

# WELCOME To Pineville Christian Academy

We are glad that you have decided to join Pineville Christian Academy for what we feel will be an exemplary model for you to follow for a lifetime. As a member of Pineville Christian Academy, you are making a commitment to participate and grow spiritually and academically within this school. Likewise, our school is making a commitment to support your spiritual walk and strengthen your relationship with Jesus Christ. This handbook has been developed with the welfare of the entire student body in mind to be a guide during your stay with us. As a student, you are expected to follow the guidelines outlined in this handbook and to act and conduct yourself in a proper Christian manner. You have chosen this as your safe place to learn. Be proud of your school and take good care of it. Feel free to make suggestions for improvement. Above all, as you learn the necessary and useful skills for the future, commit yourself to grow in the faith and knowledge that Jesus Christ is your Savior. This handbook has been compiled for parents and students as a reference to the various aspects of our school. The information that belongs exclusively to Pineville Christian Academy. All students and parents are expected to read this handbook thoroughly. It is recommended that parents take the time to go over this handbook with each of their children. Students and parents are responsible for the information included in this handbook. Any policy or procedure in this handbook is subject to immediate change when deemed necessary by the administration and/or school board of Pineville Christian Academy.

In keeping with our desire for high standards and for meeting the needs of students, let us remember that it is the development of sound Christian character that the school wishes to nurture. The development of character before the development of career is our ultimate goal in working with young people. The character we wish to

see developed within our student body and within the individual student is that which is more Christ-like. Proverbs 22:6 says, "Train up a child in the way he should go; even when he is old he will not depart from it." Our desire is that our students not only be Christians, but also that their lives become more and more Christ-centered. We deal with issues from a Christian perspective and allow our students the opportunity to begin to understand themselves and the world around them from a Christian worldview. Some of this education of the heart is formal, while the rest happens as the faculty and the students interact in the normal flow of school activity. This then, is a truly holistic view of education - a desire to educate the whole child: academically, physically, socially, and spiritually. The key to what we are doing is the faculty, who serve as role models in each of these areas, mature in their professional growth and Christian faith. Our goal is to create a generation who impacts the world around them in a positive and inspiring way.

## **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.

## **Mission Statement**

The mission of Pineville Christian Academy is to educate students from a Biblical perspective in order to equip them to impact their world in a positive and inspirational way. PCA seeks to provide students with

rigorous academic instruction, challenging recreational activities, and creative expression. Each of these opportunities is ultimately grounded in a desire to educate the heart, mind, body, and spirit.

## Procedures

Applicants are accepted on the basis of past school performance, aptitude and achievement tests, favorable references and an interview involving parents, applicant, and the principal or an appointed representative. Students are not accepted for admission without administrative approval. The administration reserves the right to refuse admission to any student. Those students who are currently under discipline from a law enforcement agency, have been suspended or expelled from a school, or have been a previous discipline problem will not be accepted. Transfer students must enter with a "C" or above average. New students at Pineville Christian Academy are subject to a conditional acceptance period and must maintain a 2.0 grade point average. Students must exhibit appropriate behavior and attitude and will be reviewed at the end of each nine-week grading period.

### APPLICATION PROCEDURE:

Applications can be filled out online at:

[www.pinevillechristisnacademy.com](http://www.pinevillechristisnacademy.com), Click on the drop-down menu, and click on **ADMISSIONS**. Please be aware that receiving or completing the packet does not guarantee your child a place in the school.

Students applying for admission for the first time must submit the following items:

- State birth certificate containing birth number
- Social Security Card
- Up-to-date immunization record (may be obtained from your doctor)
- A copy of child's most recent report card

- Parents/Guardians with custody of child(ren) must present legal documents for school files.
- Completed Authorization for Release of Records

After completing the Application, Principal Judi Harkins will give the parents a P.C.A. Handbook. This Handbook is to be returned signed by all parents/parties to the Main School Office.

From there Principal Judi, will give the parents a Payment Form this form is to be turned into the Admissions Officer, Nichole Ford at the Admissions Office located inside the Church Offices (Hours are Mon.-Thurs. 8:30 a.m. - 4:00 p.m.)

Please bring the Payment Form along with the following to the **Admissions Office:**

- **Registration & Supply Fee:** - \$550  
**Tuition:** Annual Plan- \$2,500  
50/50 Plan - \$1,250 July 8<sup>th</sup>/\$1,250 Jan. 13<sup>th</sup> (if you choose to do the 50/50 plan **you must** bring a postdated check for January 13<sup>th</sup> for the amount of \$1,250)

Your child is not officially enrolled into P.C.A. until the Tuition Contract has been signed, registration & supply fee (\$550) AND tuition (50/50 Plan \$1,250 at time of enrollment, \$1,250 postdated check for Jan. 13<sup>th</sup>) OR (Annual Plan of \$2,500) has been paid.

**The registration & supply fee (\$550) & full tuition (\$2,500) are non-refundable & non-transferable.**

The **Admissions Office** is available to answer any questions that may arise about fees and/or tuition. Please know that the school Main School Office will always direct you to the **Admissions Office which is inside the Main Church Office (318-704-0578)** for any and all

questions that pertain to fees & tuition. (Hours are Mon.-Thurs. 8:30 a.m. - 4:00 p.m.)

### **Immunizations Pre-K-Kindergarten / First Time Enrollees:**

Two (2) doses of Varicella vaccine are required in Louisiana schools for entry into Pre-K, 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.

### **Tuition Contract & Payment Policies**

The tuition for Pineville Christian Academy is established by the School Board. The Board has always tried to keep the tuition at a level to allow for a diverse enrollment, but also at a level to allow for a high-quality educational program. **The tuition contract is a binding obligation for the ENTIRE year. It is a commitment by the parent that the student will be enrolled at PCA for the full year. The tuition contract, which includes the supply & registration fee of (\$550), full year's tuition of (\$2,500) is nonrefundable and non-transferable and must be paid in full.** Failure to pay the full tuition payment will be considered grounds for dismissal from PCA. Registration and student fees are not discounted. Registration fees (\$550.00 per student) are due when the child is registered along with tuition (\$1,250/\$1,250-50/50 Plan OR \$2,500 Annual Plan) **and must be paid in full by the deadline (July 8th) to secure your child's place for the next year.** Registration for the following year will not be accepted when the current year tuition is delinquent. **Registration fees (\$550) & the full**

tuition (\$2,500) are non-refundable and nontransferable. Report cards will be held in the Main Office if there is any balance left on a child's account.

### Tuition Fees: (per student)

1 child	\$2,500
2 children	\$5,000
3 children	\$7,500
4 children	\$10,000

### Explanation of Fees

Please read the following carefully. All fees (\$550) & full tuition (\$2,500 Annual, OR 50/50 Plan- \$1,250 July 8<sup>th</sup>/\$1,250 Jan. 13<sup>th</sup>) are non-refundable and non-transferable. The annual plan requires all tuition to be paid up front along with the supply & registration fee of (\$550) for a total of (\$3,050). The 50/50 payment option requires that half of the tuition (\$1,250) & registration & supply fee (\$550) = (\$1,800) be paid July 8<sup>th</sup> along with a postdated check of (\$1,250) postdated for January 13<sup>th</sup> which will be held by the Admissions Office.

**Annual Plan** : \$2,500 per child + \$550 Registration & Supply Fee

**Total Due July 8<sup>th</sup> = \$3,050**

**50/50 Plan** : \$1,250/\$1,250 per child + 550 Registration & Supply Fee

**First Payment Due July 8<sup>th</sup>** = (\$1,250 + 550) = \$1,800

**Second Payment Due January 13<sup>th</sup>** = (\$1,250)

The postdated check which you turned in at the beginning of the year will be cashed on January 13<sup>th</sup> for \$1,250.

## **Delinquent Tuition**

Unpaid tuition is a serious issue. Although we understand that situations arise, we depend on prompt tuition payments by all of our families to maintain a quality educational program. If circumstances cause you to fall behind on tuition payments, please contact the **Admissions Office** immediately at 318-704-0578.. If you are contacted by the Admission's Office via email, phone, or mail, please respond as soon as possible. **If tuition is 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, the case will be created and submitted to the District Attorney's office after 21 days. The student will also not be allowed to return to school until tuition is current. Report cards will not be issued at the end of the nine weeks to students whose financial obligations are not current. Student transcripts will be withheld until the tuition contract has been paid in full.**

## **Non-Sufficient Funds Checks**

The receipt of an NSF check will incur an NSF processing fee. 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, etc. must be turned in at the time of withdrawal. A parent will be charged for any books or materials which are not turned in at that time. **All fees (\$550), full tuition (\$2,500), and registration are non-refundable and non-transferable. The tuition contract is a binding obligation for the ENTIRE year regardless of time of withdrawal or transfer.** 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.

## **School Calendar**

Pineville Christian Academy will be following the same school calendar year as Rapides Parish Schools, with very few changes.

## **School Hours**

The school hours will be 7:30- 2:30. Car pick-ups must arrive by 3:00.

## **Extended Day Program (Before & After-school care)**

-Available 6:00am to 6:00pm. You **MUST** register in advance for extended day program. **No Drop Ins** will be allowed! (Please see **\*Drop-ins** below)

**Registration fee-** \$50 per child

Cost to attend with **registration fee** (per student)

**\*Before school** (6:00a-7:40a) \$55 per week (Includes breakfast)

**\*After school** (3:00p-6:00p) \$55 per week (Includes snack)

**\*Before & After** (6:00a-6:00p) \$65 per week (Includes both)

### **\*DROP INS**

NO Drop-ins will be ALLOWED during school calendar days.

**PLEASE NOTE: HOLIDAY fees will be \$115 per child for the week.**

This includes breakfast, lunch, and snack daily.

### **Checking Students In/Out**

Attendance for the entire school day is essential for students to receive the full academic experience. **Parents are encouraged to schedule all medical/business appointments after school.**

### **Checking out of School**

Parents of students must notify the Elementary Office (321-6484) before checking out a student.

Contact Mrs. Harkins or the school office, and someone will escort your student out to you.

School Offices are open each school day from 7:30 a.m. - 3:00 p.m. The Main School Office telephone number is (318) 321-6484.

### **Telephone**

The school telephone is a business phone; therefore, any student needing to use the phone must have permission from office personnel first. Student telephone calls should be kept at a minimum. Forgotten homework, snacks, lunches, etc. are not sufficient reasons to call

parents. Parents should refrain from calling the school to leave messages for students except in cases of serious circumstances.

## **Cell Phones/ Electronic Devices**

Cell phones will not be permitted on campus for students. No cell phones are ever to be seen or heard during the school day. If a cell phone is seen or goes off during the school day, the following consequences will be enacted:

The cellphone will be immediately turned in to the School Office and returned at the end of the school day. A parent will be notified. If the phone is seen or goes off a second time, the phone will be picked up, and a parent must pick the phone up, and pay a \$10 fee. Should this happen a third time, the phone will be picked up, and returned the last day of school.

## **Lost and Found**

Please mark all coats, jackets, sweaters, sweatshirts, uniforms, gloves, glasses, etc. with your child's 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 or to the Lost and Found where the owner may reclaim items. Unclaimed articles will be given to local charities. Students should never bring extra money or valuables to school.

## **Hall or Bathroom Passes**

All school halls and marked areas are Quiet Zones. Students must carry a bathroom or hall pass when outside the classroom. No student should be outside of a classroom during class periods without teacher permission.

## **Weather Closings**

In case of inclement weather, Pineville Christian Academy follows Rapides Parish Public Schools for school closings. Radio or television should broadcast that information, as well our Parent Alert system (Class DoJo).

## **Respect for Building**

Pineville Christian Academy is a shared facility with HOW (Heart of Worship.). We must all do our part to keep the buildings attractive and make the utmost of all the facilities. 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.

## **Drop-off and Pick-up (carpool)**

We need parental help and cooperation in making our carpool system operate safely and efficiently. Although at times you may be inconvenienced, be assured that we have explored the multitude of possibilities and have implemented the best system for PCA at this time. Dropping off or picking up students in areas other than the carpool lines is not allowed and puts students in harm's way. Dropping off students anywhere other than the car pool line is prohibited. In order to reduce carpool congestion, it is important that parents drop off and pick up at designated times. Parents will need to follow instructed procedure, and duty personnel will be in a designated area to 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 during their daily conference time. Please remember the speed limit in the parking lot is 5 MPH.

## **Emergency Procedures**

Safety requires that building evacuation drills be conducted regularly. Unannounced drills are held to acquaint students with the procedures for exiting the building. 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. All school rules and policies apply on school-sponsored trips.

## **Security**

We have security cameras in the classrooms, hallways, etc. in order to protect our students and teachers. Please know

these cameras can be monitored at any time by limited personnel that have background checks.

## **Lunches**

Parents should see to it that students bring nutritious, meals for lunch. Please send "go-withs" (forks, spoons, napkins, straws, etc.) from home. A mid-morning snack (fruit, cheese, chips, juice, etc.) may be packed in the lunch.

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

We will offer special lunch days, order-outs, etc. from time-to-time. As of now, order-out pizza fundraiser is offered on Fridays. More information will be forthcoming.

## **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**

The school 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.

## **Sickness / Medication Policy**

For health reasons, a student should not come to school with a fever or any other condition that is considered contagious. Students must be free of fever for 24 hours before returning to school. 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.

## **Sexual Harassment**

Pineville Christian Academy will not tolerate sexual harassment in any form and is committed to providing a safe environment for faculty, staff and students. The principal will hear all complaints. Formal complaints will be referred to our Advisory Committee. 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.

## **Cyber bullying**

Cyber bullying is forbidden at PCA. Cyber bullying 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. Cyber bullying will not be tolerated by any student, parent, or employee of PCA. Offenders are subject to suspension and police notification.

## **Infectious Diseases and Lice**

Parents should inform the administration of any infectious diagnosis of a student enrolled at Pineville Christian Academy. 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.

## **Acceptable Technology Use Policy**

Students will be given to access through our technology via Chromebooks, iPads, laptops, etc.

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and language are required.
2. 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 without the express written permission of the PCA administration. Teachers and classes as a whole will be permitted to use such items on a case-by-case basis if the particular plan of study requires it. There is no guarantee of privacy for such transmissions.

The following are prohibited:

- Accessing any Internet resources without the authorization of the teacher.
- 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.
- Damaging any equipment or disrupting any networking system.
- 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.
- Sending or posting personal or anonymous messages.

- Threatening, profane, obscene, pornographic, or abusive messages or sites or using profanity.
- Illegal activities, including copyright or contract violation, or product advertising, or political lobbying.
- Any use for financial or commercial gain.
- Uploading, or creating, a computer virus.

3. When a security problem is detected, it should be reported immediately to the teacher and not demonstrated to other users.

4. Any inappropriate use of the Internet will result in disciplinary action and loss of privileges. Loss of privileges will apply to all students, teachers, staff, and administrators who abuse the privilege of using the Internet.

Violations will be dealt with on a case-by-case basis, but such violations will be viewed as a serious offense requiring swift and severe disciplinary action. 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. Occasionally our school may be visited by the media who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Students may be included in these images, which may appear in local or national news outlets. If you have any concerns about specific pictures of your student, contact the school administration who will be glad to work with you on the situation.

## 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 partnership between the parents and the school to assist the parents in fulfilling this God-given responsibility.

### Parent/Home Responsibilities

1. Parents should pray for the 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 need to be planned during vacation times.
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.
6. Parents should support the discipline administered by the school.
7. At least one parent of each student should attend all parent meetings.
8. Parents should be aware that tuition pays only a portion of the actual cost of their child's education. **The tuition contract is binding for the ENTIRE school year. All fees & tuition are non-refundable and non-transferable.** Please note the dates below depending on if you do the 50/50 Plan or the Annual Plan.

**50/50 Plan:** July 8<sup>th</sup> (\$1,250 + Registration & Supply Fee \$550)  
January 13<sup>th</sup> (\$1,250)

**Annual Plan:** July 8<sup>th</sup> (\$2,500 + Registration & Supply Fee \$550)

(if you choose to do the 50/50 plan you must bring a postdated check for January 13<sup>th</sup> for the amount of \$1,250)

9. Parents should help, as they are able, with their child's education. They should assist and oversee homework assignments when given. Their aid will be enlisted to bring a child who is behind to grade level. Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of the school and the individual teacher. Parents should provide a suitable place and environment in the home for the completion of homework assignments. Parents should help their child plan and budget the appropriate amount of study time for the completion of assignments and study time. Parents should feel free to consult with the teacher about any question relating to the assignments. Long-range projects, which are in addition to regular other assignments, will be assigned far enough in advance to allow students sufficient time for completion.

10. Any parental dissatisfaction with any aspect of PCA is to be dealt with promptly and directly. The Bible instructs us to take any problem to the person involved. Social media should not be used to be critical of PCA or its employees.

11. Pineville Christian Academy expects full cooperation from both parents and students in the 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 PCA, whether or not there is any definite breach of conduct, he may be requested to withdraw.

12. If a child suffers from a medical problem which causes the child to be disruptive, the principal or elementary director 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.

13. Hostile behavior or vulgar language by a parent or student toward a PCA faculty or staff member will not be tolerated and will be considered grounds for the student's dismissal from school. Please remember that if a child must leave P.C.A. for any reason the parent/responsible parties are still required to pay the registration & supply fee (\$550) as well as the full year's tuition (\$2,500) regardless of when they are dismissed.

### **Parent Visitation**

Parents may visit their child's class, provided such visits are infrequent and arranged in advance by the teacher. Teachers should be prepared to offer a seat then carry out the classroom activities routinely. The visitors should take care not to detract from the class. All visitors must first report to the School Office and obtain a Visitor's pass. Teachers are not able to visit with parents during the school day. Conferences are to be scheduled before or after school hours.

### **Parent-Teacher Conferences**

Parent-teacher conferences are encouraged at any time during the school year and may be initiated by the teacher or parent. To schedule a conference, parents are to call the appropriate School Office between 9:00 a.m. and 2:00 p.m. If there is a classroom problem, parents are asked to discuss the problem with the teacher first before communicating with the Elementary Director or the Principal. If at all possible, parents are asked to communicate with the child's teacher first by email or by calling the office during the school day and to refrain from calling faculty and staff after hours. Out of courtesy to our teachers, please do not call a teacher after 8:00 p.m. or on Sundays. 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.

## **Grievances**

Do you have concerns? Please address them the following way: Any concern which is too serious to be overlooked and forgiven is to be handled by following the Biblical pattern given by Jesus 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."

Procedure:

1. Take any concern **PROMPTLY, DIRECTLY, and PRIVATELY** by prior appointment to the one who has offended you. Parents, do not discuss with whoever answers the telephone but ask to speak with the appropriate person.
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 board will make the final decision.

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 or an administrator. 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 PCA.

## **ATTENDANCE**

Attendance at school provides a student with essential classroom experiences. 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. 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 turned over to the PCA School Board for consideration and final decision. Excessive student absences not due to sickness are an indication of a parental problem. Absences will be viewed as unexcused unless a doctor's note is provided. Doctor-excused absences will be considered on a case-by-case basis.

### **Absences**

Students are allowed only 16 absences for the school year. Elementary students with more than 16 absences may not be promoted. If an elementary student is checked in after 8:00 a.m. or picked up prior to 2:40 p.m., it will be considered a half-day absence. Any student who is absent more than 16 days will not be promoted.

### **Doctor's Appointments**

It is our philosophy at Pineville Christian Academy that academics are of top priority. Therefore, our policy regarding doctor's appointments during the academic day is that parents 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. Please try to schedule appointments outside of school hours.

## **Extended Absences**

If an illness requires a student to be out over one week, there must be a letter from a doctor stating the need for the student to be absent 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 directed to enroll the student in a more suitable situation.

## **Family Vacations**

It is highly discouraged for family vacations to be scheduled during school days. Parents should make sure to check the school calendar when planning trips.

## **Homework Requests for Absent Students**

Requests for students should be made to the Elementary Office (318-321-6484) by 8:30 a.m. and picked up after 2:00 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.

## **Academics**

The philosophy of Pineville Christian Academy is built upon the understanding that all truth is God's truth. This applies to every aspect of life. We are committed to the application of God's revelation in every area of life. This becomes a distinct Christian worldview. We use both Christian and secular publishers, examining each through our Christian worldview by which we filter information.

## Textbooks

The school will issue some non-consumable classroom textbooks to students. These texts are the property of PCA 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.

## Grading Evaluation

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

## 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

## **Student Test Policy**

Tests will be sent home in a weekly packet for review by parents, and a parent signature is required to acknowledge receipt of the packet. Packets are due back at school the following day. Parents may not make copies of the tests for any reason.

### **Promotion - K**

Kindergarten Students are promoted only when "ready." Careful student evaluations will be made each spring to determine "readiness." Such evaluations will be based on the student's grades, achievement scores, social and emotional maturity, and general observations made throughout the year. Parents will be brought in for consultation if promotion is doubtful. The Principal and Elementary Director have the prerogative and final responsibility in all promotions and retentions. Students with more than 16 absences may not be promoted.

### **Promotion - 1<sup>st</sup>-8<sup>th</sup>**

Elementary students will not be promoted if the student's final grades include any of the following: 2 F's; 3 D's; 1 F and 2 D's; incomplete class or homework; or consistent performance below ability. The Principal and Elementary Director have the prerogative and final responsibility in all promotions and retentions. Students with more than **16 absences** may not be promoted.

## **Personal Appearance**

Pineville Christian Academy has a uniform dress code for all students. Uniforms will be a royal blue, white, or grey polo shirt, and navy or khaki pants for the boys, and khaki/navy bottoms for the girls. We will have PCA school tshirts available for purchase, and we will have those order forms available to parents, beginning mid-summer. Questions about specific uniform items will be handled at the discretion of administration.

## **Dress Code**

Hair should be neatly combed and out of the eyes. No scarves, caps, or bandanas are allowed as head wear. No necklaces allowed in K-1st. Sunglasses may not be worn in the building.

Shorts: khaki or navy shorts from the uniform department of any department store. Shirts/Polos: Royal blue, white, or grey (short or long-sleeved). School shirts may be purchased. During the winter or fall, white or black turtlenecks or white or black T-shirts may be worn as undershirts, but must be tucked in. Socks/Tights: Socks above ankle height must be white (a brand emblem is okay).

Tights or leggings, if worn, must be solid black or white. Shoes: Shoes are to be low-heeled (2" or less). Shoes must be worn at all times.

Jean Days: As a fundraiser, jeans are allowed on Fridays for \$2. Jeans must be blue denim and have no holes or fraying or shredded hems.

Jeans may be worn with or without a belt and must not be overly loose or tight fitting. Any PCA shirt may be worn on jean days. For \$5, students may be out of uniform on Fridays, with the same modesty requirements of the uniform. There are some special dress days that will be at no charge during the year. Outerwear: Jackets or pullovers purchased from PCA may be worn. Non- PCA jackets or sweaters must be solid black, gray, royal blue, or white (a small brand emblem is okay). Regular button-up shirts may not be worn as jackets. Hoods may not be

worn inside and only outside due to poor weather conditions. During testing, teachers may request that jackets be removed. Uniform shirts must always be worn under any type of outerwear.

### **Consequences for Students Out of Uniform**

The parent will be notified if a student is not in the correct uniform. The student will be removed from the student population immediately and will not be allowed to attend class, etc., until he is in the appropriate uniform. Borrowed uniform items should be returned or paid for. A 2nd violation will result in detention and a 3rd violation will result in a one-day suspension.

### **Out-of-Uniform Days**

For special school events, out-of-uniform days may be allowed. Neat and modest attire is required. Guidelines, within PCA standards, will be posted.

### **School Conduct Standard**

It is understood that when a student enrolls at PCA, he accepts and agrees to abide by the school's rules and standards. Students are representatives of the school in the community and should therefore live as Christian citizens both on and off campus. Parents are expected to support and uphold school discipline policies. Believing that discipline is necessary for the welfare of the student as well as the entire school, appropriate classroom behavior will be maintained. Realistic behavior limits are set for the good of the students and are carefully explained and enforced throughout the school year. PCA 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, 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 PCA, whether or not there is any definite breach of conduct, he may be requested to withdraw. **Again, registration & supply fee (\$550) as well as the full tuition (\$2,500) is non-refundable or transferable. Therefore, the parent will still be responsible for fulfilling their payment plan agreement.**

## **General Classroom Conduct**

It is impossible in any handbook to include all the details of appropriate conduct. In general, PCA students are to conduct themselves in a Christ-like manner at all times.

**General Classroom Conduct Rules** are as follows:

1. Quietly enter the classroom; be seated and ready to work before the tardy bell rings.
2. Bring all materials needed for each class, every day.
3. Raise your hand and be recognized by the teacher before speaking.
4. Remain in your seat until given permission by the teacher to move.
5. Be courteous at all times, showing respect to others and their property.
6. Do not behave in ways that prevent other students from learning.
7. Do not drink, eat, or conduct personal grooming during class.
8. Do not put head down on desk, sleep, or pass notes during class.
9. Do not misuse, alter, or damage any school property.
10. Classes are dismissed by the teacher, not the students.

## **Student Conduct Policies**

The discipline code is primarily to encourage appropriate behavior by the student and to discourage acts detrimental to the safety and welfare of the school community. In short, students should recognize that when expectations are not met, consequences occur. Students

receiving disciplinary action are to accept the judgments with maturity and grace. In a positive, success-oriented manner, the school's aim is to provide and enforce clear and firm guidelines.

Parent's Signatures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Student(s) Signature: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_