



# **SECONDARY FAMILY HANDBOOK**

## **2011-2012**

### THEME VERSE:

*God said to Moses, "I AM WHO I AM. This is what you are to say to the Israelites: 'I AM has sent me to you.'" Exodus 3:14*

### ***THE NAMES OF GOD***



Dear Students:

Welcome to the 2011-12 school year! To the veterans, welcome back; and, to those of you who are new to Plymouth Christian Academy (PCA), welcome aboard. The faculty, staff, and administration of PCA pray that this school year will find you growing spiritually, intellectually, and relationally. We look forward to a year that honors and glorifies Christ in all that we do.

The planner that accompanies this letter is a tool that is designed to help you succeed this school year. Such tools are common to professionals in all walks of life. Learning to discipline yourself to the use of such a tool that will aid you in effective time management and task accomplishment will not only help you here at PCA, but will pay dividends in the years to come as you enter God's calling for your life. The Book of Proverbs is full of such wisdom for those who will hear, as well as warnings for the sluggard who does as little as possible. Our Lord is glorified when we are good stewards of our time, energies, and other resources.

Included in your planner is the PCA dress code. Please read, accept, and comply with the requirements of the dress code. The spirit and intent of the dress code is student safety, cleanliness, modesty, and humility (not calling attention to oneself). Obedience to the rules honors Christ and makes corporate life enjoyable. Enforcement of violations is not so enjoyable but is a necessary component of an effective dress code policy.

Class schedules are also found in the planner and the entire secondary handbook can be found on our website, [www.plymouthchristian.org](http://www.plymouthchristian.org). A working knowledge of the handbook is highly encouraged. May the Lord be your strength and guide always, and especially during this school year.

*Soli Deo Gloria!*

Dr. Mark K. Wood  
Superintendent/Secondary Principal

# TABLE OF CONTENTS

SECTION TITLE AND INFORMATION	PAGE
<u>GENERAL INFORMATION</u>	6
CHRISTIAN PHILOSOPHY OF EDUCATION OF PCA	6
EDUCATIONAL OBJECTIVES OF PCA	7
SHARED RESPONSIBILITIES FOR EDUCATION	7
HISTORY OF PCA	7
AFFILIATION, ACCREDITATION, AND MEMBERSHIP	8
MISSION/VISION STATEMENT AND CORE VALUES	8
STATEMENT OF FAITH	9
FACULTY AND STAFF/SUBSTITUTE TEACHERS	9
GOVERNANCE OF PCA	10
PARENT TEACHER FELLOWSHIP	11
BOOSTER CLUBS	11
<b>VOLUNTEER POLICY</b>	<b>11</b>
<u>GENERAL ADMISSION POLICIES &amp; PROCEDURES</u>	14
ADMISSION REQUIREMENTS – STUDENT PROFILE	14
ADMISSION PRIORITIES	14
ADMISSION PROCEDURES	14
PARENT AGREEMENT	15
STANDARD OF CONDUCT	15
RE-ADMITTANCE POLICY	16
ENROLLMENT PROBATION POLICY	16
WITHDRAWING FROM PCA	16
<b>TUITION POLICY</b>	<b>16</b>
<b>FINANCIAL AID POLICIES AND PROCEDURES</b>	<b>17</b>
<b>TRIP POLICIES AND PROCEDURES</b>	<b>18</b>
<u>GENERAL POLICIES AND PROCEDURES</u>	20
AFTER SCHOOL SUPERVISION	20
BUILDING USAGE POLICY	20
FOOD AND BEVERAGES IN THE CLASSROOMS AND HALLWAYS	20
CARE AND USE OF SCHOOL PROPERTY	20
<b>LOCKER USAGE BY STUDENTS</b>	<b>20</b>
CHANGE OF ADDRESS, TELEPHONE NUMBERS, AND EMERGENCY INFO.	20
CHILD PROTECTION POLICY	21
DOGS/PETS ON CAMPUS	21
FIELD TRIP/OFF CAMPUS/AFTER HOURS ACTIVITY POLICY	21
FOREIGN AND FOREIGN EXCHANGE STUDENTS	21
GIFTS TO THE SCHOOL	22
GIFTS TO THE TEACHERS	22
LOST AND FOUND PROCEDURES	22
LUNCH PROGRAM AND PROCEDURES	22
MANAGEMENT OF PUBLIC AND MEDIA RELATIONS	22
MASTER CALENDAR FOR SCHOOL AND CHURCH ACTIVITIES	22
NON-CUSTODIAL PARENTS RIGHTS AND RESPONSIBILITIES	23
OFFICE HOURS	23
RESOLVING CONFLICT AS CHRISTIANS	23
<b>SCHOOL CLOSING POLICIES</b>	<b>23</b>
SECURITY/SAFETY/EMERGENCY PROCEDURES	24
<b>MASS ALERT NOTIFICATIONS</b>	<b>24</b>
SCHOOL HEALTH POLICIES	24
STUDENT RECORDS/CONFIDENTIAL INFORMATION	26
STUDENT SALES AND FUNDRAISING	26
TELEPHONE USAGE	26
TEXTBOOKS AND SCHOOL MATERIALS	26
TRANSPORTATION AND STUDENT DRIVERS	26
PARKING LOT TRAFFIC PATTERN	27
VISITORS TO SCHOOL	30
WORK PERMITS FOR STUDENTS	30
SCHOOL DAY SCHEDULE	30

**SECTION TITLE AND INFORMATION****PAGE**

<u>ACADEMIC POLICIES</u>	31
ACCESS TO GRADES ON-LINE (GRADE REPORTING/EDLINE)	31
<b>GRADING POLICIES/GRADING SCALE</b>	<b>31</b>
GRADUATION POLICIES	32
<b>HONOR ROLL</b>	<b>33</b>
GRADUATING WITH HONORS	33
ACADEMIC PROBATION	33
ACCOMODATIONS FOR STUDENTS WITH LEARNING DISABILITIES	33
ADVANCED PLACEMENT PROGRAM	34
CLASS CREDIT	34
CLASS RANKING FOR SENIORS	34
CHRISTIAN/COMMUNITY SERVICE REQUIREMENTS	35
CORRESPONDENCE/ON-LINE COURSES	36
CREDIT BY EXAM	36
INDEPENDENT STUDY	36
STUDENT ASSISTANT	36
<b>DROPPING AND ADDING CLASSES</b>	<b>36</b>
DUAL ENROLLMENT/COLLEGE CLASSES	37
HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS	37
HOMEWORK POLICIES	37
WEDNESDAY NIGHT HOMEWORK	38
PROMOTION POLICIES	38
STANDARDIZED TESTING PROGRAM	39
STUDENT PLANNERS	39
STUDY HALLS	39
SUMMER SCHOOL	39
TESTS AND EXAMS	39
TRANSCRIPTS	39
TRANSFER CREDIT FOR HIGH SCHOOL STUDENTS	39
STUDENT TUTORING	40
<u>ATTENDANCE POLICIES</u>	42
GENERAL POLICIES	42
EXCUSED ABSENCES	42
FAMILY TRIPS/VACATIONS	42
UNEXCUSED ABSENCES	42
EXCESSIVE ABSENCES	43
<b>ABSENCE REPORTING PROCEDURES</b>	<b>43</b>
ATHLETIC/EXTRACURRICULAR EVENT ATTENDANCE POLICIES	43
COLLEGE DAYS FOR JUNIORS AND SENIORS	43
LEAVING SCHOOL DURING THE DAY	43
MEDICAL/DENTAL APPOINTMENTS	44
SIGN-OUT AND SIGN-IN PROCEDURES	44
PHYSICAL EDUCATION EXEMPTIONS	44
TARDY POLICIES	44
TRUANCY	45
<u>STUDENT DRESS CODE</u>	46
ATTIRE FOR AFTER SCHOOL ACTIVITIES	46
ATTIRE FOR CLASS TRIPS AND FIELD TRIPS	46
GENERAL APPEARANCE GUIDELINES	46
PHYSICAL EDUCATION UNIFORMS	47
JEANS DAY GUIDELINES	47
ATTIRE FOR SPECIAL ACTIVITIES, BANQUETS, CEREMONIES	47
<b>SECONDARY GIRLS DRESS CODE</b>	<b>48</b>
<b>SECONDARY BOYS DRESS CODE</b>	<b>49</b>
<u>SUPPORT SERVICES</u>	50
GUIDANCE AND COUNSELING	50
<b>LIBRARY INFORMATION</b>	<b>50</b>
PCA NETWORK AND INTERNET COMPUTER INFORMATION	50

**SECTION TITLE AND INFORMATION****PAGE**

<u>EXTRA-CURRICULAR ACTIVITIES</u>	54
<b><i>ACADEMIC ELIGIBILITY</i></b>	<b>54</b>
ATTENDANCE POLICY	54
STUDENT COUNCIL	54
CLASS MEETINGS & OFFICERS	54
U.S. HISTORY TRIPS/SENIOR TRIP	55
CLUBS	55
CONCERTS AND PERFORMANCES	55
STUDENT ACTIVITIES	55
NATIONAL HONOR SOCIETY	55
SPIRIT WEEK	55
SPIRITUAL LIFE	56
CHAPEL	56
WEIGHT ROOM USAGE	56
<u>ATHLETIC COMPETITION</u>	57
<b><i>ATHLETIC ELIGIBILITY</i></b>	<b>57</b>
<u>CODE OF CONDUCT/DISCIPLINE POLICIES</u>	59
BIBLICAL GUIDELINES FOR STUDENT BEHAVIOR	59
EXPECTATIONS FOR STUDENTS	60
STUDENT DRIVERS AND SCHOOL PARKING	60
COURTESY AND RESPECT	60
DISCIPLINE PHILOSOPHY	61
DISCIPLINE PROCEDURES	63
SCOPE OF DISCIPLINE	63
DISCIPLINARY METHODS	63
LEGAL PROCEEDINGS	65
RE-ADMITTANCE POLICY	65
ENROLLMENT PROBATION POLICY	65
CATEGORIES OF MINOR DISCIPLINE OFFENSES	66
CELL PHONES	66
DISPLAYS OF PUBLIC AFFECTION	66
DISRUPTION	66
DRESS CODE VIOLATION	66
DRESS AND GROOMING	67
ELECTRONIC DEVICES	67
FAILURE TO OBEY CLASSROOM RULES	67
GUM CHEWING/EATING IN CLASS	67
OTHER	67
CATEGORIES OF SERIOUS DISCIPLINE OFFENSES	68
ACADEMIC DISHONESTY	68
ARSON OR BOMB THREAT	69
DISRESPECT, THREATS, ASSAULTS	69
DISRESPECT OF SCHOOL PROPERTY	70
DRUGS, ALCOHOL, AND POSSESSION OF OTHER ILLEGAL SUBSTANCES	70
HARASSMENT	70
IMMORAL/SEXUAL ACTIVITY	71
PREGNANCY	71
POSSESSION OF TOBACCO	71
STEALING	71
THREATS OF VIOLENCE	71
WRITTEN DEFACEMENT	72
WEAPONS	72
CANINE DRUG/ALCOHOL/PROHIBITED ITEMS DETECTION	73
INTERROGATIONS AND SEARCH & SEIZURE	74
POLICE QUESTIONING OF STUDENTS	75
ARRESTED STUDENTS	75
PHYSICAL RESTRAINTS	75

***Bold and Italics indicates that a change has been made in this section.***

# GENERAL INFORMATION

## CHRISTIAN PHILOSOPHY OF EDUCATION OF PCA

Let us begin with the ultimate reality which we recognize as God, who is also the source of all truth and the ultimate measuring rod to determine what is truth, God has specifically revealed Himself to man in special revelation and in general revelation. God's special revelation of Himself comes to us through the Living Word, Jesus Christ Incarnate and through the written Word found in the Old and New Testaments. God's general revelation is in the form of the world as we observe it, which includes the natural and social sciences as properly interpreted through God's special revelation.

The result of our view of God as the source of all truth is that our Christian education must be an outgrowth of God's revelation. Truth must, therefore, begin in faith, be developed through reason, and then be measured by God's revelation to discern its accuracy.

The goal of education is to teach the student to see things as God sees them. The purpose of education is to reveal God, with the curriculum having God's revelation at its very heart.

The Biblical, historical, Christian world-view acknowledges God as the direct Creator and Sustainer of life through His Son, Jesus Christ, with man and the world being created to glorify God who is the center of man's life. Man, however, rebelled and sinned against God and is, therefore, not capable in himself of glorifying or knowing God. It is for this reason that God purposed before eternity to have His Son take on human flesh and become the God-Man, Jesus Christ, the Savior and Lord of rebellious man. When man has been recreated by means of the new birth and is in the process of being transformed by the renewing of his mind, he is then able to glorify God. The process of education will result in seeking to restore the student to a position of true knowledge, righteousness and holiness in Christ by developing and relating the whole person to God spiritually, mentally, socially, and physically. All of God's truth will therefore be interpreted and integrated with God's special revelation, the Bible. The Word of God clearly indicates that it is the responsibility of the parents to train up a child in the ways of the Lord. The school, therefore, functions as an extension of the home as a means to aid Christian parents in giving their children Biblical, quality education. This is not an option, but a command of the Lord.

The Word teaches that we are to be in submission to those in authority over us in the political realm on a national, state, county, and local level. Students will be taught the truths of the Constitution of the United States of America. They will be taught to love and uphold the freedoms and responsibilities laid down in the state constitution. Our political government is established by God over man; we are to be submissive and loyal to that government. God has particularly blessed us in this country with some very unique privileges and responsibilities. It is our Biblical and political responsibility to perpetuate these freedoms for which our forefathers fought and died over two hundred years ago. Our philosophy requires that we begin with the standards set down by the Michigan State Department of Education. As we correlate our curriculum and integrate all our material with the Word of God, we shall surpass the standards set by the world. The educational process requires that students become independent readers and thus able to read the Word of God as well as other good literature, being able to properly function in contemporary society and able to properly discern when confronted with a difficult decision. The school is expected to work in conjunction with the home, teaching the child to find creative ways to solve problems using the Word of God as a measuring rod to determine the Biblical accuracy of his or her thinking solutions and working processes. The school, as well as the student, is expected to strive for the prize of the high calling of Christ Jesus, which is excellence in every realm: mental, social, spiritual, and physical. The school and the faculty shall use their technological training and experience to enable each child to progress and perform to the greatest potential possible.

## EDUCATIONAL OBJECTIVES OF PCA

**For the spiritual and moral growth of the students,** the school seeks to: teach the Bible as God's inspired infallible Word; teach the essential historical and fundamental doctrines of the Christian faith appropriate for each grade level; lead the students to a personal, vital relationship with Jesus Christ as their Lord and Savior; encourage the students to discern and desire to do the will of God enthusiastically; teach the students that consistent daily living for Christ begins in the home and extends to their individual communities; encourage and equip the students to be effective witnesses for Jesus Christ every day; use God's Word as a means of discerning between right and wrong; teaching the students to be sensitive to the leadership of the Holy Spirit in overcoming sin; develop self-discipline within each student so that he/she may respect and reverence God as well as worship Him; expect each of the students to love and respect their parents and others in a position of authority; help build in the students a consistent Christian philosophy which will result in the integration of all subjects with the Word of God.

**For the students' personal and social development,** the school aims to: develop a balanced individual based on a Biblical understanding that God has wonderfully made him which should cause him to accept himself just as God made him and go on to fully develop to his greatest capacity in Jesus Christ; develop genuine and wholesome relationships

based on the Christian concept of love and development of the social skills; teach the student to use his leisure time in a profitable manner; help the student develop a Biblical and realistic view of work so that he will be provided with the skills necessary for his future endeavors in college and ultimately in his adult responsibilities; recognize that our bodies are the temple of God and we have a responsibility for maintaining and using them in a proper fashion; develop the necessary attitudes and skill needed to function in a God-honoring home as a child who honors and loves his parents; develop the proper Biblical attitude toward the material things that God has blessed us with and our responsibility to be good stewards with the things God gives us; recognize privileges and responsibilities that God has given to us in this free land with many blessings that have been bestowed upon us as a nation; develop law-abiding citizens that are active participants in our democratic form of government; develop leadership qualities in the students so that they are able to participate in their government, church, business and home where God fully intended them to function.

**Academically**, the school will endeavor to: promote the highest academic standards possible and to help our students gain a thorough comprehension and command of the fundamental processes necessary in communicating with others; guide and encourage the students in the development of good study habits that will prove useful throughout his entire life; teach the students to think analytically and do research using the scientific method within the framework of God's Word as the ultimate criteria for their evaluation; impart knowledge in the world that we find ourselves along with current affairs from all areas constantly relating them to God's plan for man; develop an appreciation and enjoyment of the fine arts, recognizing the beauty of God in the creation and creative abilities He has given man.

**In working with the homes from which students come**, the school desires to be an extension of the Christian home, working with the parents in every phase of the student's development, especially as it relates to the academic school program and aid families in making their homes God-centered and God-honoring.

## SHARED RESPONSIBILITIES FOR EDUCATION

- A. The home
  - Parents are responsible for the upbringing and education of their children.
  - God has placed the parents as guardians over their children.
  - Children are to be brought up in the nurture and admonition of the Lord.
  - Parents are to apply the Matthew 18 principle when resolving disagreements and to exhibit the values of Christ and the Bible both in word and in conduct.
  - Families are asked to pray for Plymouth Christian Academy.
- B. The school
  - The school is to be an extension of the home.
  - The school is to be made up of the body of believers (At least one member of every school family must be a professing Christian).
  - The school will consistently present the gospel so that children will hear God's plan for salvation.
  - The school will derive its standards and values from the Bible.
  - The school will provide an atmosphere conducive to learning.
- C. The teacher
  - The teacher must present a vibrant and growing personal relationship with Jesus Christ.
  - The teacher must exhibit the values of Christ and the Bible both in word and in conduct and be a Christian example to the students.
  - The teacher will seek to know and follow the truth of God's Word.
  - The teacher will pray for the students and families represented at PCA.
  - The teacher will be a student him/herself.
  - The teacher will adhere to the prescribed curriculum for each course.
- D. The student
  - The student is to submit to the authorities that God has placed over him/her.
  - The student must apply him/herself diligently to his academic endeavors.
  - The student is to pray for the school family.
  - The student is to respect all members of the school community as unique creations of God.

## HISTORY OF PCA

The story of Plymouth Christian Academy's many years is an account of God's faithfulness, provision, and blessing. PCA opened in 1976 with 50 students in the pre-school and 64 students in grades K-7. A library was started during the second year with its card file in a shoebox. At the close of the '78-'79 school year, the school accommodated grades K-9 with a total of 310 students and a faculty and staff of 20 people. PCA began a soccer team and its first Junior Varsity basketball team.

By 1986, enrollment in preschool through grade 12 had increased to 504 students and there was a staff of 31. The class of '85 had 24 graduates and the library boasted 3,579 volumes. Space continued to be a problem with not enough room for music or science classes. In 1988, the PCA secondary school earned accreditation by the University

of Michigan. The small gym in the church building could hardly accommodate P.E. classes and necessitated “begging and borrowing” gyms for games. Fields for soccer, baseball, and softball were also rented.

The church and school began the “Lifetime Stewardship” campaign to fund a four-classroom addition and the construction of a new school gymnasium. \$150,000 went to the construction of a classroom addition, which provided our science labs and six classrooms. The need for a campus gymnasium to support the growing athletic and physical education programs resulted in plans for the construction of a new “Activity Center.” Finally, in the fall of 1993, the new activity center was dedicated. When the building was complete, the total construction cost of \$1.3 million was paid in full. The school and church families had witnessed God’s miracle of a large, beautiful facility!

In the summer of 1994, the Lord provided four used modular classrooms. Designated for secondary usage, the modular buildings were moved to an area behind our gymnasium, and were renovated with a great deal of “elbow grease” from staff, board members, and parents. The school earned North Central Association (NCA) accreditation in the spring of ‘94. The nationally recognized NCA seal of approval is awarded to schools which meet a rigorous set of educational standards. PCA has maintained its accreditation and is now completing a renewal through a school improvement plan.

In the ‘95-‘96 school year, PCA began a six-classroom addition to the elementary wing, an expansion of the library was completed and cables were installed throughout the school and church building for a school-wide computer network. During the summer of 1996, a new playground was installed. The library moved to the newly renovated “Media Center” for the ‘97-‘98 school year.

The ‘99-‘00 school year started with the construction of 2 new additions. A weight and locker room were added to the athletic facility and the “multi-purpose building”, now known as the Activity Center, was built. The large multi-purpose room would serve as a much needed second gym and secondary lunchroom and would be flanked by four first floor classrooms.

In the spring of 2000, God opened the door for the purchase of 19 acres adjacent to the school. A baseball field, softball field, and soccer field were constructed on the property. In 2002, the property to the south of the campus became available and once again God blessed our school and enlarged our borders with the purchase of that property. The total church and school campus now covers 44 acres.

Truly we have seen God’s faithfulness, provisions, and blessings! We look forward to how He will lead in the future.

## **AFFILIATION, ACCREDITATION, AND MEMBERSHIP**

Plymouth Christian Academy is a ministry of Calvary Baptist Church of Canton, Michigan. Although Calvary Baptist is the only church that financially supports the school, the student body reflects membership in over one hundred churches. PCA is certified by the State of Michigan and is fully accredited by the North Central Association of Colleges and Schools (NCA). PCA is a member of the Association of Christian Schools International (ACSI), Michigan High School Athletic Association (MHSAA), and the Michigan Independent Athletic conference (MIAC). As an ACSI school, we are also a member of the Council of American Private School Education (C.A.P.E.) and the National Council for Private School Accreditation (N.C.P.S.A).

## **MISSION/VISION STATEMENT AND CORE VALUES**

**MISSION:** Plymouth Christian Academy in partnership with parents prepares students for college and a life of service to our Lord and their community through excellence in Bible-centered instruction and through godly example.

**VISION:** At Plymouth Christian Academy students become world-changing community leaders who impact lives for Christ with unmistakable purpose.

### **CORE VALUES:**

- A. Centrality of Jesus Christ
- B. Authority of Scripture
- C. Commitment to share God’s message of salvation
- D. Personal relationship with Jesus Christ in all regents, faculty and staff
- E. Spiritual unity among all stakeholders
- F. Individuals respected as unique creations of God
- G. Excellence in everything we do

## STATEMENT OF FAITH

1. We believe that the Bible, consisting of the 66 books of the Old and New Testaments, in the autographs, is the inerrant and complete Word of God; that there is divine and verbal plenary inspiration along with historical accuracy and infallibility, thus making the Scriptures the final authority in all matters of faith and practice. (II Timothy 3:16-18; II Peter 1:20-21; Jude 3). We agree that this strong belief in God's Word leads to the conviction that sexual immorality and homosexuality are sinful and that such behaviors are therefore unacceptable for all (parents, staff, and students). (I Corinthians 6:18-20; I Thessalonians 4:3; I Corinthians 11:3; Romans 1:24-32).
2. We believe in the "Tri-unity"; that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; Luke 3:21-22)
3. We believe that the Lord Jesus Christ is the only begotten Son of God, conceived by the Holy Spirit, born of the virgin Mary, and is true God and true man. (Luke 1:30-35 , John 1:18; John 3:16; Philippians 2:5-11)
4. We believe that man was created in the image of God by a direct act of creation; that he sinned and thereby incurred not only physical death, but also that, as a consequence, all mankind is declared by God to be totally depraved, having inherited a sinful nature and having become sinners in thought, word, and deed. We believe that there is the absolute necessity of the new birth for an individual's salvation. (Genesis 1:26-27, 2:16-17, 3:6,19; Romans 3:10-23, 6:23, 7:18, 11:32; Galatians 3:22)
5. We believe in the substitutionary death of Jesus Christ, which is the complete sacrifice for the sins of the whole world, and only those who believe and receive Jesus Christ as personal Savior are justified on the basis of His shed blood. (Romans 3:24-28, 5:8-10; I Timothy 2:5, 6; I John 2:1,2)
6. We believe that the Lord Jesus Christ arose from the dead in the same body in which He was crucified; that He ascended into Heaven and is now exalted at the right hand of the Father as Head of the Church. We also believe in the resurrection of the just, the everlasting blessedness of the just, and the everlasting conscious punishment and damnation of the unjust. (John 20:1-49; Acts 1:9-11; I Corinthians 15:5-50; Ephesians 1:20-23; I Thessalonians 4:13-18; Hebrews 1:3; Revelation 20:11-15, 21:22)
7. We believe that on the sole condition of personal faith in Jesus Christ, men are born again by the Holy Spirit; that at regeneration, all believers in this age are also indwelt by the Holy Spirit into the Body of Christ, and sealed by the Holy Spirit unto the day of redemption, thus securing for the believer his salvation for all eternity. We also believe in the sanctifying works of the Holy Spirit. (John 7:17; Romans 3:24-28, 8:9-11; I Corinthians 12:13; Ephesians 4:30, 5:26; Hebrews 10:14; Colossians 3:1-4; I John 3:1-3)
8. We believe that the Church is the Body of Christ, composed of all who are born again during this age of grace. We also believe that this Church Universal is to gather together as local churches after the pattern of the New Testament doctrine and practice, including the observance of the two ordinances of believer's baptism and the Lord's Supper. Since God performs the ministry of His Church through its members to whom He has given gifts for the purpose of edifying the Body of Christ, the believer has the responsibility and privilege to be active and faithful to a local church that preaches the Word of God. (Acts 2:1-47; Romans 12:1-8; I Corinthians 11:23-34, 12:1-31; Ephesians 1:22,23)
9. We believe in the "blessed hope", the rapture of the church. Jesus Christ will come again personally and bodily, to receive the Church, His Bride, unto Himself in Heaven. He will return visibly to the earth with His saints to establish His millennial kingdom. (Acts 1:11; I Corinthians 15:51-58; I Thessalonians 4:13-18; II Peter 3:1-3; Revelation 19:11-16, 20:1-6.)
10. We believe that the Great Commission was given to the Church and that this task of world evangelism is the mission of the Church today. (Matthew 28:18-20; Romans 10:9-17; Eph.4:7-16)
11. We believe in the will, power and providence of God to meet our every need in His service. (Philippians 4:19)
12. We believe that the consistency of personal behavioral standards is vitally important for the reputation of the individual as well as Plymouth Christian Academy. Therefore, the behavioral standards that students hold at school must extend to their life away from school as well. We believe that any student use of, or involvement on or off campus, with tobacco, drugs, alcohol, profanity, immorality, possession/use/or threat of the use of weapons, or un-Christian behavior may result in dismissal from Plymouth Christian Academy. Each student will show honor to the Godhead, the Word of God, and to the United States of America.

## FACULTY AND STAFF/SUBSTITUTE TEACHERS

Faculty and staff are carefully screened by the Administrative Team. All applicants must meet stringent guidelines designed to assess spiritual maturity and commitment, academic qualifications and experience, and an obvious concern

for the development and discipleship of students. All faculty hold a minimum of a B.A. or B.S. degree and meet all certification standards set forth by NCA. Most faculty is also certified by the State of Michigan where applicable. All substitute teachers hold a minimum of 90 college hours and most are certified as substitutes by the State of Michigan.

Substitute teachers are employed by the school to carry on the educational program during the absence of the regular classroom teacher. A substitute teacher is the teacher of record during the school day. It is the expectation of the administration and faculty that students will be cooperative and supportive of the substitute teacher.

## **GOVERNANCE OF PCA**

The Board of Regents as an arm of the church has the responsibility and authority for the establishment, function, and maintenance of Plymouth Christian Academy's programs and fiscal matters empowered under the auspices of the Deacon Board including approval of the annual budget, and facilities that are offered from pre-school through adult ages.

The management of PCA Finances is delegated from the Deacon Board to the PCA Finance Committee. The PCA Finance Committee shall consist of two Deacons, one of which is the Deacon representative to the Regents, two Regents, the Business Manager and the Superintendent. There is flexibility to add one member at-large from either the CBC congregation or the PCA family. The committee shall select a chairman from these members except the member at large is not eligible.

The Board of Regents has the authority to enter into contractual agreements with the certified teaching faculty, in consultation with the Board of Deacons. They shall establish formal policies, as necessary, to carry out that purpose. The membership of the Board of Regents shall consist of a minimum of eight (8) mature Christians who are members of Calvary Baptist Church including one (1) Regent from the Deacon Board appointed annually by the Co-Chairs of the Board of Deacons. Neither the Superintendent nor the Elder Regent Co-Chair positions shall be counted as part of the (8) member minimum. The Nominating Committee will present names for Regents from CBC membership for consideration at the annual election for vote by the church membership. The Board of Elders may additionally appoint up to four (4) mature Christians representing the constituency of Plymouth Christian Academy to serve on the Board of Regents. At all times, a minimum of two-thirds (2/3) of the membership of the Board of Regents shall be members of Calvary Baptist Church.

Potential Board members from other churches must:

- Be born again believers in Christ who are in agreement with the CBC Statement of Faith as defined in Article III, Sections I through VIII. Differences shall be permitted in baptismal practices, communion doctrine and in eschatology (a person must affirm the second coming of Christ while differences in rapture, tribulation and millennial convictions shall be permitted). The magnitude of differences will be determined by the Board of Elders and outlined in the Policy and Procedure Manual including a formal application and interview process for Non CBC candidates conducted by the Elders.
- Be a member in good standing within a "like minded" church who's Church's Statement of Faith is aligned to CBC's Statement of Faith consistent with qualifications described in the preceding paragraph above.
- Agree to support CBC's Statement of Faith on board decisions related to doctrine and theology during their term of service.

The Board of Regents shall choose their officers in accordance with the Regent Board Policy. A Co-Chairman of the Board of Regents, shall at all times, be an elected Lay Elder. The second Co-Chairman shall be an elected Regent and selected by the Regent Board. The non Elder Regent Board Co-Chairman shall be a member of Calvary Baptist Church.

The Superintendent and Principals of Plymouth Christian Academy shall be members of Calvary Baptist Church. The Superintendent shall be a non voting member of the Board of Regents. The Regent Board has the authority for hiring and terminating the Superintendent.

The Regent's tenure shall be arranged so that one-third (1/3) of the terms shall expire annually with a three (3) year term of office for each member. The Elder Board may appoint qualified members from the congregation to fill vacancies. The appointment shall last until the next annual church election of officers. After a term in office a Regent (CBC member or Non CBC member) may be reappointed by the Board of Elders for a second term after which a one (1) year period must elapse before such a person shall be eligible to serve on the Board of Regents again.

PCA is administered by the Superintendent, who reports directly to the Regents Board. The faculty and staff work directly under the leadership of the Administrative Team, which is responsible for formulating and administering the curriculum; recruiting, supervising, and evaluating teachers, office, kitchen, and support staff; authorizing and

monitoring student activities, interacting directly with parents; and aiding parent organizations (Parent Teacher Fellowship, Athletic Booster Club, Fine Arts Booster Club).

The Administrative Team consists of the following members: Superintendent, Secondary Principal, Elementary Principal, Middle School Coordinator, Guidance Counselor, Athletic Director, Early Childhood Coordinator, Elementary Coordinator, Director of Advancement, Director of Development, Spiritual Life Director, and Business Manager. The Administrative Team members are to be the instructional and spiritual leaders of the school. They are to be students of the Word of God and to lead by example based on the principles found therein. The Administrative Team is responsible for the daily operation of the school.

## **PARENT TEACHER FELLOWSHIP**

The Parent-Teacher Fellowship's mission is to provide opportunities for parents to serve and encourage the faculty and to support the ministry of Plymouth Christian Academy. The goals of the group are to encourage every parent to get involved, to support the faculty in both personal and professional ways, and to build community and school spirit. The mission and goals are achieved through service teams which parents are encouraged to become involved in to help strengthen the ministry of PCA. The following service teams have been developed: prayer, hospitality, Market Day, encouragement, event preparation, and grounds.

## **BOOSTER CLUBS**

The Athletic Booster Club and Fine Arts Booster Club provide volunteer support to the PCA Athletic Department and Fine Arts Department. Through participation in the Booster Clubs, funds are provided for athletic needs and Fine Arts needs. The booster clubs also provide much needed volunteers for Fine Arts events such as drama productions and athletic events such as working concessions at the University of Michigan games. Additional benefits include the friendships fostered through participation in school endeavors.

## **VOLUNTEER POLICY**

In an effort to maintain a safe, caring environment for our students, our administrative team has developed Volunteer Guidelines for any individual desiring to work directly with any student at PCA from pre-school through twelfth grade. We appreciate all of the amazing volunteers we have here at PCA and by supporting this process, we are showing due diligence in caring for your children.

We are asking **all** those desiring to volunteer in our classrooms, on our campus, on field trips or directly working in **any** way with our children or youth, to submit a volunteer application EACH school year. Applications are available in both offices and are usually included in the school's June mailing and August mailing to parents. Be sure to include your date of birth and a driver's license number on the application. We will be conducting a criminal background check on each potential volunteer. This information will be kept in a confidential file which is renewed each Fall. Thank you for your support as our ultimate goal is the safety and protection of our students.

Our VOLUNTEER CODE OF CONDUCT and SCHOOL VOLUNTEER POLICY are available for your review on our website, [www.plymouthchristian.org](http://www.plymouthchristian.org). During the month of September, PCA families and friends are welcome to volunteer as they have in the past. It is our goal to have all applications processed by the end of September. Please know that you are approved unless you receive notification from administration. Please see the information provided below for more detailed examples of volunteer activities. We look forward to working together with you this year to give your children the best education possible in a caring, orderly, and Christ-honoring environment!

This list is intended to provide various examples of volunteer activities and is not all inclusive.

- 1) Any elementary or secondary classroom volunteers, speech coaches, room parents, helpers, school store staff, judges, market day, mini-auction, fund-raisers, walk-a-thon, special projects, field trip volunteers, etc.
- 2) Anyone volunteering for the athletic department, U of M Games, ticket sales, concession stands, field days, fun run, coaches, drivers, etc.
- 3) Volunteer office staff, special projects, desk coverage, computer work, lunchroom helpers, playground helpers, service projects, spelling bee and math events, library helpers, art presenters, special days, study skills seminar, international days, etc.

## **GUIDELINES FOR VOLUNTEERS**

**OUR MISSION:** Plymouth Christian Academy, in partnership with parents, prepares students for college and a life of service to our Lord and their community through excellence in Bible centered instruction and through godly example.

## OUR VALUES:

We make decisions based on what is in the best interest of all **students**.

We uphold **honesty** and **integrity** from a **biblical perspective** as our guiding principles.

We treat one another with **respect**.

We set **high expectations** and desire quality performance.

We take **responsibility** for our actions and are **accountable** for the results.

We foster a **safe, orderly, Christ-honoring** environment.

We value **diversity** and the strength of individual differences.

We provide a **positive**, caring and supportive climate.

We work as a **team** to accomplish our mission.

## OUR RESPONSIBILITY:

The work of volunteers is essential to the successful accomplishment of the school's mission. The management policies and procedures employed to supervise the work of volunteers must be in keeping with the mission. Therefore, in selecting individuals for volunteer positions, only persons who support the mission of Plymouth Christian Academy will be recruited.

## OUR OBJECTIVES AND PROCEDURES:

Plymouth Christian Academy desires to make its educational environments free from abuse to all students. To achieve this goal in its educational programs, the following objectives and procedures have been developed for implementation at PCA.

- 1) It is the responsibility of Plymouth Christian Academy to select, screen and manage trustworthy individuals to fill volunteer positions at PCA.
- 2) PCA will take reasonable steps to safeguard children engaged in school-sponsored activities by choosing individuals with high spiritual and moral backgrounds as leaders and participants in programs for students.
- 3) PCA believes that it is important to take these decisive steps to ensure that to the best of their ability, the school and the programs it sponsors are safe and provide a joyful experience for children and youth.
- 4) All volunteers should submit to a screening procedure that will include the completion of a signed Volunteer Application.
- 5) The information received concerning individuals who volunteer their services will be maintained on a confidential basis at all times by Plymouth Christian Academy.

## VOLUNTEER CODE OF CONDUCT:

- You are responsible to sign in when you enter the school and sign out when you leave.
- Wear the Visitor I.D. provided for you throughout your visit.
- Serve as a positive role model.
- Maintain confidentiality of any information regarding a student's academic progress, behavior, or school-related incident or medical information.
- Stay calm in emergencies.
- Be warm, friendly, and courteous at all times.
- Do your best to keep your commitment to the volunteer program and be on time.
- If you can't come, please call the school, 734.459.3505, and leave a message.
- A neat and clean appearance is encouraged. Dress appropriately for the school setting and task.
- As a volunteer, you will be a part of the staff. All students should treat you with respect and you shall treat students with the same respect.
- Smoking is not allowed in our building, on our campus or in the presence of students.
- Loss of temper and use of inappropriate language is not acceptable.
- Volunteers are not to counsel students on such topics as religious beliefs, sexual topics, family relationships, personal hygiene, or moral issues. Any issues must be directed to school personnel.
- Volunteers must refrain from talking about teachers to students or discussing school problems on field trips or in the presence of students.
- In an effort to limit distractions in the classroom, a preliminary meeting or phone conversation with the classroom teacher and volunteer should be conducted regarding duties to be performed.

- Volunteers should be supportive of goals and objectives of the school and promote safety among all students.
- All volunteers will deal with PCA students in a gentle manner. Please do not grab the arm of a student to get their attention. In addition, please keep hugs brief and “shoulder-to-shoulder” or “side-to-side” rather than directly from the front. When taking students to the restroom, please stand outside the restroom and wait for the student.
- Volunteers may not administer prescription or over-the-counter medications to students at any time.
- Discipline problems should be directed to the attention of an available staff member or administrator immediately.
- Volunteers will review and act in accordance with the Volunteer Policy, Emergency Procedures, and any applicable sections included in the Elementary and Secondary Handbooks.
- Volunteers are prohibited from bringing any drugs or weapons to any school sponsored activity or onto school property.

# GENERAL ADMISSION POLICIES AND PROCEDURES

The Word of God teaches that the responsibility of a child's education rests with the parents. Plymouth Christian Academy has been established to provide Christian families with a quality, God-centered education. Plymouth Christian Academy, in partnership with parents, will prepare students for college and a life of service to our Lord and their community through excellence in Bible centered instruction and through Godly example. Therefore, the following admission procedures have been established by the Board of Regents:

## ADMISSION REQUIREMENTS – STUDENT PROFILE

All admission and re-enrollment decisions are within the sole discretion of the Administrative Team. Plymouth Christian Academy will generally consider the following non-exclusive qualities:

- **Christian:** Views the Bible as God's word and authority for all living; trusts in Christ for salvation; responds spiritually; active in local church; demonstrates a desire to be a disciple of Christ.
- **Academic:** Exhibits satisfactory scholastic preparation through previous school performance and scores on the Admission Test.
- **Self-Disciplined:** Completes work regularly, displays responsibility.
- **Obedient:** Respects authority, responds to discipline.
- **Cooperative:** Desires to attend Plymouth Christian Academy and be involved in school activities.
- **Respectful:** Values others, authority, and school property.

Married students will not be enrolled and will be terminated from enrollment should they get married during the school year. Cohabitation is an unacceptable lifestyle. A student living under such conditions will neither be accepted for enrollment nor be permitted to continue attending PCA.

## ADMISSION PRIORITIES

Assuming the student is qualified and otherwise meets Plymouth Christian Academy requirements, the following priorities will generally apply:

- Children of families with students currently enrolled in Plymouth Christian Academy.
- Children or siblings of PCA graduates.
- Calvary Baptist Church members.
- New applicants.

Review of applications will be on a first-come first-serve basis for open enrollment. Applications are accepted at any time during the year.

## ADMISSION PROCEDURES

***All application forms, with supporting documentation, must be filled out completely and application fee paid to begin the enrollment process.***

- All applications will be reviewed by an administrator.
- Students will be tested with an admissions exam to determine achievement levels in Math and Reading.
- Test scores of stanine "4" or higher are expected for admittance. However, students accepted with a stanine of "4" may be required to complete additional tutoring and may be placed on academic probation.
- The student and family will be scheduled for an interview with the appropriate administrator.
- The administrator will explore areas beyond the application pertaining to school expectations and student success at PCA.
- Recommendation forms from former teachers, a counselor or administrator, and a pastor are required for all students entering grades 7-12.
- The Admissions Committee makes the final decision regarding enrollment.
- When a student is offered enrollment at Plymouth Christian Academy, the family must make the appropriate tuition payments according to the tuition schedule.

Some students will be admitted on a probationary status at the discretion of the Secondary Principal and Counselor/MS Coordinator for either academic or behavioral issues. Conditions of the probation will be detailed in writing and signed by the parent(s) and the administrators. Probation status will be discussed near the end of the probationary period to determine the next steps to take.

## PARENT AGREEMENT

Both parents must sign the Parent Agreement as part of the Admission Procedures as well as during the annual Re-enrollment Procedures.

1. We understand that Plymouth Christian Academy has been established for the purpose of providing a Christ-centered education for its students. We further understand that the proper spirit, attitude, and commitment of each parent and student are vital to the achievement of that purpose.
2. We understand that God has ordained authority and discipline as a necessary part of life to guide and control behavior. As a parent, we agree to cooperate with the faculty and administration by learning, supporting and obeying the policies and procedures pertaining to student life as well as parental responsibilities, Code of Conduct, and standards of Plymouth Christian Academy. We further understand that any violation of these policies and procedures will result in appropriate action by proper school personnel.
3. We understand that the consistency of personal behavioral standards is vitally important for the reputation of the individual as well as Plymouth Christian Academy. Therefore, the behavioral standards that students hold at school must extend to their life away from school as well. We are aware that any student use of, or involvement on or off campus, with tobacco, drugs, alcohol, profanity, immorality, possession/use/or threat of the use of weapons, or un-Christian behavior may result in dismissal from Plymouth Christian Academy. Our child will show honor to the Godhead, the Word of God, and to the United States of America.
4. We believe that the Bible is the inspired Word of God. We agree that this strong belief in God's Word leads to the conviction that sexual immorality and homosexuality are sinful and that such behaviors are therefore unacceptable for all (parents, staff and students). (I Corinthians 6:18-20; I Thessalonians 4:3; I Corinthians 11:3, Romans 1:24-32).
5. We pledge to resolve school-related conflicts by applying the Biblical principles and procedures in accordance with the teaching of Matthew 18.
6. We understand that attending Plymouth Christian Academy is a privilege and that while our student is in attendance we will promote and encourage academic excellence, observance of all school policies and procedures, and maintain a cheerful and cooperative attitude with the faculty, administration, and other parents. Plymouth Christian Academy reserves the right to terminate this enrollment agreement during the term of the agreement according to the school policies.
7. We pledge to meet all of our financial obligations to PCA, including financial obligations that remain after our child graduates or is withdrawn from PCA, and understand that delinquency in payments may result in student records, attendance at school, and/or re-enrollment being withheld from the student.
8. We pledge permission for Plymouth Christian Academy to teach all elements of the Statement of Faith to our child, and we are willing to support the school in its endeavors to encourage and guide our child in applying those doctrines to everyday living.
9. We affirm that all of the information contained in this application is true and accurate to the best of our knowledge. We understand that providing any false information is sufficient grounds for the rejection of the applicant or expulsion/withdrawal of the student.
10. We pledge that when we are no longer in a position to honor one or more of the above pledge commitments, the only solution may be for the home/school relationship to be terminated. In accordance with the tenor and teachings of God's Word, we pledge that the termination of this relationship will be handled in a manner pleasing to our Lord and Savior, Jesus Christ.

## STANDARD OF CONDUCT

Both parents and ALL 6<sup>th</sup>-12<sup>th</sup> grade students must sign the Parent Agreement as part of the Admission Procedures as well as during the annual Re-enrollment Procedures.

Plymouth Christian Academy was founded upon the conviction that young people should be able to gain a quality academic education in an environment that is conducive to spiritual growth. The school holds that the **Bible** is the sole authority on all spiritual matters and that spiritual growth begins with the initial act of saving faith and continues throughout life. Bible study is a required part of each student's curriculum and the students are required to attend Chapel services.

As a part of its basic philosophy of education, PCA also recognizes that the **home** is primarily responsible for the development of Christian character, and that the **school** is responsible for building on this foundation.

In order to do this, PCA must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. We believe in a Standard of Conduct based upon biblical principles of Christian living.

The school, therefore, expects each student to maintain Christian standards of **courtesy, kindness, morality, and honesty**. The school further requires each student to **refrain** from **profanity, indecent language, gambling, cheating, stealing, and use** of any type of **tobacco, drugs, alcohol, and pornographic materials**, and from participation in **unlawful, violent or destructive acts both within and outside the school environment**.

Students are expected to abide by these standards throughout their enrollment at Plymouth Christian Academy. **This includes both in-school and out-of-school activities.** Students found to be out of harmony with the PCA Christian principles may be withdrawn from PCA whenever the general welfare of the student body demands it at the sole discretion of the administration. It should be understood that this is a **joint agreement** between the **school**, the **parent**, and the **student**. Both the school and the parent must enforce these standards while the student is associated with PCA.

## RE-ADMITTANCE POLICY

A student, who has been expelled or voluntarily withdrawn from PCA due to a breach of the student enrollment agreement, is eligible to apply for re-admission to Plymouth Christian Academy under the following guidelines:

- a. Re-admission will be considered after no less than ninety (90) school days from date of dismissal or withdrawal.
- b. They must meet all criteria under "New Student Enrollment".
- c. The student will be placed on "enrollment probation" for no less than one semester. (See Enrollment Probation Policy below)
- d. The student (and parent(s)/guardian) will be required to interview with an administrator and provide the following materials:
  - Documentation that all legal obligations, if any, have been met.
  - Evidence of current, active involvement in a church youth group or Christian youth program with a written recommendation from the sponsor of that program.
  - Written recommendation from a non-related Christian adult.
  - Student improvement plan - the student will identify, in writing, personal and educational goals and an action plan for attainment.

Students who voluntarily withdraw from PCA without a breach of the student enrollment agreement and want to return mid-term will be required to meet with the secondary principal and counselor. They must meet all criteria under "New Student Enrollment". The student may be required to remain in his/her current school program until the end of the semester before returning to PCA.

## ENROLLMENT PROBATION POLICY

Enrollment probation will be used for those students who have voluntarily withdrawn or have been expelled from Plymouth Christian Academy or another school for disciplinary action or a breach in the schools code for student conduct. This policy also includes those students who have a prior history of drug or alcohol use, or other illegal activity.

- a. The student will remain on probation for no less than one semester.
- b. The student will identify, in writing, personal and educational goals and an action plan for attainment.
- c. The student will be required to meet every two weeks with the guidance counselor and/or an administrator to review the personal action plan.
- d. The student will be required to maintain a minimum grade point average of 1.9 (76% or C)
- e. The student will be prohibited from participation in athletic, extracurricular, and social activities for 30 days. The student will be subject to random drug screening at the discretion of school administration. Parent(s)/guardian(s) will be responsible for the cost of the drug testing.

## WITHDRAWING FROM PCA

A parent must contact either the elementary or secondary office to initiate a student's withdrawal. Upon turning in all books and equipment and paying required tuition and fees, withdrawal can be completed within two business days. PCA will hold school records until all of the above have been completed. No records will be sent to the new school until all fees and fines are paid.

## TUITION POLICY

The current school year's Tuition and Fee Schedule determines tuition, fees and payment terms under PCA's financial contract. PCA has financial and contractual arrangements with faculty, staff, and vendors, which are made in the spring and summer before the beginning of the school year. These obligations necessitate that families make firm financial commitments through a contract with the Finance Office.

PCA reserves the right to hold transcripts, report cards, and all student records until all tuition and fees are current. It is further agreed that all payments due hereafter shall be paid in a timely manner in accordance with the agreed upon payment plan selected at the time of enrollment. Continuing enrollment may be forfeited if tuition is not kept current.

Tuition is payable by the following options:

Full payment (tuition and fees): Due in the Spring based on next year's tuition schedule available in the office. Payment is made electronically through checking, savings or credit card (2.5% convenience fee) through the FACTS program. There is **no charge** for this plan. If full payment is made, a pre-payment discount will be offered.

Semi-annual payment (tuition and fees): Both payments will be made by electronic transfer through the FACTS program. The first payment is due by December and the second payment is due by April. There is **no charge** for this plan. If both payments are paid by December, a pre-payment discount will be offered.

Monthly payment (tuition and fees): Monthly payments will be made by electronic transfer through the FACTS program. There are several new options this year, including method of payment, length of payment terms, and payment dates.

A student's account must be current by the first day of school, and at least ½ the balance paid off by Christmas break in order to continue attending school. By graduation the account must be current to complete graduation and receive student records.

If a student withdraws *after entering classes* (on the student's/family's initiative), the student will be charged for any portion of a month that the student attends PCA. Tuition and all fees will be pro-rated based on the 10-month school year but application fees will be held.

Should a student withdraw *after being accepted but prior to the beginning of the school year*, the application fee will be held, but the tuition and all other fees will be refunded.

Should a *re-enrolled student withdraw prior to the beginning of the school year*, the tuition and all other fees will be refunded.

Returned checks will carry a \$25.00 processing fee.

Records and transcripts will be forwarded to another school or college for students whose tuition, fees, and fine accounts are current. An Incomplete will be applied to a student's courses if his/her account is not current.

Tuition Discounts:

- Prepayment Discount – 5.0% discount if payment received in the Spring (contact tuition office for exact date)
- Multiple Child Discount - \$150 discount for each additional child (grades K-12)
- CBC Member Discount – 9.0% discount for CBC members who regularly attend CBC, consistently and faithfully contribute to the CBC General Fund, and support CBC ministries through personal involvement by volunteering their time and talents. To be eligible for this discount, please complete the CBC Member Form available in the tuition office.
- Full Time Ministry Discount for full time ministry personnel – To be eligible for this discount, please complete the Ministry Discount Form available in the tuition office

FACTS Policies:

- Most banks charge a fee for NSF
- FACTS charges a \$30 NSF fee
- Customer service for FACTS is 800-624-7092
- Parents can go to <http://online.factsmgmt.com> to access their account
- General information can be found at [www.factsmgmt.com](http://www.factsmgmt.com)

Contact the Tuition Office at 734-459-3505 x 3190 if you have further questions.

## FINANCIAL AID POLICY AND PROCEDURES

The PCA Regent Board recognizes that there will always be a need for financial aid. Therefore, the following policy will assist those who choose to apply for tuition assistance:

1. To ensure confidentiality, PCA has chosen to use an outside firm to evaluate all financial aid applications to determine family eligibility. This firm, hereby called "evaluator," helps PCA maintain a uniform methodology and acts as an impartial third party to assess each family's request for financial aid.
2. To qualify, families desiring financial aid must go through an application process and meet the qualifications set by the evaluator.
3. Applications can be obtained through the school website or [www.factstuitionaid.com](http://www.factstuitionaid.com).

4. Applications must be fully completed and submitted to the evaluator on or before the first Friday of April. Forms received after this time will be reviewed in July.
5. The financial aid amounts will generally range up to 50% of full tuition amounts based on need.
6. Based on the evaluator's recommendations, the applicant will be notified of the dollar amount of financial aid granted, if any, by the school Tuition Office as soon as available.
7. The financial aid amount will be set for a period not to exceed one school year. Recipients must reapply each year. Financial aid will be available for students in full time kindergarten (4 or 5 day sessions) through grade twelve.
8. Upon notification of the approved financial aid granted, the recipient must sign a Financial Aid Contract Addendum form as acknowledgement of the dollar amount of the financial aid granted. Copy of the form is available in the Tuition Office.
9. The Financial Aid Contract Addendum form must be returned by May 1 of each year.
10. Financial aid will be revoked if a family fails to keep non-aided tuition payments current (see the Tuition Payment Contract).
11. Financial aid may be revoked if a student fails to maintain a 75 academic average and/or demonstrates unacceptable conduct as determined by the Administration.
12. Any intent to mislead or defraud the evaluation process will make the applicant ineligible for financial aid.
13. Until a financial aid package is approved, full monthly tuition is due.

## TRIP POLICIES AND PROCEDURES

The Tuition Reduction Incentive Program (TRIP) is intended to provide additional support to families in the payment of their tuition. Participation is open to all parents, grandparents, relatives, friends and anyone in the community who wishes to support tuition reduction at PCA.

The TRIP program purchases gift cards/certificates from Shop with Scrip, who supplies cards for various restaurants, grocery stores, retail stores, and service businesses. Shop with Scrip offers rebates on the gift cards purchased and the school and family shares the rebate (i.e. a \$100 gift card with a 4% rebate brings a \$4 rebate. 90% (\$3.60) of the rebate is credited to the family tuition account while the remaining 10% (\$.40) is held by the school for administration fees or goes to the school scholarship fund. ) There are hundreds of retailers with rebates ranging from 2% - 16%. Keep in mind these are monies you would already be spending, but with a little planning, you can significantly reduce your tuition.

Your tuition reduction rebate can be applied to your individual account, another family's account or the PCA Scholarship Fund account.

### Registering for TRIP

Families can register online directly by going to [www.shopwithscrip.com](http://www.shopwithscrip.com) and registering with Plymouth Christian Academy - code # **EFDF95AE21L** or you can fill out a form provided in the school office. If you have filled out a "paper" registration form, you will be registered online and your login is as follows.

Login = Email address provided

Password = daytime phone number provided

If you have trouble logging in, please contact us directly to receive your login at [clabelle@plymouthchristian.org](mailto:clabelle@plymouthchristian.org)

### Ordering Gift Cards

Orders are placed weekly using the following methods.

- Option 1 (**In person**): Bring in your completed order form with a check made out to PCA for the amount of your order on Tuesday mornings between 7:45 a.m. and 9:00 a.m. Pick up your order the following Tuesday morning.
- Option 2 (**Order online, pay in person**): Bring in a purchase order printed from [www.shopwithscrip.com](http://www.shopwithscrip.com) with a check made out to PCA on Tuesday morning between 7:45 a.m. and 9:00 a.m. You can go online to [www.shopwithscrip.com](http://www.shopwithscrip.com), fill out an order form, print it and bring it in with your check. Pick up your order the following Tuesday morning. This method saves administration time and ensures total accuracy of your order being placed. Payment must be received before order is submitted.  
School ID code = EFDF95AE21L
- Option 3 (**Order online, pay online with PrestoPay**): You must have a PrestoPay account set up through [www.shopwithscrip.com](http://www.shopwithscrip.com). This will save you time and you can reload certain cards online when you need them. Having a PrestoPay account is required to use the "ScripNow!" online ordering. Orders placed by 9:00 a.m. Tuesday morning will be delivered to the school for your pick up the following Tuesday. There is a minimal fee of 39 cents on orders paid online.

Finally, you will be able to track your orders and rebates online. Please remember when you run a report it will show a total rebate amount and you will keep 90% of the total rebate.

### **TRIP Policies**

1. All orders must be received and paid in full by 9:00 a.m. Tuesday morning. Any cards that are ordered that do not have payment will not be filled.
2. Orders that have not been picked up on Tuesday mornings between 7:45 a.m. and 9:00 a.m. will be held in the secondary office for pickup.
3. Order pickup: If you want your child or another adult to take your cards to you, a disclaimer must be signed (obtained in the church office). Mailing will not be an option due to the risk of sending cards through the mail since they are like cash.
4. If an overpayment is made a credit will be issued to the family for use against future orders. Credits must be used in the current school year.
5. Any errors in the order must be reported to the school within a 48 hour period.
6. Anyone writing a non-sufficient fund check will incur a \$25 fee. The fee will have to be paid to TRIP or deducted from your TRIP earnings before your next order will be processed. If two N.S.F. checks are entered on your TRIP account in the same school year, your ordering privileges will be suspended for a two month period.
7. Rebates are credited to tuition account on a quarterly basis. Families who have prepaid their tuition will earn the rebates throughout the year and the total will be applied to the following year's tuition.
8. If you pay your tuition in full, your tuition credit will be held in your account until the end of March, at which time will be applied to the following year's tuition.
9. TRIP certificates are the same as cash. We will NOT accept responsibility for lost or misplaced cards. We cannot take back or refund any ordered certificates.
10. Any unused rebates will be credited to the PCA Scholarship fund.

Please contact the TRIP coordinator if you have any questions.

Carol LaBelle  
[clabelle@plymouthchristian.org](mailto:clabelle@plymouthchristian.org)  
734-459-3505 ext. 3148

# GENERAL POLICIES AND PROCEDURES

## AFTER SCHOOL SUPERVISION

There is no after-school supervision for secondary students except for those in school-sponsored activities. PCA is unable to assume responsibility for students who are not in school activities.

## BUILDING USAGE POLICY

For all activities outside the regular class schedule, the Administrative Team must approve a request form. No group will be allowed to use any part of the building without a teacher, an administrator, or an adult supervisor.

## Food and Beverages in the Classrooms and Hallways

Food and beverages are not to be consumed in the classrooms except at designated times. Students may bring healthy snacks for the designated snack period. Food items for lunch should be kept in lunch containers until lunchtime. **Students are not permitted to purchase snacks or drinks from the machines during class times or in between classes, except during the morning snack time.** Students may carry and use water (only) bottles (non-glass) during classes.

**Gum is not to be used on campus during the school day.**

## Care and Use of School Property

The student is to treat all school property as valuable personal property. Parents or guardians will be responsible for damage done by their child to school buildings, furniture, grounds, lockers, textbooks, or any other property of the school. PCA will withhold all records until full reimbursement has been made.

## Locker Usage By Students

Lockers are the property of the school and are furnished for each student in the secondary grades. A lock rental fee is included in the tuition fees. Locks may be signed out the day the student begins school or during packet pickup day. Locks are to be kept by the student from year to year and only turned in when the student withdraws or graduates. If a lock is not returned then the student's report card will be put on hold until the lock is returned or an additional fee of \$5 has been paid. **Personal locks are not allowed. Locks are not mandatory but are highly encouraged.**

Locker doors should be kept tightly closed at all times. Out of respect and privacy for others, *student lockers should not be opened by other students.*

Lockers are to be kept neat and orderly. Decorations, political stickers or posters, and pictures must be neatly displayed on the inside of the lockers only, and must be consistent with the values of PCA. Posters of inappropriately clad men or women or any questionable decorations are not permitted. Spirit posters and team recognition may be posted on the outside of the lockers with blue painters tape only. Writing using markers, pens, etc. on lockers (either inside or outside) is prohibited. Bumper stickers (and any other stickers) must be put on with blue painters tape only, not peeled and adhered.

All books/gym bags that do not fit into a locker must be stored on top of the locker or in the designated shelving during the school day and removed at the end of each school day.

Lockers and locks remain the property of PCA and as such the administration reserves the right to search the lockers without the permission of the student if such action is deemed appropriate by the school administration.

## CHANGE OF ADDRESS, TELEPHONE NUMBERS, AND EMERGENCY INFORMATION

Families who change their residence, mailing address, telephone number, or e-mail address after enrollment are asked to report the change to either the elementary or secondary office within seven days so that all records may be corrected.

## **CHILD PROTECTION POLICY**

If a school employee knows of or suspects abuse or neglect of a PCA student then they are obligated to report it to the school administration. The administration has a duty to report the knowledge or suspicion to the appropriate state agency. This is the case whether the suspected abuse or neglect occurs on or off the school premises. When child abuse is suspected, the following procedure will be used:

1. The knowledge or suspicion shall be reported immediately to the administration.
2. If necessary, the administrator will examine the student and document findings.
3. The administrator will meet with appropriate parties to discuss findings in order to determine a course of action.
4. The administrator shall immediately report what is known to the appropriate state agency.
5. School officials will cooperate to the extent required by the state agency.
6. Strictest confidence will be maintained, omitting names whenever possible, even for prayer.

## **DOGS/PETS ON CAMPUS**

Dogs and other pets are *not allowed* in the school or classroom unless they are serving as a bona-fide service dog to a staff member, parent, child, or visitor, or the dog is serving as a canine detection dog for prohibited items. In such cases, an up-to-date vaccination record must be provided (when requested) for the animal. Classroom pets must have the approval of an administrator and the pet's presence cannot cause irritation to students.

Dogs and other pets *are not allowed* on school grounds during the hours in which school children are present. This includes all athletic events, including those on the soccer fields or ball fields.

During drop-off and pick-up of students, dogs *must* be left in the vehicle. Parents are asked not to bring their dog outside of their vehicle to the pick-up area where there are children.

During non-school hours, dogs must be leashed in accordance with the City of Canton codes. This includes all property that PCA/CBC owns or uses for sports and other school sponsored activities.

## **FIELD TRIP/OFF CAMPUS/AFTER SCHOOL ACTIVITY POLICY**

Any off-campus or after hours class activities including, but not limited to, field trips, class socials (ie. Pool party), fundraisers (ie. Car wash), etc. involving PCA faculty/staff and deemed PCA-sponsored **MUST** have an administrators approval and **WILL** require a PCA permission form. For all PCA-sponsored activities, the school dress code policy will be the standard and **NO** exceptions to this policy are allowed without prior approval from an administrator.

**NOTE: TELEPHONE PERMISSION WILL NOT BE ACCEPTED.**

**FIELD TRIPS:** All students are required to return signed permission slips from their parent(s) or guardian(s) before being permitted to attend field trips. Transportation for most field trips is by school bus. A charge for each student may be made to cover the cost of the field trip. Those students not going on the field trip are required and expected to be in school except for illness or parental permission for absence. Such students may find that they are assigned to a schedule different from their regular schedule as determined by an administrator. If the student does not attend the school sponsored field trip or school, their absence is counted toward their allowed total per semester.

The dress code for field trips will be the same as the school dress code, unless the sponsoring teachers request otherwise. Any special rules that the sponsor(s) established for the trip must first be approved by an administrator and then the sponsors will act in his/her stead in the enforcement.

## **FOREIGN AND FOREIGN EXCHANGE STUDENTS**

The Board recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign students as members of the student body of PCA. The Board will permit, subject to criteria established by the administration, the admission of foreign students and foreign-exchange students from recognized and approved student exchange programs who are residing with PCA approved families. In most cases, the foreign-exchange student's family will be required to provide the tuition and fees.

## GIFTS TO THE SCHOOL

Because tuition does not fully cover the expense of operating the school, there is a need for financial support in the form of gift income, as the Lord leads, from parents and friends. Gifts to the school that comply with the Gift Policies are welcome and will be tax deductible. The Director of Advancement or the Finance Office can provide a suggested list of needed items and a letter outlining the gifts given for income tax purposes.

Many businesses and companies offer matching gift donation programs. The Development Office has additional information about this program.

## GIFTS TO THE TEACHERS

It is very meaningful for teachers and other staff members to be remembered by students and their families at Christmas, birthday, etc. Homemade items, cards, notes and baked goods are special reminders that PCA families appreciate the staff member's dedication and hard work.

## LOST AND FOUND PROCEDURES

**Locker room**—All personal possessions must be locked up at all times. Equipment and clothing found in unlocked lockers, on the benches, or on the floor will be collected and brought to the PE Lost and Found area.

**Hallways**—All personal items/books must be kept in hallway lockers. Items found on the floor in the hallway will be brought to the Lost and Found area. All textbooks found should be turned in to the school office and the owner will be notified. Other articles found within the school or on campus should be placed in the Lost and Found areas. Parents and students should check this weekly for personal items. Unclaimed articles will be given to a charitable organization at the end of each month or as space requires after notification to students has been given.

## LUNCH PROGRAM AND PROCEDURES

Hot lunches are provided in the lunchroom. A daily menu is available in the office, the monthly newsletter and through Edline. There are microwave ovens in the lunchroom for heating food brought from home. The *only* circumstance under which a 7<sup>th</sup>-11<sup>th</sup> grade student may leave campus for lunch is if he/she goes out with their **own** parent. The parent must pick up and sign out their student, as well as sign them in upon return to campus. Students may not leave campus for lunch with a friend, a friend's parent or a sibling even with parental permission. Off campus lunch, without a parent, is a privilege reserved for the Senior Class only.

Students are required to complete table clean-up duty on a rotating basis. The lunchroom supervisors make the table clean-up duty assignments.

## MANAGEMENT OF PUBLIC AND MEDIA RELATIONS

The school has designed school publications (newsletters) to keep you informed of immediate and future school events. The secondary school produces a weekly e-mail newsletter for this purpose. Your attention to these publications is vital for staying abreast of school activities. Additional information can be found on the PCA web site at [www.plymouthchristian.org](http://www.plymouthchristian.org) or [www.edline.net](http://www.edline.net).

Anyone desiring to distribute material on campus must have the approval of the Administrative Team.

Management of public and media relations is a function of the Administrative Team. Opportunities to put the PCA name before the public, whether at a public gathering, through television, radio or in the print media must be coordinated by the Administrative Team to ensure an approach to public relations that is in line with the PCA mission.

## MASTER CALENDAR FOR SCHOOL AND CHURCH ACTIVITIES

The Master Calendar of all school activities and other activities affecting utilization of the school or the school building will be kept by the Administrative Team to avoid unnecessary conflicts of activities. **All requests for posting on the calendar will be presented to the Administrative Team who will post the event.** As accurately as possible, parents will be kept updated on school events via the weekly newsletter (posted on the web site, on Edline and via email). Athletic schedules and directions will be posted on the web athletic pages. Parents should review the newsletter and the web pages for changes or additions to the calendar and athletic events. The PCA web address is [www.plymouthchristian.org](http://www.plymouthchristian.org).

## NON-CUSTODIAL PARENTS RIGHTS AND RESPONSIBILITIES

Divorced and separated families are realities of contemporary life which affect PCA's responsibilities to its students. The following general guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child as well as situations where separated or divorced parents share custody of a student. Unless otherwise required by law, PCA has the discretion to modify these general guidelines in individual cases where it is in the best interest of the student or the school. PCA will comply with any valid court order concerning custody issues. Unless PCA is notified in writing to the contrary, it will assume that a parent is a custodial parent.

"Non-custodial" means a parent who does not have any custody rights, joint or otherwise, concerning the student. A non-custodial parent will not be allowed access to the student or student records unless the school receives a valid court order or specific written permission of a custodial parent and/or legal guardian.

"Custodial" parent is defined as any parent/guardian with joint or full custody. Generally, unless a valid court order specifically provides otherwise, in joint custody situations, both custodial parents have access to the student, both are permitted to participate in teacher conferences and both will receive report cards. PCA expects that the parents sharing custody will work out among themselves school issues (for example, who will attend conferences) so as to not disrupt school procedures.

Parents sharing custody are both required to sign the enrollment and re-enrollment documents. This will indicate that both parents are in agreement with enrollment in PCA.

If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the discretion to restrict access by such parent(s) or take other necessary action, including but not limited to, terminating the enrollment agreement and seeking the withdrawal of the student.

If a student activity requires parental consent, the school will accept consent only from a custodial parent. In joint custody situations, consent is required only from one custodial parent. Generally, both custodial parents, whether married, separated or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. If PCA does not have a valid court order, non-custodial parents will be denied access to student records.

## OFFICE HOURS

The school offices will be open from 7:15 a.m. to 4:00 p.m. Monday through Friday. The office will be closed on all school-wide holidays including Thanksgiving, Christmas and Spring Break. On some early release "half-days" the staff may also leave early.

## RESOLVING CONFLICTS AS CHRISTIANS

We realize that there will be disagreements even among Christians, but the difference is in how we resolve them in a way honoring our Lord. God's Word gives certain principles to bring about the restoration of a healthy relationship (Matt. 5:23-24, 18:15-17; Eph. 4:17-32)

The following procedure should be undertaken by the parties in the conflict:

1. Keep the conflict limited to the parties directly affected to avoid the sin of gossip. (II Cor. 12:20)
2. The parties involved (students, parents, teachers, administrators) should meet and pray for an honorable resolution, a mutual understanding and respect for each side's perspective. Our Lord promises us wisdom when we ask in faith for it. (James 1:5, 6)
3. If there is not any reconciliation of the problem, the parties are encouraged to bring the conflict to the next level of authority for counsel.
4. When the problem or conflict is finally resolved, the necessary apologies should be made and efforts made to assure that future conflicts of this nature will be avoided.

## SCHOOL CLOSING POLICIES

When snowfalls are heavy, Plymouth-Canton Community Schools transportation personnel report road conditions to our administration by 5:00 a.m. At that time, if the conditions warrant, an announcement is put on the radio stations. **PCA does not always close when the Plymouth-Canton schools are closed.** School closing notices are sent to radio stations (**WWJ—AM and WMUZ—FM**) and TV stations (**WJBK—Channel 2, WDIV—Channel 4, WXYZ—Channel 7**). There will also be an announcement placed on the website and on the recorded voice mail message at the school office, which can be reached at any time.

In addition you can have automated phone messages, text messages or emails sent to you using our mass notification system in Edline. To set this up, sign in to Edline, click on My Account then click on Manage

Account. Enter the requested information for emails, phone messages and/or text messages. Click on Save & Return.

If schools are dismissed during the day because of an emergency (i.e. as a result of snow), bus students are also dismissed. Parents should make arrangements for their students in the event of such an emergency, and instruct them to go to the home of a friend or neighbor as designated on the Pre-Arranged Emergency Form (completed at the beginning of each school year.) Once the decision is made to dismiss students, the buildings are closed and activities canceled until the beginning of the next school day. The athletic teams will be notified via email and phone as to the status of their games. In addition, information will be posted on the website. Be sure to make and discuss the Pre-Arranged emergency procedures with your student(s) in case of any emergency school dismissal.

## **SECURITY/SAFETY/EMERGENCY PROCEDURES**

Upon entering the church and school buildings, parents and visitors are required to sign-in at the information desk. Badges identifying parents and visitors are available at the desk and must be worn at all times while on campus. Before leaving the campus, please return the badge and sign-out at the information desk.

### **Fire Drill Procedure**

The alarm will be a continuous horn until the building is vacated.

- A. Students will leave the building in a quiet, orderly manner according to instructions.
- B. Students should carry personal belongings with them. All school supplies/books remain in the room.
- C. The door to the classroom is to be closed, but not locked. Windows also must be closed
- D. Class groups are to remain together in designated areas near the Barn. The teacher will take roll quickly and report absentees as compared to the start of the period.
- E. When the "All Clear" signal is given, students will return promptly to their rooms.

### **Tornado Drill Procedure**

When a tornado drill announcement is made over the PA system, students and teachers are to go immediately to the hallways or restrooms of the building, away from any glass doors or windows. All students from the modular buildings and rooms 23, 25, & 27 will report to the activity center. PE classes must be moved inside the building. Other classes will be directed to the inside halls immediately outside their classroom. Students should move close to the wall in a layer fashion: everyone sitting "pretzel-leg" fashion close together, with hands over heads and wait for further instructions.

### **Lockdown Procedure**

In case of an emergency situation where the students and staff are in danger, PCA has established a lockdown procedure. Depending on the severity and nature of the danger, different levels of lockdown have been established. Please know that PCA administration will make every effort to insure the welfare and safety of all students and staff. Parents are welcome to come to the school or call to inquire about their child's welfare. If you have any questions about lockdown procedures, please do not hesitate to contact the Superintendent.

## **MASS ALERT NOTIFICATIONS**

The Mass Alert Notification System, based on information/preferences families provide (e-mail, phone, text) in Edline, is a vital communication tool to keep our families and staff updated and will be used for select occasions ... from reminders of major events to emergency notifications to announcements about school closing! *NOTE: any e-mail or phone# that you provide through Edline is controlled only with Edline and is NOT provided to any other outside entity.*

To set this up, sign in to Edline, click on My Account then click on Manage Account. Enter the requested information for emails, phone messages and/or text messages. Click on Save & Return.

## **SCHOOL HEALTH POLICIES**

### **Athletic Physicals**

Students in grades 7-12 who become involved in interscholastic athletic competition must have a physical examination by a licensed physician and secure written permission from their parents before being allowed to participate in athletics. Proof of personal insurance or a waiver is required before any student may participate in practices or any competitions. See Athletic Eligibility Policy for additional information.

## Communicable Diseases

Please let the appropriate school office know if your child contracts a communicable disease such as strep throat or chicken pox or if lice are identified in your child's hair. Include information on when you first noticed the symptoms.

## School-Administered Medication

In compliance with the Michigan School Code Section 1178 regarding medications:

- Parent and "licensed prescriber" must provide written authorization, giving permission to the school to administer medication. Medication includes prescription and non-prescription (Tylenol, cold medication, etc.)
- Signature must be in ink and dated.
- The authorization is valid for one school year or until medication is changed, whichever is first.
- Directions for administering medications should be in the form of written orders from the "licensed prescriber".
- "Licensed prescriber" includes: M.D., D.O., dentist, podiatrist, and R.N. or physician's assistant with delegation for the M.D. or D.O.

PCA requires written permission from the student's parent/guardian and "licensed prescriber" for prescription and non-prescription medication. Medication forms are available in the office if your student needs to take over-the-counter or prescription medication during the school year. A form must be completed by a parent and physician and returned to the office before the school can give any medication to your student. Upon written request from a parent/guardian and with the approval of the school administration, students, who are competent to do so in their parent/guardians judgment, may store small quantities of medication for self-administration. In all cases, the parent/guardian must have confirmed the appropriateness of the medication and instructions with a licensed physician.

It is the responsibility of the parent/student to report to the appropriate school official when any prescription or non-prescription drug is to be taken.

**No medication will be given (either at school or while on a field trip) if it comes in a baggie, plain bottle, envelope, etc. Medications will not be given unless accompanied by a medication consent form.**

Any student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program in which the student is participating if proper approvals are on file in the office. All necessary written permission forms detailed above for school administration of medication must be obtained and filed in the school office prior to possession, storage, or self-administration by a student.

All prescription medication must be in the labeled container as prepared by the pharmacy, physician, or pharmaceutical company. Non-prescription medication must be in the original container. This means that we cannot accept medicines in sandwich bags or envelopes.

No dosage or time of medication changes can be instituted for prescription medicine except by written instruction from the physician after the initial request. This means if the student should forget to take their prescription medicine before coming to school and the doctor's instruction for the school is to administer the medication at lunch time, you cannot call the school and ask us to give your child his/her morning dosage. We also cannot change dosage. For the school to do either of these, we would have to be a licensed pharmacy.

**End-of-year procedure:** At the end of the school year, parents are required to pick up all medications that have been given to the school for distribution to students during the year. Any medication that has not been picked up by the end of the school year will be discarded.

**Field Trip Procedures:** When a student attends a field trip, the school must send the entire prescription medication container with the teacher. To remove any amount of the medicine and put it in another container (bag or envelope) would be taking on the role of a pharmacy. Suggestion: When a prescription is filled, ask to fill a container (labeled) with one dosage for field trip usage. This helps avoid the risk of losing important/costly medication(s) while on the field trip.

## **Student Illnesses—Keeping Students At Home**

Please keep your child home if he/she feels sick. No child should be brought to school with a fever, contagious rash, or if he/she has vomited within the previous 24 hours. **The child must not have a temperature over 100 degrees for 24 hours (without the aid of fever medication) before returning to school after an illness.** A child with excessive coughing or nasal discharge not due to an identified allergy should remain at home until the condition clears.

## **Student Illnesses At School**

If a student becomes ill or injured at school, the following guidelines will be followed:

1. In a case of critical illness or injury, the parent and emergency personnel (Fire Department/EMT) will be called and the student taken to the nearest emergency room. The parent will be notified where to meet the student.
2. Students suffering injury will be administered first aid, if needed.
3. Students who become ill at school will be isolated and the parents will be notified immediately.
4. The student will be supervised until leaving school. Students who are obviously ill will not be allowed to remain at school.

## **STUDENT RECORDS/CONFIDENTIAL INFORMATION**

Permanent records for students are kept in the appropriate school office and may include grades, scores from standardized tests, teacher evaluations, health appraisals, and other pertinent information. Records and transcripts will be forwarded to another school or college for students whose tuition, fee and fine accounts are current. If the family of a graduating senior is not current in tuition and fee payments, or if fines are owed to the school, the report card, transcript, and diploma will be withheld until the delinquencies are satisfied.

Note: Unless otherwise required by law, PCA will forward student records and transcripts to another school or college only for students whose tuition, fees, and fines are current. PCA has the discretion to assign an “incomplete” to a student’s courses if his/her tuition, fees and accounts are in arrears.

## **STUDENT SALES AND FUNDRAISING**

Students are not permitted to conduct personal sales of any items (candy, baseball cards, etc.) to our student body without permission from the Administration. Personal fundraising sales for church ministries and missionary trips are not permitted if they involve the sale of an item on school property. We restrict this because of excess money being brought to school, the problem of inventory storage, and unapproved food being brought into the classroom.

## **TELEPHONE USAGE**

Only EMERGENCY telephone messages for students should be made through the school office. Personal matters between parent(s) and student(s) should be handled at home before the student leaves for school. For additional information regarding the use of cell phones and text messaging, please see section “Code of Conduct/Discipline Policies”, sub-section “Categories of Minor Discipline Offenses”.

## **TEXTBOOKS AND SCHOOL MATERIALS**

Textbooks, workbooks, educational equipment, and library materials are provided by the school for student use. Upon the day of issuance, the name of the student should be written on the inside cover of the book and in the teacher’s record book. Books are to be handled with care and kept in good condition, free from all pen, pencil, or other markings. A book cover is required on all school-owned books. Any lost or damaged item supplied by the school must be paid for by the student. Schedules, records, and diplomas will be withheld until financial obligations are resolved.

## **TRANSPORTATION AND STUDENT DRIVERS**

### **Automobiles—Student Use**

All student drivers are required to fill out a Vehicle Registration form available in the school office. Requirements for driving privileges will be based on the following regulations:

1. Drive no faster than 10 MPH on school/church property. Always drive in a safe manner.

2. Stay away from areas where children are playing.
3. When arriving at school, park your vehicle and leave it immediately. Students are not to be in vehicle at any time except when arriving or leaving school property.
4. Students are not to drive vehicles between school and church unless granted permission by the administrator. The Athletic Director may grant permission to drive vehicles from the school to the parking lots near the baseball and softball fields.
5. Students are not allowed off campus during lunch time. Seniors have off-campus lunch privileges at the discretion of the Secondary Principal.
6. Students needing to leave school during regular class hours must receive written (or verbal phone message to the Receptionist) permission from the parent and the approval of the Secondary Principal and must sign out and in with the Receptionist.
7. Students are not permitted to park in the designated handicap parking spaces unless they qualify for a handicap tag.

## **Bicycles**

Students who ride bikes to school should have their bikes locked when not in use.

## **Carpools**

Parents may wish to arrange car pools. The school will assist with carpools by publishing in the weekly and monthly newsletters, a list of those families requesting car pools.

## **Handicapped Parking Area**

Parents are not to park in designated handicapped parking spaces at any time unless they have an appropriate Handicapped Parking Permit.

## **Procedures For Change in Parent Pick-up**

When a parent needs to designate another person to pick up a student during or after school, a written or verbal phone message to the Receptionist, verifying the change is required. In an emergency situation, please call the school office prior to 2:00 p.m.

# **PARKING LOT TRAFFIC PATTERNS**

### ***Morning Traffic Patterns***

For the morning **ONLY** both East and West entrance will be used to drop students off for school. Please follow these rules for the safety of all concerned.

Use the **EAST ENTRANCE** if you are parking; dropping off, a high school student driver, or making a **right turn exit**. Use the **WEST ENTRANCE** if you need to make a **left turn exit**. Traffic on the west side will be for **drop off only**. Drop off students at the playground for students going to the school building or at the southwest corner of the lunchroom for students going into the church building. **PARKING WILL NOT BE ALLOWED ON THE WEST SIDE DUE TO THE BUS TRAFFIC**. Driving across the middle crosswalk is **strictly prohibited**.

### ***Afternoon Traffic Patterns***

Use only the **EAST ENTRANCE** to enter the campus. After the last bus leaves (approximately 2:45 p.m.), the chain at the corner will be opened for **left turn only exit**. Please **STOP** before driving across the crosswalk.

### ***Parking***

If you are waiting to pick up your student(s), please use the parking spaces in the middle of the parking lot. Please **DO NOT** park along the **chain, school building, playground, and pick up areas**.

#### **West Entrance/Exit**

- Enter for drop off only 7:30 – 8:15 a.m.
- Left turn **Exit Only**
- Drop off at playground for school building
- Drop off at lunchroom corner, church building
- Yield right of way to busses
- Busses turn right or left
- **NOT** an afternoon entrance

#### **East Entrance/Exit**

- Right turn **Exit Only**
- Use East Entrance if you plan to **Park**
- For smooth traffic flow, do not park in the parking spaces on the east edge of the parking lot (see map\*)

*These parking lot rules will be in effect Monday through Friday.*

FOR THE SAFETY OF OUR STUDENTS, PLEASE DO NOT USE CELL PHONES (HAND-HELD OR HEADPHONE VARIETY) WHILE DRIVING IN THE PARKING LOT.

*Please see the Parking Lot Map on the following page.*



## VISITORS TO SCHOOL

Students who are seriously interested and considering enrollment at Plymouth Christian are welcome to spend a day visiting the school. Arrangements are to be made in advance of this visit and the administration reserves the right to choose the appropriate day.

Visitation by other students, including friends and relatives, is not permitted.

PCA encourages youth pastors from area churches to visit their students during lunch. However, we do not permit friends of students, siblings or former students to come for lunch.

## WORK PERMITS FOR STUDENTS

Work permits may be obtained from the secondary school office. Generally, there is a 24 hour turn-around time from the time the application is submitted until the form is completed and approved. The form requires the number of hours to be worked and the permission of the parent. Students who do not meet the qualifications stated on the form will not be granted permission from the school.

## SCHOOL DAY SCHEDULE FOR SECONDARY STUDENTS

### **REGULAR DAY SCHEDULE:**

<b><u>Period</u></b>	<b><u>Time</u></b>
1	7:40 - 8:30
2	8:35 - 9:30
3	9:35 - 10:25
4	10:35 - 11:25
5A (H.S. Class)	11:30 - 12:20
5A Lunch (HS)	12:20 - 12:55
5B Lunch (MS)	11:30 - 12:00
5B (M.S. Class)	12:05 - 12:55
6	1:00 - 1:50
7	1:55 - 2:45
8	2:50 - 3:40

### **CHAPEL DAY SCHEDULE:**

<b><u>Period</u></b>	<b><u>Time</u></b>
1	7:40 - 8:20
2	8:25 - 9:05
3	9:10 - 9:50
4	10:00 - 10:40
<b>Chapel</b>	<b>10:45 - 11:35</b>
5A (H.S. Class)	11:45 - 12:30
5A Lunch (HS)	12:30 - 1:05
5B Lunch (MS)	11:40 - 12:15
5B (M.S. Class)	12:20 - 1:05
6	1:10 - 1:55
7	2:00 - 2:45
8	2:50 - 3:35

### **HALF DAY SCHEDULE:**

<b><u>Period</u></b>	<b><u>Time</u></b>
1	7:40 - 8:05
2	8:10 - 8:40
3	8:45 - 9:10
4	9:15 - 9:40
5	9:45 - 10:10
6	10:15 - 10:40
7	10:45 - 11:10
8	11:15 - 11:40

# ACADEMIC POLICIES

## ACCESS TO GRADES ON-LINE (GRADE REPORTING/EDLINE)

Report cards are issued every quarter through Edline.net and are kept in the student's permanent record file. Parents will be able to weekly check their student's grades/progress on "Edline," an Internet service with which PCA is affiliated ([www.edline.net](http://www.edline.net)). New families will be issued access codes at the beginning of each school year to set up login names and passwords. All students in each family can be accessed under one login. Instructions for access and use will be included in the students' back-to-school packet. Teachers generally post grades each Friday, starting with the second Friday after the beginning of the semester. At the end of each quarter, a quarter summary and grade will be posted. Parents may also e-mail teachers directly from Edline with any questions or comments. All questions concerning grades should be directed to the teacher. Questions on the operation of Edline should be addressed to the secondary office. All staff and teacher e-mail addresses are listed on the PCA web site ([www.plymouthchristian.org](http://www.plymouthchristian.org)). We encourage e-mail communication with our teachers when you have a concern or a question.

## GRADING POLICIES/GRADING SCALE

### GRADE 4 -12

	<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Equivalent GPA</u>	
	A	97-100	4.0	
		96	3.9	
Secondary HIGH HONORS		95	3.8	
-----				
	A-	94	3.7	
		93	3.6	
Secondary HONORS		92	3.5	Elementary HIGH HONORS
-----				
	B+	91	3.4	
		90	3.3	
	B	89	3.2	
		88	3.1	
		87	3.0	Elementary HONORS
-----				
	B-	86	2.9	
		85	2.8	
		84	2.7	
	C+	83	2.6	
		82	2.5	
		81	2.4	
	C	80	2.3	
		79	2.2	
		78	2.1	
		77	2.0	
		76	1.9	
	C-	75	1.8	
		74	1.7	
		73	1.6	
<b>ATHLETIC INELEGIBILITY and ACADEMIC PROBATION</b>				
	D+	72	1.5	
		71	1.4	
	D	70	1.3	
		69	1.2	
		68	1.1	
		67	1.0	
		66	0.9	
		65	0.8	
		64 and below	0	

**Grading Policy for grades 7-8:** Each quarter grade is worth 43% and the semester test is worth 14% of the semester grade. Average of the four (fewer if such applies) numerical grades will determine the final grade for the year. 65% is passing. All grades will be reported in percentages so a true reflection of the work will be presented.

**Grading Policy for grades 9-12:** Each quarter grade is worth 40% of the semester grade while the semester final exam is worth 20%. The lowest grade that a student can be given in the 1<sup>st</sup> and 3<sup>rd</sup> quarter card marking is 48% (even if they earned less than 48% in that card marking). However, for the 2<sup>nd</sup> and 4<sup>th</sup> card marking the student will be given the actual grade earned (even if it is below 48%).

## Extra Credit

Extra credit may be given at the discretion of the teacher but may not exceed a total point value of 10% of the marking period grade. Extra credit may not be turned in after the close of a marking period.

## Grade Point Calculations

Grade points will be calculated in the following manner:

1. All semester grades will be used for calculations.
2. No credits or grade points are given for study hall.
3. Computations will be rounded off to the fourth decimal place.
4. Grade Points for AP and Dual Credit Classes will be assigned according to a 5.0 scale.

## Incomplete Grades

Assignments required for a course must be completed by the end of the marking period, unless there are extenuating circumstances approved of by the teacher, Secondary Principal, and Guidance Counselor or MS Coordinator. Unless prior approval has been granted by the Secondary Principal, the normal amount of time to change a grade of Incomplete given on a report card is ten school days from the original date grades were due.

## GRADUATION POLICIES

Graduation from Plymouth Christian Academy requires a student to complete the required credits for graduation with at least the senior year being spent at PCA. All students must take a minimum of 3.5 credits (7 classes) freshman, sophomore, and junior years. Seniors are required to take at least five (5) classes each semester to be considered a full time student at PCA. Eligibility for early release will be determined by the student's academic record, attendance record, and conduct record.

All required courses failed in the ninth, tenth, eleventh, and twelfth grade must be made up prior to graduation. Students must complete a minimum of 26 credits to graduate.

Plymouth Christian Academy is a college preparatory school. Our goal is to prepare students for the rigorous academic coursework that they will encounter in college. To accomplish this goal, our requirements for graduation are also rigorous and exceed the minimum standards required by the State of Michigan. Starting with Class of 2010 the following credits are required:

<b>CLASS</b>	<b>Class Credits</b>
Bible	4 credits
English	4 credits
Math	4 credits
Science	3 credits
Foreign Language	2 credits
Social Studies	2 credits
Physical Education	1.5 credits
Computer Education	1 credit
Fine Arts	1 credit
Government/Economics	1 credit
Health	0.5 credits
Speech	0.5 credits
Electives	1.5 credits
	<b>26 credits</b>

\*Science requirement will require one credit of life science (biology) and one credit of physical science (chemistry, physics, or physical science)

A student may use .5 credits toward physical education if they play a Varsity or JV sport. Other extracurricular activities will not be counted as a credit toward graduation requirements unless pre-approved by the guidance counselor.

Students must take Computer Applications as one of their Computer requirements.

Social Studies credits must include 1 credit of World History and 1 credit of U.S. History.

English requirements consist of English 9, English 10, English A and English B or AP English. Any other English courses will be used as elective, but will not count toward the core English requirement.

Only the following classes may be used toward Math credit: Pre-Algebra, Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus, Statistics, and Business Math. Students must take Algebra I, Algebra II, Geometry, and one additional Math class. No other classes may be substituted for Math credit.

## HONOR ROLL

**HONORS** - Students must have a G.P.A. of 3.5-3.79 (91.5 – 94.9% average) with no grade below 84% at the end of each semester. A student must maintain a minimum of five academic credit hours.

**HIGH HONORS** - Students must have a G.P.A. of 3.8 or above (95 – 100% average) with no grade below 84% at the end of each semester. A student must maintain a minimum of five academic credit hours.

## GRADUATING WITH HONORS

Seniors graduating with honors will be determined/calculated at the end of the 1<sup>st</sup> semester of their senior year.

Seniors who maintain a 3.5 grade point average and above will graduate with honors.

Seniors who have maintained a 3.7—3.79 grade point average during the four years of high school will be graduated **cum laude**; those whose grade point average is 3.8—3.89 will be graduated **magna cum laude**; and those whose grade point average is 3.9—4.0+ will be graduated **summa cum laude**.

Any student whose academic achievement or conduct deteriorates during the second semester of the senior year may not be designated as an honor graduate.

### Selection of Valedictorian/Salutatorian

The two seniors exhibiting good citizenship and with the highest grade point averages at the end of the first semester of their senior year will be chosen as Valedictorian and Salutatorian, respectively. Those seniors considered for these two high honors must carry a minimum of six credit hours their senior year and five of the six credits must be academic hours in the college preparatory program. Finally, those seniors to be considered must have been at Plymouth Christian for a minimum of two years or transferring from another school with a compatible program of study to that used to judge the students at Plymouth Christian Academy. The Secondary Principal has the final judgment in regard to the transfer student status as it pertains to these honors.

## ACADEMIC PROBATION

Students whose grades fall below a 1.5 GPA two marking periods in succession will be placed on academic probation. Probation begins and ends with a parent conference and consists of exclusion from all extra-curricular activities and elected offices. Academic probation lasts for one marking period. At the conclusion of the probationary period, a decision will be made by the administrators, teachers, and counselor regarding 1) discontinuing the probation; 2) continuing probation; 3) recommendation of withdrawal from school.

In the event that a student does not pass a class, they are required to take the same class again for credit. Classes that are failed may NOT be taken for college credit at a local college or university. Likewise, students are not permitted to re-take a failed class in a home-school situation. Students must make arrangements to re-take the class during summer school. Depending on the core class is failed (English, Math, Social Studies, Bible, or Science), the student may not be promoted to the next class without first acquiring credit for the failed class. For example, a student who has failed English 9 may not move on to English 10 until the credit is made up for English 9.

Math is a subject which builds on what was previously learned. If a student does not pass the first semester of any math class, they will be evaluated by the teacher and counselor, and a suggestion will be made as to whether they are permitted to proceed to the second semester.

## ACCOMMODATIONS FOR STUDENTS WITH LEARNING DISABILITIES

While PCA is not equipped to offer special programs for students with learning disabilities and/or ADHD, it sometimes becomes necessary to make accommodations to the existing program to meet the educational needs of our students. In such instances, the following procedures will be followed:

1. Parents must furnish the school with documentation of a professional evaluation from a certified school psychologist, psychiatrist, or educational diagnostician that identifies a need for the school to provide educational accommodations. Such documentation must be current within the last three (3) years and must include a comprehensive evaluation consisting of a description of problem(s), tests administered, results of tests, diagnosis, and educational recommendations.
2. A conference will be held between the parents/guardians, student, and the counselor (secondary) or elementary principal to discuss the possibility of providing the accommodations within the PCA environment. This conference must be documented and such documentation must be placed in the student's permanent file. The professional evaluation must be updated every three years. At least once per year, a meeting between parents/guardians and school officials must be held to review the accommodations.
3. School administration will have the final say in determining whether the requested accommodations will be allowed. This decision will be determined by the probability of success of the accommodations, the impact on the education of other PCA students, the student's commitment to work, and the degree of educational support to be provided by the home.
4. Teachers are not permitted to modify curriculum for learning disabilities and/or ADHD students unless this process has been followed.

## **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement (AP) program is a cooperative endeavor between secondary schools and colleges/universities. It allows high school students to take college level academic courses and gives them the opportunity to demonstrate academic mastery through the AP exams. Depending on university requirements, students may have the opportunity to earn college credit with their AP exam scores. Students must check with the universities of their choice to ascertain advanced placement policies. All students enrolled in AP courses are required to take the AP exams or, in the case of AP Art, submit a portfolio. The cost of each AP exam is the responsibility of the student. Students are required to purchase their textbooks so they can highlight and take notes in the books.

AP courses make substantial academic demands on the student. They are required to do a considerable amount of outside reading and other assignments. This helps students learn study skills and habits that are valuable throughout their college years. Further, they must demonstrate the analytical skills and writing ability expected of first-year students in a strong college program.

Students should maintain an average of 80 or above on a 5 point scale in an AP course (this is equivalent to a 70 on a normal 4 point scale). Grades received in these courses will be recorded on the high school transcript based on a 4 point scale. However, the calculated GPA on the transcript will include the grade based on a 5 point scale.

Because the students are required to take the national AP Exam in the spring, they will not be required to take a course final exam for second semester.

A student may be moved to a level class only in extreme circumstances (requires administrative approval). Any breach of integrity in the AP program may result in dismissal from that AP course and may jeopardize future participation in other AP courses. Students will be subject to consequences detailed in the school policy and procedure manual.

### **Placement Criteria for EACH Advanced Placement Course**

1. Students must have a year-end average of 92 in the subject area or a teacher recommendation.
2. A writing sample is required for each AP course except for AP Art which requires teacher evaluation of student's art work.
3. Counselor approval must be obtained for each AP course.

## **CLASS CREDIT**

Each semester class that earns a grade of 65 or above receives .5 credits for that class.

## **CLASS RANKING FOR SENIORS**

Class rank is determined by the GPA. Class rankings will be calculated at the end of the 1<sup>st</sup> semester of the student's senior year.

Top 10%	Students who have the highest GPA when listed 1-xx will be reported as #1, #2, #3, etc. Students with the same GPA will be ranked on a 100-point scale.
1 <sup>st</sup> Quartile	4.0 and above

2 <sup>nd</sup> Quartile	3.99—3.50
3 <sup>rd</sup> Quartile	2.49—2.00
4 <sup>th</sup> Quartile	below 1.99

No reports other than quartiles will be made to colleges unless required by the college for application processing.

## CHRISTIAN/COMMUNITY SERVICE REQUIREMENTS

**What is Christian Service?** As a Christian school we intentionally want to enhance our students' biblical worldview by giving them opportunities to serve Christ as they serve others. Ephesians 2:10 says that "we are God's workmanship created in Christ Jesus to do good works, which God prepared in advance for us to do." 1 Peter 4:10 says, "Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms." The philosophy of Christian Service at Plymouth Christian Academy is to teach the students to live out their faith by willing serving others from a heart of love. Galatians 5:13 exhorts believers to "...serve one another in love."

### What does Christian Service look like?

**Serving with a church:** A student can do mission trips, youth group service projects, and participate in church opportunities to serve the community or in the church itself.

**Serving Plymouth Christian:** a class or individual students can do service projects, helping hands ministry, clean-up, landscaping, helping teachers, tutoring, helping with younger students.

**Serving with family:** a family can do a service project like going to a soup kitchen, Detroit City Rescue Mission, Grace Centers of Hope and preparing and serving meals. Helping out elderly family members with physical needs, helping neighbors who have physical/financial needs, clean up in parks, neighborhoods, rivers, etc., or minister as a family at a local nursing home.

**Serving as an individual:** an individual can participate in serving by raking leaves, shoveling snow, yard work, or various other things in their own neighborhood for people in need. An individual student can also serve by finding their own service projects that are run by organizations outside of their school or church. For example, contacting the Salvation Army and signing up for bell ringing at Christmas time. A student could also serve with a Bible class together on a service project.

All secondary students are required to complete Christian service hours in accordance with the requirements of their Bible class.

### Christian Service Guidelines 9-12 Grade(s)

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The mission of Plymouth Christian Academy is not only to prepare students for college but also for a life of service to our Lord and their community. One way to accomplish that goal is through Christian Service. Each high school student is required to complete five (5) hours of community service each quarter for a grade in their Bible class. Each student has the freedom to choose what he/she wants to do as long as it is within the following guidelines.

God's word tells us that as believers, "...we are God's workmanship, created in Christ Jesus to do good works..." Ephesians 2:10.

- ✚ Each quarter the students should be involved in a service (or services) for 5 hours; 20 hours total for the year.
- ✚ The service must be volunteer work.
- ✚ The Christian Service Assignment form must be signed by their supervisor or parent if supervisor is not available.
- ✚ The goal of Christian/Community Service is to reach out or minister to those in need and to sacrifice time to help others.
- ✚ U-M Games, Fall Festival, or any fundraisers cannot be used.
- ✚ Getting out into the community to help those in need is best, but it is understandable that in some circumstances that won't be possible. Helping an elderly neighbor with yard work, painting, cleaning, etc. is acceptable.
- ✚ The students should be creative and use the gifts and talents the Lord has given them. For example, if he is gifted with computer skills then he should try to find a group of elderly people who need help learning how to use a computer. Often libraries will offer classes and need volunteers to teach.
- ✚ The students should contact the youth pastor of their church and ask him to organize service projects or hook up with a friend's church if they are doing something.
- ✚ Class sponsors are usually willing to organize class service projects.
- ✚ Students should contact their own Bible teacher if they have a question about a particular service.

## **CORRESPONDENCE/ON-LINE COURSES**

Students are not permitted to take correspondence or on-line courses without the approval of the Counselor. Approval will not be given for correspondence or on-line courses that are offered at PCA.

## **CREDIT BY EXAM**

PCA does not accept credit by exam.

## **INDEPENDENT STUDY**

1. The School Counselor is to be the first contact from a student or their parent about the student wanting to take a course as an Independent Study.
2. The Counselor, along with the input of the Department Chair, will determine if the Independent Study course is available. A potential teacher will be contacted by either the Counselor or Department Chair to discuss the possibility of implementing the course. The Counselor will in turn communicate the results with the student and/or parent.
3. A set course curriculum, syllabus, and evaluation are all to be approved by the Department Chair prior to the student beginning an Independent Study course.
4. A copy of the course syllabus and evaluation will be given to the Counselor
5. The teacher will receive no stipend to teach an Independent Study course.

## **STUDENT ASSISTANTS**

Teachers may request or accept a request for a Student Assistant. The students' duties for the teacher include, but are not limited to, copying, paperwork, or running on-campus "errands". The student is expected to report to the teacher daily for their assigned tasks. When a teacher has a Student Assistant they rely on their punctual attendance and willingness to do what is asked of them without resistance. Characteristically, it is always better for the Assistant to do a good, neat, correct job rather than a quick, sloppy job. If an assigned task is beyond the Assistant's ability, it is their responsibility to communicate this to the teacher.

1. The Counselor is to be the first contact when a student wants to arrange and schedule to be a teacher's Student Assistant.
2. Student Assistant is an elective P (Pass) credit of .25 per semester.
3. The designated teacher is the supervisor for the student.
4. Student is to be prompt, responsible, and follow directions from the teacher.
5. Students are not permitted to leave campus while working as an Assistant.
6. Each teacher can not have more than 2 assistants at one time.
7. Students can be an assistant for only one teacher a semester.
8. Students can not submit grades or be given access to personal information from the teacher's grade book or computer.

## **DROPPING AND ADDING CLASSES**

Students may only add or drop classes, without consequence, within the first 10 academic days of each semester, provided he/she has completed and submitted a "Class Change" form (including parental consent) and secured approval from the Counselor for the requested schedule change.

Students are required to attend the originally scheduled class until they receive a revised schedule from the Counselor. Schedule changes will only be made for valid educational reasons. Reasons such as, but not limited to, friends in the class, specific teachers, or specific class periods, are not valid grounds for a class change.

If the student's request to drop a class is made **after** the first 10 academic days of the semester, but **prior** to the last day of the first 9 weeks of the semester:

- 1) The student may receive a "W" (withdrawal) on their transcript for that class, depending on the reason for the drop.
- 2) The student may not enroll in another class to replace the dropped class for that semester.
- 3) The student will be placed in a study hall for the remainder of the semester, if the dropped class is not their first or last class of their scheduled day.
- 4) The student will be allowed a "late arrival" or "early dismissal" if the dropped class is their first or last class of their scheduled day.

In extreme cases, if the student requests to drop a class **after** the first 9 weeks of the semester:

- 1) The grade on the student's transcript will reflect the combination of (a) the grade earned at time of withdrawal, reduced by (b) the grade reduction resulting from the non-completed work from the date of the request through the remainder of the semester.
- 2) The student may not enroll in another class to replace the dropped class in that semester.
- 3) The student will be placed in a study hall for the remainder of the semester, if the dropped class is not their first or last class of their scheduled day.
- 4) The student will be allowed a "late arrival" or "early dismissal" if the dropped class is their first or last class of their scheduled day.

## DUAL ENROLLMENT/COLLEGE CLASSES

There may be times when a student wishes to attend classes at a local college or university in addition to their coursework at PCA. Students who wish to be dual enrolled must meet the following requirements:

1. Student must be in grade 11 or 12.
2. Student must be in good academic standing and have a minimum of a 3.0 GPA or above.
3. The college course must not be offered by Plymouth Christian Academy.
4. The college course cannot be a hobby, craft, or recreational course, or in the subject areas of physical or religious education.
5. Student **MUST** obtain the signed approval of the counselor before taking a class outside of PCA. Classes that are taken without the consent of the counselor may not be accepted.
6. The student is responsible for any required fees and tuition to the college.

Minimum requirements exist for admittance to this program. Details of these requirements, as well as a list of approved courses, may be obtained from the counselor. The grades received in these courses are the grades that will be recorded on the high school transcript.

Special scheduling to allow enrollment in college classes cannot be guaranteed.

Only courses taken at Plymouth Christian Academy will compute into the grade point average. Grade points will be awarded according to the AP/Honors policy.

## HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS

Middle school students meeting carefully defined academic standards are permitted to take Algebra I in 8<sup>th</sup> grade. The administration selects students based on overall academic performance, specific academic performance in mathematics, standardized testing scores (90<sup>th</sup> percentile and higher), and teacher recommendation. In addition, the student must pass a screening test to determine their ability to experience success. Students taking Algebra I in the 8<sup>th</sup> grade can receive high school credit for their work. To receive high school credit, the student must maintain a 75 or above average for both semesters and pass an end of the year exam. These classes are taught and graded at high school levels and standards. No grade points will be given toward high school GPA determination but the courses will be recorded on the transcript.

## HOMEWORK POLICIES

Assignments given as homework are designed to provide opportunities to practice and apply concepts learned within the classroom. Each teacher will have their own homework policy (due dates, makeups, etc.). Please see their class syllabus and rules for details.

Major assignments (including term papers, projects) must be turned in on time to receive full credit unless pre-arranged approval has been sought and granted by the individual teacher. Major assignments will be depreciated the equivalent

of one letter grade per late day as per the discretion of the individual teacher involved. Individual teacher policies must conform to the general school policy and the written policies of the department/teacher must be adhered to unless there are extenuating circumstances. At the discretion of the teacher, an overdue assignment may be required to be completed without credit.

1. An assignment will be considered late if it is not turned in during the class period on the date on which it is due.
2. Each day an assignment is late it will be deducted one grade level.
3. Students absent on the due date of a project or assignment and that day only, are responsible to hand that assignment in on the day they return.
4. Students who are absent for more than one day prior to the due date of the assignment, shall arrange a new date with the teacher.
5. We do request parents' full cooperation in seeing that assignments are completed. Failure to complete all assigned work will affect the student's daily and quarter grade.

## **Makeup Policies for Homework and Major Projects/Papers**

The student will have one (1) school day for every day of absence to a maximum of five (5) days to complete make-up work. Students absent on the day of a test must schedule a make-up day as soon as they return. If a student misses a test on a partial day absence, the student should arrange with the teacher to make up the test on that same day.

**Except in extreme cases, tests must be made up within a five-day period of time from the date of absence.**

Unless authorized by the administration, no tests may be made up after the close of the marking period.

## **WEDNESDAY NIGHT HOMEWORK**

In order to encourage our students to participate in youth group church functions typically held on Wednesday nights, the school *generally* assigns no homework, quizzes, tests, or projects to accomplish on that night. Two exceptions to that general practice are:

1. Advanced Placement classes—these courses demand a curriculum coverage that requires homework every night.
2. Shortened school weeks—whenever the calendar shows a Friday of no school for students, homework may be assigned on the Wednesday night in order to accomplish, in a timely way, the required work.

## **PROMOTION POLICIES**

If Middle School students fail any major subject (English, Math, Science or Social Studies), a joint decision must be made by the teacher(s) and the administration concerning the deficiency. If it is felt that the student needs another year to establish a proper academic foundation for his/her studies, the parents will be advised that he/she should repeat the grade. If the deficiency is less, summer school or tutoring may be required. Tutorial arrangements must be arranged through the guidance office. Students failing two major subjects may be retained upon recommendation of the teacher(s) and the administration. Students who fail three or more subjects shall be retained.

### **Promotion to Ninth Grade**

Students who fail one subject will receive provisional promotion\* to the ninth grade. Students who fail two subjects may be retained in the eighth grade upon the recommendation of the teacher(s) and the administration. If provisional promotion to the ninth grade is granted, the student may be required to retake one or both subjects failed. If such is the case, the failed subject(s) must be scheduled first; then the available ninth grade subject(s) may be added. The school is not responsible for scheduling problems incurred during the freshman or subsequent years in this instance. Students failing three or more subjects shall be retained in the eighth grade.

\*Provisional promotion means that students may find that activities are restricted if they continue to do poorly the following year.

### **Promotion to Tenth through Twelfth Grades**

Students shall be considered for promotion according to the number of state credits they receive each year. Classifications are as follows:

Freshmen - Fewer than six credits  
Sophomore - Minimum of six credits

Junior - Minimum of twelve credits  
Senior - Minimum of eighteen credits

## STANDARDIZED TESTING PROGRAM

Students in grade 10 will take the PLAN (cost included in tuition) and all students in grade 11 will take the PSAT (cost included in tuition) in October. The ACT and the Michigan Merit Exam are required of all students in grade 11 in March. Additional ACT tests/or SAT can be taken, but the registration and fees are the responsibility of the student.

## STUDENT PLANNERS

The student planner is an important tool for both students and parents. All students in grades 7 – 12 are given a PCA student planner at the beginning of the school year (cost is included in tuition). Students are expected to carry the planner to all classes with the only exception being PE. Students are encouraged to write their assignments in their planners and parents should periodically monitor their student's planner. There is a \$5 replacement fee for a new planner.

## STUDY HALLS

1. All students must be seated at a desk or table. No one should be on the floor or out of his/her seat, unless given permission by the teacher.
2. Students may study together quietly but they may not just "visit" with the teacher or with each other. There should be minimal talking during the study hall time.
3. Tutoring by the teacher is appropriate.
4. Students are to use the time for completion of homework, projects, library research, or extra reading time.
5. Students may be allowed to leave the room to go to the media center, restroom, or water fountain. They must obtain a hall pass from the teacher stating the date, destination, and time of departure.

## SUMMER SCHOOL

Students may be required to successfully complete, in summer school, any course work for courses failed during the regular school year. The summer school program must be approved by PCA prior to the student's registration in the program. Only students earning a grade of "D" or "E" will be permitted to repeat a course in summer school. The transcript will note both grades. The failing grade earned in the regular school year will remain on the transcript. The summer school remedial grade and the failing grade will be calculated into the GPA. If a student is repeating a previously failed course, a minimum grade of 75 must be earned in summer school in order to receive credit for the course.

## TESTS AND EXAMS

Oral or written tests will be given by the teachers at the time they deem best to assess the learning process. Semester exams will be scheduled in all subjects at the secondary school division. The schedule of semester exams will be developed and published by the secondary staff. Semester exams will not be scheduled early for individual students without the approval of an administrator. Parents are strongly encouraged to plan travel and other commitments so that students are able to prepare and test on the schedule designed by the staff. Students who do not take a semester exam will receive a grade of "incomplete" and will be required to take the exam later at the convenience of the teacher.

Exemptions from semester exams will be at the discretion of the department and the teacher. The student seeking exemption must be at or above the 96 % level in that class. Most teachers do not give exemptions.

## TRANSCRIPTS

Transcripts will be the official record of a student's academic performance at our school. Upon request, they will be sent to college and other institutions that need these grades for criteria for admissions. The transcript will have our official embossed seal with the counselor's signature. Any changes in the transcript must be for reasons of clarification or a verified mistake in recording.

## TRANSFER CREDIT FOR HIGH SCHOOL STUDENTS

When grades are accepted from another school or from a home school, the grade points earned at the prior school will be recorded as if they were earned at PCA. Grades and credit will be accepted from regular education courses and not from alternative education courses.

If a transfer student retakes a course that he failed previously at another school, original credit will be given for successful completion at PCA. No credit or grade points will be awarded for previous failure of the course; however, the course will remain on the transcript.

# STUDENT TUTORING

## Guidelines to be a tutor

Teachers, school staff and parents with intentions to tutor Plymouth Christian Academy (PCA) students *must* register in our Tutoring Directory and take the following steps to be in compliance with school policy:

- Register with the appropriate administrator and provide contact information with the subject and grade level to be tutored.
- Tutor agrees to be in the Plymouth Christian Academy Tutor Directory and allow his/her phone number to be made available to interested parents.
- Tutors who are not current employees or students must submit to a fingerprint and background check.
- Tutors agree to provide *all* tutoring on our PCA campus in a location approved by an administrator with another individual monitoring all sessions.
- Tutors and individuals monitoring sessions must sign tutoring log in the office each session.
- Tutors who do not abide by this policy will be subject to disciplinary action up to and including dismissal.

## Check One and Provide Information

- Teacher/Staff. I understand that if I am tutoring one student at a time; I will tutor them in the PCA Media Center between the hours of 2:45 – 5:30 PM. I also understand that if the PCA Media Center is not a conducive environment, I may also tutor in another classroom with another individual present. If tutoring two or more students, I may tutor in my own classroom (with special permission from administrator) while maintaining open view with windows and door open (weather permitting). I understand that I may not tutor students for compensation during my contracted instructional period. I also understand that all tutoring must take place on campus.
- Parent Volunteer. In addition to the above teacher/staff requirements, I understand I must submit to a fingerprint and a background check.
- Student. In addition to the above teacher/staff requirements, I understand that I may only tutor students under PCA staff supervision. I understand that I may only tutor students when recommended by a teacher and approved by PCA.

**Recommending Teacher:** \_\_\_\_\_

Subject(s): \_\_\_\_\_

Grade Level(s): \_\_\_\_\_

Contact Information: \_\_\_\_\_

Home Phone

Cell Phone

I understand I may charge fees for my services. I understand income earned through private tutoring should be reported to the IRS as earnings. I understand the PCA office will have a regular announcement in school publications about the availability of tutors. I understand I may not use school resources to announce my personal services or fees unless approved by an administrator.

## Tutor

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Administrator

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Tutoring Request Form**

This form should be filled out by the student or parent of the student requesting to be tutored.

Name of Tutor \_\_\_\_\_

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

Grade Level(s) \_\_\_\_\_

Subject(s) \_\_\_\_\_

Student Contact Information \_\_\_\_\_

Time/Day of Tutoring \_\_\_\_\_

Location of Tutoring \_\_\_\_\_

Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

# ATTENDANCE POLICIES

## GENERAL POLICIES

Regular attendance and prompt arrival at scheduled classes and activities are essential for satisfactory achievement and progress in school. Preparation for future responsibilities is dependent upon the development of good habits of attendance and punctuality. Regular attendance at school is the joint responsibility of parents and students. The school shall make every effort to provide services to encourage regular attendance and to keep parents informed about their child's attendance. Because regular and consistent attendance is such an important factor in students' academic success, a student's failure to satisfy PCA's attendance requirement of 90% on the number of school days may result in not earning class credit and possible exclusion from school. **This requirement allows for a maximum of 9 absences in each semester.** The teacher's record book is the legal record of attendance. All absences from individual classes shall be recorded by the classroom teacher and become a part of the students' permanent record. The individual classroom teachers shall inform the office of each student's 5<sup>th</sup> and 8<sup>th</sup> absences for each semester.

## EXCUSED ABSENCES

The categories that the school considers as excused absences include:

1. Personal illness of a student or a doctor's visit.
2. Death or emergency within the family
3. Pre-approved family trip, pre-approved church ministry, pre-approved educational opportunity.
4. Absences due to weather or road conditions that make travel unsafe or dangerous.
5. Quarantine by a doctor.

Although a parent has the right to keep a student home from school, the school also has the right not to excuse requests that do not fall within these five categories. Students are expected to be in school on the day following an athletic event, social event, field trip, musical (including practices), and any other extracurricular activity unless excused by the administration.

If a student will be absent, a parent may call the office prior to 8:30 a.m. and request homework. Assignments may then be picked up in the office by 3:00 p.m. The student may also contact a classmate to ask about missed work.

## FAMILY TRIPS/VACATIONS

A Pre-Arranged Absence Request ("blue form") must be completed and returned to the receptionist **at least one week** prior to a planned family vacation or trip. This form must be completed in order as specified on the form (step 1 followed by step 2 then step 3 then step 4 and finally step 5). It is important that these steps be done in order so that the appropriate information is available for each step. **Teachers need to provide any homework and comments prior to the Secondary Principal's approval and both of these steps need to be completed prior to the parent signing so that they are aware of any potential issues resulting from the absence.** The form must be initialed by all of the student's teachers at least five days prior to the date of the absence. Failure to adhere to this by the student and family shall not obligate the school or the individual teacher to allow time or credit for work missed. Excused family vacations must be vacations with the immediate family (parents, grandparents). The school will allow up to six consecutive days and no more than ten days per school year for family trips. **Please note that although the school permits these absences, the school does not encourage them. Few students are able to make up the school experience missed during extended days of absence.** Homework assignments must be obtained *by the student* prior to departure and completed and returned promptly upon return. Any tests given during the vacation time must be scheduled for make-up with the teachers upon return. Any homework given prior to the vacation must be completed and turned in the day the student returns; otherwise, no credit will be given for the assigned work. **Family trips and church activities will be counted toward the total days of allowed absences in the school semester and year.**

**Notification of less than a week will likely hinder teachers' ability to provide the necessary make-up work, and students may lose credit for the work completed during their absence. Ultimately it is the student's responsibility to secure his/her make-up work from individual teacher, just as it is each teacher's responsibility to provide assignment and assessment information to the student before he/she leaves.**

## UNEXCUSED ABSENCES

An unexcused absence is an absence that the school does not consider legitimate or where the school's attendance procedures have not been followed. Examples would include: haircut appointments, job interviews, drivers' education classes, family trips/church ministries that did not receive prior approval, trips not with the student's immediate family, or when the number of days exceeds the allowed absences per semester. At the end of the appropriate marking period,

any unexcused absence(s) will result in the student having their grade lowered by two percentage points for each day absent in each class missed.

## EXCESSIVE ABSENCES

Parents will be notified after the 5th absence. If a student has more than 7 absences in a semester a parent conference may be necessary. If the absences are due to medical reasons, the parent will provide a doctor's excuse for each absence in excess of the 9. The parent must appeal to the Secondary Principal for a waiver (in order to not lose class credit) when the student's absences exceed 9 in a semester. The parents are required to provide reasons, explanations, and "evidence" to support their request. If, as a result, class credit is lost, the student will still be expected to audit the class for the remainder of the semester.

Participation in school-sponsored activities such as field trips, athletic events, retreats, etc., shall not count toward the nine (9) day limit of absences per semester. Lack of participation (by not attending the event or school day), however, will be considered as an absence for each day of non-participation.

## ABSENCE REPORTING PROCEDURES

Parents must call the school office by phone (734-459-3505) by 8:30 a.m. on the day of the absence. **Please reference the definitions given earlier for excused and unexcused absences.** Any student absence that is unconfirmed by a parent within two days of return to school is considered unexcused.

If you want homework collected then please ASK for it when you leave a message. Homework should be available for pick up by the end of the day.

**Note:** forging or falsifying an absence will result in serious school discipline.

### Partial Day Absences

Parents are asked to call the absence line (ext 3181) and leave a message on our voice mail system before 8:00 a.m., or call the secondary office. Upon arrival, the student must sign in at the Reception Desk before going to class. Students are to enter through the flag pole doors only. For everyone concerned, it is important that they sign in at the Reception Desk. If they drive themselves, they **must** come in and sign in. The PCA Administration has the right to deny a student's release from campus (i.e., to run errands for the parent).

## ATHLETIC/EXTRACURRICULAR EVENT ATTENDANCE POLICIES

See section "Extra-Curricular Activities" sub-section "Attendance Policy" and section "Athletic Competition" sub-section "Athletic Eligibility" for detailed information.

## COLLEGE DAYS FOR JUNIORS AND SENIORS

Students may submit a request for a college day **before the day of the trip**. The school will only excuse students for college days if one of the following conditions is met:

1. The college is sponsoring an all-day formal program such as a "College Day" or "Open House" for prospective students. Confirmation is required.
2. The parent of the student accompanies the student on the visit.
3. The limit for College Days is two per year.

College days for Juniors and Seniors will not be counted toward the total days absent. Any exceptions to this must be approved by the Counselor or Secondary Principal.

## LEAVING SCHOOL DURING THE DAY

Students who leave school without proper authorization are subject to disciplinary action and will receive in-building suspension on the first offense.

Seniors with early dismissal must leave the school grounds or report to study hall.

Seniors are afforded the privilege of leaving campus for lunch during the designated lunch time, provided that they have on file the permission form signed by their parents. The student must sign out and sign in at the receptionist's desk. The senior must be on time to his/her next class to retain the opportunity to continue the privilege. Failure to do so will result in loss of the privilege for a period of time designated by the Secondary Principal.

## MEDICAL/DENTAL APPOINTMENTS

Whenever possible, medical appointments should be scheduled outside of school. If a student must be excused during school, a note or phone call from the parents or doctor stating the date and time of the appointment must be submitted.

## SIGN-OUT AND SIGN-IN PROCEDURES

Students arriving late to school or returning from a medical/dental appointment are required to sign in with the receptionist and obtain a tardy or admit slip to class. If the student leaves for any reason (illness, medical appointment, etc.) during the day, the student (or parent) is required to either give permission via the phone or is to sign out the student with the receptionist.

## PHYSICAL EDUCATION EXEMPTIONS

The school's physical education program is designed to meet the needs of all students who are physically able to attend school. Written requests from parents for exemption from PE covering one to three days at a time are to be given careful consideration and the PE teacher will determine if it is advisable for the student to be excused from the activity. A physician's statement must be presented if more than three consecutive days are involved.

## TARDY POLICIES

### Tardy to School

Just as being responsible and punctual is important to any job; it is also our student's job to be in class on time, prepared and having teachable attitudes. All students arriving at school after 7:50am must sign in at the Reception Desk (this includes students who do not have a first hour class). Students arriving after the first 20 minutes of class will be considered absent from class. The absence will count toward the 8 (1<sup>st</sup> semester) or 10 (2<sup>nd</sup> semester) absence limit in that particular class. Parents should either come in to the office, call or send in a note with the student when arriving late to school. Each student will be allowed five (5) tardies in their first class of the day per quarter. In essence, the student will receive five (5) "free tardies" to school per quarter. These provide for family emergencies, traffic accidents, etc. that may delay them. These include excused and unexcused tardies. The first four tardies for the student's **first class** of the day will be considered 'grace' tardies for each card marking, before the warning policy is initiated. A disciplinary note will be sent home after the fifth tardy explaining the situation and any possible future discipline.

Students who arrive late because of the Plymouth/Canton busses will be excused, but must sign in upon arrival and receive a pass from the office. If the busses do not run, students will be expected to find alternate transportation to school.

### Tardy to Class

In passing from class to class, students are allotted a five-minute passing time. If a student is delayed due to a conference with a teacher, counselor, or administrator, a pass should be secured at the immediate conclusion of the conference, thus excusing the tardy. After the second unexcused tardy, a warning note, signed by both the student and teacher apprising the parent of this situation and any further discipline is sent home. The third and subsequent tardies per card marking will affect the grade in that particular class according to the following chart:

3 tardies = -1% pt.	(-1% pt. cumulative total)
4 tardies = -1% pt.	(-2% pts. cumulative total)
5 tardies = -2% pts.	(-4% pts. cumulative total)
6 tardies = -2% pts.	(-6% pts. cumulative total)
7 tardies = -3% pts.	(-9% pts. cumulative total)
8 tardies = -3% pts.	(-12% pts. cumulative total)

Any exception(s) to the above regulations shall be made only with the approval of the Secondary Principal.

## TRUANCY

Truancy is any unauthorized absence from school or class or homeroom, that is, any absence that is without authorization and approval from the student's parents and/or the school administration.

Upon the *first truancy* from a class or full day of school, the student's parents will be notified by phone. The student will be assigned to serve one detention or one in-school suspension

A *second truancy* will result in:

- (a) Notification of the student's parents (by phone and letter) and a one-day suspension,
- (b) The absence due to truancy and suspension will be considered unexcused.

A *third truancy* will result in:

- (a) Notification of and conference with the student's parents before the student returns to school and,
- (b) A three-day suspension and,
- (c) The absence from class due to truancy and suspension will be considered unexcused.
- (d) The student will be placed on DISCIPLINARY PROBATION for at least six weeks. He/she will be disqualified from taking part in all extracurricular activities such as sports, music programs not required for a grade (trips, dramatic productions, clubs, meets, etc.).

A *fourth truancy* will result in:

- (a) Notification of and conference with the student's parents before the student returns to school and,
- (b) A five day suspension and,
- (c) The absence from class due to truancy and suspension will be considered unexcused.
- (d) Continuation of Disciplinary Probation

A *fifth truancy* will result in a recommendation for expulsion for the remainder of the school year.

# STUDENT DRESS CODE

Plymouth Christian Academy's dress code seeks to create a PCA image of modesty, neatness and cleanliness, structure, and variety with simplicity. The dress code states acceptable dress versus unacceptable dress. This should clarify and assure consistency among parents, students, and staff. It allows student choice within restricted limits and expects students and parents to cooperate with the intent and design of the dress code. "Jeans Day" wear is limited to denim pants and dress code tops or class t-shirts. *The primary responsibility for appearance and grooming rests with the student and his/her parents/guardians.*

Because PCA does not celebrate Halloween, students are not to wear clothing or accessories that contain witches, ghosts, devils, jack-o-lanterns, etc. Designs, symbols, or words referring to secular music groups, alcoholic beverages, drugs, smoking, violence, death, gangs, racism, profanity, nudity or obscenity, or any other subject deemed objectionable are not allowed.

**Parents have the responsibility to ensure that their students arrive at school in proper dress. Within the school, the dress code will be enforced by the classroom teachers, other staff members, and PCA administrators who will make final decisions regarding dress code issues. Cheerful, consistent compliance with the dress code policy by all students is expected.**

## **Enforcement:**

Students who do not meet these standards may be referred to the Secondary Principal or his/her designee for final evaluation. Students may be asked to call their parents and have the appropriate clothing brought from home or borrow a change of clothing from the Receptionist. The student must launder the clothing and return to the Receptionist within one week. Students will not be permitted back into class until the problem is corrected. Students inappropriately dressed will receive a detention for each occurrence and will be held responsible for all course work missed while out of class. One-day suspensions may be given for accrued detentions within the marking period.

Plymouth Christian Academy reserves the right to make a final judgment on all clothing. If a garment appears to conform to the dress code but nevertheless is found, by the administration, to be unsuitable, the student may no longer wear it.

## **ATTIRE FOR AFTER SCHOOL ACTIVITIES**

Students are to dress in "good taste" when attending school functions after school hours. The dress should be appropriate for the occasion. All school activities outside the school day students may wear modest shorts, non-uniform pants, non-uniform shirts, and non-uniform shoes. Extremes are not permitted. Students inappropriately dressed (as determined by school administration using the current dress code as a guide) while in attendance at school sponsored activities may be asked to change or leave the activity and school grounds and receive a detention.

## **ATTIRE FOR CLASS TRIPS AND FIELD TRIPS**

The dress code for field trips, class trips and extra-curricular activities will be the same as the school dress code, unless the sponsoring teacher(s) request otherwise. Any special rules that the sponsor(s) established for the trip must first be approved by an administrator and then the sponsors will act in his/her stead in the enforcement.

## **GENERAL APPEARANCE GUIDELINES**

**Boys:** Hair should be worn in neat styles, above the eyebrows, not over the ears, above the collar and of natural hair color. Hair, mustaches, sideburns, and beards must be maintained in a clean, well-groomed manner. Boys are not to wear styles such as pony tails, dreadlocks, spiked hair, or styles that by nature cause the student to wet or gel back the hair in order to gain compliance to the hair code. Boys' facial hair must be neatly groomed. Belts, watches, rings, necklaces, bracelets, plain undershirts, and neckties are acceptable. Pants are to be worn at the waist, not sagging or lower on the hips. Head coverings or hats inside the building are not permitted. Visible body piercings and rings/earrings, tattoos, or body writings are not acceptable on PCA property or at a PCA event or class trip and will result in a detention.

**Girls:** Hair should be worn in neat styles and of natural hair color. Earrings, watches, belts, rings, necklaces, bracelets, hair accessories, and purses are acceptable. Visible tattoos or body writings are not acceptable. Visible body piercings and rings (except earrings) on PCA property or at a PCA event or class trip are unacceptable. Hats or head-coverings worn inside the building are not permitted.

Jackets/outerwear—The PCA Academy jacket is considered part of the dress code and may be worn during classes. Non-approved outerwear may be worn to school, but must be placed and left in a locker during the school day. In inclement weather only, students may wear a winter jacket or raincoat while walking to and

from the church building or the modular classrooms. Once inside any modular classroom, all non-PCA outerwear must be removed.

## **PHYSICAL EDUCATION UNIFORMS**

Students in grades 7—12 are required to wear the designated PE uniform. All PE students must wear athletic shoes with socks. Students' names must be prominently displayed in the designated area and according to the established protocol. Uniforms may be purchased from the school store.

## **JEANS DAY GUIDELINES**

On designated days, the PCA students and staff will be allowed to enjoy a jeans day. Students may wear denim ("jeans") pants that are not too baggy and not too tight fitting; not frayed, slit, or torn at the hems; and not touching the floor at the hem. A belt must be worn so that the pants are not worn lower than three (3) inches below the waistline. Capris may be worn during the designated season. Unless otherwise permitted, a class t-shirt can be worn untucked or a dress code shirt must be worn and must be tucked into the jeans. Cargo pants or pants with extra pockets are not permitted. Only jeans or regular dress code pants are permitted.

## **ATTIRE FOR SPECIAL ACTIVITIES, BANQUETS, CEREMONIES**

On special days or at school-sponsored activities on or off campus students are encouraged to wear appropriate attire for the event. Girls' dresses shall not be tight or clingy, show no cleavage, and should cover the back below the shoulder blades. Slits in the back, front, or sides of dresses or skirts must not be higher than four (4) inches above the knee. All makeup should be worn modestly. Boys should wear dress slacks, a dress shirt, and a tie. A banded collar shirt worn with a sport coat or sweater is also appropriate. Suit or sport coats are optional when a tie is worn.

If students arrive at an activity inappropriately dressed, they may not be allowed to participate.

## SECONDARY GIRLS DRESS CODE – 2011-12

<b>TOPS</b> (Only items fitting this description are <b>acceptable</b> )	<b>NOT ACCEPTABLE</b> (Some examples)*
<p><b>SHIRTS</b> -Blouse, oxford, polo shirt, or turtleneck of solid color, stripes, plaids, flowered pattern or checkered. Tops must have sleeves, a fold down collar (mock turtlenecks are acceptable). No more than 2 snaps/buttons unbuttoned so shirt is open not more than 3”from clavicle bone. Closure can be snaps, buttons or zippers–no lacing. Plain (no lace) camisoles underneath buttoned/zippered dress code shirt. Small &amp; inconspicuous logos are acceptable if they can be covered by the hand of the student. Polo-type shirts with a straight bottom hem &amp; a length of 2-3” below belt line do not have to be tucked in. All other shirt types must be tucked.</p>	<p>Flannel, Lacing, Shrugs Hoods Logos representing questionable products/companies (ie. Playboy, Abercrombie &amp; Fitch, etc.) Printed undershirts under dress code shirts Leather, leather like or denim fabric Tight fitting or Sheer fabric showing undergarment lines <b>Boat Neck without dress code shirt underneath</b></p>
<p><b>SWEATERS</b> - Solid color or striped long sleeve or sleeveless v-neck, crew, or cardigan sweater, or blazer worn over dress code shirt. Sweaters must be of sweater material. Turtleneck sweaters without dress code shirt underneath are ok. Sweaters may be of marled coloring &amp; have a stripe pattern. Dress code shirts must be worn under sweaters that have no fold down collar. Sweaters are not required to be tucked in but must be long enough to cover pants so skin isn’t showing when bending or lifting arms. Dress code shirt under sweater must be tucked in. Small &amp; inconspicuous logos are acceptable if they can be covered by the hand of the student.</p>	<p>Words or pictures on sweaters Logos representing questionable products/companies (ie. Playboy, Abercrombie &amp; Fitch, etc.) Printed t-shirts under sweaters Hooded sweaters, shrugs Fleece Collarless shirts under sweaters or blazers <b>Boat Neck without dress code shirt underneath</b></p>
<p><b>SWEATSHIRT</b> - Solid color sweatshirt with PCA logo over dress code shirt. PCA logo hoodies may be worn outside between classes (outside gym, between modulars, across parking lot) if the hoods are taken down when entering the school or church buildings. Hoodies must be taken off during class.</p>	<p><b>Non-PCA hooded sweatshirts</b> <b>Non-PCA zippered sweatshirts</b></p>
<b>BOTTOMS</b> (Only items fitting this description are <b>acceptable</b> )	<b>NOT ACCEPTABLE</b> (Some examples)*
<p><b>SKIRTS-SKORTS-GAUCHOS</b> – worn at the waist to 2 inches below waist. Skirt length or top of slit is to be no more than 3 inches off the floor when kneeling. Skirts must be solid, plaid, flowers, herringbone or striped. All skirts/skorts/gauchos must be hemmed.</p>	<p>Flannel, Leather, leather-like or denim; white fabric Chains on skirts; Tight-fitting Sheer fabric showing undergarment lines</p>
<p><b>JUMPERS</b> - plain or plaid with dress code shirt underneath. No more than 3 inches off the floor when kneeling. Small &amp; inconspicuous logos are acceptable if they can be covered by the hand of the student.</p>	<p>Logos representing questionable products/companies (ie. Playboy, Abercrombie &amp; Fitch, etc.) Denim Fabric, white fabric; all dresses</p>
<p><b>PANTS</b> – Traditional, plaid or solid color dress chino, corduroy, pintucks (sewn seams down front or back of leg) “Docker” style pant with or without belt loops, pinstripes or herringbone pattern. Must have zipper. Pants must be worn at the waist, no lower than 2 inches below the navel. Not touching the floor at the hem and of traditional fit without bagging.</p>	<p>Slits, cuts, frayed or slashed at bottom of legs; holes Flannel, Leather, leather-like or denim; white fabric Hipsters; leggings; skinny jeans; lacing; ties Tight fitting or extremely baggy pants; jeggings Cargo-style (w/extra pockets; no knee/leg pockets)</p>
<p><b>SHORTS/CAPRIS</b> - Solid color, striped pattern or plaid “Docker” or “Bermuda” style shorts and Capris may be worn August through October and April through June. The length of shorts should be no more than 3 inches off the floor when kneeling. Must have zipper.</p>	<p>Cargo-style (w/extra pockets; no knee/leg pockets) Flannel, Leather, leather like or denim; white fabric Tight fitting</p>
<b>MISCELLANEOUS</b> (Only items fitting this description are <b>acceptable</b> )	<b>NOT ACCEPTABLE</b> (Some examples)*
<p><b>ACCESSORIES</b> - Earrings, watches, belts, rings, necklaces, bracelets, hair accessories, purses, scarves.</p>	<p>Visible tattoos or body writings Body piercing with jewelry (except earrings) on PCA property or at PCA events Head coverings, hats inside the buildings **Tankini’s, Bikini’s, shorts/t-shirt as a swimsuit</p>
<p><b>BATHING SUITS</b> (i.e. Murray’s Lake, Spiritual Life Retreat, Class swim parties, etc.) – Only one piece bathing suits that do not have a low back or low front, may be worn at any swimsuit attire school activity.** . . . . .</p>	<p>Dreadlocks, spiked hair</p>
<p><b>HAIR</b> - Hair with neat styles and of natural hair color</p>	<p>Soccer slides; slippers; Sandals with straps less than 1” Plastic, rubber, straw or beach sandals</p>
<p><b>SHOES</b> - Dress shoe, sandals with straps wider than 1”, athletic shoe, dress boot</p>	<p>Holes or designs Head coverings No short shorts or tight shorts Hats inside the buildings</p>
<p><b>JEANS DAY:</b> Solid color blue or black denim pants or Capris or modest shorts (no more than 3 inches off the floor when kneeling) without holes, with belt and tucked dress code top or untucked Game Day or class shirts. Capris and shorts are allowed only during Capri/short season.</p>	<p>Quilted, down or fleece vests or jackets in class Non-PCA Hooded sweater or sweatshirts worn as coat Head coverings; hats inside the buildings</p>
<p><b>OUTERWEAR</b> - Outerwear (including denim &amp; leather) coats, hats, gloves or jackets cannot be worn during class time. PCA logo hoodies may be worn outside between classes (outside gym, between modulars, across parking lot) if the hoods are taken down when entering the school or church buildings. Hoodies must be taken off during class. PCA Academy Jackets may be worn inside.</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>**Class t-shirts and Game Day shirts can only be worn with jeans on designated Jeans Days.</p> </div>

# SECONDARY BOYS DRESS CODE - 2011-12

<b>TOPS</b> (Only items fitting this description are acceptable)	<i>NOT acceptable (some examples)*</i>
<p><b>SHIRTS</b> – Oxford, polo shirt, mock turtlenecks or turtleneck of solid color, stripes, plaids, or checkered. Tops must have sleeves, fold down collars. No more than 2 buttons unbuttoned. Small and inconspicuous logos are acceptable if they can be covered by the hand of the student. Polo-type shirts with a straight bottom hem and a length of 2-3” below belt line do not have to be tucked in. All other shirt types must be tucked.</p>	<p>Flannel Logos representing questionable products/companies (ie. Playboy, Abercrombie &amp; Fitch, etc.) Printed t-shirts under dress code shirts Leather, leather like or denim fabric Hoods</p>
<p><b>SWEATERS</b> - Solid color, stripe or striped pattern, long sleeve or sleeveless v-neck, crew, cardigan sweater, or sport coat worn over dress code shirt. Dress code shirts must be worn under sweaters that have no fold down collar. Turtleneck sweaters may be worn without a dress code shirt underneath. Sweaters may be of marled coloring and have a striped pattern. Sweaters are not required to be tucked in but must be long enough to cover pants so skin isn’t showing when bending or lifting arms. Dress code shirt under sweater must be tucked in. Small and inconspicuous logos are acceptable if they can be covered by the hand of the student.</p>	<p>Words or pictures on sweaters Logos representing questionable products/companies (ie. Playboy, Abercrombie &amp; Fitch, etc.) Printed t-shirts under sweaters Hooded sweaters Fleece Collarless shirts under sweaters</p>
<p><b>SWEATSHIRT</b> - Solid color sweatshirt with PCA logo over dress code shirt. Dress code shirt under sweatshirt must be tucked in. PCA logo hoodies may be worn outside between classes (outside gym, between modulars, across parking lot) if the hoods are taken down when entering the school or church buildings. Hoodies must be taken off during class.</p>	<p>Non-PCA hooded sweatshirts Non-PCA zippered sweatshirts</p>
<b>BOTTOMS</b> (Only items fitting this description are acceptable)	<i>NOT acceptable (some examples)*</i>
<p><b>PANTS</b> – Traditional, plaid, pinstripe, herringbone or solid color dress chino, corduroy or “Docker” style pant with belt loops, belt, and zipper. Must be hemmed. Can have pin tucks (sewn seams down front or back of leg). Pants must be belted at the waist, not touching the floor at the hem, traditional style and fit without sagging.</p>	<p>Cargo-style (w/extra pockets; no knee/leg pockets) Lacing or ties; holes Slit, cut, frayed or slashed at bottom of pants Tight fitting or baggy pants appearance; skinny jeans Sagging pants with undergarments showing Flannel, Leather, leather like or denim</p>
<p><b>SHORTS</b> – Solid color or plaid “Docker” or “Bermuda” style shorts may be worn August through October and April through June. Shorts must have belt loops and zipper.</p>	<p>Cargo-style (w/extra pockets; no knee/leg pockets) Flannel, Leather, leather like or denim</p>
<b>MISCELLANEOUS</b> (Only items fitting this description are acceptable)	<i>NOT acceptable (some examples)*</i>
<p><b>ACCESSORIES</b> - Belt, watches, rings, necklace, bracelet, plain undershirt, necktie.</p>	<p>Wallet chains Head coverings; Hats inside the buildings Visible tattoos or body writings Body piercing with jewelry on PCA property or at PCA events (including athletic practices) ***“Speedo” type bathing suits</p>
<p><b>BATHING SUITS</b> (i.e. Murray’s Lake, Spiritual Life Retreat, Class swim parties, etc.) – Only boxer type swimsuits may be worn at designated swim attire school activities.**</p>	<p>***“Speedo” type bathing suits</p>
<p><b>HAIR</b> - Hair with neat styles above the eyebrows, no more than ½” over the ears, above the collar and of natural hair color. Neatly groomed.</p>	<p>Ponytails, Dreadlocks, spiked hair; Hair styles that by nature cause the student to wet or gel back the hair in order to gain compliance for length.</p>
<p><b>SHOES</b> - Dress shoe, athletic shoe, dress boot, leather type sandal or sandals with straps wider than 1”.</p>	<p>Soccer slides; slippers; Sandals with straps less than 1” Plastic, rubber, straw or beach sandals</p>
<p><b>JEANS DAY:</b> Solid color blue or black denim pants or shorts (only during short season) without holes, with belt, and tucked dress code tops or untucked Game Day shirts or class t-shirts.</p>	<p>Jeans with designs Holes; cuts; frays Skinny jeans or extremely baggy jeans Head coverings, hats inside the buildings</p>
<p><b>OUTERWEAR</b> – Outerwear (including denim &amp; leather) coats, hats, gloves or jackets cannot be worn during class time. PCA logo hoodies may be worn outside between classes (outside gym, between modulars, across parking lot) if the hoods are taken down when entering the school or church buildings. Hoodies must be taken off during class. PCA Academy Jackets may be worn inside.</p>	<p>Quilted, down or fleece vests or jackets in class. Non-PCA hooded sweater or sweatshirts worn as coat Head coverings, hats inside the buildings</p>

\*\*Class t-shirts and Game Day shirts can only be worn with jeans on designated Jeans Days.

# SUPPORT SERVICES

## GUIDANCE AND COUNSELING

The counseling department at PCA seeks to offer Biblically-based and responsible assistance in meeting the needs of the student body. Guidance and Counseling are available in three main areas: personal counseling, college and career planning, and testing. Referrals may be made for more serious concerns to an outside counseling center. The counselor may coordinate with the student, teachers, and parents to establish a program that may assist a student in meeting the demands of the curriculum. A review of any special assistance will be made at the end of each year, evaluating if the counseling department is able to adequately meet specific needs.

The counselor will assist students in establishing yearly schedules. Regular testing in achievement and aptitude will be conducted. Assistance will be given in the college search process.

## LIBRARY INFORMATION

The library services all grades, K—12, and is available every day during regular school hours. Four books per student may be checked out at a time. However, there will be times when that number will be increased or decreased depending on individual circumstances. Books may be checked out for a two-week time period and may be renewed with approval from the librarian. CD's will be available for use in the library, but the student will not be allowed to check them out for home use.

Since the library is completely computerized, all overdue notices will be processed through the computer. Three notices are sent out, and if necessary, a letter will be sent out for those books that are past due. A fine of \$1.00 will be charged each time it is necessary to send a letter to the home. If a book is lost or damaged beyond repair, the student must pay for the replacement copy. If the book is returned and/or paid for, the \$1.00 fine is still owed. If the book was paid for and is found within a year in good condition, the student's money will be refunded. Student records will be held if library books are past due.

The use of the library is a privilege, not a right. Therefore, a student will be told to leave if his/her behavior disrupts normal library activities. There is absolutely no eating, drinking, gum chewing or personal grooming permitted in the library. Repeated dismissal from the library will lead to the temporary or permanent withdrawal of the library privilege.

The library has several computers for student use. Use of the internet will be available via permission from parents and teachers. The library computers may not be used for games, entertainment, etc. They must be used only for school related assignments and research. For student convenience, a computer printer is available for student use. The cost for every copy made on the computer printer is \$.10 each. A copier is available in the secondary office for student use with permission from the office staff. The cost of every copy made on the copier is \$.10 each.

## PCA NETWORK (CBCNET) AND INTERNET COMPUTER INFORMATION

### CBCNET ACCEPTABLE USE POLICY

#### Introduction

Plymouth Christian Academy network (CBCNET) provides resources for teaching and learning, communications services, and business data services by maintaining access to local, regional, national, and international sources of information.

The CBCNET information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the school. This policy does not attempt to articulate all required or prescribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner using the network. The user is ultimately responsible for his/her actions in accessing network services.

1. Access to the networks and to the information technology environment within CBCNET is a privilege and must be treated as such by all users of the network and its associated systems.
2. CBCNET will be used for the purpose of research, education, and school related business and operations.
3. The authorized user will only use any system which requires password access or for which the Academy requires an account, such as Internet. Account owners are ultimately responsible for all activity under their account.

#### Academy Rights

Plymouth Christian Academy reserves the right to:

1. Allow the Superintendent to interpret issues of policy.
2. Monitor all activity on CBCNET.
3. Make determinations on whether specific uses of the network are consistent with this Acceptable Use Policy.
4. Log network use and to monitor storage disk space utilization by users.
5. Deem what is appropriate use.
6. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy.
7. Cooperate fully with any investigation concerning or relating to any CBCNET activity.

## **Academy Responsibilities**

The Academy will:

Respect the privacy of individual user's electronic data. Accessing data will be done only if there is reason to believe that there has been a violation of this Acceptable Use Policy or unless required to do so by law or policies of the Plymouth Christian Academy.

Take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and Academy files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.

Attempt to provide error free and dependable access to technology resources associated with CBCNET. However, the Academy can not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

## **Internet Access for Students**

The rich sources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students. Therefore, Internet access will be made available to students in Plymouth Christian Academy for the purpose of communication, research, and education. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and needs of student users. Academy personnel will monitor Internet access by student and the degree of access to the Internet will be dependent upon the age of the students.

### **Grades K-3**

Limited use for specific projects by teacher request. Web sites will be limited.

### **Grades 4-6**

Use will be project focused, adult directed and supervised. Web sites will be limited.

### **Grades 7-9**

Use will be adult directed and monitored. Web sites will be limited by filtering system and student use will be monitored.

### **Grades 10-12**

Students will have independent use but on-line computers will be monitored. World Wide Web sites will be limited by the filtering system. The Academy is using an Internet screening system. It provides filters and limits access to those Internet sites that contain education resources and do not contain objectionable material. It is installed on the computers that have graphical Internet software (e.g. Internet Explorer) installed.

## **CBCNET Etiquette**

The computers, software, and other peripherals are the property of Plymouth Christian Academy and should be treated as such. Just as pride is taken in school facilities, we want the network equipment to reflect PCA's commitment to quality and excellence.

The network facility was obtained for use as an educational tool. Unless otherwise given permission by the teacher, games are not to be played during class time or in the library. To protect the integrity of the computer network, only the Network Manager is allowed to install software on PCA computers or the computer network. All software on PCA computers must have copyright protection.

To protect each student, sharing the network access code with anyone is prohibited. This will help ensure that the student's work is protected and will remain private. By sharing personal codes the opportunity for others to use someone's code for inappropriate purposes will be eliminated.

Philippians 4:8 instructs us to fill our mind with good and profitable things. The network is for these purposes. It should not be used as a medium for relaying materials that are derogatory to fellow students, faculty, or staff members or that are in conflict with Biblical standards of moral conduct.

## Internet Code of Conduct

Use of the Internet by students and staff of Plymouth Christian Academy shall be in support of education and research that is consistent with the mission of the Academy. Internet use is limited to those persons who have been issued Academy approved accounts. Use will be in accordance with the Academy's Acceptable Use Policy and this Code of Conduct.

1. Protect your Network logon information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use the network in a way that does not disrupt its use by others.
7. Do not destroy, modify or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, global mailings, etc. Do not "hack" the system.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.
11. File sharing by students and/or staff is prohibited.
12. **There should be no expectation of privacy in e-mail communications that are accessed or delivered through the school network.**
13. **The website is not available to outside organizations or community groups for posting announcements, events, etc. The school's website is limited to school-related materials and events.**
14. **Students must not use their home computers to disparage the school or convey threats to students, staff members, or school officials.**

*The Academy reserves the right to remove user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.*

## Unacceptable Use

Plymouth Christian Academy has the right to take disciplinary action, remove computer and networking privileges, and/or legal action, for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.  
*"It is against PCA practice for staff or students to copy or reproduce any licensed software on PCA computing equipment, except as expressly permitted by the specific software license. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of PCA."*
2. Interferes with or disrupts other network users, services or equipment. Disruptions include but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system ("chain letters," "network games," "broadcasting" messages) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
4. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources whether on stand-alone or networked computer.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on computers.
9. Uses the network to access inappropriate materials.
10. Compromises the integrity of CBCNET through the use of "hacking" software.
11. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
12. Use of CBCNET for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of : . activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal law. Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an individual which (1) has the purpose or effect of creating and intimidating, hostile or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or

school performance or (3) interferes with school operations. Vandalism is defined as any attempt to harm or destroy operating system, applications software or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

## **Disciplinary Action**

This Acceptable Use Policy is applicable to any member of the CBCNET community and refers to all information resources whether individually controlled, shared, stand alone or networked. Disciplinary action, if any, for students, staff and other users shall be consistent with the Academy's standard policies and practices. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to. Violations can constitute cause of revocation of access privileges, suspension of access to school Academy computers, other school disciplinary action and/or appropriate legal action. Exact disciplinary measures will be determined on a case-by-case basis.

Finally, any student caught vandalizing network equipment or software will be held financially liable for its repair and/or replacement. Furthermore, Plymouth Christian Academy may take any disciplinary action deemed appropriate up to and including expulsion.

# EXTRA-CURRICULAR ACTIVITIES

## ACADEMIC ELIGIBILITY

Students must have a minimum nine-week average or semester average of 75% and must not be failing any class to participate in extra-curricular activities. Students with a 75% or higher will be declared eligible for extra-curricular participation during the next nine-week marking period.

- Grades will be checked at the end of the first and third quarters, and the first and second semesters
- **1<sup>st</sup> ineligibility:** If a student's average is below 75% and/or they are failing any class for the 1<sup>st</sup> or 3<sup>rd</sup> card marking or for the 1<sup>st</sup> or 2<sup>nd</sup> semester, the student will be declared temporarily ineligible and may participate on a limited basis. The athlete may attend practice only. The athlete may not play in games (home or away) with the team for 3 weeks. At the end of the 3 week period, the athlete's average will be computed. If the average is 75% or higher he/she is reinstated with full status.
- **2<sup>nd</sup> ineligibility:** If it is below 75% and/or they are failing any class at the end of the 3 week period, he/she will be declared ineligible for the remainder of the 9 weeks. The athlete will not be allowed to play or practice.
- **3<sup>rd</sup> ineligibility:** If still below 75% and/or they are failing any class at the end of 9 weeks then officially dropped from roster for duration of season.

**Summer & First Quarter Eligibility:** eligibility for PCA summer practices/games will depend on the status of the previous year's 2<sup>nd</sup> semester grades. If a student has a 2<sup>nd</sup> semester grade average below 75% or they failed a class, they will still be eligible to participate in PCA summer practices/games. However, the student will be on academic probation for the first three weeks of the school year. Grades will be checked at the end of the three weeks. If, at that point, the student has earned a 75% average and is not failing any class then they can continue to participate until the 1<sup>st</sup> card marking grade check. If they fall below a 75% average or they are failing a class after the 1<sup>st</sup> three weeks then they will not be allowed to continue to participate in the sport until the 1<sup>st</sup> card marking grade check.

## ATTENDANCE POLICY

All students are expected to be present for at least four (4) periods on days which they have an event. Students arriving after first period will be declared ineligible for that day's event. The only excused absence will be for a medical/dental appointment. Any exceptions to this must be approved by the Principal.

Should a student develop a pattern of absences which are "day after" related to extra-curricular events, the school reserves the right (after warning and consultation with parents and coaches) to take appropriate disciplinary actions.

Students who have been suspended for all or any part of a school day are ineligible for extra-curricular activities on that day.

## STUDENT COUNCIL

The Student Council of Plymouth Christian Academy will aid the administration and faculty to provide a well-balanced social program, encourage student participation and spirit in school activities, and uphold the spiritual principles upon which the school was founded. The faculty advisor(s) will be appointed by the administrator. The governing of the organization shall be in accordance with "The Constitution of the Student Council of Plymouth Christian Academy." Any student officer who has been suspended, expelled, who has been placed on academic or disciplinary probation or who brings discredit to the school or organization forfeits all offices either appointed or elected. The administration and the faculty sponsor of the group involved will make this determination.

## CLASS MEETINGS AND CLASS OFFICERS

Each class in grades 9-12 will meet once a month to plan class participation in school events and fundraising activities. Attendance by each member of the class is required. Each class in grades 9-12 shall elect officers in accordance with "The Constitution of the Student Council of Plymouth Christian Academy." Academic eligibility for election to the Student Council or to a class office requires a GPA of 2.5 for the previous marking period. Failure to maintain a 2.5 GPA during the student's tenure in office may result in removal from office. Any student officer who has been suspended, expelled, who has been placed on academic or disciplinary probation or who brings discredit to the school or organization forfeits all offices either appointed or elected. The administration and the faculty sponsor of the group involved will make this determination.

## **U.S. HISTORY TRIPS/SENIOR TRIP**

The U.S. History classes and the senior class trips will be taken in the spring according to the dates approved by the administration. Every student must have acceptable grades and conduct in order to be approved for participation on the trip. Every student should have the opportunity to participate in the trip; thus, the trips must be affordable (that definition will have to be defined as times and economic conditions change.) All expenses of the trip will be the responsibility of the students and the class. In preparation for the senior trip, the students and parents may participate in appropriate and approved fundraising activities in order to minimize the individual costs to the students. Fundraising for the senior trip may begin during the ninth-grade year.

The trips should be fun and provide a rewarding experience with the challenge for students to develop and use new life skills (i.e., travel, time and money management). Educational values are encouraged to expand the students' horizons and experiences. Spiritual interaction and devotions will be conducted daily with mandatory attendance by all students. There will be an appropriate number of chaperones for each trip. The administration shall have authority to select and/or approve all chaperones. Specific rules for each trip will be determined by the PCA administration, the travel agency, the airlines, the hotels, and the chaperones as necessary. All chaperones are expected to abide by and enforce all rules.

Each student and chaperone must have personal medical insurance while on the trip. Proof of medical insurance will be required (copy of medical insurance card). Parents will have an option to purchase additional insurance for personal effects while their student is on the trip. All insurance for each student will be at the expense of the student/parent and not PCA.

## **CLUBS**

All clubs must have the approval of the administration and be led by an approved adult sponsor from the faculty. Parents or friends of the school may assist a faculty member as long as approval has been granted by the administrator.

## **CONCERTS AND PERFORMANCES**

Vocal and instrumental concerts, a variety show, and other dramatic performances will be held throughout the year for the school families and friends. Some opportunities will be offered to these students to perform for other groups outside of the school.

## **STUDENT ACTIVITIES**

Socials are sponsored by the Student Council and by individual classes. Plans for all such events should be coordinated through the Administrative Team as to date, location, time, sponsors, and type of event.

## **NATIONAL HONOR SOCIETY**

Plymouth Christian Academy holds membership in the National Honor Society of Secondary Schools. Membership in this society is an honor bestowed upon a student by the faculty. Selection is based on both national and local standards. A student at Plymouth Christian Academy must have, and continue to maintain after election, a 3.5 grade point average since the beginning of ninth grade. In addition, the student must be taking and must continue to elect after admission to the NHS, an average of five (5) full credit hours per year, of which five must be strictly academic. Having met the necessary scholastic requirements, students in grades 10-12 are evaluated by the faculty on the basis of leadership, service, and character. Selection is by a majority vote by the selection committee and the Guidance Counselor. The members must maintain an acceptable disciplinary record, having no suspensions from school.

## **SPIRIT WEEK**

Spirit Week is held annually (usually in January), in conjunction with Homecoming activities. This special time is set aside each year to encourage high school students to develop school spirit through class projects, daily assemblies, and competitions sponsored by the Student Council. The week culminates with a Homecoming Social at the school.

## **SPIRITUAL LIFE**

All subjects are taught based on God's truth and are integrated with Biblical teachings. Human relationships, (student/teacher, student/staff, student/coach, and student/student), will be built on the basis of God's teachings whether in the classroom, on the athletic field, or in a social relationship.

Every Christian is "God's workmanship, created in Christ Jesus unto good works, which God had before ordained that we should walk in them." (Ephesians 2:10). Although there will be opportunities for student groups to go out from the school to present programs, to participate in Chapel services at the school, etc., we would encourage each student to be active in his/her home church and in a neighborhood ministry. Students are also encouraged to form Bible studies and prayer groups.

A spiritual life retreat for high school students is held in September. All students are encouraged to attend this two-day camp experience in order to begin the year with a spiritual challenge and to bond with the class. Attendance is required unless a parent requests the student to not attend. In such case, it is considered as absences and will be counted as absences for the semester.

A Spiritual Emphasis Week is held annually (usually in March). This special time is set aside each year to encourage students to develop their relationship with God. Students are presented with a spiritual challenge during a daily chapel time. All students are required to participate in this week of events.

## **CHAPEL**

Weekly chapels are special times set aside three times a month for the school to come together to worship and praise the Lord and to learn of Him. Attendance is required. The chapel programs are planned by the Spiritual Life Director and the class chaplains. Students have opportunities to be involved in the chapel programs by participating on the praise teams, drama teams, media presentations, etc.

## **WEIGHT ROOM USAGE**

The weight room is available for PCA students after school on a limited basis, as trained adult supervision is available. Parent permission forms are required and may be obtained from the Athletic Director.

# ATHLETIC COMPETITION

Plymouth Christian Academy Code of Conduct for Student Athletes has been developed to provide a uniform set of rules and regulations to govern all athletic participants regardless which team they represent. The Athletic Code of Conduct combines rules and regulations of the Michigan High School Athletic Association (MHSAA) which have been adopted by Plymouth Christian Academy with specific school rules governing athletic participation. The Code of Conduct for Student Athletes will be in effect during the entire school year and the seasons of practice and competition. Student athletes are to comply with all aspects of the code if they desire to enjoy the privilege of continued eligibility for participation in athletics.

In addition, student athletes who incur school disciplinary action because of violations defined in the PCA Handbook are also subject to the disciplinary actions contained herein. Please note that when a student is academically ineligible to participate in contests and scrimmages, he/she still may practice with the team as long as he/she is not suspended from school. However, the participant may forfeit the opportunity to receive an athletic award if loss of participation in contests prevents him/her from meeting the requirements for earning a varsity letter.

Rules which have been adopted by Plymouth Christian Academy also covered by MHSAA rules are indicated by an asterisk(\*).

Students are subject to all MHSAA rules and obligations even though such rules may not be included specifically in this document.

Students in grades 7—12 may participate in athletics. The sports teams will be determined by interest, sufficient number of students, available coaches, finances and facilities.

## ATHLETIC ELIGIBILITY

The following rules have been adopted by PCA from the Michigan High School Athletic Association (MHSAA).

1. **Enrollment:** The student must be enrolled in the school by the Monday of the fourth week of the semester in which she/he competes.
2. **Age:**
  - **High School**-- A student in grades nine through twelve who participates in any interscholastic athletic contest must be under nineteen (19) years of age. When a student's nineteenth birthday occurs on or after September 1 of a current school year, she/he is eligible for participation for the balance of the school year.
  - **Middle School**—A seventh or eighth grade student must be under fourteen (14) and fifteen (15) years of age respectively. A student who reaches that age after September 1 is eligible for participation for the balance of that school year.
3. **Parent/Guardian Liability Form:** The student must submit the signed parent/guardian liability form to the coach prior to participating in tryouts, practice sessions or contests. Students and parents are to read the Code of Conduct for Student Athletes and the PCA Handbook before signing the parent/guardian consent form. Parents must provide a copy of the student's insurance coverage or provide a signed waiver of liability towards the school.
4. **Participant Physical Examination:** A student must have a physical examination completed by a Physician (M.D. or D.O.), a Physician's Assistant, or Nurse Practitioner certifying that the student is fully able to compete in interscholastic athletics. The physical must take place after April 15 of the previous school year to be used for the current school year. The student must submit the completed physical form and a completed emergency form to the athletic director's office prior to participating in tryouts, practice sessions or contests. The completed form will be kept on file in the athletic director's office during subsequent sports seasons.
5. **Academic Eligibility:** Students must have a minimum nine-week average or semester average of 75% and must not be failing any class to participate in athletics. Students with a 75% or higher will be declared eligible for sport participation during the next nine-week marking period.
  - Grades will be checked at the end of the first and third quarters, and the first and second semesters
  - **1<sup>st</sup> ineligibility:** If a student's average is below 75% and/or they are failing any class for the 1<sup>st</sup> or 3<sup>rd</sup> card marking or for the 1<sup>st</sup> or 2<sup>nd</sup> semester, the student will be declared temporarily ineligible and may participate on a limited basis. The athlete may attend practice only. The athlete may not play in games (home or away) with the team for 3 weeks. At the end of the

3 week period, the athlete's average will be computed. If the average is 75% or higher he/she is reinstated with full status.

- **2<sup>nd</sup> ineligibility:** If it is below 75% and/or they are failing any class at the end of the 3 week period, he/she will be declared ineligible for the remainder of the 9 weeks. The athlete will not be allowed to play or practice.
- **3<sup>rd</sup> ineligibility:** If still below 75% and/or they are failing any class at the end of 9 weeks then officially dropped from roster for duration of season.

**Summer & First Quarter Eligibility:** eligibility for PCA summer practices/games will depend on the status of the previous year's 2<sup>nd</sup> semester grades. If a student has a 2<sup>nd</sup> semester grade average below 75% or they failed a class, they will still be eligible to participate in PCA summer practices/games. However, the student will be on academic probation for the first three weeks of the school year. Grades will be checked at the end of the three weeks. If, at that point, the student has earned a 75% average and is not failing any class then they can continue to participate until the 1<sup>st</sup> card marking grade check. If they fall below a 75% average or they are failing a class after the 1<sup>st</sup> three weeks then they will not be allowed to continue to participate in the sport until the 1<sup>st</sup> card marking grade check.

6. Attendance Policy:

- All students are expected to be present for at least four (4) periods on days which they have a sport event. Students arriving after first period will be declared ineligible for that day's game or event unless approved by the athletic director with prior communication. The only excused absence will be for a medical/dental appointment. Any exceptions to this must be approved by the Athletic Director or the Principal.
- Should an athlete develop a pattern of absences which are "day after" related to game days, the school reserves the right (after warning and consultation with parents and coaches) to take appropriate disciplinary actions.
- Students who have been suspended for all or any part of a school day are ineligible for sports activities on that day.

7. Students participating or planning to participate in interscholastic athletics may not:

- accept any money or other valuable consideration for participating in athletics, sports or games;
- receive any money or other valuable consideration for officiating an interscholastic athletic contest, or
- sign a contract with a professional team.

Please see the Athletic Director for a complete set of rules and regulations that govern all athletic participants regardless of the team they represent.

# CODE OF CONDUCT/DISCIPLINE POLICIES

## Biblical Guidelines for Student Behavior

### Home and School Cooperation

Just as loving parents give their children established parameters to guide them into adulthood, our school has developed some general rules out of a concern for the safety of all, and out of respect for the rights of others. Our discipline policy ranges from a teacher's reprimand, to a detention, to a suspension with possible social probation, to a voluntary withdrawal from school, and finally to an expulsion.

Teachers establish individual classroom rules concerning general student behavior using procedures that contribute to positive learning experiences, e.g. gum chewing and excessive talking. . Deliberate disobedience, disrespect, lack of courtesy, incomplete homework, and other misbehaviors will ordinarily be the responsibility of the classroom teacher to handle on a reasonable basis. Recurring or serious violations will be referred to the administration. The first concern of discipline is to aid the student in correcting undesirable behavior. The ongoing success and welfare of the entire school must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at Plymouth Christian Academy.

**Neither this Student Code of Conduct nor the Family Handbook is intended to be all-inclusive or define all types and aspects of student management standards. The Administrative Team reserves the right and assumes the authority to formulate rules and regulations in all matters of student management not otherwise specified.**

While PCA acknowledges that the education of the student is ultimately the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of the school. Therefore, in adherence to PCA's purpose, philosophy, and mission statement, PCA does not hesitate to require appropriate behavior and academic discipline from each student.

The school generally follows the discipline procedures described below.. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

The goal of both the school and the home is to build Christian character in our students by teaching them to:

**Be A Responsible Person:** An important part of our success at PCA in the areas of academics, social interaction and spiritual development is being responsible for our actions and attitudes. "Whatever happens, conduct yourselves in a manner worthy of the Gospel of Christ." Phil 1:27

#### **Respect Authority:**

"Everyone must submit him/herself to the governing authorities, for there is no authority except that which God has established. God has established the authorities that exist. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rulers hold not terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." Romans 13:1-4.

#### **Be An Example:**

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." I Timothy 4:12

#### **Seek Excellence:**

"I can do all things through Christ who gives me strength." Philippians 4:13

#### **Be Honest:**

"Providing for honest things not only in the sight of the Lord, but also in the sight of man." II Corinthians 8:21

#### **Be Truthful:**

"Therefore, each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." Ephesians 4:25

**Practice Clean Speech:**

“Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:32

**Reflect Jesus:**

“Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable—if anything is excellent or praiseworthy—think about such things.” Philippians 4:8.

## **Expectations for students**

### **STUDENT DRIVERS AND SCHOOL PARKING**

The privilege of driving to school is restricted to students who hold a valid Michigan driver’s license and proper auto liability insurance. Students assume liability for damage of any property. All laws relating to operating a motor vehicle in the State Vehicle Code are to be obeyed. Students must register their vehicles with the Secondary Office by signing, along with their parents, the PCA Student Car Registration Form and receive a vehicle parking tag. Proof of Insurance, vehicle registration, license number, and color of vehicle are required.

Students must observe the campus speed limit of 10 mph and must properly park only in the designated student parking area. Students whose driving is observed to be hazardous and/or irresponsible will lose the privilege of driving on campus for a temporary or permanent duration. Students who participate in any type of activity resulting in racing, excessive noise, or dangerous maneuvers are subject to suspensions.

If a student’s driving or the presence of his/her vehicle causes a discipline problem, the student will automatically forfeit the privilege of driving his/her vehicle to school.

Students must understand that if school officials have reason to believe that there is anything in their vehicles that is a violation of the law or PCA policy, they may be requested to open their vehicle for a search by a school official.

Once students have arrived at school, the parking area is off limits without permission from a school staff member. Students needing to leave school during regular class hours must receive written (or oral via phone) permission from the parent and the approval of the Secondary Principal and must sign out and sign in with the receptionist.

Violations of any parking provisions may result in the revocation of parking privileges.

### **COURTESY AND RESPECT**

#### **Chapel**

Chapel is a time set aside to promote and enhance spiritual development and to provide an opportunity to worship and praise God together. Students should bring only their Bibles to chapel, and not other books or notebooks. No one should be studying or doing homework during chapel. Full attention to the program is required. Students are not to interrupt with talking or engage in other forms of communication. Proper posture and etiquette are necessary for chapel. Students are not allowed to sleep or slouch in their seats. Students are to report to their assigned sections and must sit with their grade level. Students should enter and leave the auditorium in an orderly fashion. No food or drinks are to be brought into the auditorium, nor is gum chewing permitted during chapel.

## **Classrooms**

Students are expected to be in the classroom when the bell rings, prepared each day with notebooks, textbooks, pens, etc. Students are expected to be active participants (take notes, involve themselves in discussion, respond when called upon, etc.) in class activities. Students are expected to have proper posture and manners—students are not allowed to eat in the classrooms nor may students sleep during class or study hall. Students may have bottled water only in the classrooms and hallways.

## **Class Meetings**

All high school students are required to attend the monthly class meetings. They are a part of the school day and provide an opportunity to learn about activities and responsibilities being done by your class. “Cutting” a class meeting time is the same as “cutting” a class.

## **Hallways**

Students are expected to demonstrate courtesy to others and respect for classes in session when passing through the hallways. Students are not to run or scream in the hallways, but are to keep their voices to moderate levels, especially during lunch times when other students are in class. Backpacks are to be stored either on top of the lockers, in the lockers, or in the designated storage areas.

Students are expected to pick up trash around their lockers and keep the tops of the lockers clean and neat.

Students must respect the lounge furniture and keep the area clean.

## **Lunchroom**

Food must be eaten at the lunch tables only. Food is not allowed in any other part of the building. Students are assigned clean-up duty periodically during the year. Failure to fulfill their responsibility will result in a detention. Students are to remain in the lunchroom until dismissed, unless excused early by the lunchroom supervisor.

Vending machines are for use before school, during the 10-minute break and lunch, and after school only. Students are not permitted to use the vending machines during class or in between classes.

# **Discipline Philosophy**

Taken from the same root word for disciple, discipline is established and maintained at Plymouth Christian Academy with the intent to train or build into the lives of students (Matthew 28:19; Proverbs 22:6). Our goal for a student (and adults) is to grow in self-discipline according to God’s Word so that external discipline measures become less needed.

We are not accustomed to receiving discipline in our culture, because there always seems to be a reason or a set of circumstances to explain why the action happened the way it did. Many times, penalties that are applied are seen as “not fair” because of the situation, the conditions, someone else’s actions, or some other reason. But those who take full responsibility for their actions and receive correction as God’s way of purifying themselves will receive benefit not only for this life but the life to come (1 Timothy 4:8).

At times school consequences will be applied for behavior that occurs away from school property and outside of school time, such as lying, cheating, stealing, illegal substance abuse, any other illegal activity, or sexual immorality, because those behaviors transcend school rules. These fundamental behaviors violate either civil law or God's law, and that further calls into question the commitment on the part of the student to the ideals expressed by this particular Christian community. In severe circumstances, students who have established a lifestyle inconsistent with the standards of behavior at PCA may be asked to withdraw from the school.

The following statements provide some perspective on the school's discipline philosophy:

1. Discipline may be at first perceived as harsh (Hebrews 12:11) and even bringing sorrow (II Corinthians 7:8-9), but sorrow that leads to repentance (and the long-term goal of training in righteousness) makes the pain and sorrow worthwhile (Hebrews 12:11; II Corinthians 7:10; Proverbs 23:13-14).
2. Discipline may result in consequences even though forgiveness has been extended (II Samuel 12:9-14; Numbers 14:18-23; Psalm 99:8; Exodus 34:5-7; Jeremiah 30:11).
3. Discipline is directed at the behavior or attitude, not the individual person.
4. Restitution plays a key role in discipline by ensuring justice and protection for offended parties. It also provides to the offender a painful reminder, which can serve as a motivator for future right behavior (Exodus 22:1-15).
5. The authorities that administer discipline are not infallible (Hebrews 12:9-10). Questioning for information while not rejecting authority is appropriate (Exodus 3:11-14), but there can also be benefit even in suffering unjustly (I Peter 4:15-19).
6. In the Christian community, we sometimes force the wonderful concepts of grace and forgiveness to necessitate the elimination of any human consequences. Some might even claim that external consequences are a form of vengeance that would rightfully belong only to God. It is true that consequences without forgiveness become vengeance or retribution, and it is also true that forgiveness without consequences becomes leniency and license. We seek to avoid both errors. Consequences are God's way of changing us, and thus, consequences with forgiveness become healing, purifying, and sanctifying (II Corinthians 2:5-8). In addition, grace is not a shield against consequences but the power to change behavior, to do what is right (II Corinthians 9:8; 12:9; Jude 1:4; Titus 2:11-14).

While every attempt will be made not to broadcast student wrongdoing, inevitably other students and adults will hear of the incident. Furthermore, some incidents are instructive for all students and may be discussed within the context of the classroom. If that is done, any discussion will focus on the event itself more than the persons involved.

Finally, if the offense was of a public nature, it may require a public apology and/or public restitution.

Lifestyle is an important consideration. Since lifestyle is life's belief and practice, a Christian lifestyle cannot confine itself only to the school day. The school will not hesitate to assert its discipline in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the school, regardless of where or when the event occurs.

Please be advised that if a student engages in compromising activities on or off campus, Plymouth Christian Academy will take disciplinary action that may include expulsion. Should the student's beliefs and lifestyle give consent to activities outside the lifestyle expected by the school, it is best that the student reconsider affiliating with Plymouth Christian Academy.

## **DISCIPLINE PROCEDURES**

All sin is equally consequential as far as one's spiritual relationship to God, but not in relationship to its effect on people and institutions. Some rules in and of themselves have nothing to do with sin; they are simply applied as wise boundaries to make a large number of people operate effectively together. Different offenses, therefore, carry different penalties, with an emphasis on promoting justice. In assigning penalties to actions, PCA personnel must be as wise as possible in discerning between childish irresponsibility and direct disobedience and/or defiance.

Various methods are used to enforce the rules of the school. In many cases, the punishment is related to the infraction. In cases of stealing or property damage, restitution will be a part of the consequence. Some situations will call for strong measures. In all cases, we will attempt to treat each person with respect and to combine appropriately the godly qualities of mercy and justice

### **SCOPE of DISCIPLINE**

Neither this Student Code of Conduct nor the Family Handbook is intended to be all-inclusive or define all types and aspects of student management standards. The Administrative Team reserves the right and assumes the authority to formulate rules and regulations in all matters of student management not otherwise specified.

### **DISCIPLINARY METHODS**

Although a school utilizes a variety of disciplinary measures, there are several standard methods that are commonly employed by teachers and administrators. They are listed below for your information.

#### **Reprimand**

Many infractions of an unintentional or immature nature or even volitional infractions of a minor nature can and should be handled by gentle reprimand or remonstrance. Only when such infractions become repetitive or defiant should they be handled in more aggressive ways.

#### **Warning**

A warning is not only a reprimand, but also a formal notice of consequences to follow should the inappropriate behavior not be corrected.

#### **Discipline Report**

A Discipline Report is a written communication by a teacher and/or administrator to outline the nature of the offense and serve as official documentation of misconduct. A discipline report requires a student signature acknowledging the misbehavior and the consequence. The form will be e-mailed home to parents on the day of the incident.

#### **Detention**

After school detentions are given for violation of classroom or minor school rules. They are held on Thursdays and Fridays from 3:00—4:00 pm. Parents must be given at least one (1) day's notice and have agreed to be responsible for their child's transportation at the end of the detention period. Students can re-schedule once with prior notice, but failure to serve the detention on time and at the scheduled day results in an additional detention. Students having sports' practices or games must serve the detention before participation in the sport or practice.

#### **Suspension**

Suspension is the temporary denial of educational participation. The parents will be notified to take the student home the day of the occurrence. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.

PENALTY: Two percentage points deducted from card-marking grade per class per day (5 days = - 10%). The student must make up all schoolwork, homework, tests, quizzes and projects, etc. in every class missed during the time of suspension.

After an evaluation by the administration of the student's past behavior, attitude and level of trust, suspensions at any level may result in a student also being placed on disciplinary probation or a recommendation for expulsion from P.C.A.

While suspended, a student cannot attend any school activity or participate in any extracurricular or athletic event.

### **Disciplinary probation**

Problems for which probation may be incurred are:

1. An attitude which is antagonistic to the basic goals of the school and which produces an adverse effect upon the other students.
2. Deliberate continued disobedience of school rules and behavioral guidelines.
3. Excessive unexcused absences and/or tardiness.
4. Any serious breach of conduct inside or outside of the school which has an adverse effect upon the school which is added on to a suspension.

Probation can be imposed for *UP TO ONE MARKING PERIOD WITH POSSIBLE RE-OCCURRING SETS OF MARKING PERIODS*. During the probationary period, the student will not be permitted to participate in extra-curricular activities and will relinquish all positions of trust and responsibility. During this time the student will be encouraged to correct the problem. At the end of the probation period, if the student's behavior has significantly improved, he or she may be restored to full status. If the problem(s) still persists, the administration may extend the probation or recommend expulsion to the Board of Regents. The student and parents will be advised of the school's action and may, after the parent conference, appeal the decision to the Board.

### **Expulsion**

Expulsion is defined as denying a student attendance at school, access to school property, and attendance at any and all school functions for the length of the expulsion.

It is the responsibility of the Board of Regents to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the administration, the following procedure will be followed:

1. The Secondary Principal will communicate with the student and parent(s) to summarize the reason(s) for a recommendation of expulsion.
2. The Secondary Principal will notify the Chairperson of the Board of Regents as to his/her recommendation. A date and time will be established for the Board to meet to hear the recommendation.
3. The parent(s) and student will be notified as to the date and time of the meeting.
4. The Board will then meet with the administration, parent(s), and student for a hearing.
5. The parent(s) and student will then be excused at which time the Board will make a final decision regarding the expulsion.

### **Automatic expulsion**

**An automatic expulsion from school will occur** if the preponderance of evidence indicates a student possesses, provides (sells or gifts), and/or illegally uses controlled substances or alcohol during school or

at school events or outside of school. Parents will be given the option for voluntary withdrawal. The student may be suspended during an investigation.

**A student expelled for weapons possession, arson, criminal sexual conduct, or assaulting a staff member shall have entered on the student's permanent record that he or she has been expelled.**

## **LEGAL PROCEEDINGS**

In the event a student offense involves a violation of the law, PCA officials will not only institute an appropriate disciplinary response within the context of this Student Code of Conduct, but also will normally refer the offense to law enforcement officials. Any decision to refer a matter to civil authorities will be made immediately known to the student's parents.

## **RE-ADMITTANCE POLICY**

A student, who has been expelled or voluntarily withdrawn from PCA due to a breach of the student enrollment agreement, is eligible to apply for re-admission to Plymouth Christian Academy under the following guidelines:

1. Re-admission will be considered after no less than ninety (90) school days from date of dismissal or withdrawal.
2. They must meet all criteria under "New Student Enrollment"
3. The student will be placed on "enrollment probation" for no less than one semester. (See Enrollment Probation Policy)
4. The student (and parent(s)/guardian) will be required to interview with an administrator and provide the following materials:
  - Documentation that all legal obligations, if any, have been met.
  - Evidence of current, active involvement in a church youth group or Christian youth program with a written recommendation from the sponsor of that program.
  - Written recommendation from a non-related Christian adult.
  - Student improvement plan - the student will identify, in writing, personal and educational goals and an action plan for attainment.

Students who voluntarily withdraw from PCA without a breach of the student enrollment agreement and want to return mid-term will be required to meet with the secondary principal and counselor. They must meet all criteria under "New Student Enrollment". The student may be required to remain in his/her current school program until the end of the semester before returning to PCA.

## **ENROLLMENT PROBATION POLICY**

Enrollment probation will be used for those students who have voluntarily withdrawn or have been expelled from Plymouth Christian Academy or another school for disciplinary action or a breach in the schools code for student conduct. This policy also includes those students who have a prior history of drug or alcohol use, or other illegal activity.

1. The student will remain on probation for no less than one semester.
2. The student will identify, in writing, personal and educational goals and an action plan for attainment.
3. The student will be required to meet every two weeks with the guidance counselor and/or an administrator to review the personal action plan.
4. The student will be required to maintain a minimum grade point average of 1.9 (76% or C)

5. The student will be prohibited from participation in athletic, extracurricular, and social activities for 30 days. The student will be subject to random drug screening at the discretion of school administration. Parent(s)/guardian(s) will be responsible for the cost of the drug testing.

## **CATEGORIES OF MINOR DISCIPLINE OFFENSES**

The following minor discipline offenses will typically result in a detention. Habitual offenses may result in suspension.

### **Cell Phones**

Students may bring and carry a cell phone or other electronic communication device (ECD) in school, on school property, at school-related activities and functions, provided that during school hours and on a school vehicle the cell phone or other ECD remains off. These are to be turned off and kept out of sight during class. Phones that are seen, used or left on (and heard) during a class period will be confiscated and turned over to an administrator. During after-school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight.

The use of cell phones and other ECDs in locker rooms and/or restrooms is prohibited. Students may use their cell phone for making phone calls only. There is to be no text messaging, using the camera, listening to music, playing games, accessing the Internet, etc. This includes lunch times.

Possession of a cell phone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in confiscation of the cell phone or other ECD and/or further disciplinary action as specified in the Student Code of Conduct.

The student who possesses a cell phone or other ECD shall assume sole responsibility for its care. At no time shall PCA be responsible for preventing theft, loss or damage to cell phones or ECDs brought to school or school –related activities or events.

### **Displays of Public Affection**

Students are to refrain from displays of public affection such as “romantic” hugging, kissing, hand-holding, and other “sexual” physical actions. Students should maintain conduct which is within the bounds of good taste, with regard for the conscience of others. Excessive displays of affection may result in suspension from school or possibly expulsion.

### **Disruption**

A habitually disruptive student is defined as a one who has been suspended on three or more occasions for disruptive behavior. The parents and student are required to develop a “remedial behavior plan” after the second suspension. When a student on a remedial behavior plan is suspended, the administrator will recommend expulsion or withdrawal of the student.

Intentional disturbance or misconduct in a class, cafeteria, hallway, or school function is prohibited.

Inciting a major school disruption or walk-out is prohibited.

### **Dress Code Violations**

Dress code violations will result in detentions. Repeated Dress Code violations will result in a conference with the parent and student, and may result in suspension and probation.

If a student's attire is deemed inappropriate according to the established Dress Code, the student will receive a detention, and will be asked to either phone a parent and request a change of clothing, or borrow a change of clothing from the Receptionist. The student must launder the clothing and return to the Receptionist within one week, or incur another detention.

Plymouth Christian Academy reserves the right to make a final judgment on all clothing. If a garment appears to conform to the dress code but nevertheless is found, by the administration, to be unsuitable, the student may no longer wear it.

Clothing worn while attending school functions after hours is expected to reflect the principles of modesty, good taste, and good grooming. With administrative approval, the dress code for field trips and extra-curricular activities may be changed due to the nature of the activity.

Students who are inappropriately dressed while in attendance at school sponsored activities may be asked to leave the activity and the school campus.

### **Dress and Grooming**

The school's dress and grooming code is designed to foster pride in appearance, instill discipline, prevent disruption, avoid safety hazards, and provide the PCA image. Students shall come to school looking clean, neat, and attired in appropriate clothing which meets the Dress Code standards.

### **Electronic devices**

CD players, MP3 players, iPods can only be used on campus before or after school. Students are not to have these in-between classes or in the hallways or at lunch. Headphones must be stored in the lockers and not worn in the hallways or during classes. Students may not use CD players, MP3 players or iPods during detention.

### **Failure to Obey Classroom Rules**

Each teacher has classroom rules specific to the efficient operation of his/her classroom. Students are expected to comply with these classroom rules. Repeated or especially willful or premeditated violations of these expectations are not condoned and will be dealt with by the classroom teacher

### **Gum Chewing/Eating in Class**

Gum chewing is prohibited in school due to potential property damage. As a means of promoting campus cleanliness, the consumption of food or drink outside designated areas is forbidden without specific permission. Bottles of water are the only beverage allowed in the classrooms and hallways. Food and drink being consumed during the 10-minute break time must not be taken into the classrooms.

### **Other examples of behavior that may incur additional disciplinary action/s:**

- Disrespect for a staff member or insubordination
- Excessive detentions
- Extortion
- Gambling and wagering of all kinds
- Failure to comply with detention procedure (second 'no show')
- Forgery
- Leaving campus without permission
- Lying to the administration
- Violating the P.C.A. computer use policies, rules or agreements

## CATEGORIES OF SERIOUS DISCIPLINE OFFENSES

All students are expected to behave in a manner that does not undermine the educational environment, that respects the rights of others and that is not immoral, unethical or illegal. The expected behavior covers situations on campus, at school- sponsored events and any off-campus activity. The following categories are serious violations of the school disciplinary policy that **require a student to be suspended or possibly expelled.**

### ACADEMIC DISHONESTY

Our school is part of a greater Christian community and, as such, views cheating in all its various forms as sinful behavior. They are the sins of stealing from others and lying to others. Academic honesty requires that students take responsibility for producing work that is reflective of the student's best effort.

Academic dishonesty is evidenced by cheating or plagiarism which involves any attempt by a student to show possession of knowledge and skills that he/she does not possess. For the purpose of clarity of this policy the following definitions are in effect.

#### Cheating is:

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work;
- Using notes, aides, or the help of another student on tests in ways other than those expressly permitted by the teacher
- Looking at another student's test or answers to graded homework
- Communicating with another student during a test or quiz
- Copying or allowing another student to copy from one's own test and other course work
- Tampering with an instructor's record of student grades/scores
- Unauthorized accessing, deleting, modifying, transferring or using any analog or digital files/software/programs locally or by remote access
- Turning in work for credit that has previously been given credit in either the current class or a previous class.

#### Plagiarism is:

- Taking the words and/or ideas of another person's work and creating or offering it as one's own work without giving credit to that source
- Not using quotation marks, indentation, and/or footnotes to denote material that has been quoted from another source
- Paraphrasing an author without giving credit
- Improperly paraphrasing even though giving credit.

All student reports, research papers, and written work as deemed appropriate by the teacher will be screened by detection software (Turnitin.com) for plagiarism. Each class that is using this program will instruct the students on submitting their papers through the class portfolio.

The stealing or altering of a teacher's grade book, receiving a stolen exam, taking the teacher's edition of a textbook, looking in a teacher's files (including computer network) without permission is strictly forbidden.

#### Consequences

In all cases of cheating, the Secondary Principal must be notified in order to check for past occurrences. If a referral is written by the teacher, the infraction becomes the "first offense" and part of the student's disciplinary record.

The consequences for a student's first time involvement in an act of academic dishonesty will include the following penalties.

- The student will receive an automatic zero score on the test, quiz or paper
- The teacher will contact the parent(s) and explain the situation
- If plagiarism was involved, the student will make the necessary corrections within three days and turn the paper in while still receiving no credit. Failure to do so will place the student on disciplinary probation for a specified time
- First time offense is Suspension.
- A second incident of cheating will result in a Suspension from school and a zero on the assignment, project or test. A parental conference will be required for readmission of the student. Habitual instances of cheating will be referred to the Regents Board for consideration for expulsion from school.

### **ARSON OR BOMB THREAT**

Arson is defined as:

- Starting a fire on school grounds.
- Setting off fire alarm.
- Written or verbal threat to school safety (including bomb threat), or calling 911
- Setting off fireworks, a stink bomb, or a fire extinguisher
- Possession of fireworks or a stink bomb
- Possession of lighters or matches

### **DISRESPECT, THREATS, ASSAULTS**

PCA has a no tolerance policy involving threats or perceived threats of violence by students. Our first responsibility is the protection of all our students. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. The police will also be called and the student's permanent record will indicate that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, backpack, purse, or vehicle.

**Assault** is defined as:

1. Assault on school personnel or a student
2. Threatening bodily harm to a staff member or a student, this could include teasing (persistent tormenting), intimidation using habitually cruel or overbearing comments, making fun of or spreading rumors, mocking, belittling, or encouraging exclusion, or bullying which creates emotional stress or an unsafe environment for other students
3. Threatening verbally, through gesture or in writing, fatal harm to a staff member or student. This includes emails containing threats against other students or staff
4. Profane or inappropriate communication towards a staff member
5. Disrespect/insubordination: disobedient (refusing or neglecting to obey) to authority.
6. Open defiant attitude towards a staff member. Defiant is defined as the act or instance to resist, willingness to contend, and/or fight.

**Bullying** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group. Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- **Physical**—hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- **Verbal**—taunting, malicious teasing, insulting, name-calling, making threats.

- **Psychological**—spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Prohibited bullying may also involve the use of information and communication technologies such as e-mail, cell phone and other ECD messages, instant messaging, defamatory personal web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and/or hostile behavior by an individual or group that is intended to harm others.

**Intimidation** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of gender, race, color, religion, national origin, ancestry, disability, or age.

**Definition of race** is not just identifying “White” or “African American”, but it includes ancestry, physical characteristics, race-linked illness, cultural characteristics (such as grooming practices or manner of speech), perception of an individual’s race, association with someone of a particular race, race plus another characteristic, and reverse race discrimination.

**Definition of color** includes skin pigmentation (lightness or darkness of the skin), complexion, shade, or tone.

#### **DISRESPECT OF SCHOOL PROPERTY**

Disrespect of school property is defined as:

1. Destruction of and/or defacing of school property.
2. Improper care of or damage to schoolbooks or materials.
3. Stealing or misappropriation of school or personal property.
4. Tampering with or falsifying school records.

#### **DRUGS, ALCOHOL, AND POSSESSION OF OTHER ILLEGAL SUBSTANCES**

Possession of illegal substances is defined as:

1. Selling or giving and buying or receiving of drugs.
2. Possession or use of any drug without medical authorization in school, at a school sponsored activity, or on the bus or showing evidence of such when appearing at school or on a school sponsored activity.
3. Possession of any drug paraphernalia without medical authorization.
4. Possession or use of alcoholic beverages in school, at a school-sponsored event, or on a bus or showing evidence of drinking when appearing at school or a school sponsored event.

#### **HARASSMENT**

The term “harassment” includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual’s race, religion, sex, age, national origin, or disability. Such conduct might be verbal (threats, insults, whistles, or rude noises, comments about a person’s body, sexual remarks/requests); put downs; nonverbal (following another person, gestures or suggestive body movements, sexual pictures, or drawings); or physical (uncomfortable proximity, grabbing/touching someone sexually). Allegations of harassment shall be investigated and if substantiated, corrective or disciplinary action will be taken.

The term “harassment” may also include conduct of staff, vendors and/or students, or students’ families who engage in verbally or physically harassing behavior that has the potential to be humiliating or embarrassing.

## **IMMORAL/SEXUAL ACTIVITY**

Plymouth Christian Academy believes that sexual sin brings devastating consequences and thus, fully supports abstinence until marriage. Sexual activity, pornographic involvement, and homosexual behavior are all violations of the Biblical standard and will result in immediate suspension and may result in expulsion. (I Cor. 6:18-20; I Thes. 4:3; I Cor. 11:3; Romans 1:24-32)

## **PREGNANCY**

Pregnant students are not permitted to be in attendance at PCA. Both the mother-to-be and the father-to-be, if his identity can be established, will not be permitted as students at PCA. Any student who becomes, or causes another individual to become pregnant, shall upon verification be suspended immediately until a decision by the Board and administration is reached for immediate expulsion. Extenuating circumstances such as rape will be considered on a case-by-case basis. The administration will work with the family to help the student complete classes at home and/or through correspondence and on-line classes. In addition, the school and church will be available to the students and parents for counseling and assistance to encourage the students to continue the pregnancy.

## **POSSESSION OF TOBACCO**

The possession, delivery, or use of tobacco products, including but not limited to cigarettes, cigars, snuff, chewing tobacco, pipes, matches or lighters, is absolutely prohibited. This prohibition extends to the school, to attendance at any school-related activity or event, and to any locale when student is representing PCA.

## **STEALING**

Stealing is defined as the possession of anything that does not belong to you, or that you do not have the owner's permission to use. It can refer to another student's personal property without his/her permission; the possession of PE or athletic uniforms and/or equipment without his/her permission; or the unauthorized entrance into another student's locker for any reason.

Stealing can also refer to possession or use of school equipment, keys, teacher text books, exams, school or teacher records, computers, etc. without proper authorization, or the possession of a library book, magazine, or research material that has not been properly checked out.

Examples of these misbehaviors are taunting or mean-spirited teasing, throwing objects (pens, pencils, or snowballs) that can injure a person, verbal and physical assaults, using inappropriate language, profanity, or crude gestures and sexual/racial harassment.

## **THREATS OF VIOLENCE**

PCA has a no-tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately suspend the student and seek expulsion. Parents are advised that the school may contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, backpack, purse, or vehicle.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff) the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was

or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

Students must not use their home computers to disparage the school or convey threats to students, staff members, or school officials. In addition, students' websites or blogs are not to contain any sexual inappropriate information about himself or another student. The administration has the right and responsibility to inform the police of behavior which could be considered as a threat or a harassment.

### **WRITTEN DEFACEMENT**

It is prohibited to display, write, paint, carve or etch symbols or pictures of pornography, profanity, racism, or illegal drug use on any object within the school. Writing of graffiti that expresses symbols or messages of organizations prohibited by the school is also prohibited. Possessing reading materials that contain pornography, profanity, racism, or illegal drug use or literature that encourages violations of school policy is prohibited.

### **WEAPONS**

Plymouth Christian considers student possession of/use of/ or threat of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time or place while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat" below.

Any student, faculty member, staff member, or administrator with knowledge of "possession" "threat," or "use of weapons" as described above shall immediately report to the building Secondary Principal/Superintendent/designee, who shall: (a) submit a report to the appropriate jurisdictional police authority, and (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

### **Student Action**

Students who possess a weapon or who carry, exhibit, display, draw, or threaten with any of these items apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants an alarm for the safety of others shall be subject to discipline up to and including expulsion.

**Possession** includes, but is not limited to, having a weapon on school property or at a school-sponsored event located:

1. in a space assigned to a student such as a locker or desk;
2. on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or
3. under the student's control or accessible or available, such as hidden by the student.

**Threat** includes, but is not limited to:

1. a statement of personal bodily harm with a weapon;
2. a statement indicating friends or acquaintances with weapons who will commit bodily harm;
3. or the statement of possessing a weapon at school or a school function.

A **weapon** includes, but is not limited to:

1. a firearm, which is a weapon or device from which a projectile may be fired by an explosive
2. an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns
3. a sling shot, which is a piece of metal, or a stone fastened to a short strap, chain or thong, used as a weapon
4. a sling shot, which is a forked piece of wood, metal, plastic, or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles;
5. a sand club, chains or metal knuckles
6. a device commonly known as "throwing stars," multi-pointed metal objects designed to embed upon impact
7. any knife which is a cutting or stabbing instrument with a sharp blade set in a handle
8. a dirk, type of dagger; or any device commonly known as a "nun-chu-ka sticks" consisting of two or more lengths of wood, metal, plastic or similar substance connected with wire, rope or other means
9. a stun-gun
10. any explosive device including fireworks
11. any article normally found around campus that is used, or intended to be used as a weapon

### **Incident Reporting and Action**

Any student, faculty member, staff member, or administrator with knowledge of "possession," "threat," or "use of weapons" as described above shall immediately report to the Administrator/designee, who shall: (a) submit a report to the appropriate jurisdictional police authority, and (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

### **CANINE DRUG/ALCOHOL/PROHIBITED ITEMS DETECTION**

Plymouth Christian Academy is determined to maintain a safe learning environment for our student body and faculty and intends to strictly enforce the school's drug and alcohol policy. This may be accomplished through education and unannounced searches, which are designed to prevent students from bringing or keeping dangerous drugs, alcohol, and other prohibited items on school grounds. These inspection programs are intended to send a clear message to students that prohibited items will not be tolerated on our school campus and will be subject to disciplinary action. The campus will be routinely inspected by detection canines for prohibited items in order to provide a safe learning environment

Random canine searches of lockers, vehicles, classrooms and student belongings will be conducted at Plymouth Christian Academy in hopes of deterring students from bringing drugs, alcohol, and firearms to school. Our overall goal is to provide a healthy and safe environment for the welfare of our students and faculty.

PCA will contract with a certified detection service to use non-aggressive dogs to detect and alert staff to the presence of substances prohibited by law or school policy. The dogs can detect trace amounts of marijuana, cocaine, heroin, amphetamines, Ecstasy or LSD and any of its derivatives, as well as anything containing ammunition, fireworks, and alcohol. The company will randomly select the date of the searches.

The school may take disciplinary action, up to and including expulsion, for violations of the policy. In the event a student offense involves a violation of the law, PCA administration will not only institute an appropriate disciplinary response within the context of the Discipline Code, but also will refer the offense

to law enforcement officials as well. Any decision to refer a matter to law enforcement authorities will immediately be made known to the student's parents.

## **INTERROGATIONS AND SEARCH & SEIZURE**

PCA administrators may search a student or student's property

1. Based upon reasonable suspicion that a student may have an item prohibited by law and/or this Student Code of Conduct;
2. With the student's free and voluntary consent, Administrators have the right to search or question a student without having a parent or an attorney present. The court has ruled that a student's constitutional rights to counsel and advice of Miranda rights are not violated unless law enforcement officers are involved in the interrogation or the matter is considered a criminal offense.
3. Moreover, vehicles that students have driven to school or to school-sponsored activities are also subject to search.
4. Areas such as lockers or similar areas, which are owned and/or jointly controlled by PCA, may be searched if reasonable suspicion exists to believe that contraband may be inside. Law enforcement agencies may assist school personnel in conducting these searches when the school administrator or his/her designee so requests. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against the school rules.
5. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the administrator has reasonable suspicion that illegal drugs or devices be present.
6. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.
7. The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse, or other personal possessions contain stolen items or items prohibited by law or school policy. Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present
8. The administrator shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them. The administrator shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a student.
9. Students shall not place or maintain any item in school-owned lockers or areas owned and/or jointly controlled by PCA that is forbidden in this Student Code of Conduct, nor shall students place or maintain any item that would lead school officials to reasonably believe that it would cause a substantial disruption on school property or at a school-sponsored function.
10. Moreover, vehicles that students have driven to school or to a school-sponsored activity are subject to search upon reasonable suspicion that a student may have an item prohibited by law and/or the Student Code of Conduct.

Areas such as lockers or similar areas, which are owned and/or jointly controlled by PCA, may be searched if reasonable suspicion exists to believe that contraband may be inside. Students shall not place or maintain any item in school-owned lockers or areas owned and/or jointly controlled by PCA that is forbidden in this Student Code of Conduct, nor shall students place or maintain any item that would lead school officials to reasonable believe that it would cause a substantial disruption on school property or at a school-sponsored event.

The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse, or other personal possessions contain stolen items or items prohibited by law or school policy. Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **POLICE QUESTIONING OF STUDENTS**

For police questioning of a student in school, the following guidelines shall apply:

1. Before an administrator permits the questioning of a student by law enforcement officers, the officer must state the necessity of questioning the student at school. The questioning officer's name and title shall be obtained and recorded by school officials.
2. The Secondary Principal shall make reasonable and immediate efforts to contact the student's parents.
3. Law enforcement officers shall not question a student unless the administrator or the administrator's designee is present.
4. Any police questioning of a PCA student must be conducted out of the sight and hearing of other students.

### **ARRESTED STUDENTS**

While at school, if a PCA student is subject to arrest or apprehension by a law enforcement officer, the Secondary Principal will be notified immediately. The Secondary Principal should make reasonable and immediate efforts to contact the student's parents. The Secondary Principal shall request to see the summons or warrant before delivering the student into the officer's custody. Either the Secondary Principal or the Secondary Principal's designee shall accompany the student to the police station and remain with the student until the parent arrives.

### **PHYSICAL RESTRAINTS**

Any PCA employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect the student from injuring himself;
2. Protect another person, including the person applying physical restraint, from physical injury;
3. Obtain possession of a weapon or other dangerous item;
4. Protect property from serious damage;
5. Remove from a specific location a student refusing a reasonable command of a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measures
6. Control and subdue an irrational student.
  - Based upon reasonable suspicion that a student may have an item prohibited by law and/or the Student Code of Conduct; or
  - With the student's free and voluntary consent.