the behavior both:
(i) Causes mental or physical harm to the other student;
(ii) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

(b) Violence within a dating relationship.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

REPORTING PROCEDURES

- Any student who feels he/she has been subjected to HIB is encouraged to file a complaint and/or report prohibited incidents to the school principal or other administrator designated by the principal immediately.
- HIB incidents can be reported on the school's website at pikechristian.org -> Contact Us -> Email Our Office Directly. If you would like to make your report anonymous, you can enter your email address as anonymous@pikechristian.org.
- Any school employee (including but not limited to teachers, aides, tutors, and other support staff) who observes an HIB incident must report the incident in written form to either the Administrator or to the Principal.

Reports may be made anonymously, and retaliation or reprisal in any form against a student or employee who has filed a complaint or report of HIB is prohibited. Complaints will be investigated promptly, thoroughly, and confidentially.

RESPONDING AND INVESTIGATING

Within 1 day of receiving an HIB incident report the principal or administrator will conduct a thorough investigation of HIB report. If upon investigation it is found that the report is credible, an immediate response is required. The principal or administrator will take appropriate action. The investigation will include interviews of those responsible for the HIB incident as well as the victim(s), which will help the administration determine what actions are necessary for the protection of the victim(s). If the victim of the HIB incident is determined to be in some danger at the time of the investigation, the victim must be removed from the danger.

Pike Christian Academy recognizes all students have rights under the first amendment to the US Constitution including students who may be responsible for HIB situations. Further, we recognize the importance of all students having the right to come to school without fear of any such HIB incident. Any student who willingly or knowingly is involved in or is responsible for a HIB situation has infringed on the first amendment rights of other students.

DISCIPLINE

Once the proper documentation and investigation is in place, discipline will be issued based upon the severity of the HIB incident.

Discipline may include such things as:

- monitoring by staff
- a written warning issued to the student and student's parent/guardian and placed into the student's file
- from 1 up to 10 days of suspension
- completely removing those responsible for the HIB incident from the school

If the HIB incident is severe or if there are repeat offenses with the same student(s), permanent expulsion may be required. Due process will be afforded to every student.

Pike Christian Academy recognizes that sometimes students make false statements for a variety of reasons about other students including statements about HIB situations. A student that makes false statements about a HIB incident against another student will be subject to the same disciplinary procedures listed above.

Once a HIB incident has occurred, the principal or assistant principal will give a written statement to the School Board President. This will include HIB incidents and those making false statements about HIB incidents. A summary of each incident will be posted on the district website. The custodial parent or guardian of any student involved in a prohibited incident will be notified in accordance with the "Family Educational Rights and Privacy Act of 1974" and have access to any written reports pertaining to the incident.

*"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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.
Student-Employee 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 principal. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to the school principal. 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 principal 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.

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.

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 principal, 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 principal 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 principal present the claim to the school board.
3. The final resolution is for the principal 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 Principal.
2. Persons with complaints or concerns about the School Principal are encouraged to attempt to resolve the situation directly with the Principal.
3. Unsettled matters can then be directed to the School Board. Adopted 11/07

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 principal 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.

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 principal.
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 principal/school, each case will be handled individually by the school principal.
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/principal.
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 principal and be on record in the school office.

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 principals designate 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 4th 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 fundraising throughout the 2 school years prior to the trip. Our trip is organized by AAA, and we take a bus to our destination.

Kroger Rewards: 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/Volleyball/Drumline: 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 4th -12th grades.

Drama Club: PCA has formed a drama club for students in grades 6th-12th. Under the direction of a PCA staff member, the club practices and performs skits and musical performances throughout the year, as well as presenting a full-length drama play in the spring.

Veterans 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: 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.

Field Trips

PCA provides transportation for school-sponsored field trips using the school's bus when appropriate. The school bus is only used for field trips and other approved school activities and is not for daily transportation of students to and from school. The school bus is operated only by certified bus drivers who have successfully completed a required background check. Parents or guardians may choose to transport their own child(ren) to and from a field trip rather than have them ride the school bus. Students may ride only with their own parent or guardian unless a parent provides written permission for their student to ride with someone else.
If school bus transportation is unavailable or insufficient for a particular field trip, the school may pay for a school bus and bus driver from Waverly City Schools to transport students for field trips. If a bus and driver are not available, the school may request parent volunteers to provide transportation. Parent drivers must meet all school requirements, including a background check, proof of a valid driver's license and current automobile insurance, and certification by PCA. Additionally, the vehicle they drive for the field trip must pass a 21-point inspection.

Field Trip Cell Phone Policy

To support student safety, engagement, and appropriate conduct during field trips, student cell phones and personal communication devices are not permitted on school-sponsored field trips unless specifically approved in advance by school administration. Parents will be notified prior to any field trip for which student cell phone use has been authorized. Students who bring a phone without prior administrative approval may be required to surrender the device for the duration of the trip, with the device returned according to school procedures.

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 administration. Failure to comply may result in the parent/visitor being asked to leave. During our hours of operation (6:30 am - 4:30 pm), there are to be no group activities on school grounds which are not supervised by school personnel.

Pike Christian Academy Parent Agreement

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

1. I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

2. I have read and been given a copy of the Code of Christian Conduct. I agree to support this policy and to do everything in my power to see that my child follows these rules.

3. I have read and been given a copy of the Discipline Policy. I agree to support the teachers and Administration in the execution of discipline. Any disciplines with which I disagree are mentioned here.
_____

4. I have read and been given a copy of the Tuition and Fees. I have chosen the:
☐ annual ☐ semester ☐ 10 months ☐ 12 months ☐ Ed Choice Scholarship
payment plan. I agree to pay tuition charges according to the designated schedule. I understand that registration and the first tuition payment are due and must be paid before my child can enter school.

5. 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.

6. 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.

7. I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that the Handbook does not contractually bind Pike Christian Academy and is subject to change without notice by decision of Pike Christian Academy's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

_____ _____
Mother's Signature Date

_____ _____
Father's Signature Date

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

Pike Christian Academy Student Agreement Grades 6-12th

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

1. I hereby affirm that I have read the Student Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

2. I have read and been given a copy of the Code of Christian Conduct. I agree to follow these rules.

3. 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 education and I will cooperate with the school in accomplishing the goals of this mission.

_____ _____

Student's Signature (grades 6-12) Date