



Pineville Christian Academy

Parent-Student Handbook

2026 - 2027

“Training Champions for Christ”

2720 Hwy 28 East, Pineville, LA 71360 (318) 321-6484

Revised 2/2026

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2026 - 2027 School Calendar

| <u>Date</u> | <u>Event</u> |
|-------------|---|
| 8/4 | Teacher Return |
| 8/6 | Open House - 6pm |
| 8/10 | First Day of School |
| 9/4 | Progress Reports Go Home |
| 9/7 | Labor Day Holiday |
| 9/21 | Teacher Work Day (Student Holiday) |
| 10/8 | End of Quarter 1 |
| 10/12 | Report Cards Go Home |
| 10/14 | Parent-Teacher Conferences 7:30 - 11:30am (Student Holiday) |
| 10/15-10/16 | Fall Break |
| 10/19 | Teacher Work Day (Student Holiday) |
| 11/3 | Election Day Holiday |
| 11/10 | Progress Reports Go Home |
| 11/11 | Veterans Day Holiday |
| 11/23-27 | Thanksgiving Break |
| 12/11 | End of Quarter 2 |
| 12/14-1/4 | Christmas Break |
| 1/5 | Report Cards Go Home |
| 1/18 | MLK Holiday |
| 2/3 | Progress Reports Go Home |
| 2/4 | Parent-Teacher Conferences 7:30 - 11:30am (Student Holiday) |
| 2/5-9 | Student holiday/Presidents Day |
| 3/11 | End of Quarter 3 |
| 3/12 | Teacher Work Day (Student Holiday) |
| 3/26-4/2 | Easter Break |
| 4/16 | Progress Reports Go Home |
| 5/14 | End of Quarter 4 |
| 5/17 | Report Cards Go Home/Awards Day |
| 5/20 | Last Day of School |

Welcome Pineville Christian Academy Family

Thank you so much for joining us for the upcoming school year. We anticipate God to move in mighty ways through the growth and maturity of your students as this year advances. We look forward to their intellectual development and to fostering their creativity, as they actively engage with God's Word. We are elated to be working with you to inspire, cultivate, and enrich each student's spiritual journey through daily worship and reading of Scripture. And we reverently expect God to faithfully move towards you and yours, just as the father in the parable of the prodigal son ran to meet his son, we expect God to meet you and your family.

The following handbook is meant to serve you and your family as a guide to all that we expect as a member of the Pineville Christian Academy Family. Many of these standards are straightforward expectations of common courtesy and decency that one would expect from any stranger that one meets on the street. While others hold extreme value in the overarching development of Christian character and a law abiding citizen, and specifically regard the personal development of meekness, faithfulness, and long-suffering. As we strive to develop these Fruits of the Spirit, our sinful nature often resists, challenging us to adhere to a Christ-like system of order. In both instances, we are challenged to set aside the thoughts of *self* and refocus our attention both on Christ who is leading us to the Father, and being a light to our brothers and sisters whom He has placed around us, "so that they may see your good works and give glory to your Father in heaven." (Matt 5:16 HCSB)

As we seek to mature your students, our primary focus will be to develop them spiritually, socially, physically, and intellectually, as Christ is said to have developed in Luke 2:52. As such, our mark of standard will always be Christ, and Christ alone. Yes, as Paul says, "Imitate me, as I also imitate Christ" (1 Cor 11:1), but/and we pray that each of your students is provided a safe space to grow in their personal relationship with Christ, as revealed in all sixty-six books of the Canonical Bible. That they are each able to sharpen one another with the Word of Truth, which is sharper than any double edged sword; ultimately, being able to each stand on their own, saying "Imitate me, as I also imitate Christ."

Again, we thank you so much for choosing to join our school family, as we seek to honor and serve God. Please let us know if you have any questions or concerns and please let us know if we can serve your family in any way. Please continuously pray for us as we endure in all God has called for us to do, as we will pray the same for you. And we look forward with joyful expectation for all that God has for us this year.

Mission Statement

The mission of Pineville Christian Academy is to educate students from a Biblical worldview in order that they may be equipped to impact their world for GOD's glory and mankind's good. We seek to provide students with rigorous academic instruction, engaging recreational activities, and foundational biblical principles. Each of these opportunities is ultimately grounded in our desire to grow students into conformity with CHRIST's image by developing them mentally, emotionally, physically and spiritually.

Statement of Faith

We believe that, according to GOD'S WORD, "All scripture is inspired by GOD and is profitable for teaching, rebuking, correcting, and training in righteousness." (2Timothy 3:16)

Thus, we affirm that all scripture is self-attesting and, being Truth, requires our unreserved submission in all areas of life. The sixty-six books of the Old and New Testaments are the infallible word of GOD. Both testaments are a complete and unified witness to God's redemptive acts and restorative works through the incarnation of the Living Word, the Lord Jesus Christ. Thus, we view the Bible as uniquely and fully inspired by the Holy Spirit and is the supreme and final authority on all matters on which it speaks.

On this sure foundation we affirm these additional Essentials of our Faith

1. We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. To Him be all honor, glory and praise forever!
2. Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true, God became true man, united in one Person forever. He died on the cross, a sacrifice for our sins according to the Scripture. On the third day He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
3. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us and empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
4. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those

who put their faith in Christ alone for their salvation, and thereby justifies them in His sight. Only those born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.

5. The true Church is composed of all persons who, through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit, are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity; where scriptural discipline is practiced; and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.

6. Jesus Christ will come again to the earth - personally, visibly, and bodily - to judge the living and the dead, to consummate history and the eternal plan of God. "Even so, come, Lord Jesus." (Revelation 22:20)

7. The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to "Him who loved us and gave Himself for us." He calls us to a life of self-denying love and service. "For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them." (Ephesians 2:10)

Letter from the Dean of Students

My name is Amanda Phommarath, and I am pleased to introduce myself to you as your Dean of Students. I have been married for over 25 years and we have one son. This is my 2nd year with Pineville Christian Academy and look forward to another great year with you and your families. I have over 12 years of experience with the Abeka program. I am also the Children's Minister at Heart of Worship. My primary objective at Pineville Christian Academy is to facilitate your child's spiritual growth in Christ. I firmly believe that establishing this foundation is paramount, as it will provide your child with a lifelong sense of purpose. While academics are essential, they are not the sole determinant of success. Our identity is rooted in who God says we are. It is crucial to me that children develop their self-worth through their relationship with Jesus, enabling them to excel academically. I look forward to working with each of you collectively to ensure the success of your child(ren) spiritually and academically!

Best regards,

Amanda Phommarath

Admissions

Pineville Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship programs, athletic activities or other school-administered programs.

Procedures

Applicants are accepted on several criteria, including but not limited to, spiritual readiness, past academic performance, aptitude and achievement tests, favorable references and an interview involving parents, applicant, an appointed administrative representative. Applicants **must** have a letter of recommendation from a teacher or school administrator AND church pastor. **Students are not accepted for admission without administrative approval.** The administration reserves the right to refuse admission to any student. Those students who have or are currently under discipline from a law enforcement agency, who have been suspended or expelled from a school, or who have been a previous discipline problem will not be accepted.

Students desiring to enroll in or transfer to Pineville Christian Academy must have a “C” or better from their previous school. All new students enrolled at Pineville Christian Academy are subject to an Academic Supervision period of 90 days, after which time, a student with no disciplinary issues will come off of Academic Supervision with the expectation of maintaining a 2.0 grade point average.

ALL students must exhibit appropriate behavior and attitude which will be reviewed at the end of each nine-week grading period. Any student who fails to meet appropriate behavior standards will be subject to Academic Probation and potential dismissal.

Applications

All applications are submitted through FACTS. The link to the application can be found on the Pineville Christian Academy website.

Important Notice:

Please be aware that receiving or completing the application packet does not guarantee your child a place in the school.

New students applying for admission for **the first time** must submit the following items:

1. Completed application on FACTS
2. \$50.00 non-refundable, non-transferable application fee
3. Copy of the most recent report card and standardized test scores.
4. Any education, IEP, 504, medical, social, and psychological information/evaluations
5. Copy of the student's Birth Certificate, Immunization Records or Exemption Form, and Social Security card
6. A copy of all financially responsible parties Driver's License
7. Completed Parent and Student Responsibilities Agreement
8. Completed Authorization for Release of Records
9. A letter of recommendation from a teacher or school administrator **AND** church pastor

When these items and previous school records have been received, applicants will be called for the purpose of scheduling a student screening and/or an interview with the administrator.

After the interview, parents can expect to receive an official notification of your child's acceptance into the school **within two weeks**. After receiving notification of your child's placement, the following items will need to be submitted within ten days to complete your child's acceptance:

- Completion of the Registration packet on FACTS
- Tuition Contract signed by all financially responsible parties
- Registration fee:
 - \$550.00 per student prior to April 6, 2026
 - \$600 per student after April 6, 2026

Fees are non-refundable and non-transferable

Administrative personnel are available to answer any questions that may arise during the preparation and processing of your application by the school.

Immunizations

In accordance with Louisiana Revised Statutes 17:170 (as mandated by Act 10147 of 1990) effective January 1, 1991, institutions of Higher Learning must require proof of immunization for enrollment. All Schools of Higher Learning are required to maintain a record of the following for each student or a LDOE exemption form.

Kindergarten/First Time Enrollees:

Two (2) doses of Varicella vaccine are required in Louisiana schools for entry into Pre-K3, Pre-K4, kindergarten, daycare, and Headstart programs. In addition, prior to school entry, these students must have documented proof of immunizations for: two (2) doses of MMR; three (3) HBV; and booster doses of DTaP and Polio vaccines administered on or after their 4th birthday and prior to school entry. If a child is not complete (up-to-date for age), he/she must present a record indicating the child is in the process of receiving vaccines, and follow-up must be provided for compliance with the above requirements.

Middle School Requirements:

As a condition of entry into 6th grade and up, students must provide documentation of current immunizations against meningococcal disease and any other age-appropriate vaccines. At the time of registration, students must show proof of immunization of the following vaccines: Diphtheria Tetanus Acellular Pertussis vaccine (DTaP); two (2) doses of Varicella; two (2) Measles- Mumps-Rubella (MMR); three (3) Hepatitis B (HBV); and one (1) Meningococcal Vaccine (MCV-4).

Exemption from Immunization

Parents/guardians have the right to claim exemption from the immunization requirements for their child due to medical, religious, or philosophical reasons. A Statement of Exemption From Immunization provided by the Louisiana Department of Education, must be signed during the enrollment process.

Tuition Contract Payment Policies

As a Christian organization, we recognize the importance of stewardship. Thus, it is our goal at Pineville Christian Academy to always keep the tuition at a level which allows for diverse enrollment and opportunity for all believers, while also seeking excellence through a high quality educational program. As a result, we recognize the tuition contract as a binding obligation for all parties for the ENTIRE year. It is a commitment, especially by the parent, that the student will be enrolled at Pineville Christian Academy for the full year. **The tuition contract is non-refundable and non-transferable.** Enrollment/Re-enrollment fees are due when the child is registered and must be paid in full to submit the enrollment packet. This fee will secure your child's place for the upcoming school year.

Enrollment for the following year will not be accepted when the current year tuition is in arrears. All fees are non-refundable and non-transferable.

If a student's dues are not paid in full by the specified date, the student will be removed from the enrollment list and any enrollment fees will be applied to the tuition owed. If any account is delinquent or past due, any payment received will be applied to past fees prior to applying to current charges. Students' report cards will be held by the Admissions Office until all delinquent fees have been paid in full.

Explanation of Fees

Everyone who attends Pineville Christian Academy will be required to select a payment plan when filling out an Enrollment/Re-Enrollment packet.

Please read the following carefully:

- **ALL** payments must be made online through FACTS.
- FACTS will automatically process payments on the due date stated in the payment plan agreement.
- The 50/50 plan requires a post dated check(s) for the second half of the tuition to be held in the Admissions Office until the final payment is made at which time the post dated check(s) will be returned.

Tuition payments can be made once the Enrollment Packet is submitted. If the annual plan or the first half of the 50/50 plan is not received by August 1st, the student(s) will be dropped from the enrollment list.

| | <u>Annual Plan</u> | <u>Semi-annual Plan</u> |
|--------------------------------------|---------------------------|--------------------------------|
| Early Tuition - before April 6, 2026 | \$3,200 | \$1,600/\$1,600 |
| Tuition Rate - after April 6, 2026 | \$3,500 | \$1,750/\$1,750 |

Payment of Tuition/Fees Online

Instructions for online payments are as follows:

- Login to your FACTS Family Portal account.
- Click on Family.
- Under Family Home, Family Billing, find the appropriate accounting category (tuition, registration, supply fee, etc.) and click on Pay Now.
- Enter the amount you wish to pay in the appropriate accounting category. Please be sure to select the appropriate year (note that previous school years are also shown). *For tuition, your TOTAL tuition amount due will be displayed. However, you may pay your usual monthly or semi- annual tuition amount.
- Click on Pay Now.
- Make sure your email address and billing name are correct.
- Click Bank Account if using a savings or checking account.
- Click Credit Card if using a credit or debit card.
- Enter the required information and click Submit.
- Review your payment information for accuracy, then click Pay.
- You may print your payment confirmation. Also, you will receive a confirmation email. If you have any questions, please contact the Admission Office at (318) 704-0578

Delinquent Tuition

A 30-day tuition delinquency will be considered grounds for dismissal from Pineville Christian Academy. Unpaid tuition not only jeopardizes the integrity of the individual, but also puts unnecessary and burdensome strain on the school staff. Although we understand that situations arise, we depend on prompt tuition payments by all of our families to maintain the quality and affordability of our educational program. If circumstances cause you to fall behind on tuition payments, please proactively contact the Admissions Office immediately at **318-704-0578**. If you are contacted by the Admissions Office via email, phone, or mail, we ask that you respond within 24 business hours.

If tuition is delinquent and arrangements to bring it current have not been made, the student will not be allowed to return to school until tuition is resolved. Also, if payment arrangements are not kept or if delinquent tuition is paid with an **NSF check**, the student will not be allowed to return to school until tuition is resolved. Report cards will not be issued at the nine-weeks reporting period to students whose financial obligations

are not current. Additionally, access to the Family Portal will be turned off until all financial obligations are resolved.

All fees and tuition must be paid by January 7. Students will not be re-admitted to Pineville Christian Academy for the next school year with any outstanding tuition debt. Student transcripts and report cards will be withheld until any outstanding fees have been paid in full.

If tuition becomes delinquent, the Admission's Office will first attempt to contact the responsible party/parent(s). If the responsible party/parent(s) fail to pay the debt within 30 days, a case will be created and submitted to the District Attorney's office.

Non-Sufficient Funds Check

The receipt of an NSF check will incur an NSF processing fee of \$30. This NSF fee of \$30 will be charged through the FACTS system. Additionally, the remaining tuition balance for the rest of the year and any other financial obligations must be paid with cash or money order.

Withdrawal or Transfer to Another School

If a student transfers from Pineville Christian Academy to another school or decides to drop out of school for any reason, withdrawals must be conducted through the Main School Office **and an exit interview with the administration is required.** All textbooks, library books, technology equipment, and any other school property must be turned in at the time of withdrawal. A parent, or financially responsible party members, will be charged on their FACTS account for any materials which are not turned in at that time.

All fees, tuition, and registration are non-refundable and non-transferable. Report cards and/or student records cannot be released until all accounts are paid. Academic records will not be given to parents. They will be sent to the next school upon request.

Students that withdraw or transfer to another school due to behavioral issues or conflicts with the faculty/staff, will not be eligible for re-enrollment

General School Information

School hours are 7:30 a.m. - 2:30 p.m.

The earliest dropoff time in the morning is 7:15 a.m. No student should be left unattended on school grounds prior to the start of school, regardless of the circumstances. Additionally, no student should remain on campus unsupervised later than 2:30 p.m.

Students can NOT be dropped off before 7:15 a.m. All students must be picked up no later than 2:30 p.m.

Arrival at School

- Classes begin at 7:30 AM
- Students may arrive at school NO EARLIER THAN 7:15 AM. Supervision by Pineville Christian Academy teachers will begin at this time.
- Parents are welcome to escort students to their homeroom classrooms the first week of school. Following that week, it is our expectation that all students are capable of walking independently to their rooms. Exceptions can be made for days that students carry unusually heavy loads such as snacks, school projects, etc.
- Students should be in their rooms by 7:30 AM to avoid being marked tardy to school. Any students arriving after this time must check in at the main office before going to class.

Tardy to School/Early Checkouts

Your cooperation is necessary in ensuring your student is at school, on time, on a daily basis. Attendance is critical not only so that we can achieve the state mandated requirements for teaching and learning, but most importantly, it is nearly impossible for an instructor to make up for the direct instruction and hands-on learning experiences a student misses when absent.

Any student who arrives after 7:30 A.M. must be walked in by a parent or guardian and check in at the Main Office before the student is permitted to go to class. A late slip will be given to the student for the teacher. Disciplinary action will result from the failure to follow these procedures.

Unexcused tardies should not be a regular occurrence. Students will be marked tardy for the day if they are 5 minutes late at the start of the school day. **6 tardies will be recorded as one absence.**

Checking out of school procedure -

1. Parents who need to check their child out of school early must report to the main office and request to check their student out with the designated school administrator.
2. Parents will let the secretary know who they are checking out and provide a license or picture ID for the secretary to verify that they have permission to pick up the child.
3. The school secretary will correspond with the classroom and have the student(s) come to the car rider line to check out.
4. The parent will sign the check out form providing the date, time, reason for check out as well as their name and signature.
5. Teachers **will not** allow students to leave the classroom or be checked out without a call from the main office.

Dismissal from School

- Dismissal begins at 2:15 p.m.
- **All** students should be picked up **NO LATER** than **2:30 P.M.**
- The school is CLOSED AT 2:30 p.m. and is not responsible for the supervision of any student except for those attending a school-sponsored
- **A \$5 fee will be charged for every MINUTE that the respective party is late picking up a student.** This fee will be applied to the respective parties FACTS account.

Continual tardiness for pick up will not be accepted.

In the event of an after school sponsored activity, a teacher or administrative staff member will be required to be present until the event is concluded, all areas are clean and secure, and no students are present. It is expected that all students be picked up promptly at the end of all events. Teachers or staff will not be required to stay more than 30 minutes after the completion of an event as long as all duties and responsibilities are completed. Pineville Christian Academy is not responsible for supervising students after this time.

Drop-off and Pick-up (carpool)

The primary transportation for our students is carpooling. Thus, it is necessary for parents to cooperate in making our carpool system operate safely and efficiently. Please follow all instructions given by the S.R.O. or the on duty Administrator.

Picking up or dropping off students in areas other than the carpool lines **is not permitted under any circumstances** and puts students in harm's way.

In order to reduce carpool congestion, it is important that parents drop off and pick up at designated times. To ensure the safety of all our students, we ask parents to always keep attentive to their surroundings and keep from any distractions while driving. Parents will need to follow instructed procedure, for an on duty personnel to ensure that they can properly receive your child each morning. In the afternoon, duty personnel will be in the same spot, loading students into your car.

Parents do not have to exit their car in the mornings or afternoon. Should you need to speak to someone at the school, please schedule an appointment by calling the Main Office during normal office hours. Please remember the speed limit in the parking lot is 5 MPH.

School Parking Lot

Students are expected to use extreme caution when using the school parking lot during carpool hours from 7:15 a.m. - 7:30 a.m. and 2:15 p.m. - 2:30 p.m. Parents and students should be aware of students' movements during these times and be diligent to prevent any injuries. If a vehicle injury occurs, contact the main office immediately.

Extended Day Program (Before & After School Care)

Before and/or after school is offered for ages 4 to 15 through Lil Hearts & Hands Christian Learning Center located, on the same campus, inside of HOW church. More information on this program can be found on the Lil Hearts & Hands information page located on page 49.

School Offices

Pineville Christian Academy's Admissions Office is located inside the HOW Church Office building located in the white building located at the front of our property. The Admissions Office is open 8:00 a.m. to 4:00 p.m. Monday through Thursday year round. The Admissions Office phone number is (318) 704-0578.

The Main Office is open from 7:30 am - 3:15 pm Monday through Friday during the school year. The Main Office phone number is (318) 321-6484. Please call the office phone for any questions and/or to schedule appointments.

School Telephone Policy

The school telephone is a business phone; and thus, should not be used by students. Any students needing to use the phone must have permission from office personnel first and time spent by students on these calls should be kept at a minimum. Forgotten homework, snacks, lunches, etc. are not sufficient reasons to call parents. Additionally, parents should refrain from calling the school to leave messages for students, except in cases of serious circumstances.

Cell Phones/Electronic Devices (smart watches, gaming devices, ear pods/headphones, cameras, etc.)

No non-school issued technology is permitted for use on campus by students. We understand some parents wish their students to have cell phones available for after school communication or in case of emergency, thus, our expectation is that if a student has a technology device that is not issued by the school, the school administration is notified of the device and remains unused during the normal school day. This includes no use during school hour events. In any such case, students should have phones turned off at all times during the day.

If technology is heard, or seen being used in any way outside of administrative approval, all technology devices will be immediately confiscated. Parents will be contacted to retrieve the device and pay a \$15 fine. On the second offense, the student will lose all privilege of having technology for the remainder of the school year. Any further evidence of disobedience in this matter will be subject to dismissal.

Technology is not allowed on field trips unless specifically stated by administration and are for school purposes only.

Pineville Christian Academy is not responsible for electronic devices that are damaged or lost on school property.

Lost and Found

Please mark all coats, jackets, sweaters, sweatshirts, uniforms, gloves, glasses, etc. with your child's first initial and last name. A found item will be returned to students if it can be identified. Students who find lost articles are asked to take them to their teacher as soon as they find them. Students should never bring unnecessary money or valuables to school.

Unclaimed articles will be given to local charities or donated to support local causes on a bi-annual basis. Any items donated in such a way will then become unretrievable. The school is not responsible for the value lost in donated items that may later try to be reclaimed.

Weather Closings

In case of inclement weather, Pineville Christian Academy follows Rapides Parish Public Schools for school closings. Radio, television, and internet sources will broadcast this information. **If Rapides Parish schools are closed, we are closed.** Additionally, Pineville Christian Academy has the right to cancel school at its discretion. Our FACTS "Parent Alert System" will be used to communicate all appropriate closures as needed.

Campus Visitors

Pineville Christian Academy does not allow students or teachers to be visited by anyone who has not been approved through the Main Office **during any part of the school day.** The campus, which includes lunch areas of the school, parking lots, and the church building are considered closed to visitors or any thru traffic. All approved visitors must check in and out of the Main Office. A visitors pass will be given to and must be worn by the approved visitor for their entire time on campus. Students from other schools are not allowed to visit during the school day. Visitors must return their visitors badge prior to leaving campus. Security of our students and our campus is vital to our core values; thus, any repeated disregard to these expectations, will be seen as a violation of parent and/or student handbook, resulting in consequences.

Respect for Building

Pineville Christian Academy is a ministry of Heart of Worship and often shares common areas with the church building. We must recognize and remember that all GOD has given, will be accounted for. In reverence for the blessings HE has bestowed, we must all do our part to keep each space productive, efficient, attractive, and honoring to GOD. Defacing or damaging school property (buildings, grounds, and equipment), whether

careless or malicious, will result in appropriate disciplinary action, and the full replacement of such property by the student and/or parents. Students are urged to take pride in their campus by keeping buildings and grounds free from litter.

Motor Vehicles/Driving/Parking

Students who desire to drive to school must submit a student parking form to the Main Office in order to do so. Students are able to park in the designated parking zones and are held solely responsible for any damages or harm committed. HOW Church and Pineville Christian Academy will not be held liable for any such damages and the replacement or restitution of such. Loitering in the parking lot is prohibited. **Students may not return to their car during the day without permission from the Main Office.** Students who create disturbances, play loud music or violate rules regarding vehicles on campus will lose the right to bring a vehicle on campus. Students who are not in or do not maintain “good standing” will not be granted a driving pass or may have their issued pass revoked. Students are to observe safe-driving practices and rules of courtesy. Driving and parking regulations include, but are not limited to:

- 5 MPH speed limit on campus and in immediate surrounding areas at all times.
- No parking outside of designated parking areas or without a Pineville Christian Academy parking permit.
- Student drivers who have **4 unexcused tardies** to school within **a nine-week grading period** will have their permit revoked for the remainder of the grading period and the following grading period.

Violations of parking regulations or the careless operation of a vehicle may result in temporary or permanent suspension of a student’s driving privileges on the school campus and parking privileges at school. The school does not assume any responsibility for students driving, or any damages caused by the student, to and from school.

Action will be taken if students drive recklessly in the parking lot or street leading into campus. A student’s car on campus is a privilege, which can be forfeited, or revoked.

Students may not drive other students on field trips.

Pineville Christian Academy reserves the right to search any vehicle on campus, at any time, while the vehicle is on campus. All such searches will be conducted with the school’s resource officer present and parents will be notified, in all instances possible, prior to the search.

Emergency Procedures

In order for safety standards to be upheld, evacuation drills will be conducted regularly. Both announced and unannounced drills are held to acquaint students with the process of safely exiting their common spaces. . **Emergency routes are posted in each room.** Students are to remain quiet and calm. Once assembled outside, students are to maintain silence until the “all clear” is given. **Shelter locations are posted throughout the buildings.** In the event of an actual emergency, parents will be notified via our Parent Alert system.

Field Trips

All field trips will require a written release form from the parent. (All parents will be asked to sign the Annual Field Trip Release/Emergency Medical Form.) In addition, parents will be given written notification via the Special Event Off-Campus Permission Form prior to each field trip. This form will include specific information concerning the activity and the opportunity to deny participation in that event. **Both forms must be completed and on file before the student can participate.** **Students may not drive other students on field trips.** All school rules and policies apply on school-sponsored trips.

Lunches

Parents should see to it that students bring nutritious, low-sugar meals for lunch. Please send “go-withs” (forks, spoons, napkins, straws, etc.) from home.

Parents dropping off lunches during class hours, **must be dropped off by 11:30.** Parents will leave the lunch at the main office marked with the student’s full name. **(Note: DO NOT take lunches to the classroom.)**

Security

Pineville Christian Academy has a closed security system throughout the entire campus. These cameras are located in the classrooms, hallways, playground, etc. This system is used to protect our students and teachers, monitoring both video and audio surveillance.

The closed security system can be monitored at any time only by authorized personnel that have passed the appropriate background check.

Items Prohibited on Campus

The following items are prohibited on campus: firearms, knives, pocket-knives, drugs (including alcohol, tobacco, and prescription drugs), drug paraphernalia (including lighters, matches, vaping items, etc.), all electronic devices (unless specifically approved by the administrator for academic purposes), toys, skateboards, inappropriate books, and blankets.

Search and Seizure

Pineville Christian Academy has the right to search a student's possessions, including electronic devices, backpacks, or outer clothing if there is a reasonable suspicion that warrants the search. Vehicles and school lockers may also be searched at any time.

Bodily Contact

Bodily contact will not be permitted between students on campus or while in attendance at any school- related activity. Students shall not engage in any type of horseplay, play fighting, or practical joking which could be deemed by any outside eye as inappropriate in the buildings, or on the grounds at any time. Teachers are responsible for ensuring such actions do not get out of hand or present an appearance of un-Christ-like behavior.

Public displays of affection on campus will not be allowed. The policy at Pineville Christian Academy is strictly “keep your hands to yourself.”

General Holiday Policy

It is our overarching purpose in every aspect of Christian education to bring glory to the name of God. Therefore, in regard to the following holidays, we intend to explain them and to observe them with your child in such a way that is most honoring to Him.

- Halloween: We choose not to observe Halloween.
- Christmas: Every effort will be made to distance our celebration from the commercialism that engulfs this holiday. Our policy will be to ignore Santa Claus and to refer all questions regarding him to you as parents.
- Mardi Gras: We choose not to observe Mardi Gras.
- Easter: We prefer to focus on Christ's resurrection and not the Easter bunny.

Elementary Class Birthdays: Birthday cakes, cupcakes, and/or drinks may be arranged with the teacher one week in advance during the scheduled snack/or lunchtime only.

Please send only items that are easily distributed or plan to attend to cut cake or pour drinks. Cupcakes and individual drinks are best.

Sickness / Medication Policy

For health reasons, a student should not come to school with a fever of 100.5 or higher or any other condition that is considered contagious. Students must be free of fever for 24 hours before returning to school **without the assistance of medication**. The school does not provide medications. Students will not be allowed to take medications in any form without written permission (Consent for Medication form) from the parent. The school will not dispense prescriptions or supply students with any medication outside of those given with express consent from the parent and written instructions from the drug provider. Students taking any medication need to turn it in to the Main Office with the completed form and with their name on the medication.

Pineville Christian Academy does not employ a school nurse. Pineville Christian Academy will not be held responsible in any handling or mis-handling of administered medications.

Infectious Diseases and Lice

Parents should inform the administration of any infectious diagnosis of a student enrolled at Pineville Christian Academy as soon as diagnosis is determined. This is to ensure the safety of the entire school body.

When head lice are suspected, students will immediately be sent home for treatment. Students may only return when no nits are visible. Out of an abundance of caution, other students may be checked for lice by school personnel or a medical professional.

Gym Policy

The P.E./Sports Waiver Form must be signed in order for any student to participate.

Clothes: Students should wear non-slip tennis or athletic shoes on the days that they will have PE. Some activities may take place outdoors when the weather permits.

Behavior: Students should understand that sports and physical activities always carry an inherent risk of injury. Their behavior should always represent the best in Christian sportsmanship and safety. There will be no horse-play during PE.

Responsibilities: Students should report and clean up spills immediately. Report any wet or dangerous conditions immediately. Report any damage to the building or equipment immediately.

Acceptable Technology Use Policy

1. Students are not permitted to utilize technology outside of teacher prescribed instructions.
2. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language are required.
3. No individual student will be permitted to access any personal accounts including, but not limited to, email, social networking, blogging, instant messaging systems, or screen names.
4. Students must first receive permission from the administration to have personal technology on campus. High school juniors and seniors may be asked to bring a personal laptop for certain projects, assignments, classes, or subjects, and Dual Enrollment classes. These devices are to be used only in the classroom and under teacher supervision.
5. The following are prohibited:
 - a. Accessing any Internet resources outside the scope of the studies and outside of the teachers authorization or intent.
 - b. Invading the privacy of another user, using their identity within the system, or any attempt to alter, harm, or destroy the data of another user.
 - c. Damaging any equipment or disrupting any networking system.
 - d. Accessing or sharing information that could be viewed as slanderous, explicit, or subversive in nature. This includes negative comments about classmates, teachers and staff, or the school in any public forum or space, virtual or not.
 - e. Sending or posting personal or anonymous messages.
 - f. Threatening, profane, obscene, pornographic, or abusive messages, sites or using profanity, pornography, sexually explicit materials, or any site unfit for Christian character.
 - g. Illegal activities, including copyright or contract violation, or product advertising, or political lobbying.
 - h. Any use for financial or commercial gain.
 - i. Uploading, or creating, a computer virus.
 - j. Altering or manipulation of texts, photos, or data of any individual within the school's scope of influence.
6. **Any breach in our technology system should be presented to appropriate administration immediately.**
7. Any inappropriate use of technology, whether defined in the above sections or deemed inappropriate by the administrative staff of Pineville Christian Academy are hereby deemed inappropriate and held subject to appropriate disciplinary action.

Violations will be dealt with on a case-by-case basis, but all violations are viewed as a serious offense requiring swift and severe disciplinary action.

The use of Artificial Intelligence (AI)

Artificial Intelligence (AI) has been expressed to be a tool that is to be utilized and bolstered by our government. With both seeing the benefit and necessity of extreme caution. We urge all who use AI to do so with wisdom, discernment, and reverence to GOD. As AI capability and functionality increases, the temptation to misuse such tools must be warned against here. AI may be used at the parents sole discretion for learning purposes only.

Any use that presents an instance, to which cheating is suspected, is an inappropriate use. The misuse of AI, such as using it to cheat on tests, plagiarize work, or especially in misrepresenting one's understanding, will be treated as a serious violation of our school's academic integrity policy. A hearing will be held regarding the students depth of intent and the severity of the case. Consequences can range from grade penalties, failing the course, suspension or even expulsion.

We caution you when using AI as a learning tool, and insist on appropriate, responsible and ethical manners.

Photographing Students

Occasionally, we may take photographs or videos of the students at our school. In general, these are often group shots where no names are listed. However, there will be times we want to spotlight individual accomplishments in athletics, academics, citizenship, etc. In these cases, a student's name and photo might be used together. Images may be used on our school website, in printed publications that we produce, such as the yearbook, and on school social media accounts. Each of the school social media accounts have restricted posting ability and are closely monitored and managed by school personnel.

A Media/Photo Release From giving permission or exemption must be filled out for each child and will be kept on file in the school office.

Bullying and Cyberbullying

Pineville Christian Academy has a zero tolerance policy for bullying of any kind. Cyberbullying is defined as the use of any electronic communication device or social media to convey a message that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another (be it student, parent, teacher, school, etc.) in a

deliberate, repeated or hostile and unwanted manner. Cyberbullying will not be tolerated by any student, parent, or employee of Pineville Christian Academy.

Chapel

Every week we gather as a school family for chapel, where we are able to worship GOD in song, in WORD, and in instruction. Parents are welcome to attend at any time as long as they sign in first at the main office. Whether by pastors, principals, teachers, or guest speakers, students will always have an opportunity to grow in their knowledge of CHRIST and ask so that they may find.

PARENTAL EXPECTATIONS / RESPONSIBILITIES

The Scripture clearly states that a child's training and education are the responsibility of his parents. We see the education of our students at Pineville Christian Academy as a collaboration between the parents and the school **to assist** the parents in fulfilling this God-given responsibility.

As such, the same rights, responsibilities, and respect that is due to parents should be expected in associating with Pineville Christian Academy staff or administration.

Parent/Home Responsibilities

1. Parents should pray for students, faculty and staff.
2. Parents should learn school policies, read this handbook each year, and cooperate with the school in seeing that children **cheerfully** obey the rules.
3. Parents should have their child in school unless there is a valid reason for their absence. Family vacations should be planned during vacation times to limit a student's disruption in class.
4. Parents are responsible to have their child at school and in class on time and have them picked up on time.
5. Parents should support the authority of teachers, staff and extracurricular leaders in teaching, training and disciplining students.
6. Parents should support and reinforce any discipline administered by the school.
7. At least **one parent** of **each student** should attend **all parent meetings**.
8. Parents are expected to assist with their child's education. This includes, but is not limited to, expounding on information taught in class, or providing the necessary assistance as needed on homework assignments. Parents aid will be enlisted to bring a child who is behind to grade level. Parents should diligently coach, correct, and challenge students to achieve success in school. Parents should make themselves aware of the assignments and expectations of the school

and the individual teacher. Parents should provide a suitable environment for the completion of homework assignments. Parents are expected to help their child plan and budget the appropriate amount of study time for the completion of all assignments. Parents should correspond with the teachers regularly about any question relating to the homework assignment. Term papers and long-range projects, which are in addition to regular homework assignments, will be assigned far enough in advance to allow students sufficient time for completion. It is the school's expectation parents assist with the time management and resource management for any at home assignments and projects.

9. Any parental dissatisfaction with any aspect of Pineville Christian Academy is to be dealt with promptly and directly. The Bible instructs us to take any problem to the person involved (Matthew 18). Social media should not be used to be critical of Pineville Christian Academy or its employees. (Please see Grievances below).
10. Pineville Christian Academy expects full cooperation from both the parents and the students in all areas of students' education. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw. Also, if the student's or parent's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and the standards of Pineville Christian Academy, whether or not there is any definite breach of conduct, he may be requested to withdraw.
11. If a child suffers from a medical problem which causes the child to be disruptive, the principal will call a conference with the parents and find a suitable solution. If the recommended solution is not followed by the parents and they have made no attempt to correct their child's behavior, the school reserves the right to dismiss the child permanently.
12. Hostile behavior or vulgar language by a parent or student toward a Pineville Christian Academy faculty or staff member will not be tolerated and will be considered grounds for the student's dismissal from school.

Parent-Teacher Conferences

Parent-teacher conferences are encouraged at any time during the school year and may be initiated by either the teacher or the parent. To schedule a conference, parents are to correspond directly with the teacher through the FACTS system. **If there is a classroom problem, parents are asked to discuss the problem with the teacher first before communicating with the Principal.** Parents are asked to communicate with the child's teacher first by email during the school day and are asked to refrain from calling faculty and staff after hours. Out of courtesy to our teachers, always reach out by email to schedule phone conversations. Teachers will respond to emails within 24 business hours.

Parents should not engage teachers in unscheduled conferences before, during, or after school. Teachers will often have other time commitments or duties and will not be able to properly address concerns. There will be scheduled days for parent-teacher conferences in the fall and the spring.

If a parent needs to schedule a conference with a member of administration, they must first reach out to the Main Office by phone to schedule an appointment. Administrative officials should not be, and are not expected to, take walk-in appointments outside of office hours.

Grievances

Any grievances should be in a biblical and CHRIST-like way. Jesus tells us in Matthew 18:15-17. “Moreover if your brother sins against you, (1) go tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, (2) take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ And if he refuses to hear them, (3) tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.” We ask all administration, teachers, parents, and students to follow CHRIST’S teaching in the best way possible and with as much care and consideration for others as possible.

Procedure:

1. Take any concern **PROMPTLY, DIRECTLY, and PRIVATELY, by prior appointment**, to the one who has offended you. Parents should respectfully consider other parties involvement prior to discussing any issues externally.
2. If the concern is not resolved, contact the Principal who will schedule an additional meeting with the appropriate parties.
3. If the concern is not resolved, the Principal will bring it to the board for guidance in any final decision making.

Parents, if you or your child has a problem with another student, we suggest that you talk to that **student’s parent or contact the teacher**. We provide a safe environment for our students; therefore, we cannot allow parents to confront others’ children. Failure to **PRAYERFULLY and CAREFULLY** follow the above-outlined procedure may not only leave the original concern unresolved but **may also create further hindrance to God’s work at Pineville Christian Academy.**

We thank you for your cooperation in advance.

Attendance

Attendance at school provides a student with essential classroom instructional material required to master a subject. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. Consistent, regular attendance is not only essential in the learning environment, but also **required by law**. Please see the following statute regarding legal obligations.

Compulsory attendance laws and Board of Elementary and Secondary Education (BESE) require that in order for students to be considered for promotion, students shall be in attendance ninety-four percent (94%) of the required time. Based on our instructional calendar of 171 days, 380 minutes, students may not exceed ten (10) instructional days per year or five (5) instructional days per semester of absences. In order for an absence due to illness to be excused, a doctor's statement must be presented to the school within 5 days of the student's return to school in order to excuse the day(s) missed.

The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." **For this reason, the failure of a student to attend class will be seen as a serious problem and could result in disciplinary action.** Excessive absences will be reviewed for consideration and final decision.

Absences

Parents and guardians are required by State Law to send their children to school who have attained the age of seven until their eighteenth birthday.

Students are allowed only **10 unexcused absences for the school year**. Students with more than 10 absences may not be promoted.

K - 5th Grade Absences

If a student is 0-5 minutes late for school, they are considered tardy. If a student is over 5 minutes late to school, they will be marked absent. **FOUR** tardies will roll over to one absence. If any elementary student is checked in after 8:00 a.m. or picked up prior to 12:30 p.m., it will be considered a half-day absence. **Any student who has more than 10 absences for the school year will not be promoted.** (see Promotion on page 35)

6th - 12th Grade Absences

If a student is 0-5 minutes late for class, they are considered tardy for that class. If a student is over 5 minutes late to class, they will be marked absent. **FOUR** tardies in a class, will roll over to one absence for that class. 6th – 12th grade students with more than 10 unexcused absences in any one course may not receive course credit. If a student fails two or more classes, they will be retained (see Promotion on page 35).

Doctor's Appointments

It is our belief, At Pineville Christian Academy, that academics are a high priority. Classroom instruction is vital to success and therefore we request that doctor's appointments are not scheduled during the academic day. If they must, parents are asked to check students out for their appointment **and check them back in**, in a timely manner. Failure to do so can result in disciplinary action as well as an absence for class time missed. Again we ask that you consider scheduling appointments outside of school hours.

Doctor-excused absences will be accepted upon return to school. Excuses must be turned in within **five** days after returning to school. No excuses will be accepted after the five day grace period.

Extended Absences

For illness-related absences, a doctor's letter is required; for other absences, a letter from a parent or guardian explaining the reason is needed in order to be considered for an exception to the absences limit. This is above a note stating that the student has been to the doctor's office. **It is the parent's responsibility to get the schoolwork required and to return it in a timely manner.** In extreme cases, if the doctor indicates the student is not capable of attending classes, the parents may be counseled on seeking appropriate long term arrangements.

Family Vacations

It is highly disruptive for a family to take a vacation outside of scheduled breaks or holidays. Parents are asked to highly consider checking the school calendar when planning trips.

Field Trips

School field trips will only allow the appropriate number of absences from school, deemed appropriate by administration. Most, if not all, field trips will only last one day. A field trip permission form is required for any child to participate in a field trip. No child will be allowed to attend the field trip without a signed form. If a child expresses disciplinary tendencies while at school, that child may lose their privilege to attend field trips or other extra curricular school activities. All behavior expectations at school are expected while on a field trip. If a violation occurs, appropriate disciplinary actions will be taken and the student will not be allowed to participate in future field trips that school year.

Any student who has these privileges taken away will be required to stay home on the day of any future field trips.

Assignment Request for Absent Students

In grades 1st -12th, all homework assignments will be on FACTS. Parents are asked to coordinate with teachers in a timely manner so that the necessary materials are obtained. Parents are welcome to come before or after school to pick up any books that are needed, provided that proper communications and arrangements are made.

Requests for all grades should be made by calling the office by 10 a.m in order to be picked up that same day before 2:30 p.m. Requests made after that time will be ready for pick up the following day by 2:30 p.m.

Make-Up Work

Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row or those who were obviously too ill to prepare for school, but it is our expectation that students properly manage their time so that there is a level of preparedness in advance to testing.

Any student missing 3 or more consecutive school-days will be given additional time to prepare for any missed exams. Students will have a period equal to half the number of missed days to complete make-up exams.

Tardies

Students are expected to be prepared for the school day to begin by 7:30 a.m. Students that arrive after 7:30 a.m. are considered tardy. Parents must walk their student to the Main Office so that they may receive a tardy slip prior to the student going to class. A cumulative tardy record will be kept for each student and will compile into unexcused absences. Habitual tardiness is not only detrimental to the students education, but also a show of poor character on any involved party.

Academics

The philosophy of Pineville Christian Academy is built upon the understanding that wisdom and knowledge draw people nearer to GOD and bring greater profit than anything in this world. This applies to every aspect of life. We are committed to the application of God's revelation in every area of life to further advance HIS KINGDOM and continuously educate HIS children. We affirm that scripture alone is needed to draw men to GOD and we are thankful to partner with Abeka Curriculum that desire to bring GOD's WORD into every aspect of our lives.

Academic Requirements

Students at Pineville Christian Academy are held to a higher standard. In order for students to remain enrolled, they must maintain a minimum **2.5 GPA**. If a student's grades at the end of the 9 weeks reflect a GPA lower than a 2.5, the student will be placed on academic probation. The student will be given the next 9 week grading period to bring his/her grades up to a 2.5 minimum GPA.

If a student is unable to bring up their GPA to the required 2.5, the student will no longer be allowed to attend Pineville Christian Academy. In the event that this is the outcome, the principal and staff will help assist with the transition to another school to make it as smooth as possible.

If a student is dismissed from Pineville Christian Academy, no refund will be given and remaining tuition is still required in accordance with the Tuition Contract.

Textbooks

The school will issue individualized textbooks for each student. These texts are the property of Pineville Christian Academy and should be treated as such. Textbooks are

the responsibility of the student. If a textbook is lost, the student is responsible for its replacement. If a textbook is damaged, the teacher will decide if the book is usable. Fines will be charged for damage.

If the book is no longer usable, the teacher will submit a request to purchase a replacement. Students may have their grades or records held if the charges for lost/damaged textbooks remain unpaid.

FACTS

Pineville Christian Academy uses FACTS as our school administration software and information system. Through FACTS, parents are able to access student lesson plans, homework assignments, test scores and more. Through FACTS Family Portal, parents are also able to order lunches, pay tuition and fees, and contact teachers. Every parent is required to set up a FACTS Family Portal account through FACTS and every student in the SIXTH grade or above must have access in order to view study material. If any assistance is needed in obtaining a FACTS account, please contact the office at (318) 704 - 0578.

Grading Evaluation

Student evaluation is systematically reported to the parents on a nine-week basis. The report card grades are reported as letter grades and are determined by the collective numerical averages corresponding to the scale listed below. Report Cards are issued every nine weeks via email to parents. The FACTS system is used for grades and communication.

Progress reports are not sent out as all grade information is posted timely and directly within FACTS. It is the expectation of the parent to keep up with grades in between report cards.

Grading Scale

| % | Letter Grade | Quality Points |
|----------|--------------|----------------|
| 90 - 100 | A | 4.00 |
| 80 - 89 | B | 3.00 |
| 70 - 79 | C | 2.00 |
| 60 - 69 | D | 1.00 |
| < 59 | F | 0.00 |

Homework

Homework at Pineville Christian Academy consists of only studying. If students do not complete work assigned in class during the school day, then the expectation will be for them to complete it at home. Students are only required to study daily at home. Our staff attempts to use the most of our school hours to eliminate having to do homework or extra assignments as homework. This time should be used as family time!

School Printing Policy

All homework assignments are expected to be ready for submission at the beginning of class. Students will not be permitted to print their work assignment, projects, or materials needed for class. Work may not be emailed to the teachers for them to submit unless otherwise specified by the teachers request. It is the students' responsibility to be punctual with their work and come to school with it complete. The same expectation and grading policy will be followed whether assignments are submitted online or in person.

Test Policy

Tests and graded papers will be sent home in a timely manner, as appropriate. If a teacher decides to hold graded tests, parents and students are able to request to view the graded assignment. A parent signature is required to acknowledge receipt of the folder. Folders are due back at school the following day. Parents may not make copies of the tests for any reason. Teachers will maintain a test file for each student. Tests will be returned to the student to review in class, but will be retained by the teacher in the test

file. Parents may schedule a conference with the teacher to review the test(s). All tests and assignments will be put in FACTS for parents to keep up with.

Promotion - PreKindergarten and Kindergarten

Kindergarten Students are promoted based on the percentage of standards necessary for completion by Abeka. Students will be evaluated each spring to determine promotional “readiness.” Such evaluations will be based on the student’s grades, achievement scores, social and emotional maturity, and general objectives presented by Abeka Curriculum made throughout the year. Parents will be brought in for consultation if promotion is doubtful. The Principal has the prerogative and final responsibility in all promotions and retention. **Students with more than 10 unexcused absences may not be promoted.**

Promotion - 1st grade to 12th Grade

A student will not be promoted if their final grades are below a 2.5 GPA; incomplete class or homework; or consistent performance below ability. The Principal has the prerogative and final responsibility in all promotions and retention of all students. **Students with more than 10 unexcused absences may not be promoted.**

Personal Appearance

Pineville Christian Academy has a uniform dress code for all students. Uniform shirts will be royal blue, white, or grey **polo shirts**. Spirit shirts can be purchased through the school website/FACTS and can be worn on Friday’s and special school events/functions. Dress code details are listed below and are applicable for all grades. Questions about specific uniform items should be resolved prior approval of attire and will be handled at the discretion of administration.

Scripture specifically addresses standards of dress for both men and women and should be used as a guide to assist in any questions regarding attire. “A woman shall not wear a man's garment, nor shall a man put on a woman's cloak, for whoever does these things is an abomination to the Lord your God.” - Deuteronomy 22:5

Dress Code

General: Students are expected to be well-groomed and appropriately dressed at all times on and off campus. As a student of Pineville Christian Academy, one should always recognize their affiliation with the school and their expressed relationship with

CHRIST. When representing Pineville Christian Academy, clothing should always be modestly sized and in good condition with no holes or tears. Dress code can and will be checked regularly throughout the day by teachers and administration. All teachers and administrative staff have the authority to address dress code violations with any student. **No jewelry is allowed in grades PK - 1st.**

Hair/Headwear: Hair should be neatly combed and out of the eyes. Extreme, “shaggy” hairstyles, unnatural hair colors or hair streaks are NOT allowed. No hats, caps, bandannas or any other form of headwear are allowed, unless it is a school approved bought item. Facial hair is not allowed for students and should be regularly shaved and maintained. Students found with facial hair will be required to shave prior to returning to class.

Shirts/Polos: Polos are to be white, royal blue or grey in color and can be purchased from any uniform department store. Pineville Christian Academy branded polos are available for purchase through class order forms. Polos can be worn any day of the week. School Spirit Shirts can be worn on Fridays and on special events at no additional charge. If an undershirt is worn, it must be solid black or white with no graphics or designs on them. All shirts must be tucked in at all times and be able to remain tucked in when the student raises their arms above their head.

Skirts/Skorts/Jumpers/Shorts/Pants: Must be Khaki or Navy in color, the hem must be **no more than 3”** above the crease of the **BACK** of the knee. Shorts **must be worn** under any garment that does not have them attached. Belts are to be worn with any pants/shorts that have belt loops. Belts are to be solid black or brown.

Socks/Tights/Leggings: Socks must be worn with shoes and remain on at all times. Tights/leggings are only to be worn under skirts/skorts and jumpers. They must be solid black or white (not see-through) and have no stripe, lace or patterns. Pants or sweatpants may not be worn under any uniform garment.

Shoes: Shoes are to be low-heeled (2” or less). Boots are allowed to be worn with pants except on P.E. days. All footwear should be appropriate for business attire in an educational setting. **Sandals (open or closed toe), house shoes, beach shoes, and rubber or foam shoes (Crocs) are NOT permitted.**

Outerwear: Jackets or sweatshirts purchased from Pineville Christian Academy may be worn throughout the year. Non-school outerwear must be solid black, gray or navy and must be able to unzip, or open completely. Pullovers/hoodies that are purchased through the school may be worn any day of the week. **Pullovers/Hoodies that are**

not purchased through the school are NOT allowed. Regular button-up shirts may not be worn as jackets. Hoods may not be worn inside and are only permitted to be worn outside due to poor weather conditions. During testing, teachers may request that jackets be removed without cause or provocation. Uniform shirts must always be worn under any type of outerwear.

Jean Days: As a fundraiser, jean day passes will be sold every Friday for \$2 and allow students who purchase to participate in the week's "jean day". Jeans must be free of holes, fraying or shredded hems. **Belts must be worn if there are belt loops.** Jeans must fit appropriately and not be overly loose or tight fitting. Jeggings are NOT allowed. Yearly Jean Day passes may be purchased at the beginning of the year and may be utilized every Friday for the school year.

Jewelry Technology: NO smart devices may be worn regardless of communication capabilities. This includes, but not limited to watches, rings, glasses, necklaces. At any time, new devices may be added to this list.

Prohibited Items - Or Actions

The following expressions are prohibited at Pineville Christian Academy. Prohibited Items or actions include, but are not limited to the following:

- Tattoos
- Body Piercings (except single ear lobe piercings for girls only)
- Excessive makeup
- Sunglasses
- Excessive accessories
- Sweatpants/Pajama pants
- Cargo Pants
- Blankets

Consequences for Students Out of Uniform

Students will be observed, not only as they enter campus, but also throughout the day to ensure students are in proper attire. If the Student is found to be out of dress, the student will be removed from the student population immediately and will not be allowed to attend class, etc., until he/she is in the appropriate uniform. Parents of the student will be notified immediately to bring a change of clothes.

Out-of-Uniform Days

For special school events, out-of-uniform days may be approved with prior authorization. In such instances, neat and modest attire is mandatory. Guidelines within Pineville Christian Academy standards still apply, and any adjustments to these standards will be communicated. Any student found wearing inappropriate apparel on these days will have parents contacted and the student removed from the population until a parent is able to bring a change of clothes. As a general rule, if apparel defames CHRIST in any way, perceived or not, it is unacceptable.

School Conduct Standard

It is understood that when a student enrolls at Pineville Christian Academy, they effectively accept and agree to live a life and display Christian character at all times, while abiding by all school's standards and expectations. Students are representatives of the school while both on campus and within the community and should therefore exemplify themselves in such a way. Any character inconsistent with this standard will be addressed and is expected to be corrected immediately. These expectations include behavior and conduct in any online forum, extracurricular event, as well as in any sport, club, or activity associated with or excluded from scheduled school activities.

Parents are expected to support and uphold school discipline policies without proper attention and enforcement from parents, Pineville Christian Academy will not be able to adequately provide the level of education expressed in this handbook. Any failure on the parents end to appropriately manage and correct a student's behavior in accordance with school policy may result in the removal of the student from the student body. Discipline is not only necessary for the welfare of the student as well as the entire school, it is biblically mandated. Realistic behavior limits are set for the good of the students and are carefully explained and enforced throughout the school year. Please be ensured, we are aware and understand bad days happen. The purpose of this section is to ensure these days are the exception, and not the normal. When situations become consistent, issues will arise.

Pineville Christian Academy expects full cooperation from both parents and students in the student's education. **If at any time** the school feels that this cooperation is lacking, from either the student, or the parent, the student may be requested to withdraw. Also, **if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony** with the spirit and the standards of Pineville Christian Academy, whether or not there is any definite breach of conduct, they may be requested to withdraw.

General Classroom Conduct

It is impossible in any handbook to include all the details of appropriate conduct. In general, Pineville Christian Academy students are to conduct themselves in a Christ-like manner at all times. If any behavior is inconsistent with biblical expectations, whether in intent or by misfortune, those actions are not permissible at Pineville Christian Academy and should be addressed immediately.

The following are general classroom expectations:

1. Students are expected to quietly enter the classroom; be seated and prepare themselves to work at the start of the classroom period, for the entire class period. It is expected, by teachers, that students have class specific materials for the entire class period.
2. Students are expected to bring all materials needed for each class, every day. This includes, but not limited to, books, writing materials, homework, research materials, etc.
3. Students must raise their hand and be recognized by the teacher before speaking.
4. Students are to remain in their seat until given permission by the teacher to move.
5. Be courteous at all times, showing respect to others and their property. If an item does not belong to you, chances are, you should not touch it.
6. Do not behave in ways that prevent other students from learning. This includes, but not limited to, talking, creating distraction, asking unnecessary questions, or intentionally causing a disruption of any kind.
7. Do not eat or drink during class. Unless given specific instruction by the teacher. Students should reserve all personal grooming for personal time, outside of school hours.
8. Do not put your head down on the desk, sleep, or pass notes during class.
9. Do not misuse, alter, or damage any school property. If any item is damaged or destroyed on school premises, it will be the students' family responsibility to replace the item.
10. The class period is concluded and dismissed by the teacher, NOT the students.

Student Conduct Policies

This disciplinary policy is intended to **encourage and moderate appropriate behavior** by the student while also setting clear regard concerning disciplinary action that will take place in the necessary instances. In short, students should recognize that when **expectations are not met, consequences occur**. Students receiving disciplinary action are to accept these consequences with maturity and repentance, for

scripture states in Proverbs 15:32 “Those who disregard discipline despise themselves, but the one who heeds correction gains understanding.”

Pineville Christian Academy has a zero tolerance policy for student use or possession of any illegal materials. If any student is found to have used, be in the possession of or distributing any such materials, that student will be subject to dismissal. Such illegal items include, but are not limited to the use or possession of alcohol, marijuana, or other illegal or dangerous drugs. The use or possession of these drugs on campus or at any time off-campus will be grounds for immediate dismissal. The school forbids the use or possession of tobacco in any form, including vaping materials, on campus or at off-campus functions by any students. Violations by any student in any of these regards will result in strict disciplinary actions, as well as any possible legal consequences subject to parent or student.

Interpersonal social behavior is also a great concern as we seek to educate and model Christian morality in every social arena. Sarcasm, put-downs, cruelty, bullying, exclusive cliques, and other inappropriate behaviors are subject to disciplinary action. Scripture reminds us in Proverbs 18:21 “The tongue has the power of life and death, and those who love it will eat its fruit.”

Bullying is defined as: (1) A pattern of any one or more of the following: (a) Gestures, including but not limited to obscene gestures and making faces. (b) Written, electronic or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer or other electronic device. (c) Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property or unauthorized use of personal property. (d) Repeatedly and purposefully shunning or excluding from activities. (2) (a) Where the pattern of behavior as provided in Paragraph (1) of this Subsection is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school- sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools or any school sponsored activity or event. (b) The pattern of behavior as provided in Paragraph (1) of this Subsection must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property or must be sufficiently severe, persistent and pervasive enough to either create an intimidating or threatening

educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Students are expected to uphold Biblical standards of morality both on and off campus. Failure to abide by these standards may result in dismissal from the school. (See Student Responsibilities Agreement on page 52)

Sexual Harassment

Pineville Christian Academy is consistently committed to providing a safe environment for faculty, staff and students. Thus, we will not tolerate sexual harassment in any form, by either male or female students. All reports of sexual harassment should be immediately reported to the appropriate school administrator. All verified cases will be brought to the principal, who will conduct a full investigation. Violations may result in suspension or expulsion. Sexual harassment includes, but is not limited to, comments, jokes, gestures, “sexting,” or references of a sexual nature. This can include: behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in any social situation.

It is important to remember that whether or not a comment or action was intended to be sexual in nature by the accused party, does not immediately dismiss the action or comment. Actions or comments perceived to be sexual harassment will be treated as such.

Pregnancy

Pineville Christian Academy will consider each case on an individual basis. Every attempt will be made to maintain discretion of the knowledge of and the involvement of all parties. If attendance in school is not possible, Pineville Christian Academy will work with parents to effect a smooth transfer to another school or administer a homebound program. In all cases possible, scripture will be consulted and abided by to the fullest extent, as possible. In any instance outside the scope of scriptural instruction, wisdom, grace, and understanding will be displayed to all who express truthfulness and repentance, as necessary.

Gender Roles

Pineville Christian Academy recognizes a Biblical view of marriage, gender identity, and sexual conduct. Students are expected to honor, identify with, and behave in accordance with their biological, God given gender. Any display of character contrary to this will be

regarded as a violation of the Student/Parent Agreement and will bring about immediate consequences. Any jesting, joking, or imitating such behaviors is strictly prohibited and will be addressed as an intended action. Students who do not immediately and willingly desist from such actions or tendencies may be removed from Pineville Christian Academy.

Honor System

Integrity and honor are two of the most important aspects of the honor system held by Pineville Christian Academy. This Honor Code is the foundational support to which all conduct policies and is the primary cornerstone in growing, developing, and maturing of a school community. It is our expectation that every student possesses and displays a strong sense of morals and ethics, as well as integrity in every situation. We will strive to ensure Pineville Christian Academy's standard of mutual trust, respect and honor for every member of the school community is consistent with Christ's character as each student develops.

The following Honor System is to be followed without hesitation, compromise, or resistance for any student, teacher, staff and parent.

1. Every student is honor bound to refrain from lying, cheating, and stealing.
 - a. Lying is the intentional falsification or denial of fact or the intentional creating of a false impression or the breaking of a pledge or the intentional and deliberate withholding of information. .
 - b. Cheating is the giving, receiving, or attempting to give or attempting to receive unauthorized help that could result in any unfair advantage in completing schoolwork, coursework, homework, tests, quizzes, or any other graded assignment. It is also the representation of another's work as one's own. When a student uses facts or ideas originating with others, they must clearly identify what is his/her's and what is not. Failure to make such a distinction is to be guilty of offering as one's own what in fact is someone else's (plagiarism). To misrepresent one's own work is to defraud the school and, more seriously, the Lord. Cheating is defined as the copying of school material, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Students must come to understand the seriousness of an act of cheating. **Teachers are required to take precautions in terms of test security and to structure the classroom-testing environment in order to protect students from unnecessary temptation.**

- c. Stealing is the taking of anything without the consent of the owner.
2. Every student should, when aware of an infraction of the Pineville Christian Academy Honor Code, report the infraction to a school authority. A student who is guilty of a violation of the Honor Code shall be subject to possible dismissal from school. The first offense is usually treated as an opportunity for guidance, but the degree of the judgment varies with the age of the student and the number of years he has lived under the Pineville Christian Academy Honor Code. All records of honor and discipline violations will remain in the student's file and will be transferred with the student when leaving school.
3. Attendance at Pineville Christian Academy is a privilege and not a right. Students who do not uphold the standards and ideals of work and life at Pineville Christian Academy will be subject to dismissal. Negative words and bad attitudes spread, and maintaining a pleasant and positive atmosphere is essential. Students who do not wish to be at Pineville Christian Academy will have the opportunity to express such desires and all expressions made in this manner will be highly considered by administration.

If it is determined that a student has indeed cheated, the following actions will be taken:

1. The student will receive a zero on the assignment and suspension.
2. The Principal will be notified.
3. If the student holds any sort of leadership position in a club, class, or athletic team, the student will lose the position.
4. A second offense will cause the student to receive a zero on the assignment and expulsion. A conference with the parent, student, teacher, and principal will be held.

Student Honor Code

I want to be an honorable person who values personal character and honor. I want to live for Christ's own honor and glory. Therefore, I commit myself to the following:

On my word of honor, I shall give my best and desire to be a good citizen of Pineville Christian Academy.

I shall not lie, cheat, or steal, nor will I tolerate those who do.

I shall respect others and their property, as if it were my own.

I shall respect and obey my teacher and cooperate fully, with any of their requests or demands.

I shall cooperate with all school authorities, regardless of position or their supervision.

I shall respect the Code of Pineville Christian Academy and seek to bring dignity to everything the school represents.

All students will be required to sign the Student Responsibilities Agreement each year.

Drug Policy

Drug, Nicotine, Vaping Policies

It is in the best interest and safety of the community as well as the youth we serve to promote, enforce and maintain a drug, alcohol, and nicotine free school environment. Along with parents and other segments of the community, we have a role to play in helping students remain alcohol, nicotine, vaping, and drug free.

At Pineville Christian Academy, we will conduct drug testing if there is suspicion of the use of drugs or alcohol. Pineville Christian Academy will also perform random drug tests on all students, grades 7th – 12th.

Hard drugs such as heroin, cocaine and marijuana are illegal in Louisiana. Other drugs such as tobacco, vaping products and alcohol are illegal in Louisiana for those under 21. *Hard drug* infractions become **a criminal matter** in addition to **a school matter**. The school board may intervene and implement disciplinary action at any point to include suspension and expulsion.

If a student tests positive for drugs, narcotics, or vaping the following consequences will be enacted:

1st Offense

- Parents will be notified, and an immediate conference will be held in the Principal's office.
- Parents must immediately take the student for an additional drug test for verification and pay for the drug test. Results will be sent directly to the Principal from the testing company.
- If the verification test is also positive, the student will be suspended from school for three days.

- Upon return to school, the student will be placed on behavioral probation, required 10 hours of community service and will be tested randomly through probation.

2nd Offense

- Parents will be notified, and an immediate conference will be held in the Principal's office.
- Will result in expulsion from Pineville Christian Academy, with no eligibility for re-enrollment.

Discipline Overview

While discipline is not a core subject, it is the foundation for any educational system to thrive. Discipline encompasses training that develops self-control, character, orderliness, maturity, reverence, respect, honor and efficiency. As a christian, one is expected to express self-discipline, understanding external-discipline is required wherever self-discipline fails.

Proper and respectful classroom behavior is mandatory to ensure success and achievement. These characteristics also demonstrate a desire to learn and to be a productive member of our school family. Each teacher deserves the respect of all his or her students, and each teacher is responsible for maintaining proper classroom etiquette, order and decorum.

The relationship students have with each other are also of great concern as we try to teach and model Christian interaction. Sarcasm, even in the form of “jokes”, put-downs, cruelty, bullying and other inappropriate behavior will not be tolerated. Disruptive or disrespectful behavior is dealt with various disciplinary actions, intended to help students learn and grow from their mistakes and to signify to the entire school community the importance of proper behavior.

Disciplinary Policy

Discipline at Pineville Christian Academy begins with the commandment God gives to children... to obey their parents (Exodus 20:12 “Honor your father and your mother, so that you may live long in the land the LORD your God is giving you”). This commandment is observed by children at school through the obeying of one's teacher. The disciplinary system at Pineville Christian Academy necessitates voluntary obedience that flows from training at home. It is unexpected for a student to observe discipline policies at school if no discipline is provided at home. Thus, it is important that the

students have defined discipline structures both at home and at school. Students are instructed in the first two weeks of school on the habits, routines, and expectations of their classrooms and school environment. Teachers model the behaviors expected and give students plenty of opportunities to practice them before holding them accountable for their choices.

All incoming first time students are placed on Academic Initiation for the first school year.

Using the models given to us in Scripture, we intend to train students in making wise decisions, while building disciplines in every area of their life. Scripture instills ethical values and morals, that if practiced provide fruit in the life of a believer. As with any decision, there are positive or negative consequences that come as a result of that choice. The daily expectation and training of these scriptural disciplines have been proven to lead students to maturity and accountability.

1st offense – a warning is given for a student’s first offense, redirecting the student: warning the student of the offense and correcting the behavior as best seen fit per the instructor's discretion.

2nd offense – student is removed from class for a period of time for prayer and redirection with administration, writing of scriptures with an understanding of scripture and allowed to return to class.

3rd offense – card/clip moved or check by name, 3 more points deducted from weekly conduct grade, and loss of additional 5 minutes of recess. A letter of repentance will be sent home to be signed by parents.

4th offense – Student is sent to office and 3 more points deducted from weekly conduct grade. Consequences may include counseling, detention, suspension, or having parents come and pick up an uncooperative student.

Students who are habitually disobeying classroom rules or who cause verbal or physical harm to others may be sent directly to the office for the first offense. Parents will be called if a child becomes a disciplinary problem, refuses to do daily work, or refuses to obey the teacher, and the teacher has found no solution. Any situations following the first offense are not expected nor tolerated.

If the child is a constant discipline problem, he/she may not remain in Pineville Christian Academy. It is the belief of Pineville Christian Academy that every child is entitled to an education free of disruption and the threat of any bodily harm from other students. Any student’s actions or perceived actions, that are expressed

or believed to be expressed, that contradict or violate this expectation will be handled swiftly and deliberately.

Other Disciplinary Consequences

Probation: A student who is not performing according to the guidelines set forth in this handbook may be placed on academic probation. Probation is invoked when a student has a serious academic or behavioral problem and gives the student an opportunity to correct his problem. The following is intended to outline the two types of probation implemented.

Academic Probation: A student whose GPA is below the minimum 2.5 GPA requirement, will be placed on academic probation. The student will be allowed the following 9 weeks to bring the GPA to a 2.5 or higher. If a student is unable to bring up their GPA to the required 2.5, the student will be removed from Pineville Christian Academy

Behavior Probation: Caused by continued, deliberate disobedience or committing a serious breach of conduct, in or out of school, which has an adverse effect upon the school's testimony. Failure of the parents to comply with the discipline procedure or allowing a student to continue in unprecedented behavior at the school **may also result in the student being placed on probation.** Probation requires weekly meetings with administration for devotion.

Suspension: At the discretion of the Principal, a suspension will be served as a consequence for unacceptable behavior. Certain infractions will automatically result in single-day or multi-day suspensions.

A student who is suspended from school will receive a grade of zero on any test/exam and classwork for that time.

Expulsion: If the student's behavioral patterns or attitude indicate an uncooperative, defiant or rebellious spirit, he/she may be expelled. A third suspension-level offense or violation of probation will automatically make a student a candidate for expulsion. Extreme behaviors may result in a student's immediate expulsion. An expulsion means that the student will not be a candidate for future enrollment or will not be allowed or considered for re-entry to Pineville Christian Academy

This policy is fluid and ever evolving. Updates will be made as needed and all parties will be notified of all changes made.



Registration and Tuition Rates

Registration:

- \$100.00 per child due upon enrolling
- \$100.00 per child due annually in September

Tuition (Full-Time):

- 6 weeks to 12 months - \$150.00 per child, per week
- 1 year to 4 years old - \$140.00 per child, per week

Tuition (Schoolers During School Year):

- Before OR After School - \$55.00 per child, per week
- Before AND After School - \$65.00 per child, per week
- During School Year Holiday of **ONE day** - additional \$25.00 added to weekly rate
- During School Year Holiday of **TWO or more days** - \$130.00 rate for the week

Tuition (Schoolers Summer)

- Summer Rate (ages 5 and up) - \$130.00 per child, per week

Full tuition amounts must be paid every week regardless of attendance for that week. There are no discounts given for missed days.

Student Responsibilities Agreement:

Student Honor Code

I want to be an honorable person who values personal character and honor. I want to live for Christ's own honor and glory. Therefore, I commit myself to the following:

On my word of honor, I shall give my best and desire to be a good citizen of Pineville Christian Academy.

I shall not lie, cheat, or steal, nor will I tolerate those who do.

I shall respect others and their property, as if it were my own.

I shall respect and obey my teacher and cooperate fully, with any of their requests or demands.

I shall cooperate with all school authorities, regardless of position or their supervision.

I shall respect the Code of Pineville Christian Academy and seek to bring dignity to everything the school represents.

As a student of Pineville Christian Academy, I recognize my attendance here is a God-given privilege made possible by people who love me and care about my Christian development. With such an understanding, I agree and commit to the following, recognizing disciplinary actions will follow any violations of the following:

1. I understand that my conduct in school, as well as outside of school, should be that of one who is striving to live a godly life, mimic CHRIST character, and die to the flesh on a daily basis.
2. I understand that this means I will actively look for ways to promote Pineville Christian Academy and will refrain from acting in ways which would bring dishonor to me and the school.
3. I will seek excellence in every area of life, including academics, athletics and any other endeavors.
4. I will seek to show respect for all people including classmates, parents, teachers, and staff, regardless of situation, circumstance, or emotion.
5. I will not cheat, plagiarize, steal, or act in any matter previously expressed in this reference; knowing such actions are abhorrent to Christian character and are not tolerated.
6. I will strive to be a good steward of school property. I will cheerfully assist in maintaining a clean and orderly campus, regardless of who is watching and without prompting.
7. I will take care of my school and comply with all policies and regulations as outlined in the Pineville Christian Academy Handbook, which I have read and signed.
8. I understand that regular attendance is mandatory, resulting in disciplinary action to both myself and to my guardians, if neglected.
9. I understand that Biblical standards of morality are expected of me both on and off campus, and I agree that failure to abide by those standards may result in dismissal from the school.

Student's signature _____ Date _____

Parent/Home Responsibilities

1. Parents should pray for students, faculty and staff.
2. Parents should learn school policies, read this handbook each year, and cooperate with the school in seeing that children **cheerfully** obey the rules.
3. Parents should have their child in school unless there is a valid reason for their absence. Family vacations should be planned during vacation times to limit a student's disruption in class.
4. Parents are responsible to have their child at school and in class on time and picked up on time.
5. Parents should support the authority of teachers, staff and extracurricular leaders in teaching, training and disciplining students.
6. Parents should support and reinforce any discipline administered by the school.
7. At least **one parent of each student** should attend **all parent meetings**.
8. Parents are expected to assist with their child's education. This includes, but is not limited to, expounding on information taught in class, or providing the necessary assistance as needed on homework assignments. Parents aid will be enlisted to bring a child who is behind to grade level. Parents should diligently coach, correct, and challenge students to achieve success in school. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher. Parents should provide a suitable environment for the completion of homework assignments. Parents are expected to help their child plan and budget the appropriate amount of study time for the completion of all assignments. Parents should correspond with the teachers regularly about any question relating to the homework assignment. Term papers and long-range projects, which are in addition to regular homework assignments, will be assigned far enough in advance to allow students sufficient time for completion. It is the school's expectation parents assist with the time management and resource management for any at home assignments and projects.
9. Any parental dissatisfaction with any aspect of Pineville Christian Academy is to be dealt with promptly and directly. The Bible instructs us to take any problem to the person involved (Matthew 18). Social media should not be used to be critical of Pineville Christian Academy or its employees.
10. Pineville Christian Academy expects full cooperation from both the parents and the students in all areas of students' education. If at any time the school feels that this cooperation is lacking, the student may be requested to withdraw. Also, if the student's or parent's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and the standards of Pineville Christian Academy, whether or not there is any definite breach of conduct, he may be requested to withdraw.
11. If a child suffers from a medical problem which causes the child to be disruptive, the principal will call a conference with the parents and find a suitable solution. If the recommended solution is not followed by the parents and they have made no attempt to correct their child's behavior, the school reserves the right to dismiss the child permanently.
12. Hostile behavior or vulgar language by a parent or student toward a Pineville Christian Academy faculty or staff member will not be tolerated and will be considered grounds for the student's dismissal from school.

I have read and understand the Parent/Home Responsibilities and agree to abide by them.

Parent/guardian name (please print): _____

Parent/guardian signature: _____ Date: _____

Explanation of Fees

Everyone who attends Pineville Christian Academy will be required to select a payment plan when filling out an Enrollment/Re-Enrollment packet.

Please read the following carefully:

- **ALL** payments must be made online through FACTS.
- FACTS will automatically process payments on the due date stated in the payment plan agreement.
- The 50/50 plan requires a post dated check(s) for the second half of the tuition to be held in the Admissions Office until the final payment is made at which time the post dated check(s) will be returned.

Tuition payments can be made once the Enrollment Packet is submitted. If the annual plan or the first half of the 50/50 plan is not received by August 1st, the student(s) will be dropped from the enrollment list.

| | <u>Annual Plan</u> | <u>Semi-annual Plan</u> |
|--------------------------------------|---------------------------|--------------------------------|
| Early Tuition - before April 6, 2026 | \$3,200 | \$1,600/\$1,600 |
| Tuition Rate - after April 6, 2026 | \$3,500 | \$1,750/\$1,750 |

I have read and understand the Explanation of Fees and agree to abide by them.

Parent/guardian name (please print): _____

Parent/guardian signature: _____ Date: _____

2025-2026 PINEVILLE CHRISTIAN ACADEMY PARENT ACKNOWLEDGEMENT PAGE

I have read and understand the contents of the Parent-Student Handbook and agree to abide by the requirements.

Father' Signature: _____ Date: _____
(Guardian)

Mother's Signature: _____ Date: _____
(Guardian)

Student's Signature: _____ Date: _____