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**PARENT/STUDENT HANDBOOK**

*2014-2015*

[www.parkwaychristianacademy.org](http://www.parkwaychristianacademy.org)

**FULLY ACCREDITED**

ACSI and AdvancED/SACS

## TABLE OF CONTENTS

<b>FULLY ACCREDITED .....</b>	<b>1</b>
<b>The Vision of PCA .....</b>	<b>7</b>
<b>The Mission of PCA.....</b>	<b>7</b>
<b>Philosophy .....</b>	<b>7</b>
<b>School Objectives .....</b>	<b>9</b>
Physically .....	9
Mentally.....	10
Socially.....	10
Spiritually.....	10
<b>SCHOOL HISTORY AND BACKGROUND .....</b>	<b>11</b>
<b>I. ORGANIZATION .....</b>	<b>11</b>
• School Board .....	11
• School Administration.....	11
<b>SCHOOL PHONE NUMBER: .....</b>	<b>12</b>
<b>SCHOOL YEAR OFFICE HOURS: .....</b>	<b>12</b>
<b>SUMMER OFFICE HOURS:.....</b>	<b>12</b>
<b>II. GUIDELINES AND EXPECTATIONS FOR STUDENT CONDUCT .....</b>	<b>13</b>
Honor and Respect.....	13
Honesty and Integrity .....	13
Non-discrimination .....	13
Gossip .....	14
Manners.....	14
Responsibility.....	14
Stewardship of Building and Property .....	14
Appeals .....	15
<b>III. GENERAL SCHOOL INFORMATION AND POLICIES .....</b>	<b>16</b>
<b>ABSENCES .....</b>	<b>16</b>
<b>ACCEPTABLE USE.....</b>	<b>16</b>
<b>ADMISSION CHECKLIST/ENROLLMENT PROCEDURES .....</b>	<b>16</b>
<b>ADMISSIONS POLICY .....</b>	<b>16</b>
<b>ARRIVAL/DISMISSAL .....</b>	<b>17</b>
Morning Arrival.....	17
Arrival/Dismissal Guidelines.....	17
Arrival Guidelines: .....	17
Dismissal Guidelines: .....	17

Morning Tardiness for Classes.....	18
Early/Special Dismissal.....	18
<b>AWARDS .....</b>	<b>18</b>
PHYSICAL FITNESS AWARDS.....	18
ATHLETIC AWARDS .....	18
<b>BEFORE/AFTER SCHOOL CARE PROGRAM .....</b>	<b>19</b>
<b>STUDENT CONDUCT ON BUSES .....</b>	<b>19</b>
<b>CAMPBELL'S SOUP LABELS/BOX TOPS FOR EDUCATION .....</b>	<b>19</b>
<b>CELL PHONES.....</b>	<b>19</b>
<b>DAILY SCHEDULE FOR PCA .....</b>	<b>20</b>
<b>DISCIPLINE/CORRECTION OF STUDENTS (all grades) .....</b>	<b>20</b>
<b>DRESS CODE .....</b>	<b>20</b>
Pre-school (K-4) .....	21
Grades K through 12 .....	21
<b>ELECTRONIC DEVICES-Radios, CD Players, iPods, MP3 Players, etc. ....</b>	<b>22</b>
<b>ENROLLMENT PRIVILEGE.....</b>	<b>22</b>
<b>FAMILY ACCOUNTS PAYMENT POLICY .....</b>	<b>22</b>
FEES.....	22
BEFORE/AFTER-CARE: .....	23
PAST DUE ACCOUNTS: .....	23
MUSIC LESSONS:.....	23
HONORS PROGRAM- M25:.....	23
RESOURCE ROOM: .....	24
SPORT FEES:.....	23
FIELD TRIPS.....	23
FINANCIAL AID PROGRAM .....	23
<b>GRADING POLICY .....</b>	<b>24</b>
HONOR ROLL .....	24
<b>IMMUNIZATION/PHYSICAL REQUIREMENTS.....</b>	<b>24</b>
<b>INSURANCE .....</b>	<b>24</b>
<b>LEAVING THE SCHOOL PREMISES .....</b>	<b>25</b>
<b>LOST AND FOUND .....</b>	<b>25</b>
<b>LUNCHES AND SNACKS .....</b>	<b>25</b>
<b>MAKE-UP WORK .....</b>	<b>25</b>
<b>MEDICATIONS .....</b>	<b>25</b>
<b>POTTY TRAINING.....</b>	<b>25</b>
<b>SCHOLASTIC APTITUDE TESTS (SAT/PSAT) .....</b>	<b>26</b>
<b>SICKNESS POLICY.....</b>	<b>26</b>
Head Lice:.....	26
Fever: .....	26
Medications:.....	26
Pink Eye/Strep Throat: .....	26

<b>SNOW DAYS .....</b>	<b>27</b>
<b>STEWARDSHIP .....</b>	<b>27</b>
<b>SUSPENSIONS .....</b>	<b>27</b>
<b>TARDINESS .....</b>	<b>27</b>
<b>TELEPHONE USAGE .....</b>	<b>27</b>
<b>TRANSCRIPTS .....</b>	<b>27</b>
Payment Options .....	28
<b>VISITORS .....</b>	<b>28</b>
<b>WEAPONS .....</b>	<b>29</b>
Child Abuse .....	29
<b>SUMMARY .....</b>	<b>29</b>
<b>IV. ELEMENTARY SCHOOL POLICIES .....</b>	<b>29</b>
<b>POINTS SYSTEM   Point Information .....</b>	<b>30</b>
Disciplinary Action Guidelines.....	30
<b>HOMEWORK POLICY-GRADES K-5 .....</b>	<b>30</b>
Grade 1.....	30
Grade 2.....	30
Grade 3.....	31
Grade 4 and Grade 5 .....	31
<b>V. Middle School and High School Policies .....</b>	<b>31</b>
<b>ABSENCES AND MAKE-UP WORK .....</b>	<b>31</b>
Homework and Class Assignments .....	32
<b>ABSENTEE/ASSIGNMENT GUIDELINES .....</b>	<b>32</b>
<b>AFTERNOON DISMISSAL.....</b>	<b>33</b>
<b>COPY MACHINE.....</b>	<b>33</b>
<b>COURSES TAKEN AT OTHER INSTITUTIONS .....</b>	<b>33</b>
<b>CUMULATIVE TESTS .....</b>	<b>33</b>
<b>DROP/ADD POLICY (8th-12th Only) .....</b>	<b>33</b>
<b>HOMEWORK AND CLASS ASSIGNMENTS.....</b>	<b>34</b>
<b>LOCKERS.....</b>	<b>35</b>
<b>PERMANENT RECORD .....</b>	<b>35</b>
<b>GRADE POINT AVERAGE (8th -12th ONLY) .....</b>	<b>35</b>
<b>SPORTS-Middle and High School.....</b>	<b>36</b>
<b>STUDENT PARKING .....</b>	<b>37</b>
<b>TARDINESS.....</b>	<b>37</b>
MORNING TARDINESS FOR CLASSES .....	37
TARDINESS FOR OTHER CLASSES .....	37
<b>VI. DIPLOMA TYPES .....</b>	<b>38</b>
<b>STANDARD DIPLOMA REQUIREMENTS</b>	

.....	38
<b>HONORS DIPLOMA REQUIREMENTS .....</b>	<b>39</b>
<b>Modified Standard Diploma.....</b>	<b>Error! Bookmark not defined.</b>
<b>VII. DISCIPLINARY POLICIES .....</b>	<b>40</b>
Damage to School Property .....	40
Chewing Gum.....	40
Personal Displays of Affection or “PDA’s” .....	40
Lunch Isolation.....	40
Honesty and Integrity in School Work.....	40
*Plagiarism .....	40
Blogging and Other Internet Activities .....	40
Drugs, Alcohol, and Tobacco Use: Inappropriate Moral Behavior .....	41
Work Detention Program.....	41
Senior Recognition Honors: Valedictorian and Salutatorian.....	42
<b>POINT SYSTEM .....</b>	<b>41</b>
Point Information .....	41
Disciplinary Action Guidelines .....	41
<b>Forms of Disciplinary Suspension.....</b>	<b>42</b>
<b>DRESS CODE VIOLATIONS .....</b>	<b>47</b>
<b>VIII. PCA SECONDARY SCHEDULES .....</b>	<b>46</b>
<b>HIGH SCHOOL SCHEDULE (9<sup>th</sup>-12<sup>th</sup>).....</b>	<b>46</b>
Regular Schedule (M,T,W,F) .....	46
Chapel Schedule (TH).....	46
<b>MIDDLE SCHOOL SCHEDULE (7TH-8TH) .....</b>	<b>47</b>
Regular Schedule (M,T,W,F) .....	47
Chapel Schedule (Th) .....	47
<b>HALF DAY SCHEDULE.....</b>	<b>47</b>
<b>1 HOUR DELAY SCHEDULE .....</b>	<b>47</b>
<b>2 HOUR DELAY SCHEDULE .....</b>	<b>47</b>
<b>IX. Parkway Christian Academy Parents’ Understanding and Commitment.....</b>	<b>47</b>
The Purpose of Christian Education .....	47
The Role of the Parents.....	47
The Principle of Discipline Practiced by Parkway Christian Academy.....	47
The Worldview Nature of Christian Education .....	48
The Principle of Commitment and Trust Between Parents and School .....	48
Binding Arbitration .....	48
Commitment to Prayer .....	48
The Authority of the Bible as God’s Word.....	48
Commitment to Financial Support .....	48
Emergency Response .....	49

Parental Involvement with Students in Entertainment Choices .....	49
Additional Understandings .....	49
<b>X. Appendix .....</b>	<b>50</b>
<b>PROCEDURES FOR ARBITRATION .....</b>	<b>50</b>
Acceptable Use Policy .....	54
<b>XI. Parents' Acknowledgement of Understanding and Commitment .....</b>	<b>57</b>

## **PARKWAY CHRISTIAN ACADEMY STUDENT HANDBOOK**

*The fear of the LORD is the beginning of knowledge... ” Proverbs 1:7*

### **The Vision of PCA**

Parkway Christian Academy desires for each young person to be academically prepared to meet the demands of any post-secondary schooling; to be a productive member of society that demonstrates Christ-likeness in the giving of time, talents, and gifts; and to be convinced and therefore convicted to whole-heartedly follow Christ in mind, body, and spirit.

### **The Mission of PCA**

The Mission of Parkway Christian Academy is to “equip kids for College...Career...and Christ!”

PCA provides a college preparatory and general academic program for elementary and secondary students. In addition to academic excellence, PCA is passionate about teaching its students a biblical worldview and leading them into a personal relationship with Jesus Christ. This IS preparation for life.

Proverbs 1:7 indicates that “the fear of the Lord is the beginning of knowledge.” All learning must be integrated from this starting point and is meaningful only in the context of man’s acknowledgement of God’s existence and sovereignty.

All academic and extracurricular programs are designed to develop the student’s positive self-concept so each student may reach full human and spiritual potential. The student is challenged to grow in spiritual, intellectual, moral, physical, emotional, and social dimensions.

### **Philosophy**

Recognizing the biblical mandate for parents to be the primary instructors of their children, Parkway Christian Academy exists to partner with the home in the education of children (Psalm 78:5-6).

The philosophy of Parkway Christian Academy (PCA) is based upon the premise that every child has been given specific gifts from God that should be used to bring glory to God in every area of life – spiritually, physically, academically, and socially (Ephesians 4:11-12; I Corinthians 10:31; Luke 2:52).

Scriptural truth is revealed as the Word of God and absolute truth for the guidelines of living a Christ-like life (II Timothy 3:16-17). Students are taught that they are created in the image of God (Genesis 1:25-27), that they must confront the issue of sin and redemption (Romans 3:23; I John 1:9), and that they can know God as revealed in Christ and made present through the Holy Spirit (Luke 11:13, John 20:22).

PCA integrates every element of the curriculum with God's Word. Learning includes an understanding of the way God views all subject matter as a mandate for his people to have dominion over the earth (Genesis 1:1; 26-28) in human history (Acts 17:26), humanity and its cultures as understood through the Fall of Man (Genesis 3:9-24), the English language as only a single tongue among many to share the gospel (John 16:13), the order of mathematics proving the existence of an orderly Creator God (Job 38:37a; Matthew 10:30), the intelligence allowed for understanding and development of technology, the rhythmic calculations and detail in the fine arts, and the intricate details of scientific realities of a young earth (Genesis 1). With this knowledge (Colossians 2:8), students are led to be compelled to impact their world for Christ through the study of God's Word and proclamation of it (Matthew 28:18-20).

Administration, teachers, staff, and board members must provide testimony of a personal and intimate relationship with Jesus Christ as Savior and Lord of their lives as seen through their teaching and leading (Matthew 10:24). Each must reflect and support the spiritual principles of PCA in word and in action.

Learning experiences focus on engaging students to reach their fullest potential in Christ. Learning engages the individual in his relationship to society as a Christian leader who utilizes God-given gifts to proclaim the gospel. Learning spurs on intellectual development through the academic disciplines. Learning enables students to make disciples of all nations in any discipline or career chosen (Matthew 28:19). Learning prepares students for good works of service for the edifying of the saints (Ephesians 4:12) and the glory of Christ the Lord. Learning develops a viewpoint on life where the students "see" from Christ's perspective – people as souls to be reached and not just the outward man or situation presented (I Samuel 16:7).

The integrity of Parkway Christian Academy is established through the adherence to biblically based standards of stewardship, accountability, and gracious practices in areas of governance, finance, development, governmental relationships, and classroom management. Parkway Christian Academy counts it an honor to have the Lord trust us with the lives and education of children, and therefore, happily carries the burden of proper stewardship of the time, talents, and money provided to the ministry (I Peter 4:10). PCA administration and all operational practices experience accountability to a Christ-led School Board consisting of parents and supporters of PCA's mission. The governance of PCA is structured in such a way that the establishment of a checks and balance system reigns between PCA staff, administration, the School Board, and the Church Board (Proverbs 11:14). The financial structure carefully utilizes monies to enhance the mission and vision of PCA and maintain integrity within the community to stay current on all



commitments (Matthew 25:15-30). Development ideas coincide with providing students with a biblical worldview through an excellent academic and spiritual delivery while assisting parents with financial support (Matthew 7:7). PCA maintains governmental laws and regulations to provide a secure environment for all constituents (Luke 20:25). Classroom management operates under structured parameters coupled with love and grace (Titus 3:1-2).

## School Objectives

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### *Parkway Christian Academy*

Parkway Christian Academy equips kids for college, for career, and most importantly for Christ. The equipping is achieved within four main areas – physical, mental, spiritual, and social.

### Physically

- The student will realize that the body was bought with a price and is meant to be used for the glory of God.
  - **1 Corinthians 6:19-20** Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body.
- The student will discipline the body for Christ-like control so as to be a good role model.
  - **1 Corinthians 9:27** But I discipline my body and keep it under control, lest after preaching to others I myself should be disqualified.
- The student will believe that in Christ, nothing is too much for the body to handle.
  - **Philippians 4:13** I can do all things through Christ who strengthens me.
- The student will comprehend that the Lord is one who renews strength for His work.
  - **Isaiah 40:28-31** Have you not known? Have you not heard? The Lord is the everlasting God, the Creator of the ends of the earth. He does not faint or grow weary; his understanding is unsearchable. He gives power to the faint, and to him who has no might he increases strength. Even youths shall faint and be weary, and young men shall fall exhausted; but they who wait for the Lord shall renew their strength; they shall mount up with wings like eagles; they shall run and not be weary; they shall walk and not faint.
- The student will complete the task and not give up.
  - **2 Timothy 4:7** I have fought the good fight, I have finished the race, I have kept the faith.

## Mentally

- The learner will acquire knowledge in math, science, English, history, fine arts, languages, and technology.
  - **Proverbs 18:15** An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge.
- The learner will seek instruction and memorize scripture.
  - **Proverbs 3:1-6** My son, do not forget my teaching, but let your heart keep my commandments, for length of days and years of life and peace they will add to you. Let not steadfast love and faithfulness forsake you; bind them around your neck; write them on the tablet of your heart. So you will find favor and good success in the sight of God and man. Trust in the Lord with all your heart, and do not lean on your own understanding. In all your ways acknowledge Him and He shall direct your path.
- The learner will know how to find the knowledge of God.
  - **Proverbs 2:1-22** My son, if you receive my words and treasure up my commandments with you, making your ear attentive to wisdom and inclining your heart to understanding; yes, if you call out for insight and raise your voice for understanding, if you seek it like silver and search for it as for hidden treasures, then you will understand the fear of the Lord and find the knowledge of God.

## Socially

- The student will understand the importance of loyal friends.
  - **Ecclesiastes 4:9-12** Two are better than one, because they have a good reward for their toil. For if they fall, one will lift up his fellow. But woe to him who is alone when he falls and has not another to lift him up! Again, if two lie together, they keep warm, but how can one keep warm alone? And though a man might prevail against one who is alone, two will withstand him—a threefold cord is not quickly broken.
- The student will provide truth to his friend.
  - **Proverbs 27:9** Oil and perfume make the heart glad, and the sweetness of a friend comes from his earnest counsel.
- The student will help his friend be more Christ-like and choose a friend that will do the same for him.
  - **Proverbs 27:17** Iron sharpens iron, and one man sharpens another.

## Spiritually

- The student will know that he has the ability to receive the Holy Spirit into his life to fulfill his purpose.
  - **Acts 1:8** But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth.
- The student will know how a spirit-filled life appears.
  - **Colossians 3:16** Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God.

- **Ephesians 5:1-5** Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God. But sexual immorality and all impurity or covetousness must not even be named among you, as is proper among saints. Let there be no filthiness nor foolish talk nor crude joking, which are out of place, but instead let there be thanksgiving. For you may be sure of this, that everyone who is sexually immoral or impure, or who is covetous (that is, an idolater), has no inheritance in the kingdom of Christ and God.
- The student will understand God calls those full of His spirit to do His work.
  - **Acts 6:3** Therefore, brothers, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we will appoint to this duty.
  - **John 14:26** But the Helper, the Holy Spirit, whom the Father will send in my name, he will teach you all things and bring to your remembrance all that I have said to you.
- The student will understand the assurance of salvation.
  - **Romans 8:9** You, however, are not in the flesh but in the Spirit, if in fact the Spirit of God dwells in you. Anyone who does not have the Spirit of Christ does not belong to him.

## SCHOOL HISTORY AND BACKGROUND

PCA was founded in 2002. The school arose from the leadership of Parkway House of Prayer due to the overwhelming need to give the young people of the church a “Christian Worldview”. The leadership did not feel that 40 minutes a week in Sunday school was enough to combat the barrage of secular humanism the young people were getting on a continual basis. The vision was made to use PCA not only as a place to train Christian young people but as an outreach to un-churched families as well.

PCA has grown each year-from 37 students our first year to over 300 students annually since 2009. We are excited about the “team” of educators we have assembled and the great school God has ordained. PCA has a great future. We would love for you and your kids to be a part of that future!

## I. ORGANIZATION

### • School Board

Parkway Christian Academy is governed by individuals that have a heart for Christian education. These individuals serve one to three year terms on the board.

The School Board members consist of:

*Chairman or chairwoman*

*Vice-chairman or chairwoman*

*Senior Administrator (ex-officio, non-voting)*

*Financial Administrator*

*Church Board Representative*

*2 Community Representatives*

### • School Administration

Senior Administrator- Erica Dixon

Administrator of Operations and Athletics- Troy Dixon

Financial Administrator- Cheryl Turner

Secondary Principal- Angela Goodwin  
Elementary Principal- Dr. Sue Frase  
Bookkeeper-Cindy Brink  
Guidance Counselor-Dr. Phyllis Booth  
Director of Marketing- Renee Thomas  
School Secretary/School Records/Receptionist- Jane Huff

**SCHOOL PHONE NUMBER:** 982-2400 Fax 982-2005

**SCHOOL YEAR OFFICE HOURS:** 7:15 a.m. until 4:00 p.m. (Wednesday, office closes at 3:30 p.m.)

**SUMMER OFFICE HOURS:**

MONDAY-FRIDAY 9:00 a.m. until 1:00 p.m.

## II. GUIDELINES AND EXPECTATIONS FOR STUDENT CONDUCT

All communities are governed by rules and general guidelines. These rules and guidelines help ensure the orderly function of the community. In a school environment they also help students learn to exercise appropriate deference to God-ordained authority. Students and parents should carefully familiarize themselves with the following rules and guidelines, which have been designed for their benefit as well as that of the larger school community.

Students should abide by the following guidelines for conduct:

- *You should love the Lord your God with all your heart, with all your soul and with all your mind.* (Matt. 22:37)
- *You should love your neighbor as yourself.* (Matt. 22:39)

When one loves God with all his heart he will do nothing to deliberately sin against Him.

When one loves his fellow man as he himself wants to be loved, he will do nothing to deliberately hurt or injure another person, including his fellow students. (Matt. 22:40)

Obedying these two commandments in the context of school life is especially important in the following areas:

### Honor and Respect

*Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God.* (Romans 13:1)

The qualities of honor and respect are essential aspects of how individual humans relate to God. No man can properly relate to God without deferring in humility to Him. These qualities are developed only as they are practiced within human relationships. In particular, the student learns honor and respect as he is trained in these qualities by his parents and other human authorities. In the context of our culture, which increasingly rejects the notion of honoring and respecting authority, learning to be respectful and giving honor where it is due is an essential lesson to be learned by PCA students. The School staff is serving the students by working hard to provide them with godly training and an education to prepare them for adulthood. Students should respect them as God's servants by practicing appropriate manners and deference toward them.

### Honesty and Integrity

*Let him who means to love life and see good days refrain his tongue from evil and his lips from speaking guile.* (1 Peter 3:10)

God is a God of truth and desires that his children reflect those same virtues. PCA students should be honest in all schoolwork and relationships with fellow students and school staff. If faced with untruthfulness in others, the PCA student should be committed to practicing the Matthew 18 principle.

### Non-discrimination

Parkway Christian Academy admits students and hires staff of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally made available to students and staff at the school and does not discriminate on the basis of race, color, national or ethnic origin in administering its educational policies, admission policies, and athletic and other school administered programs. (Prov. 28:21; Gal. 3:28; Rom. 15:7)

## **Gossip**

*He who goes about as a slanderer reveals secrets. Therefore, do not be associated with a gossip. (Proverbs 20:19)*

Speaking about others in a way that will hurt their reputation or feelings is hurtful to God as well as to His people. Even when what is said is true; it should not be spoken unless done so with the goal of helping the person involved. The goal of all PCA students should be committed to giving only good reports about people and speaking about them in an encouraging way.

## **Manners**

*Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. (Philippians 2:3)*

The practice of good manners is hopefully a quality that will distinguish PCA students.

Students are asked to practice good manners toward staff and other adults with whom they come in contact during the school day or at school functions. Adults should be addressed formally with such terms as Mr., Mrs., Sir, Ma'am, or by their last name. Students should defer to adults by holding the doors, allowing them to pass in hallways and in similar ways. Students should be attentive and ready for class when the bell rings. Students should also practice good manners toward each other by preferring on another above self. In particular, young men are expected to practice traditional manners toward young ladies by holding doors, helping carry burdens, giving up seats, and in similar ways.

## **Responsibility**

*He who is faithful in a very little thing is faithful also in much; and he who is unrighteous in a very little thing is unrighteous also in much. (Luke 16:10)*

Learning responsibility and how to faithfully carry out one's duty is an important lesson in preparation for adulthood. The PCA student should view his school assignments and other school-related responsibilities as a high priority and should complete them in a timely and responsible manner, as unto the Lord.

## **Stewardship of Building and Property**

*In this case, moreover, it is required of stewards that one is found trustworthy. (I Corinthians 4:2)*

Respect of school should be displayed at all times throughout the year. Students, parents, and faculty are called to be good stewards of their time, actions, and talents for the edification of God's kingdom. PCA is about building God's kingdom and always exemplifying a model of respect and humbleness. The facilities of PCA are given by God and should be treated as such. Any act that damages, creates harmful distractions, is cynical, or promotes questionable character should not be done. Administration determines whether the act in question meets the criteria and therefore has full ability to discipline as needed including and not limited to dismissal from school, withholding of transcripts and diplomas, and community service.

Students should respect and care for the school facility, materials and equipment, realizing that many individuals have given much to provide the necessary materials to carry on the ministry of the school. The PCA student should view himself as God's steward in the care of these things.

**Appeals**

*So then let us pursue the things which make for peace and the building up of one another. (Romans 14:9)*

There will be times when a student does not agree with a school policy or teacher's decisions. Instead of arguing or complaining about the conflict, the student should carefully pray through the situation, committing it to the sovereignty of God. After prayer, the student is welcome to respectfully discuss the matter with the teacher or principal, realizing that if the matter needs to be corrected, the student's input may help change things for the better. On the other hand, with additional discussion the student may better understand the teacher's and school's point of view on the matter. Students must discuss suggestions or grievances with the teacher outside of class at a time that is convenient for the teacher. The PCA student must leave the final resolution of the matter in God's hands.

### III. GENERAL SCHOOL INFORMATION AND POLICIES

#### ABSENCES

Parents should call the school office before 8:25 a.m. if their child is unexpectedly absent for the day (such as with an illness, etc.). This helps the school account for the whereabouts and security of each child.

In the event that the parents do not contact the school by phone, students must present to the teacher or school secretary a note from a parent explaining the reason for the absence upon their return to school. Lack of a parental note or phone call will result in the student's absence being considered as unexcused. After 10 absences, the teacher and principal will confer in order to design an appropriate strategy on helping the student master the missed class work. Arriving on time for class is vital to the class environment. Ten minutes late to class constitutes an absence.

Attendance at school is vital for each student to be prepared for the next grade level. A student that is absent more than 15 days is in jeopardy of not being promoted to the next grade level. If a student reaches this level of absenteeism in the first semester it may be necessary to withdraw the student from school.

#### ACCEPTABLE USE

All staff, administrators, students, and family members will agree with the acceptable use documents found in the Staff and Student/Parent Handbooks. This will govern the use of electronic items in the school whether connect by the schools Computer network or connected to the internet by other means. (See Appendix.)

#### ADMISSION CHECKLIST/ENROLLMENT PROCEDURES

*\*\*This is the process, however, admission to PCA is not guaranteed until notification from the Senior Administrator during/after the interview. The notification can be either verbal or written.*

1. Complete, sign, and submit the following items:
  - Registration
  - Financial Agreement
  - Field Trip Consent Form, Photo Release, Physical Education Form, Transportation Form, and Arbitration Agreement
  - Record Request Form, Copy of Birth Certificate and Immunizations, Special Education Documents (if applicable), and Standardized Testing
  - Parents' Understanding and Commitment Form Signed
2. Receive a *Student Handbook*.
3. Pay the non-refundable registration fee. (only AFTER notification of acceptance following interview)
4. Provide a copy of the necessary records: (birth certificate, shot records, and health record).
5. Have previous school records sent to the PCA school office including IEPs or 504 Plans and discipline records.
6. Acknowledge full agreement with school standards, policies, and procedures by signing the *Parents' Understanding and Commitment* form.
7. Meet with the Financial Administrator to discuss and sign financial paperwork.
8. An interview for PCA cannot be scheduled until all the above have been completed and submitted.
9. Interview with the Senior Administrator.

#### ADMISSIONS POLICY

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



All parents and students must acknowledge full agreement with school standards, policies, and procedures.

## **ARRIVAL/DISMISSAL**

The school does not assume responsibility for the students until they have entered the school building.

- Parents should drop their children off at the main entrance. Students are not allowed to walk across the parking lots unattended. Students should be in their seats and ready for the day at 8:25 a.m. Students arriving before 8:10 a.m. should report to before-care in the gymnasium K2-6th or to designated room 7th-12th. Before-care personnel will be on duty in the gym at 7:15 a.m. for elementary.
- Students in K4-6<sup>th</sup> will be dismissed at 2:45 p.m. Please line up in the carline and your child will be called to meet you. Students in 7<sup>th</sup>-12<sup>th</sup> will be dismissed at 3:10. At 3:15 p.m. remaining students in grades K4-6<sup>th</sup> grades will be taken to the After-care program. A child care fee will be charged. All students 7<sup>th</sup> grade and up should not be on campus after 3:15 pm unless participating in a school sponsored extra-curricular activity.
- The school office should be notified if your child is to be picked up by someone unknown to school personnel. Students will not be dismissed to such a person unless prior notification has been given by the parents. Parents and/or carpool drivers are to be fully responsible for their children and the children in their carpool once they have been dismissed from the building. The school cannot be responsible for the students once they are dismissed.

### **Morning Arrival**

Students may arrive as early as 8:00 a.m. in order to prepare for first period class beginning at 8:25 a.m. Students may enter through the front entrance of the school (7-12). The school doors will be locked at 8:25 a.m., after this time, all students must check in at the school office to get a tardy slip.

### **Arrival/Dismissal Guidelines**

With the additional traffic we will be experiencing this year on our campus, it will be important for our families to adhere to the following guidelines in order to ensure the safety of our students and also to minimize traffic congestion.

#### **Arrival Guidelines:**

1. All traffic must enter the PCA parking lot and **proceed to the RIGHT around the circle drive between the hours of 7:15 a.m. and 8:45 a.m.** Drop students off at breezeway entrance if arriving before 8:10 a.m. If arriving between 8:10 a.m. and 8:25 a.m., please drop students off under covered area at main school entrance.

2. If arriving after 8:25 a.m., all students must sign in at school office and get a tardy slip to give to the first period teacher.

#### **Dismissal Guidelines:**

The school day will end at 2:45 p.m. for K4-6 and 3:10 p.m. for 7-12, at which point the dismissal bell will sound. Students whose parents have not given permission to leave school at dismissal time are to report to the designated dismissal area and wait until their parents or car pool arrives. They must not leave the dismissal area until that time. Parents needing to pick up their children early must avoid parking in the carline. Please park in marked spaces. **ALWAYS PROCEED TO THE RIGHT AROUND THE CIRCLE between the hours of 7:15 a.m. and 8:45 a.m. AND 2:00 p.m. and 3:30 p.m.**

Dismissal will pose a special challenge because many parents arrive before the actual dismissal bell, thus needing a place to park while they wait. As a result, those who are waiting in line often block the car line for those who are trying to pick up elementary students. In order to ensure a safe dismissal environment, it will be important for us to carefully manage this process. We will appreciate your careful adherence to the following guidelines:

1. Parents picking up students before 3 p.m. should request an early dismissal form **prior** to the beginning of the school day from the main office. The student will give the blue dismissal form to the

teacher to notify the teacher of the time to release the child to the main office. The parent must sign the child out at the time of dismissal in the main office.

2. Early dismissal is for doctor's appointments or the like. Early dismissal is NOT for parents who are in a hurry and do not want to wait in the carline. Parents are strongly discouraged from coming to the office to check out children simply to avoid the carline because this causes great stress inside the office when multiple children are being checked out right at the end of school simply for parent convenience. When there is reasonable cause, we totally support early dismissals and are happy to retrieve your child no matter how many child.

### **Morning Tardiness for Classes**

Students who arrive late to school are to receive a pass from the office before being admitted to their class.

While it is acknowledged that tardiness is unavoidable for all from time to time, the following policies will be followed in order to help resolve this issue:

- Four tardies (excused or unexcused) during a quarter can result in the quarter grade being reduced by one point in each class affected by the tardiness, with each additional tardy resulting in an additional one-point grade reduction.
- If a student misses an entire class period due to tardiness, the student will also be considered absent for that class period. Ten minutes tardy constitutes a class absence.
- Any student with nine tardies during the school year will not be eligible for the Perfect Attendance Award.

### **Early/Special Dismissal**

If parents need to take their children out of class for a doctor's appointment, trip, etc., please send a note to the teacher or call the office. The child will be ready to leave at the designated time in the school office. The parent must come to the office and sign his/her child out. Parents are asked to not go directly to the classroom to pick up their child.

## **AWARDS**

### **PHYSICAL FITNESS AWARDS**

The following physical education fitness awards will be presented to qualifying students from grades Kindergarten through ten. The awards are based upon the Presidential Physical Fitness Standards. Testing will be conducted in April and May of each school year. The awards will be presented at the awards chapel in May. The teacher will explain the criteria for each award.

1. National Physical Fitness Award: This award will consist of a certificate signed by the physical education teacher.
2. Presidential Physical Fitness Award: This award will consist of a certificate signed by the physical education teacher and a blue Presidential Physical Fitness Award patch.

### **ATHLETIC AWARDS**

The following awards will be given, at the discretion of the coaches, in each sport:

1. Certificate of Participation – Awarded to each participant of a team sport, including both middle school and varsity.
2. Letter Award – Given in each sport to those who have demonstrated diligent effort in attending practices and games, developing their individual skills, and contributing to the over-all quality of the team (varsity only). A letter and pin are awarded the first year a student letters. A pin is given each year thereafter that the student letters. A varsity letter is only earned for participating in half of every quarters, innings, etc. in every game. For example, a varsity basketball player has 10 games which equals 40 quarters. The player must have played in 20 quarters to letter.

3. Other special awards may be established by individual coaches as they deem appropriate and with prior approval from the Athletic Director.

Each award will be determined by the coach and his/her assistants. These awards will be presented at the fourth nine-week awards assembly.

### **BEFORE/AFTER SCHOOL CARE PROGRAM**

Before school care will begin at 7:15 a.m. All students must be signed in to before-care by their parents. The students will be sent to their classrooms at 8:10 a.m. Any student arriving to school before 8:10 a.m. must go to before-care (no exceptions). The cost for before-care is \$3 per day or \$15 per week.

After school care will begin at 3:00 p.m. After-school care is for students in grades K4-5<sup>th</sup> grade. Students in grades 6<sup>th</sup>-12<sup>th</sup> must make other arrangements to be picked up by 3:15 p.m. The students will be brought to after-care from their classes at 3:00 p.m. and can be picked up no later than 6:00 p.m. A \$5 charge will be added each afternoon a student is picked up after 6:05 p.m. Starting at 6:10 p.m. there will be a \$1 per minute late charge assessed per child. The cost for after-care is \$10 per day or \$50 per week. Multiple children discounts are available. Please call for prices.

If a student uses before and after-care there is no charge for before-care. Before and after-care must be paid for on the first day of the week unless you make prior arrangements with the school office. Failure to do so will result in the loss of use of this service.

### **BOOK FEES**

K2-K5	Classbook.com
1 <sup>st</sup> -5 <sup>th</sup> Grade	Classbook.com
6 <sup>th</sup> -12 <sup>th</sup> Grades	Classbook.com
(parents pay when purchasing books)	

### **STUDENT CONDUCT ON BUSES**

Students represent Parkway Christian Academy when traveling on a school bus. The following guidelines should be adhered to by students.

- Students should not stand while the bus is moving.
- Students should remain seated at all times, facing the front of the bus.
- Students may not put their hands, arms, heads, etc., out of the bus windows.
- Students may not talk or yell out of the bus windows.
- Students may not throw any object outside of the window or in the bus.
- Walkmans, radios, CD players, MP3 players, etc., are not allowed on field trips or athletic trips.
- Students are to enter and exit from the front of the bus only.
- Students may not use cell phones unless permission is granted by the bus driver, teacher, or coach.
- Students should remove all trash when exiting the bus.
- Students should keep the aisles clear of book bags and other items.

### **CAMPBELL'S SOUP LABELS/BOX TOPS FOR EDUCATION**

Please be reminded to clip and save Campbell's Soup UPC labels and General Mills Box Tops for Education. You can turn your labels and box tops in at the school office. Thank you for your support of this program that allows us to obtain much needed equipment for the school.

### **CELL PHONES**

Cell phones must be turned off and turned in to the school office during the school day. Students must not carry cell phones in book bags or on their person during the school day. Violations of this request will result in one negative point for each violation. Continued violation of this policy will result in confiscation of these items by the school.

**Students may use cell phones on school and sports trips when permission is given by the teacher/coach.**

## **CHAPELS**

**Chapels are held every Thursday. Elementary chapel is from 8:30 –9:00 am. Secondary chapel is from 10:55 until 11:35. Parkway House of Prayer Pastors, Christian leaders, missionaries, and special guests are invited to share with the students. Our chapels will frequently include worship music, devotionals, or short skits prepared by our students. Parents and visitors are welcome to attend our chapels.**

## **DAILY SCHEDULE FOR PCA**

Before-care	7:15 a.m. to 8:00 a.m.
Arrival	8:10 a.m. to 8:25 a.m.
K2-6 <sup>th</sup>	8:25 a.m. to 2:45 p.m.
7 <sup>th</sup> -12 <sup>th</sup>	8:25 a.m. to 3:10 p.m.
Carline (K4-6 <sup>th</sup> )	2:45 p.m. to 3:00 p.m.
Carline (7 <sup>th</sup> -12 <sup>th</sup> )	3:10 p.m. to 3:20 p.m.
After-care	3:00 p.m. to 6:00 p.m.

## **DISCIPLINE/CORRECTION OF STUDENTS (all grades)**

Our discipline policy is designed to guide students in taking responsibility for their emotions, attitudes, and actions. General guidelines for classroom discipline include positive support of a student's appropriate behavior, clearly defined expectations and boundaries, and the application of reality consequences for inappropriate behavior.

1. If the student habitually violates a reasonable and defined class or school standard and the problem is not resolved as a result of lesser forms of correction/discipline, the student will attend a conference with his teacher and school principal. In this meeting, the standard being violated will be redefined and a warning issued of the consequences of continued offenses (see #2 in this list). The parents will be notified as soon as is reasonably possible of the content of this conference and encouraged to reinforce with the student the school's position in the manner in which the parent feels will be most effective.
2. In the event the student continues to violate the standard, the teacher shall again bring that student to the office for a conference with the principal. If the principal determines that the student has been adequately warned previously, contact will be made as soon as possible with one of the parents and the situation adequately explained. One of the parents will be expected to come immediately to the school to remove the student from the school and handle the discipline of that student according to the parents' best judgment. The student may not be readmitted to the school until him/her and at least one of the parents has a conference with the principal.
3. In the event of continued offenses, step number 2 will be repeated. If, in the judgment of the principal or administration, the discipline/correction is not accomplishing its goal, he/she may require a conference to discuss a strategy agreeable to both parents and the school designed to resolve the problem.
4. The school will in no manner condone any form of discipline which it deems unreasonable or excessive, which is administered in anger, or as a result of frustration on the part of the staff or parent.
5. The school reserves the right to suspend or expel a student if it is determined that the student's ongoing involvement in the school is having a detrimental impact on the school community. All suspensions/expulsions must be approved by the Senior Administrator and/or school board.

## **DRESS CODE**

**All students will be in school-approved uniforms on a daily basis. Failure to follow these guidelines is unacceptable and the student will be held in the office until a proper uniform is obtained. During this time, the student is considered to be unexcused which may result in zeros on tests and quizzes. All uniform violators will receive 1 negative point for each offense.**

### **Pre-school (K-4)**

The pre-school students do not have to wear uniforms.

They are strongly encouraged to wear tennis shoes. No flip-flops are to be worn.

Shorts must be at least to the knee for both boys and girls. T-shirts may not have any language or pictures that are derogatory in nature.

If a female student wears a skirt or a dress, we require that they wear shorts underneath the skirt or dress.

### **Grades K through 12**

#### **Dress:**

**\*No dress down day (PCA does have changes in attire for Spirit Week and game days)**

**\*Game days: Girls- navy sweaters and white shirts with khaki skirts/ Boys- navy sweater, White shirts with ties, khaki pants)**

#### **Uniforms**

**\*PCA logo shirt tucked in**

**\*No over-shirt can be worn**

**\*Those accustomed to wearing an undershirt can do so**

**\*Belt must be worn if belt loops are present**

**\*Shoes: tennis shoes, mules, or sandals WITH heel strap on foot, NO FLIP-FLOPS**

**\*Hooded sweatshirt must be PCA logo with PCA logo shirt underneath**

**\*Girls skirts must be blue or khaki (i.e., twill, corduroy, or polyester), slits and skirts to the top of the knee or longer when sitting/standing and must be plain without lace, embroidery, etc.**

**\*Tights may be worn under skirts. If leggings are worn, they must wear a sock or boots to cover the bottom of the leggings so they appear as tights.**

**\*Boys pants must be blue or khaki**

#### **Hair:**

**No one should have their hair dyed a color that brings undue attention to themselves.**

**Guys must have hair off the collar, ears, and eyes. It should also not obscure vision.**

**Guys cannot have facial hair.**

**Girls must have hair neat and in an orderly fashion.**

#### **Earrings/Body Piercing/Tattoo's:**

**Guys – all jewelry, studs, etc. must be removed while on school property or while participating in school sponsored activities, without exception. No Tattoo's including Henna Tattoo's and marker drawings.**

**Girls – all earrings must be moderate in nature (2 at most) as to not draw undue attention to them. While at school or a school-sponsored event, earrings in the cartilages are not allowed. Any other body piercing jewelry, studs, etc. must be removed while on school property or while participating in school-sponsored activities, without exception. No Tattoo's including Henna Tattoo's. Jewelry must not have any derogatory symbols and/or meanings.**

**All students arriving at school should meet the following criteria:**

1. **Well rested.**
2. **In proper uniform (clean and neat).**
3. **In possession of all books, homework, etc.**
4. **Proper hygiene (teeth brushed, clean combed hair, bathed and properly deodorized, etc.)**
5. **Ready for a great day!**

### **ELECTRONIC DEVICES-Radios, CD Players, iPods, MP3 Players, etc.**

Students must not bring radios, CD players, iPods, computer notebooks, and other electronic devices, including computers, to school without prior permission. Violations of this request will result in confiscation of these items by the school. Please see Acceptable Use Policy.

### **ENROLLMENT PRIVILEGE**

The board and administration believe that it is a privilege to attend PCA. Students who demonstrate an attitude not in compliance with these guidelines for student conduct or the following school policies will have their enrollment status reviewed by administration and, if deemed necessary, dismissed from the school.

### **FAMILY ACCOUNTS PAYMENT POLICY**

All families must complete and sign a tuition contract with our financial administrator. Tuition and fees are due by the 10<sup>th</sup> of every month. It is important for school families to pay their accounts in a timely manner in order for PCA to maintain its financial obligations to staff and other vendors.

If accounts are not paid by the tenth of the month and special arrangements have not been made with the financial administrator, a \$25 late fee will be assessed to the family account and the parents notified by a monthly statement. There is also a \$25 fee for returned check.

In the event that a family fails to pay their account and also fails to initiate contact with the financial administrator, the school reserves the right to discontinue the family's enrollment at PCA. Diplomas, transcripts, and report cards may be held until full payment is rendered.

Please feel free to contact the Financial Administrator or the office manager (540-982-2400), with any questions you may have. It is the goal of the school to accommodate our PCA families in a responsible and gracious manner concerning all finance-related issues.

### **FEES**

- Info direct-** \$10 (due by Sept 1 of each school year.)  
(Online system for parents to check HW, Grades, Discipline, etc.)
- Kindergarten Graduation Fee-** \$30 per student (due by May 1<sup>st</sup>)
- Technology Fee/ Computer Classes-** \$60 (K4-6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, & 11<sup>th</sup>; Due by Sept. 1 of each school year)
- Standardized Testing-** \$40 (K5-12<sup>th</sup>; due in March, test is given in April)
- Science Labs-** \$60 per Science class (9<sup>th</sup>-12<sup>th</sup>; due by Sept. 1 of each school year)/\$40 (6<sup>th</sup>-8<sup>th</sup>)
- Advanced Science Lab Fee-** \$70
- Graduation Fee-** \$175 (12<sup>th</sup> Grade only) This fee includes diploma, diploma cover, cap, gown, tassel, and stole.
- PSAT Testing Fee-** \$20 (9<sup>th</sup>-11<sup>th</sup>)
- Honors Program, M25 fee-** \$50 per month
- Sports Fees-** Basketball \$150 per student. Other sports \$100 per sport, per student.

## **PAYMENT POLICIES**

PCA desires to offer every student as many helpful services as possible. Our goal has always been and will continue to be one of keeping services affordable. However, PCA must receive funding to continue the programs and to supplement at least part of the costs of the services. Thank you for your support!

### **BEFORE/AFTER-CARE:**

If a student uses before and after-care there is no charge for before-care. Before and after-care must be paid on the first day of the week unless prior arrangements have been made with the finance office. The finance office will notify the child-care personnel if this policy is not followed and loss of service will occur.

### **PAST DUE ACCOUNTS:**

Payment is required by the 10<sup>th</sup> of every month. If accounts are not paid timely, the school reserves the right to discontinue the family's enrollment at PCA. In addition, report cards, transcripts, and diplomas may be withheld until full payment is rendered.

### **MUSIC LESSONS:**

Music lessons are invoiced once a semester and must be paid in advance of the lesson. The music lesson charge may be paid in three ways: 1. the entire semester charge paid at the beginning of the semester, 2. half the semester charge paid at the beginning of the semester and the remainder at the middle of the semester, or 3. the semester charge may be paid at the beginning of each month. Lessons cannot be rendered without advance payment.

### **HONORS PROGRAM- M25:**

Parents accepting the invitation to place their child in the M25 program will be charged a monthly fee of \$50 due at the beginning of the month. Negligence may result in removal of your child from the program.

### **RESOURCE ROOM:**

Parents desiring additional, specialized help outside of the normal classroom instruction may request weekly tutoring through the resource room. A monthly charge of \$50 is due at the beginning of the month. Negligence may result in removal of your child from the specialized program.

### **SPORT FEES:**

Students participating in the sport programs offered through PCA must pay the designated fee (\$150 for basketball, \$100 for other sports) by the date given by the coach to continue participation.

### **FIELD TRIPS**

Students in each grade will go on various field trips throughout the year which correspond with their class studies. The teacher will send a letter in advance (permission slips are done yearly and kept in the students file) to inform the parents of the purpose of the trip as well as additional costs. The letter will state whether the costs will be billed to your school account or if it is necessary to send in money with the form.

Parents may be asked to chaperone on a field trip. Chaperones should make child care arrangements for younger siblings for maximum supervision for the students on the field trip.

## **FINANCIAL AID PROGRAM**

The Parkway Christian Academy Financial Aid Program was established to provide assistance to parents who desire to send their children to PCA but who, in doing so, would experience undue financial hardship.

Any student presently enrolled at PCA or enrolled for the upcoming school year may apply and be considered for financial aid. Financial aid is available on a limited basis. Families must re-apply each year in order to be given consideration for that year.

A Financial Aid Application and fee must be completed online (FAST). You can find the link to the Financial Aid Application at [parkwaychristianacademy.org/admissions tab/financial aid](http://parkwaychristianacademy.org/admissions/tab/financial%20aid). This link is available online from March until August.

## **GRADING POLICY**

**Students in grades K-12<sup>th</sup> will be graded with letter grades based on the following numeric scale:**

<b>A</b>	<b>94-100</b>
<b>B</b>	<b>87-93</b>
<b>C</b>	<b>77-86</b>
<b>D</b>	<b>70-76</b>
<b>F</b>	<b>0-69</b>
<b>INC</b>	<b>Incomplete</b>

**Grading terms will consist of four nine-week periods for students in grades K-12<sup>th</sup>.**

## **HONOR ROLL**

An honor roll is established to recognize and honor those students who achieve a B or better grade average in school courses. The honor roll is structured as follows:

**B Honor Roll** – Student must maintain at least a 3.0 GPA (H.S. students) and receive no grade less than a B on his/her quarter grade report.

**A Honor Roll** – Student must achieve at least a 3.5 GPA (H.S. students) and receive no grade less than an A on his/her quarter grade report.

Part-time students (fewer than five academic classes) are not eligible for the honor roll or for cumulative academic awards. Students not receiving half of high school credits from PCA are not eligible for graduation honors or awards.

## **IMMUNIZATION/PHYSICAL REQUIREMENTS**

Parents of students coming into our school for the first time must provide a copy of the School Entrance Physical Examination and Immunization Certification (which may be obtained from a family physician or health department) and ensure that all immunizations are current and the official record is on file in the school office. Students transferring from another school may simply need to transfer the form.

It is important that this be taken care of before the beginning of school. By law, students cannot be admitted to school until the above documentation is on file in the school office. Please note that students entering the sixth grade must have received a second MMR (mumps/rubella), three Hepatitis B vaccinations, and the TDAP Booster. Also, all children born on or after January 1, 1997, are required to have immunization against Varicella (chicken pox) if they haven't already acquired the illness. The local Health Department offers free immunizations to your children if you prefer utilizing their services rather than your family physician.

## **INSURANCE**

All students are covered by a student accident insurance plan. A description detailing the coverage is available from the school office upon request. If a student incurs any medical expenses as a result of a school-related accident, a parent should request an insurance claim form from the school office.

## **KROGER GIFT CARDS**

Gift cards are available for purchase in the school office. The cost is \$5 per card. Each card has \$5 pre-loaded on it so it actually does not cost you anything. We encourage all families to take part in this school-wide fundraiser. The gift card can be used for food products or gasoline. PCA gets 5% of what you're already spending on food and gasoline sent back to us.



## LEAVING THE SCHOOL PREMISES

*Students must not leave the school premises other than at regular dismissal time or a scheduled school event, except by permission from the school office. A phone call from a parent or a written note, signed by one parent or guardian, must be presented to the school office for approval previous to the time of special dismissal. Students must sign out at the office before leaving the premises, and sign back in if they return to the building before the end of the school day. The exception to this guideline is a dismissal for lunch where students try to check out and leave without a parent present to check the student out. This is not permitted. A phone call or note from the parent for student check out for lunch off campus is not allowed. Parents may desire to take their child to lunch by picking them up for a special time together. This is allowed when a parent comes in to sign the child out for lunch time with mom and/or dad.*

## LOST AND FOUND

All items left in the building at the end of the day will be placed in the lost and found closet located in the breezeway between the sanctuary wing and the gym.

## LUNCHES AND SNACKS

**Students may pack their lunches every day. Microwaves are available for student use. Students may not trade food during the school day. All students are encouraged to bring snacks to eat during morning break. We request that parents send food which is nutritious and healthy. Some ideas for snack food would include fresh fruit, raw vegetables, cheese, etc. Please do not send sugary snacks.**

**As an alternative, daily meals can be purchased through our hot lunch program as provided by the school. All lunches must be paid on Monday for the account to be updated for the week.**

**Students can use the snack machines during lunch, before, and after school when available.**

## MAKE-UP WORK

**All make-up work is available through InfoDirect under the homework tab. Books can be picked up through the main school office upon request if the child will be absent for more than a couple of days.**

## MEDICATIONS

School administration of non-prescription (over-the-counter) medications to your child during the school day will be limited to the authorized dosages of either acetaminophen or ibuprofen. In the event your child comes to the office with a headache, body aches, or fever, a parent or guardian will be contacted by phone for instructions before any medication is administered. In addition, parents must have the dosage information on file in the school office.

If a physician deems it necessary for your child to take prescription medication during school hours, parents **must** complete a separate form authorizing the school to administer the prescription. The form can be obtained from the office. In addition, the prescription must be packaged in the original container with the pharmacy's official label and administration details and kept in the school office during school hours.

## PARENT VOLUNTEERS

Volunteer opportunities are available through the Parent Teacher Fellowship (PTF) throughout the school year for parents, grandparents, alumni, and friends of the school. There are volunteer opportunities to suit your desires and abilities, including room parents, serving school lunches, praying with other parents on Monday mornings, or providing meals for staff members who are ill. For more information about the PTF and volunteer opportunities please contact the school office at 982-2400 and leave a message for the PTF representative to contact you.

## POTTY TRAINING

All students in the K4 and the lower elementary classrooms must be **fully** potty trained, this includes nap time. We understand accidents will happen. The accidents should be few and far between. Each child should exhibit a willingness and desire to use the restrooms. If the student has trouble in this area and the accidents become too

frequent, the child may have to be removed from school until the student gets better control of this issue.

## **RE-ENROLLMENT**

All parents are required each year to update registration information at the time of re-enrollment. Re-enrollment will take place in March. All balances must be paid in full to re-enroll.

<b>Before March 30<sup>th</sup></b>	<b>\$100 per student</b>	<b>Max of \$250 per family</b>
<b>After March 30<sup>th</sup> thru April 30<sup>th</sup></b>	<b>\$125 per student</b>	<b>Max of \$275 per family</b>
<b>After April 30<sup>th</sup> thru June 30<sup>th</sup></b>	<b>\$160 per student</b>	<b>Max of \$320 per family</b>
<b>After June 30<sup>th</sup></b>	<b>\$200 per student</b>	<b>Max of \$400 per family</b>

## **SCHOLASTIC APTITUDE TESTS (SAT/PSAT)**

All students in 9-11 are required to take the PSAT. The date will be set by the PCA Guidance Counselor and announced at the beginning of the school year (typically in the fall). The cost for the test is \$20 and will be added to your school bill in September.

## **SCHOOL/PARENT CORRESPONDENCE**

Students may be given school/parent correspondence in a specially designated envelope/folder (K4-6<sup>th</sup> Grades). Parents are requested to check this envelope/folder daily. Correspondence envelopes/folders are to be used for school purposes only. Students are encouraged to write down assignments on a daily basis. Parents are asked to check over the homework and sign per teacher's instructions.

**Info direct is also being used. Info direct is an online program you as a parent can use to check homework, grades, discipline, etc. on a daily basis. Submit your email address to the school office and we will send you directions on how to use the program via email. The cost is \$10 per child for the year.**

## **SICKNESS POLICY**

In the event a student becomes ill at school, every effort will be made to give the appropriate care until the parents are contacted and able to take the student home. Parents are expected to make arrangements to pick up their children when they become unexpectedly ill while at school. Parents should not send their children to school if they are running a fever, defined as an oral temperature of 100.0 degrees or higher. In all cases, the best interests of not only the individual students, but also the health, safety, and welfare of the larger school community should be considered.

### **Head Lice:**

If a teacher suspects a student has head lice, the student will be removed from their class and sent to the office. The parents will be called to come and pick the student up as soon as possible. Once diagnosed with head lice, the student **MUST** stay out of school for two days after being treated properly. School administration/School Nurse must check the student before he/she is placed back into the student body, no exceptions. The school can provide treatment procedure guidelines.

### **Fever, Vomiting, Diarrhea:**

If your child has a fever, has been vomiting, or had diarrhea, they **MUST** be kept out of school a minimum of 24 hours after the symptoms have broken before returning to school. A fever is defined as any oral temperature of 100.0 degrees or higher.

### **Medications:**

All medications must go through the main school office, no exceptions.

### **Pink Eye/Strep Throat:**

Your child must be kept out of school for 24 hours after the first dose of medication is administered.

## **SNOW DAYS**

When inclement weather forces the closing of school, notification to this effect will be given over television stations as listed in this section. Potential snow make-up dates are listed on the school master calendar. If school should need to close early students will be allowed to call their parents.

WDBJ (Channel 7)

WSLS (Channel 10)

Facebook via PCA website (must “like” Parkway Christian Academy on Facebook to get notification)

## **STEWARDSHIP**

Students are required to help with the cleaning of the school facility for a short period of time each day. Teachers organize and supervise the students as they perform their tasks.

## **SUSPENSIONS**

If a student chooses to violate PCA standards and is suspended, the following consequences will occur:

- The student could be asked to perform a community service project during the suspension as approved by the administration.
- Academic assignments will be due when the student returns to school if allowed by administration/principal.
- For each day of suspension, there is a possibility of two points from the current nine-week grade will be deducted in every subject.

## **TARDINESS**

Parents are asked to be punctual in arriving to school with their children and in picking them up at dismissal. Students driving to school are expected to be on time. Students who drive and cannot arrive on time can have their driving privileges suspended if tardiness becomes a problem. Tardiness in the mornings causes disruptions to the opening class. Contact will be made with the parents if tardiness becomes a problem.

Also, failure to pick up students on time in the afternoon causes significant inconvenience to the staff. Your cooperation in being punctual will be greatly appreciated. All students not picked up on time are required to go into aftercare. There are additional charges for the aftercare program.

All teachers will be on duty in their classrooms by 8:10 a.m. Students are asked to take care of class preparations and be seated by 8:25 a.m. Students not in their seats by 8:25 a.m. will be considered tardy. Students will need to get a pass from the office before being admitted to class. **Nine tardies equal one absence.**

## **TELEPHONE USAGE**

Students must receive permission from school staff before using the school office phones. The students will not be allowed to call unless it is an emergency.

## **TEXTBOOKS**

Students are encouraged to take care of their textbooks. Textbooks that are damaged or lost will require the parent to pay extra to replace the books. PCA maintains a contract with [classbook.com/](http://classbook.com/) but parents are free to use other vendors.

## **TRANSCRIPTS**

Requests for transcripts will be processed within five (5) working days of the date they are received. A Request for Transcript form may be requested from the school office. When completed, the form should be returned to the school secretary. After graduation, previous students are charged \$7.00 for processing a transcript request.

### 2014-2015 General Tuition Rates and Payment Policy

<u>TUITION RATES</u>	<u>YEARLY</u>	<u>MONTHLY(10 MONTHS)</u>
K4 (5 day)	\$4300	\$430.00 per month
<i>Multiple child discount for K4 students is</i>	<i>\$3000</i>	<i>\$300.00 per month</i>

### 2013-2014 Tuition Rates and Payment Policy

<i><b>Elementary (K-5)</b></i>	Annual	Monthly 11 Mo.	<i><b>Middle School (6-8)</b></i>	Annual	Monthly 11 Mo	<i><b>High School (9-12)</b></i>	Annual	Monthly 11 Mo.
1 <sup>st</sup> Child	\$4300	\$391		\$4400	\$400		\$4500	\$409
2 <sup>nd</sup> Child	\$2805	\$255		\$2860	\$260		\$2926	\$266
3 <sup>rd</sup> Child	\$2365	\$215		\$2420	\$220		\$2475	\$225
4 <sup>th</sup> Child	\$1078	\$98		\$1100	\$100		\$1133	\$103
5 <sup>th</sup> Child or More	Free	Free		Free	Free		Free	Free

### **Payment Options**

The tuition rates listed above can be paid as follows:

One payment: Receive 5% discount

Two payments: Receive 3% discount

1<sup>st</sup> payment by August 1<sup>st</sup> and 2<sup>nd</sup> by January 1<sup>st</sup>

Ten month plan: August 1<sup>st</sup> through May 1<sup>st</sup>

Eleven month plan: August 1<sup>st</sup> through June 1<sup>st</sup>

Payments in all plans are due in the office on the 1<sup>st</sup> of the month and a late charge of \$25.00 will be applied after the 10<sup>th</sup> of the month. If a check is returned, the payment is considered un-rendered and a \$25 return check fee will be placed on the account.

If a tuition account becomes 60 days delinquent, the child or children will be removed from school until the delinquent amount is paid in full or arrangements are made to pay. If arrangements are made, the child or children will be removed from school if agreed upon arrangements are broken. In addition, report cards and transcripts may be withheld until full payment is rendered.

Students who are not current on tuition may be prohibited from enrolling in extra activities.

PCA is a faith-based ministry and relies heavily upon the timely payments of its parents.

### **VISITORS**

- Visitation at PCA by students not enrolled at PCA is not permitted, except for school-sponsored athletic and performance programs.

- Parents and adults that have school business may visit PCA. All visitors are requested to check-in at the main office to be issued an official visitors pass and to receive information and direction. As a courtesy, adult visitors are requested to call the main office at 982-2400 in advance of their visit so arrangements may be made to make the visit informative and constructive.
- Unauthorized visitors (those without permission) in the buildings or on school grounds will be subject to trespassing laws.

## **WEAPONS**

Weapons of any kind (firearm, knives, fireworks, etc.) are strictly prohibited on school property and at all school events. Violation of this prohibition will result in the confiscation of the weapon, possible expulsion, and possible legal prosecution.

## **Child Abuse**

Parkway Christian Academy is required by Virginia Statue to report cases of suspected child abuse. The administration will be notified immediately in a case of suspected abuse. The administration will make a decision as to the next step of involvement. It is important to remember that this is for the protection of the children and is a legal requirement for the school. It is also important to understand that corporal punishment is **not** abuse and it is the parents' right to enforce discipline.

## **SUMMARY**

Any number of issues may arise which are not covered in the Parent/Student Handbook. When this is the case, students should ask appropriate questions of the staff and administration. In all cases, it is the spirit of these policies and guidelines and not merely their technical fulfillment which is important. It is hoped that staff and students will all be motivated by Christian love as they seek to relate together in a community in a manner which will enhance the overall PCA experience and most of all behavior that will glorify Jesus Christ.

## **IV. ELEMENTARY SCHOOL POLICIES** (Grades K4-6<sup>th</sup>)

## POINTS SYSTEM

### Point Information

- points are given for any non-academic reason by the teacher/administration
- all points are turned into the principal at the end of each school day and posted
- teachers should notify parent after a few points have been given in class

### Disciplinary Action Guidelines

- all notes/point notifications must be signed and returned the following day
- all detentions are set by the teacher and are non-negotiable
- skip detention = 1 point + 15 min. added to detention
- skip detention 2<sup>nd</sup> time = 1 ISS day + 1 point more + 15 min. more
- skip detention 3<sup>rd</sup> time and more = OSS for each day skipped (beginning with 3<sup>rd</sup>)

### \*Consequences

- 5 points = office call + note from teacher/principal
- 7 points = office call + note + silent lunch for 2 days
- 10 points = office call + note + one week silent lunch
- 12 points = office call + note + 30 min. detention after school
- 15 points = office call + note + 45 min. detention
- 20 points = office call + note + 60 min. detention
- 22 points = formal meeting with parents and principal + note
- 25 points = office call + note (25 points in 9 weeks = expulsion)
- 30 points = formal meeting with parents, principal, and school administrator + 1-3 days ISS
- 32 points = formal meeting with parents, principal, and school administrator + 3-5 days OSS
- 35 points = formal meeting with parents, principal, and school administrator + expulsion

\*\*All punishment is prayerfully considered by the administration and will be handled in a manner deemed appropriate.

## HOMEWORK POLICY-GRADES K-6

**Kindergarten** should have no homework other than that associated with reading and language arts. Kindergarten homework should focus on reading with parents. However, any school work that is not completed during the school day might be sent home as homework.

**Grade 1** students should have no homework other than spelling practice, math facts practice, and reading with parents. Homework at this grade level should not exceed 10 minutes per night. However, there are students who will not complete their work, even when given time in school, and will bring this work home which will add to the homework time.

**Grade 2** students should have no homework other than spelling practice, math facts practice, and reading with parents. Homework at this grade level should not exceed 15 minutes per night. However, there are students who

will not complete their work, even when given time in school, and will bring this work home to be completed as homework.

**Grade 3** students should have no homework other than spelling practice, math facts practice, and reading with parents. Occasionally, a grade 3 student will need to review material for a test or have a history or science project to be completed at home. Homework at this grade level should not exceed 20 minutes per night. However, there are students who will not complete their work, even when given time in school, and will bring this work home to be completed as homework.

**Grade 4 - 6** students should expect homework in spelling, math, and language arts/reading. Grade 4 or Grade 5 students should expect to review material for tests. The students know well in advance when a test will be given and the teachers review everything that will be on the test; therefore, the night before a test should be an at-home review. Homework at this grade level should not exceed 45 minutes per night. However, there are students who will not complete their work, even when given time in school, and will bring this work home to be completed as homework. Grade 4 and Grade 5 students will also have Science, History, and Language Arts projects throughout the year which they will bring home as homework.

## **V. Middle School and High School Policies**

### **(Grades 7-12)**

#### **ABSENCES AND MAKE-UP WORK**

Parents should call the school office by 8:25 a.m. if their child is unexpectedly absent or tardy (due to illness, etc.) This helps the school account for the whereabouts and security of each student.

In the event that the parents do not contact the school by phone, students must present to the secretary a note from a parent explaining the reason for the absence. Lack of a phone call the day of the absence or a parental note or phone call the following day, will result in the student's absence being considered as unexcused. The student will not be permitted to enter class upon returning to school after an absence without first checking in to the school office. The secretary will then determine if the status of the absence is excused or unexcused. In the event the tardy or absence is unexcused, any missed class work or assignments could be given a "0" by the teacher.

Some absences, even with parent permission, may be deemed unexcused, such as working on a major school project or because of a previous night's event such as sports. In the case of all absences, students are expected to take the initiative in contacting the teacher to arrange for make-up work. The teacher will only request make-up work essential for mastering the missed class work.

Students who miss a test because of class absence will be expected to make up that test based on arrangements made directly with the teacher by the student. Failure by the student to take such initiative may result in a 10-point deduction in the test grade for each day missed except for extenuating circumstances as determined by the administration. Also, students who are tardy should turn in any assignments due in the classes which they missed to the teacher when they arrive at school.

*Students who have more than 15 absences in any daily class in the school year for other than school-related reasons will have a review of their status in that class by a committee consisting of the teacher, principal, guidance counselor, and school administrator. This committee will determine whether or not the student will receive a reduction in his/her grade for classes affected. In some cases, the student may not receive credit for the course.*

In cases where the students miss school because of family or other related plans, the school should be notified in advance of such planned absences as a courtesy to the teachers and their planning process.

### **Homework and Class Assignments**

Homework and special class assignments are a vital part of the learning process and course requirements at Parkway. Therefore, significant emphasis is placed on such work being turned in on time and in an appropriate form. The following policy is in effect for all classes:

1. Work determined by the teacher to be of sub-standard neatness or inappropriate form will be returned to the student to be redone as per teacher specifications. Such work will be considered tardy (see #5 below).
2. Homework/class assignments not turned in on time will be considered tardy unless an extension has been granted by the teacher as a result of the student taking the initiative to make alternative arrangements or in cases of illness resulting in excused absences. The student is in no way penalized by his/her excused absence, and adequate time will be given to make up work. Make-up work will be limited only to that which the teacher feels is necessary for the student to complete in order to master the material. *When a student misses class because of an excused absence, the student should take the initiative to contact the teacher in making up assignments.*
3. Students who miss a test because of morning tardiness but who come to school later in the day will be expected to take the test they missed that day during lunch or after school. Students who are absent the day of the test but have been present on the school days leading up to the test will be expected to take the test the day they return to school. Students who miss a test (as well as review days leading up to the test) will be expected to make up that test based on arrangements made directly with the teacher by the student. Failure by the student to take such initiative may result in a 10-point deduction in the test grade for each day missed except for extenuating circumstances as determined by the administration. Also, students who are tardy should turn in any assignments due in the classes which they missed to the teacher when they arrive at school.
4. Students who are away from a class on an athletic or other, pre-planned trip on the day an assignment is due are responsible to communicate with the teacher before the trip to determine when the assignment is to be turned in. *It should be assumed by the student that the assignment is to be turned in, in advance unless other arrangements are made directly with the teacher.*
5. Homework/class assignments which are designated by the teacher as tardy and unexcused will be reduced by 10 points if the assignment is turned in one day late. If the assignment is two days late, the highest grade the assignment may receive is a "70." If the assignment is three or more days late, it will receive a "0." *If the teacher deems differently and allows grace for assignments, then the teacher's policy will stand if a benefit to the student.*

### **ABSENTEE/ASSIGNMENT GUIDELINES**

#### If a student is late to school:

- **Upon arrival to school, all assignments that were due in each missed class must be turned in to the teacher or put in the teacher's box.**

#### If a student knows in advance that he/she will be absent:

- **The student must communicate beforehand with each teacher to determine what assignments are due and when they must be turned in.**
- **The student must assume that all assignments are to be turned in before the absence unless other arrangements are made directly with each teacher.**



If a student is absent from school:

- The student is responsible for obtaining all homework and class assignments.
- All missed work must be turned in within the time period given by the teacher. (If a specific date is not given, each assignment is due as follows: 1 day absent, due the 2<sup>nd</sup> day back; 2 days absent, due the 3<sup>rd</sup> day back; 3 days absent, due the 4<sup>th</sup> day back.)
- If a student is absent for an extended amount of time (more than 3 days), special arrangements must be made with the teacher to work out a plan for turning in the missed work.
- The student is responsible for obtaining any missed classroom notes, handouts, or discussion material from the teacher or from another student.

## **AFTERNOON DISMISSAL**

The school day will end at 3:00 p.m., at which point the dismissal bell will sound. Students whose parents have so indicated on the Dismissal Form may leave school upon the 3:00 p.m. bell. They are not under school supervision after leaving the building but are asked to conduct themselves in an appropriate and courteous manner during this time. Student drivers should exercise special caution in view of the significant pedestrian and vehicular traffic at dismissal. Students whose parents have not given permission to leave the school at dismissal time are to report to the designated dismissal area and wait until their parents or car pool arrives. They must not leave the dismissal area until that time.

*No student is to leave the school at any time before 3:00 p.m. without the permission and knowledge of the staff person on duty at the school office. All students must sign out if they leave before 3:00 p.m.*

## **COPY MACHINE**

Students must not use the copy machine unless first receiving permission from school staff. Copies are ten cents each when made for personal use.

## **COURSES TAKEN AT OTHER INSTITUTIONS**

Students will be allowed to take courses offered through other approved institutions (approved institutions being public high school, correspondence schools, and other schools of higher learning.) for credit if:

1. The student is presently enrolled in at least four courses at P.C.A.
2. The course is not being currently offered at P.C.A. and will not be available within the four-year sequence.
3. The course consists of at least 150 class hours of instruction.
4. The course is approved by the school administrator ahead of time in writing.
5. A grade of 86 or better is acquired in the course.
6. To be eligible for Salutatorian or Valedictorian, half of a student's earned credits must have been earned at P.C.A.
7. Transfer grades are counted Pass/Fail and do not count toward GPA.
8. Transfer grades will not be accepted if the above requirements are not met.

## **CUMULATIVE TESTS**

Students in grades 7<sup>th</sup>-12<sup>th</sup> will take semester exams at the end of each semester (December and May). The tests will count 20% toward the final semester grade.

## **DROP/ADD POLICY (9th-12th Only)**

If a student wishes to add a course to a class schedule, he/she will need to obtain and complete a "Drop/Add" form

from the office by the first Friday of September. This form must be filled in and then signed by a parent, the teacher of the new course, and an administrator. The completed form should be turned in to the office, at which time the student's name will be added to the class roster. The student is not to be considered officially enrolled in the new class until this process is completed and the teacher and student subsequently receive confirmation from an administrator.

In order to drop a course, the student must obtain and complete a "Drop/Add" form from the office by the first Friday of September. Signatures from a parent, the teacher of the class to be dropped, and an administrator are required. The signed form and textbooks should be turned in to the office, at which time the student's name will be removed from the class being dropped. The student is not to be officially withdrawn from the class until this procedure is completed and the teacher and student subsequently receive confirmation from an administrator.

If a course is dropped prior to the first Friday of September, no record of this course will show on the student's transcript.

Any class dropped after the first Friday of September, will be noted with a "WP" (withdrawn-passing) for a grade average of 70 or above. No credit will be given for the class. If the grade is a 69 or below, it will be noted as a "WF" (withdrawn-failing) and be assigned a 0-GPA value and averaged into the student's overall GPA.

## EXAMS

Exams will be administered at the end of both eighteen-week semesters in each academic class to students in grades 6-12. Semester exams will count 20% of the semester grade.

Individual teachers may choose to exempt seniors from the year-end exam if they so choose. In such cases, seniors must meet the exemption criteria as follows:

Take the average of the first semester with the third and fourth quarter average. If the grade is 94 or above, the student may be exempt from the exam if the below criterion is also met.

**A senior who has more than ten absences in any daily class will not be exempt from the exam in that class. The following are allowed absences exceeding the ten: TWO (2) PRE-APPROVED, DOCUMENTED college visitation days and PRE-APPROVED mission trip absences.**

## HOMEWORK AND CLASS ASSIGNMENTS

**Homework and special class assignments are a vital part of the learning process and course requirements at Parkway. Therefore, significant emphasis is placed on such work being turned in on time and in an appropriate form. The following policy is in effect for all classes:**

1. Work determined by the teacher to be of sub-standard neatness or inappropriate form will be returned to the student to be redone as per teacher specifications. Such work will be considered tardy (see #5 below).
2. Homework/class assignments not turned in on time will be considered tardy unless an extension has been granted by the teacher as a result of the student taking the initiative to make alternative arrangements or in cases of illness resulting in excused absences. The student is in no way penalized by his/her excused absence, and adequate time will be given to make up work. Make-up work will be limited only to that which the teacher feels is necessary for the student to complete in order to master the material. *When a student misses class because of an excused absence, the student should take the initiative to contact the teacher in making up assignments.*
3. Students who miss a test because of morning tardiness but who come to school later in the day will be expected to take the test they missed that day during lunch or after school. Students who are absent the day of the test but have been present on the school days leading up to the test will be expected to take the test the day they return to school. Students who miss a test (as well as review days leading up

to the test) will be expected to make up that test based on arrangements made directly with the teacher by the student. Failure by the student to take such initiative may result in a 10-point deduction in the test grade for each day missed except for extenuating circumstances as determined by the administration. Also, students who are tardy should turn in any assignments due in the classes which they missed to the teacher when they arrive at school.

4. Students who are away from a class on an athletic or other, pre-planned trip on the day an assignment is due are responsible to communicate with the teacher before the trip to determine when the assignment is to be turned in. *It should be assumed by the student that the assignment is to be turned in, in advance unless other arrangements are made directly with the teacher.*
5. Homework/class assignments which are designated by the teacher as tardy and unexcused will be reduced by 10 points if the assignment is turned in one day late. If the assignment is two days late, the highest grade the assignment may receive is a "70." If the assignment is three or more days late, it will receive a "0." *IF the teacher deems differently and allows grace for assignments, then the teacher's policy will stand if a benefit to the student is achieved.*

## **LOCKERS**

Each student will be assigned a locker at the beginning of the year. The student will be responsible for maintaining his/her locker in a neat and orderly manner. Students are not to change lockers unless first receiving permission from the administration.

Students are not to post pictures or slogans, etc., in their lockers which are inappropriate to Biblical values. Exterior postings are limited to school messages from the staff and notes, etc. as posted by the sports committee, and other school organizations.

Locker inspections will be conducted on a regular basis. Students whose lockers are not maintained in a clean, neat manner will be assigned work detention. All items must be placed **INSIDE** the locker and may not be left on the floor including but not limited to gym bags and backpacks.

All items left on the floor may be removed at the end of the day and placed in the lost and found collection area located in a closet at the breezeway near the gym.

## **PERMANENT RECORD**

A cumulative record of courses and the GPA will be added to each student's permanent record on a yearly basis. A transcript will be available in case of transfer to another school or to accompany collegiate applications. This transcript will be mailed to the school being transferred to or to the university/college attending. The GPA is recorded for high school level courses only.

## **PHYSICAL EDUCATION**

All physical education students (7<sup>th</sup>-12<sup>th</sup>) are required to wear modest attire for PE. No short shorts or tank tops. Students must also wear white socks and tennis shoes (non-marking soles).

If a student is excused from physical education (by a doctor's note) because of an injury or illness, he/she must still attend class and will be given other responsibilities by the P.E. teacher.

## **GRADE POINT AVERAGE (9th -12th ONLY)**

**Grade Point Average (GPA) is calculated by assigning a number to each letter grade and computing the average.**

<u>GrdAvg</u>	<u>LtrGrade</u>	<u>GPA</u>	<u>GrdAvg</u>	<u>LtrGrade</u>	<u>GPA</u>
100	A	4.00	81	C	2.40
99	A	3.93	80	C	2.30
98	A	3.86	79	C	2.20
97	A	3.78	78	C	2.10
96	A	3.70	77	C	2.00
95	A	3.62	76	D	1.86
94	A	3.54	75	D	1.72
93	B	3.46	74	D	1.57
92	B	3.38	73	D	1.43
91	B	3.30	72	D	1.29
90	B	3.22	71	D	1.14
89	B	3.14	70	D	1.00
88	B	3.06	69 and below	F	0.00
87	B	3.00			
86	C	2.90			
85	C	2.80			
84	C	2.70			
83	C	2.60			
82	C	2.50			

## **SPORTS-Middle and High School**

**PCA generally offers the following inter-scholastic sports programs:**

**Girl's Intra-mural Volleyball  
Boy's/Girl's Basketball  
Boy's/Girl's Golf  
Girl's Softball**

**Boy's Baseball  
Boy's Wrestling  
Boy's/Girl's Cross country**

It is a privilege to represent PCA in athletics. Each student athlete is expected to be a Godly example in the classroom, their sport (attitudes, actions, and conduct while playing the sport), and overall conduct when traveling to other schools. It is important that each student and parent understand each student athlete is here first and foremost to be a student. Any student athlete who is deemed to be a negative example for PCA will not be allowed to continue to participate in athletics.

Each student athlete will need to keep an overall minimum "C" average without any "F's" in any classes. This standard will be checked on a weekly basis beginning the first Friday after the sport begins to practice. The grades will be checked every Friday at the beginning of the day.

If a student athlete's grades fall below the minimum overall "C" average or has an "F" in a class, the student will not be able to participate in any way with the athletic team until the grades meet the standard again. This means that if the student athlete's grades fall below the standard the student athlete cannot practice, play in games, or travel with the team to the games. The period of ineligibility is from Friday to Friday.

It is the student athlete's responsibility to have all homework, tests, quizzes, etc. taken before the grades are checked on Friday afternoon. No student athlete will be allowed to do make-up work after the grades have been checked to change the result of the grade check.

Each student athlete will also be evaluated by classroom behavior. The evaluation is based upon an "A" for acceptable, an "N" for needs improvement, or a "U" for unsatisfactory. If a student athlete receives two (2) "N's" or one (1) "U" in a week, the student athlete will be ineligible to participate in the sport for the period of one week. If the student athlete is ineligible because of classroom behavior for more than two (2) weeks the student athlete will be removed from the team for the remainder of the season.

Students should refer to Sports Handbooks for more information on sports policies.

## **STUDENT PARKING**

Student drivers may drive to school. They may park in the student parking section of the parking lot. The student section is located behind the high school building on the lower level.

All students must register their car with the main school office within the first week of school beginning or within the first week of being able to drive. The following information will need to be given to the office: Make, Model, Year, License Plate Number, and Insurance provider with policy number.

## **TARDINESS**

### **MORNING TARDINESS FOR CLASSES**

Students who arrive late to school are to receive a pass from the office before being admitted to their class. While it is acknowledged that tardiness is unavoidable for all from time to time, the following policies will be followed in order to help resolve this issue:

- Four tardies (excused or unexcused) during a quarter can result in the quarter grade being reduced by one point in each class affected by the tardiness, with each additional tardy resulting in an additional one-point grade reduction.
- If a student misses an entire class period due to tardiness, the student will also be considered absent for that class period.
- Any student with nine tardies during the school year will not be eligible for the Perfect Attendance Award.

### **TARDINESS FOR OTHER CLASSES**

Four unexcused tardies to class during a quarter can result in the quarter grade being reduced by one point in the class affected by the tardiness, with each additional tardy resulting in an additional one-point grade reduction.

## VI. DIPLOMA TYPES

### STANDARD DIPLOMA REQUIREMENTS

Students are required to earn the following minimal credits before qualifying for graduation (24 Total):

<u>Courses</u>	<u>Credits</u>
General English	4
-English 9- (1)	
-English 10- (1)	
-English 11- (1)	
-English 12- (1)	
Mathematics (Sequence of Algebra I, Geometry, Algebra II/Algebra Functions must be completed at the minimum)	3
-Algebra I, Part 1- (.5)	
-Algebra I, Part 2- (.5)	
-Geometry- (1)	
-Algebra I- (1)	
-Algebra Functions and Data Analysis- (1)	
-Algebra II-(1)	
-Pre-Calculus-(1)	
-Calculus-(1)	
Laboratory Sciences (Honors A & P and Biology are counted as the same form of biology, therefore only awarded one credit toward science credits overall for graduation)	3
-Physical Science-(1)	
-Biology-(1)	
-Honors Anatomy and Physiology-(1)	
-Chemistry-(1)	
-Honors Chemistry-(1)	
-Physics-(1)	
-Honors Physics-(1)	
Social Studies	4
-Geography-(1)	
-World History-(1)	
-United States/Virginia History-(1)	
-Honors United States History-(1)	
-United States/Virginia Government-(1)	
Bible	4
-Bible 9-10 (1 credit each)	
-Understanding the Times I-(1)	
-Understanding the Times II-(1)	
Health and Physical Education	2
Foreign Language	2
-Spanish 1-4 (1 credit each year)	
Computer Keyboarding/Applications	1
Economics and Personal Finance	1
<u>Electives</u>	<u>1</u>
Honors Philosophy-(1)	
Computer Technology-(1)	

ADVANCED STUDIES DIPLOMA REQUIREMENTS

**Parkway Christian Academy offers advanced courses with the following requirements (28 Total):**

\*Juniors and seniors meeting certain qualifications may opt for dual credit and AP online courses for additional fees.

	<u>Credits</u>
General English	4
<b>-English 9- (1)</b>	
<b>-English 10- (1)</b>	
<b>-English 11- (1)</b>	
<b>-English 12- (1)</b>	
Mathematics (Sequence of Algebra I, Geometry, Algebra II/Algebra Functions must be completed at the minimum)	4
<b>-Algebra I, Part 1- (.5)</b>	
<b>-Algebra I, Part 2- (.5)</b>	
<b>-Geometry- (1)</b>	
<b>-Algebra I- (1)</b>	
<b>- Algebra Functions and Data Analysis- (1)</b>	
<b>-Algebra II-(1)</b>	
<b>-Pre-Calculus-(1)</b>	
<b>-Calculus-(1)</b>	
Laboratory Sciences (Honors A & P and Biology are counted as the same form of biology, therefore only awarded one credit toward science credits overall for graduation)	4
<b>-Physical Science-(1)</b>	
<b>-Biology-(1)</b>	
<b>-Honors Anatomy and Physiology-(1)</b>	
<b>-Chemistry-(1)</b>	
<b>-Honors Chemistry-(1)</b>	
<b>-Physics-(1)</b>	
<b>-Honors Physics-(1)</b>	
Social Studies	4
<b>-Geography-(1)</b>	
<b>-World History-(1)</b>	
<b>-United States/Virginia History-(1)</b>	
<b>-Honors United States History-(1)</b>	
<b>-United States/Virginia Government-(1)</b>	
Bible	4
<b>-Bible 9-10 (1 credit each)</b>	
<b>-Understanding the Times I-(1)</b>	
<b>-Understanding the Times II-(1)</b>	
Health and Physical Education	2
Foreign Language	3
<b>-Spanish 1-4 (1 credit each year)</b>	
Computer Keyboarding/Applications	1
Economics and Personal Finance	1
Electives	2
<b>Honors Philosophy-(1)</b>	
<b>Computer Technology-(1)</b>	

## VII. DISCIPLINARY POLICIES

### **Damage to School Property**

Any student who damages or destroys school property will be expected to pay for the repair or replacement costs. If the damage or destruction is of a malicious nature, the student will be automatically suspended from school for three days and permanent expulsion a possibility.

### **Chewing Gum**

Students are requested to not chew gum while at school. Those not in compliance with this request will be assigned lunch isolation or work detention.

### **Personal Displays of Affection or “PDA’s”**

Students are asked to refrain from any romantic “public displays of affection” during school or school-sponsored events. A breach of this policy will result in work detention. Examples of “PDA’s” are hand holding, hugging, kissing, etc.

### **Lunch Isolation**

Students are periodically asked to sit by themselves during lunch period as a disciplinary measure for minor behavioral infractions.

### **Honesty and Integrity in School Work**

The school assumes that eighth through twelfth grade students understand the necessity of honesty and integrity at a personal level as an essential character quality. It is important that students maintain this quality in all aspects of their schoolwork. In cases of cheating, lying, or plagiarism\*, the following steps will be taken by the school administration:

1. The student will receive a “0” on the work in question and may be given a one-day suspension from school.
2. The student and his parents will be required to meet with the principal before being readmitted to school.
3. A notation of the offense will be placed in the student’s cumulative file but not made part of the permanent record at this point.

A second offense will result in a three-day suspension and the above procedure will be followed. A third offense will result in the matter being taken before the board and the student being expelled from school unless the board feels there are extenuating circumstances. In addition, a record of this and previous offenses will be made part of the permanent record. (If a student is withdrawn from the school before a third offense, the administrator may, based on his/her discretion, include a record of that student’s offense as part of his permanent record.)

Cheating offenses are cumulative throughout the student’s enrollment in grades eight through twelve.

**\*Plagiarism** is representing the words and ideas of others as one’s own without acknowledging their source. As such, it is considered a form of cheating. Plagiarism is often the result simply of carelessness on the part of the student; nevertheless, it is still a serious offense. Whenever a student uses someone else’s idea or a direct quotation, the student should acknowledge this in his written or verbal presentation. Teachers will instruct students how to properly cite sources and how to avoid plagiarism.

### **Blogging and Other Internet Activities**

Increasing ethical issues are emerging in our culture as individuals communicate through blogs and other Internet-based media. Students must understand that they are held responsible by the school for the content of their Internet-based postings, and any inappropriate postings as defined by general school policies are subject to school disciplinary actions as outlined in these various policies.



### **Drugs, Alcohol, and Tobacco Use: Inappropriate Moral Behavior**

Student use of drugs, alcohol, or tobacco products during school functions *as well as during non-school time* will result in an automatic three-day suspension with zeros on all work along with a review of the matter by the board with expulsion from the school as a possible further consequence *even though it may be a first-time offense*.

Inappropriate moral behavior, either during school hours or during non-school time in the form of word or deed may also result in expulsion from the school as a result of board action, *even though it may be a first-time offense*.

### **Work Detention Program**

This corrective program is to be utilized when students fail to respond to reasonable rules and directives/appeals from the teachers to discontinue or modify unacceptable behavior/manners toward one another or toward the teacher. This may include (but is not limited to) an unexcused tardy to class, dress code violations, and disrupting class. In such cases, students will be assigned work detention after school from 3:00 to 4:00 p.m. The student will perform reasonable work tasks assigned by the administration.

### **Senior Recognition Honors: Valedictorian and Salutatorian**

To be eligible for valedictorian and salutatorian, seniors must have completed half of their credits from PCA as the GPA is based upon PCA credits. All credits from other institutions are Pass/Fail with no GPA attached unless an approved dual enrollment course. Academic, personal, and spiritual integrity must be maintained throughout the course of secondary education (grades 7-12) for eligibility of valedictorian and salutatorian honors. Suspensions, expulsions, and/or criminal history records will remove an academically qualified student in regards to GPA from obtaining the honor of valedictorian or salutatorian. The aforementioned record is cumulative from school to school, not just dependent upon PCA record.

## **POINT SYSTEM**

### **Point Information**

- points are given for any non-academic reason by the teacher/administration
- all points are turned into the principal at the end of each school day and posted
- teachers should notify parent after a few points have been given in class

### **Disciplinary Action Guidelines**

- all notes/point notifications must be signed and returned the following day
- all detentions are set by the office and are non-negotiable
- skip detention = 1 point + 15 min. added to detention
- skip detention 2<sup>nd</sup> time = 1 ISS day + 1 point more + 15 min. more
- skip detention 3<sup>rd</sup> time and more = OSS for each day skipped (beginning with 3<sup>rd</sup>)

### **\*Consequences**

- 5 points = office call + note from office
- 7 points = office call + note + silent lunch for 2 days
- 10 points = office call + note + one week silent lunch
- 12 points = office call + note + 30 min. detention
- 15 points = office call + note + 45 min. detention
- 20 points = office call + note + 60 min. detention
- 22 points = formal meeting with parents and principal + note + 500 word paper due next day

-25 points = office call + note + 750 word paper due in two days (25 points in 9 weeks = expulsion)

-30 points = formal meeting with parents, principal, and school administrator + 1-3 days ISS

-32 points = office call + note + 3-5 days OSS

-35 points = expulsion

**\*\*All punishment is prayerfully considered by the administration and will be handled in a manner deemed appropriate. The above is a suggested sequence of events, but may be negated based upon the discretion of the administrative team and a more serious consequence rendered.**

## Forms of Disciplinary Suspension

**Out of School Suspension (OSS):** OSS students do not report to school and receive a “0” on all daily work and tests given during the period of suspension. The OSS will count as an unexcused absence from class.

**In School Suspension (ISS):** Due to space limitations, ISS days could be done on a homebound basis. Work will be given to student prior to homebound ISS start date. The student will be required to complete all assigned work. Work is to be handed in to H.S. principal by 8:25 a.m. the day returning back to school.

**Probation:** Probation is an evaluation period during which a plan for correction of unsatisfactory behavior or a negative attitude will be developed and implemented. While on probation, a student forfeits the privilege to be involved in extra-curricular activities. Also, specific probationary requirements and the length of the probation will be determined by the school board, the parent, and the principal involved. Parents will be notified of such requirements. Failure to show improvement and/or fulfillment of the specific probationary requirements may lead to expulsion.

**Expulsion:** The following are immediate grounds for which a student will be expelled from school: fighting, physical aggression toward a staff member, sexual immorality, pregnancy, possession, sale or use of illegal drugs, abuse of prescription drugs, possession of a firearm or intentionally concealing a weapon with questionable intent (plastic, play, or otherwise type firearm is included), and slander / defamation with technology toward P.C.A.

All expulsions from P.C.A. are final unless true repentance is witnessed, necessary counseling takes place with an approved counselor with a report being filed with the school, full restitution (if applicable), and apologies are made. Such students may be considered by the School Board for re-enrollment for the following school year with specific stipulations in place.

EXAMPLES OF OFFENSES: (Less Serious Offenses)

These include but are not limited to:

- Talking in class or study hall without permission
- Disobeying specific classroom or school rules
- Getting out of seat without permission
- Causing a disturbance
- Unwholesome words or conversation
- Critical or derogatory remarks
- Not getting required tests, report cards, etc. signed
- Cell phone and other electronic devices violations
- Dress code violations

Negative points to be given for offense: 1-10 points along with appropriate punishment.

# EXAMPLES OF OFFENSES: (Serious Offenses)

These include but are not limited to:

- Disobedience, open defiance of school authority
- Disrespect
- Acts of rebellion
- Cutting class or school
- Leaving campus without permission
- Cheating
- Lying
- Stealing
- Swearing
- Abuse or willful destruction of school property
- Throwing objects causing safety concerns
- Critical or derogatory remarks
- Disobeying specific classroom or school rules
- Drinking/smoking
- Possession of tobacco or alcoholic beverages
- Possession of a knife or gun or any other weapon
- Possession of play or plastic weapon
- Fighting
- Mistreatment of other students
- Repeated cell phone violations

Negative points to be given for offense: 10 points plus (unlimited number) along with appropriate punishment

Students who receive punishment for more serious offenses and/or suspensions will be removed from serving on Student Government and extra-curricular activities. They will also not qualify to participate in extra-curricular activities or serve on Student Government for the following year. Upon review by the School Board, such a student may qualify for the following year. Behavioral punishments will also be considered when a student wants to participate in extra-curricular activities or run for office and may hinder such a student's nomination.

NOTE: The standards mentioned above to deal with various offenses are guidelines only and do not bind the teachers, administration, or the School Board in any specific instance. Each offense will be dealt with on an individual basis at the discretion of the administration.

## Parkway Christian Academy “BULLY POLICY”

**Definition:** Repeated negative behaviors that may frighten or cause harm that may include, but are not limited to, verbal or written threats of harm. Prohibited conduct includes, but are not limited to, verbal or written intimidation, taunting, name-calling, and insults. Verbal conduct consisting of comments regarding a person's race, gender, religion, sexual orientation, physical abilities, or characteristics, or that of a person's associates, shall not be tolerated.

### What Would Jesus Do?

“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”

(Ephesians 4:32)

“Therefore, as we have opportunity, let us **do good to all** people...”

(Galatians 6:10)

### Bullying...

\*Is intentional or unintentionally doing harm

\*Is repeated over time

\*Involves an imbalance of power

*Bully Incident Plan*

## #1 Administrative Counsel

- \*Documentation / Apology
- \*Student completes writing assignment on bullying
- \*Writing assignment sent home for parent signature

## #2 Administrative Counsel

- \*Documentation / Apology
- \*Disciplinary Referral with in-school suspension (1 day)
- \*Parent notification (written & verbal)
- \*Bully policy continues

## #3 Administrative Counsel

- \*Documentation / Apology
- \*Disciplinary Referral with 2 days out of school suspension from school
- \*Parent notification (written & verbal)

## #4 Administrative Counsel

- \*Documentation / Apology
- \*Referral with expulsion from school
- \*Parent notification (written & verbal)

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These guidelines provides serious nature of this type of behavior in school.

## DRESS CODE VIOLATIONS

It is expected that middle and high school students will exemplify godly standards in personal choices regarding dress. Over the years, it has been our experience that the vast majority of our students have cheerfully complied with the spirit of the dress code. In those exceptions when this is not the case, the administration and teachers will inform these students when certain attire may not be in accordance with our standards. In our desire to be consistent and fair, to the best of our ability, the following enforcement guidelines will be followed:

- The student will be given one negative point for each dress code violation. The student will be asked immediately to correct his/her dress to meet the school's standard. If unable to comply, he/she may call a parent to bring clothing to the school or wear alternative clothing provided by the school.
- Repeat violations may result in the assignment of work detention by an administrative staff person. If, in the judgment of the administration, the student demonstrates a continued attitude of non-compliance, the parents will be contacted and expected to resolve the problem.

The judgment of the administration will serve as the final authority in interpreting and enforcing this code. The administration will make every effort to communicate with parents in a timely manner if it is determined that dress code violations are becoming an issue for a student.

## VIII. PCA SECONDARY SCHEDULES

### MIDDLE AND HIGH SCHOOL SCHEDULE (7<sup>th</sup>-12<sup>th</sup>)

#### Regular Schedule (M,T,W,F)

Warning Bell	8:23
1 <sup>st</sup> Period	8:25-9:23
2 <sup>nd</sup> Period	9:27-10:16
3 <sup>rd</sup> Period	10:20-11:09
4 <sup>th</sup> Period	11:13-12:02
5 <sup>th</sup> Period	12:06-12:55
Lunch	12:55-1:24
6 <sup>th</sup> Period	1:28-2:17
7 <sup>th</sup> Period	2:21-3:10

#### Chapel Schedule (TH)

Warning Bell	8:23
1 <sup>st</sup> Period	8:25-9:17
2 <sup>nd</sup> Period	9:21-10:04
3 <sup>rd</sup> Period	10:08-10:51
Chapel	10:55-11:35
4 <sup>th</sup> Period	11:39-12:22
5 <sup>th</sup> Period	12:26-1:09
Lunch	1:09-1:36
6 <sup>th</sup> Period	1:40-2:23
7 <sup>th</sup> Period	2:27-3:10

## **HALF DAY SCHEDULE**

Half day schedules run from 8:25 am until 12:00 noon. **There is no aftercare offered on half days of school.**

## **1 HOUR DELAY SCHEDULE**

One hour delay schedules begin at 8:15 am for before-care and school begins at 9:25 am. After-care is offered on one hour delay days.

## **2 HOUR DELAY SCHEDULE**

Two hour delay schedules begin at 9:15 am for before-care and school begins at 10:25 am. Aftercare is offered on two hour delay days.

# **IX. Parkway Christian Academy Parents' Understanding and Commitment**

It is important that parents who wish to enroll their children at Parkway Christian Academy understand and are committed to the following values that make the school distinctive in its philosophy of education. Your signature on the enrollment contract represents your acceptance of the following understandings and terms for the enrollment of your child (ren) at Parkway Christian Academy for the duration of attendance.

## **The Purpose of Christian Education**

While we emphasize the development of intellectual capacity and academic skills, we believe the higher goal of Christian education is the cultivation of Christ-like character. The development of Christian character is the bedrock that makes the individual who he or she will ultimately become and largely determines the quality of his or her life, both in terms of personal fulfillment as well as serving the will of God. An education that neglects this priority of Christian character development is fundamentally flawed. In this context, the mission of Parkway Christian Academy is "to equip kids for college...career...and Christ." This will enable them to have a Christ centered education (Christian worldview) and to have a relationship with Him.

## **The Role of the Parents**

We believe the Bible establishes the parents as the primary educators of their children. Furthermore, we believe the Bible places special responsibility on the father to be the initiator and leader in instructing his family in the Christian faith and personal values which flow from it. Parents must be the primary teachers of their children in such basic skills and character qualities as listening attentively, giving prompt obedience to authority, showing respect for others, maintaining personal integrity, and exercising appropriate self-control. While the school can do much in working with the parents to help develop these qualities, they are considered primarily in the realm of parental responsibility, and they must be reasonably present in the children if the home/school partnership is to be successful.

## **The Principle of Discipline Practiced by Parkway Christian Academy**

We believe the Bible establishes that all men and women are personally accountable for their actions and attitudes, and that training our children in responsible self-government is at the heart of Christian education. School policies and practices are designed, as consistently as possible, to provide this kind of reality training for students. By reality training, we mean that the child should be allowed to experience the benefits and rewards resulting from his or her responsible choices as well as the negative consequences resulting from inappropriate decisions. While it is important that parents and teachers provide an environment that is characterized by kindness, love, compassion, and grace, it is equally important that the child be allowed to experience the real consequences of his/her decisions. The ultimate responsibility for the discipline of the child lies with the parents; the authority of the school is based on, and only as effective as, the authority of the parent in the life of the child. Parents who are unable or unwilling to work on providing this fundamental level of discipline for their child will be asked to withdraw from the school.

## **The Worldview Nature of Christian Education**

We do not believe it is enough to merely fill our students' minds with the content knowledge of our Christian faith by memorizing Scriptures, learning Bible stories, and becoming well versed in Christian doctrines. In addition to the mastery of such content, we believe a worldview education that helps them understand the reasonable basis for their faith and that also helps them understand the mindset of the larger culture is essential to preparing them to live as effective Christians in this secular culture. To this end, our goal is to work with parents in producing students who are well-founded in understanding the reasons why Christianity represents the exclusive truth in the midst of a world filled with many conflicting religions and philosophies.

## **The Principle of Commitment and Trust Between Parents and School**

It is expected that there will be a level of relationship between the parents and school based in the I Corinthians 13 model of love which ensures straightforward communication when dealing with difficulties and which avoids gossip or involving others not directly involved in a particular matter.

We understand and agree that should any misunderstanding or dissatisfaction arise regarding any of the teaching, philosophy or practices of the school, we will go to the proper authorities with our concerns rather than discussing them with others (Matt. 18:15-17). Furthermore, we understand our need to not take our child's "side" too quickly until we have thoroughly investigated and talked with the teacher or other school staff involved in the matter. In most cases, the teacher or school principal should be contacted first, and then, if necessary, the school administrator. If disputes are taken to the school board, we agree to abide by their judgment, believing that the body of Christ should, in love, settle its own differences. (I Cor. 6:1-7)

However, should the parents have issue with the school following the above referenced Matthew 18 principle, and should the parents feel constrained to pursue the issue further, they and the school agree to be bound by "The Procedures for Arbitration" agreement in an attempt to resolve issues and bring reconciliation.

## **Binding Arbitration**

Please see "Procedures for Arbitration" Form in the Appendix.

## **Commitment to Prayer**

We understand our need to support this school, those responsible for it, and the students through regular prayer, realizing that this ministry is an undertaking of faith and can be successful only to the degree that it is blessed by God. We will be committed to praying regularly to this end. (Luke 18:1; Luke 11:5-10)

## **The Authority of the Bible as God's Word**

We understand that it is the position of the school that the Bible is God's authoritative communication to man, and that the Biblical imperative is that our children's education should be based on the Christian world-view and permeated throughout with the Word of God. (Col. 2:8; 3:16; John 8:31-32; 2 Tim. 3:16)

## **Commitment to Financial Support**

In order for the school to meet its financial obligations, we understand our responsibility to pay tuition/fees on time each month. If for any reason we encounter difficulty in making our payments, we will take the initiative to contact the Financial Administrator, Cheryl Turner, in order to discuss alternative payment arrangements. We also understand and agree with the school's expectation that all parents will participate in fundraisers and development programs in order to help cover expenses not funded by tuition. (2 Cor. 9:7-10)

## **Emergency Response**

An emergency response handbook is available to be reviewed by each parent. The response to the emergencies will include safety procedures to determine if the students and staff remain in the facility,



evacuate the facility, or evacuate the property. As with any emergency situation, the safety of the children will be the first priority of the administration and staff. In each of these cases, the parents will be notified at the earliest possible time. If evacuation of the property occurs, the location of the students will be at the Market Square Shopping Center (corner of King St NE and Orange Ave).

### **Parental Involvement with Students in Entertainment Choices**

We acknowledge the profound impact of popular culture on our young people, especially in the forms of music, television, movies, video games, the Internet, and similar media. We understand and agree that our role as parents is to aggressively intervene in and guide our children with their entertainment choices, seeking to teach them to make Godly decisions when it comes to these issues. (Phil. 4:8; Psalm 101:3)

### **Additional Understandings**

We understand that Parkway Christian Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school and does not discriminate on the basis of race, color, national or ethnic origin in administering its educational policies, admission policies, and athletic and other school administered programs. (Prov. 28:21; Gal. 3:28; Rom. 15:7)

We understand that if for any reason the school administration determines that we are not in compliance with the spirit of this commitment, we may be asked to withdraw our child (ren) from enrollment in the school, and we will comply. In addition, we understand that Parkway Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like in a Biblical context. On occasion, the atmosphere or conduct within a particular home may be counter to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to sexual immorality, homosexual orientation, or inability to support the moral and faith principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

## **X. Appendix**

### **PROCEDURES FOR ARBITRATION**

#### *SECTION A*

##### *SCOPE OF ARBITRATION*

The parties must, prior to the selection of arbitrators, agree to the scope of the matters to be considered by the arbitrator. In doing so, the parties must conduct themselves with the utmost courtesy as befits believers in Jesus Christ. If the scope of the dispute for arbitrators cannot be agreed upon by the parties, the scope shall be determined by the arbitrators.

#### *SECTION B*

##### *SUBMISSION TO ARBITRATION*

- 2.1 The parties, as Christians, believing that lawsuits between Christians are prohibited by Scripture, and having agreed, according to the Parent-School Agreement to submit disputes to binding arbitration, and waive any legal right to take the dispute to a court of law, will refer and submit any and all disputes, differences, and controversies whatsoever within the agreed scope of arbitration to a panel of three arbitrators, to be selected as follows:
  - a. All arbitrators must be born-again Christians of good reputation in the community and who affirm the School's Statement of Faith in its entirety.
  - b. Each party shall submit a list of three proposed arbitrators to the other party, and the other party will choose one of the three proposed arbitrators to serve on the panel.
  - c. The third arbitrator will be selected by mutual agreement of the other two arbitrators.
  - d. In selecting the arbitrators, each party shall act in good faith in choosing Christian arbitrators who have no prior knowledge of the facts leading up to the dispute, are not related to or close friends with the selecting party, and who will not act impartially and with fundamental fairness.
  - e. No arbitrator may be an attorney.
  - f. No arbitrator may be employed or ever have been employed by, or under the authority of, either party or any other arbitrator.
  - g. The arbitrator will be selected as soon as possible but no later than 30 days after the parties have agreed to the scope of the arbitration.
  - h. The arbitration will be held at a neutral site agreed to by the arbitrators.
- 2.2 The arbitrators shall, subject to the provisions of these procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the school's Statement of Faith, and any applicable school documents.

- 2.3 Each party may be represented by counsel throughout the process at the party's own expense. Discovery will be allowed as needed, as determined in the discretion of the arbitrators. Formal rules of evidence shall not apply.

### *SECTION C*

#### *TERMS AND CONDITIONS OF ARBITRATION*

- 3.1 The arbitrators shall have full power to make such regulations and to give such orders and directions, as they shall deem expedient in respect to a determination of the matters and differences referred to them.
- 3.2 The arbitrators shall hold the arbitration hearing as soon as possible, but no later than thirty (30) days after the selection of the third arbitrator.
- 3.3 There shall be no stenographic record of the proceedings, and all proceeding shall be closed to the media and any other individuals not directly involved in the proceedings.
- 3.4 Normally, the hearing shall be completed within three (3) hours. The length of the hearing, however, may be extended by the arbitrators in their discretion or an additional hearing may be selected by the arbitrators to be held promptly.
- 3.5 There will be no post-hearing briefs.
- 3.6 The arbitrators are to make and publish their award, in writing, signed by each of them concerning the matters referred, to be delivered to the parties no later than 48 hours form the conclusion of the hearing, unless otherwise agreed by the parties. The arbitrators may, in their discretion, furnish an opinion.

### *SECTION D*

#### *CONDUCT AND RULES OF HEARING*

- 4.1 The arbitrators may, in their absolute discretion, receive and consider any evidence they deem relevant to the dispute, whether written or oral, without regard to any formal rules of evidence.
- 4.2 The parties and their respective witnesses must, when required by the arbitrators, attend and submit to examination and cross-examination under oath as to all or any of the matters referred to in the proceedings, and to produce and deposit with the arbitrators all or any evidence within their possession or control concerning such matters.
- 4.3 If a party defaults in any respects referred to in Subsection 4.2, above, the arbitrators may proceed with the arbitration in their discretion as if no such evidence were in existence, insofar as it may be favorable to the party in default.
- 4.4 All presentations shall be controlled by the arbitrators. Any disputes regarding procedure shall be decided solely by the arbitrators.

## *SECTION E*

### *DUTIES OF ARBITRATORS*

- 5.1 The arbitrators are to receive all evidence, prayerfully consider such evidence in an impartial manner, and render a decision which, based upon Scriptural principles, is fair to all parties.
- 5.2 The arbitrators have full power to order mutual releases to be executed by the parties, and either of the parties failing, such orders shall have the effect of a release, and may be duly acknowledged as such.
- 5.3 In the event that either party or a witness for either party shall fail to attend the arbitration hearing after such written notice to such party as the arbitrators shall deem reasonable, the arbitrators may proceed in the absence of such party or witnesses without further notice.

## *SECTION F*

### *DECISION OF ARBITRATORS*

- 6.1 It is preferred that the arbitrators reach a unanimous decision, but if a unanimous decision cannot be obtained, a majority decision will be accepted. The written decision of a majority of arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. There is no appeal from the decision of the arbitrators.
- 6.2 The decision of the arbitrators is to be kept confidential by all parties for a period of one year. For purposes of these procedures, the church membership may be informed of the decision if the church or any church pastors, officers, trustees, employees, or board members were a party to the preceding.
- 6.3 Should any party commence legal proceedings against another party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with the exception of an action to enforce the decision of the arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable attorneys' fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the non-prevailing party must bear all of the costs of said proceedings, including reasonable attorneys' fees.

## *SECTION G*

### *PARTIES TO COOPERATE*

No party shall unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the arbitrators, and except that a party may disclose the proceedings of this arbitration to his or her spouse, legal counsel, accountants, insurance carrier, and as otherwise required by law.

## *SECTION H*

### *COSTS AND EXPENSES*

Each party shall pay his or her own costs and expenses related to presenting the party's case to the arbitrators. The costs of the arbitration, including any fees for the arbitrators is to be shared equally by both parties.

*SECTION I**AMENDMENTS*

These Procedures for Arbitration may be revised or amended by a majority vote of the school board present and voting at any regular board meeting.

*SECTION J**ADOPTION*

- 10.1 These Procedures for Arbitration were adopted by a majority vote of the school board at which a quorum was present.
- 10.2 These Procedures for Arbitration supersede any other Procedures for Arbitration previously adopted by the school board, if any exist.



## Acceptable Use Policy

By signing onto and using the Parkway Christian Academy Computer Network including the Internet, I understand and agree to adhere to the rules regarding the code of conduct and usage policies. I also understand that this is a legally binding agreement.

### Code Of Conduct

1. **I agree** that all use of the Parkway Christian Academy Computer Network, the Internet and its resources will be consistent with Parkway Christian Academy Policies and Christian principles.
2. **I agree** not to attempt to obtain the password of another user or log on with another member's account.
3. **I agree** not to share my password with other students or to sell it for profit. I may give my password to my parents.
4. **I agree** not to write my password in an unsecure place, post the password on the internet or email it to someone.
5. **I agree** to check my password for security with the Network Administrator.
6. **I agree** not to use Parkway Christian Academy Computer Network for any illegal discussions or activity. Such activity includes purposely sending someone a virus-infected file or exchanging commercial software or files that are considered illegal in content.
7. **I agree** not to use the Parkway Christian Academy Computer Network to share music files or photos.
8. **I agree** not to use the Parkway Christian Academy Computer Network to access social networks such as but not limited to Facebook, Twitter, Google+, Flickr, MySpace, etc.
9. **I agree** not to access the Parkway Christian Academy Computer Network with my personal devices including but not limited to personal iPad, iPhone, laptop, Droids, Blackberry, etc., without written permission of Network Administrator. This will include any device that can access the network.
10. **I agree** not to share, use, or install Copyrighted material on the Parkway Christian Academy Computer Network.
11. **I agree** not to view videos on the internet including but not limited to YouTube.
12. **I agree** not to use Parkway Christian Academy Computer Network to exchange any files or document that are adult or pornographic in nature.
13. **I agree** not to install any software onto the Parkway Christian Academy Computer Network unless instructed to do so by signed written permission from the Network Administrator.
14. **I agree** not to use vulgarity or profanity via e-mail or via any area or service on Parkway Christian Academy Computer Network.
15. **I agree** not to do the following:
  - a) Harass others.
  - b) Send hate mail or messages.
  - c) Send chain letters.
  - d) Send "mail-bombs" (multiple messages to a message forum or person's E-Mail in an attempt to be disruptive and inconvenience the recipient of the messages).
  - e) Disrupt any chat or message forum by the use of insults, inappropriate messages or comments, or scrolling while in a chat area (scrolling is when the same character or gibberish is entered repeatedly, thus interrupting the activity of those trying to engage in a conversation).
  - f) Lie or discredit another person.
  - g) Damage hardware, software, or other computer equipment.
  - h) Hack or break into the server or other computer or network even if the intent is not to damage resources.
  - i) Cause disruption of any sort in the performance or usability of the system or files contained on the system.
  - j) Vandalize data or hardware of any other person.
  - k) Invade the privacy of another person.
  - l) Divulge personal information about myself or others via Parkway Christian Academy Computer Network. Such personal information includes my address, phone number, credit card numbers, password, or other confidential information that strangers should not be privy to.
16. **I agree** to abide by any additional guidelines that my school implements at any time.

17. **I agree** that any information that I inadvertently see concerning students, administrators, or teachers will not be shared or used.
18. **I agree** not to access my personal email account through the network without notification of Network Administrator.
19. **If I am the parent/guardian of a elementary aged child I agree** to allow them to sign the Acceptable Use Policy for Grades K-5.

## USE POLICIES

1. I understand that access to the Parkway Christian Academy Computer Network is a privilege and not a right. I understand Parkway Christian Academy does not guarantee uninterrupted service, and that certain aspects of the network might not be accessible at all times, and that certain features of the service might be removed at any time. I understand that my school makes no warranties of any kind for the service and my school or its employees cannot be held liable for any damages that I suffer whether from delays or inability to access the server, loss of data, inability to deliver data or files or a bad delivery of such, or interruptions in service for any reason.
2. **I also understand that any breach of the code of conduct can result in the immediate and permanent termination of my account and appropriate disciplinary action as deemed appropriate by the administrator of PCA.**
3. I agree that the system administrators and others managing Parkway Christian Academy Computer Network may access my e-mail or monitor my activity on Parkway Christian Academy Computer Network. Its employees and the system administrators of my school reserve this right for any reason, but will most likely only access one's e-mail when there is reason to suspect inappropriate conduct or there is a problem with the system that needs correction.
4. I agree that the system administrators of my school will make every attempt to safeguard everyone's access, Parkway Christian Academy Computer Network, and the Internet from inappropriate material. I will not hold my school liable for this occurrence.
5. I understand that if my school administrator has reason to believe that inappropriate or unauthorized use of the account is occurring, the account can be closed temporarily while the situation is investigated. I also understand that if my school finds that inappropriate conduct has occurred, the account will be closed, legal action can be taken, and compliance will be made to Federal Authorities if necessary.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **XI. Parents' Acknowledgement of Understanding and Commitment**

We have read and understood the above Understanding and Commitment and agree to abide by it to the best of our ability, with God's help and by His grace.

### **Students Enrolled at PCA:**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Father's Signature: \_\_\_\_\_ Mother's Signature: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_