

Your Guide To High School at Plymouth Christian Academy



Welcome!

Welcome to the Plymouth Christian Academy high school family! We know that the decision of where to spend high school years is significant, and we are grateful that you have chosen to make that journey with us. We've created this guidebook as a resource to get you started on that journey.

MISSION

Plymouth Christian Academy, in partnership with parents, educates students from a biblical worldview and equips them for a lifetime of learning, leadership, and service.

CORE VALUES - PCA C.A.R.E.S.

Christ-Centered, **Academic** Minded, **Relationally** Focused,
Excellence Driven, **Spiritually** Grounded

The high school years at Plymouth Christian Academy can be filled with new adventures, as students expand themselves academically, artistically, athletically, and spiritually. We pray that our students use these years wisely since they pass so quickly. The 9th grade year brings new opportunities to get involved in clubs, plays, chapels, and more, but it also lays the groundwork for an academic profile that will lead to college. We encourage our students to use that time well and apply themselves from the start. That will provide a great foundation for the future.

ACADEMICS

Plymouth Christian Academy offers a college preparatory curriculum in our High School. Our goal is to prepare students for the rigorous academic coursework they will encounter in college. To accomplish this goal, our requirements for graduation exceed the minimum standards required by the State of Michigan. Curricular offerings include AP and Dual Enrollment.

At PCA, students will experience:

- Challenging classes
- Standardized testing
- Demanding graduation requirements
- Dual enrollment opportunities with Concordia University in Ann Arbor and Schoolcraft College



Grading Scale

Percentage	Letter	Numerical
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.0

Graduation Requirements

Total Credits Necessary to Graduate		
Michigan Merit Credits	(+)	PCA Core Curriculum Credits (+) General Elective Credits
18		6 2 = 26 credits
1 semester (1/2 year) = 0.5 credit		2 semesters (1 year) = 1 credit

Bible

4 credits

- Foundations of the Faith, 9th Grade (2 semesters)
- Foundations of the Church (Book of Acts & Apologetics) - 10th grade (2 semesters)
- Foundations of Christian Ethics - 11th grade (2 semesters)
- Foundations of Christian Living - 12th grade (2 semesters)

English	5 credits
<ul style="list-style-type: none"> English Foundations - 9th grade (2 semesters) American Literature & Composition (2 semesters) Speech (1 semester) Debate (1 semester) Elective options *PCA requirement: (1) English during Senior year 	
Math	4 credits
<ul style="list-style-type: none"> Algebra I (2 semesters) Geometry (2 semesters) Algebra II (2 semesters) Elective options *State requirement: (1) Math during Senior year 	
Science	3 credits
<ul style="list-style-type: none"> Biology (2 semesters) Elective Options 	
Social Studies	3 credits
<ul style="list-style-type: none"> World History (2 semesters) U.S. History or AP U.S. History (2 semesters) U.S. Government (1 semester) or AP U.S. Government (2 semesters) Economics (1 semester) 	
Physical Education	0.5 credit
Health	0.5 credit
Fine & Performing Arts	1 credit
World Language, 2 credits of the same language	2 credits
Business and Technology	1 credit
<ul style="list-style-type: none"> Business Technology 1 (1 semester) Business Technology 2 (1 semester) 	
Elective Credits	2 credits
CPR Certification (taken during high school)	N/A

Helping Your Student Select a World Language

Our World Language Department at PCA is committed to helping our students gain not only the ability to understand and communicate in a second language, but also to broaden their view of God's world and deepen their hearts for His people in other countries and cultures.

What should not factor into the decision:

“_____ is an easy/hard language.” Any beginning-level language is designed for beginners. Mastering any language requires commitment on the part of a student to participate actively and do the work.

“_____ is practical, _____ is not.” All languages are useful in building cognitive skills, deepening cultural literacy, and improving grammatical competence in your native language. There are any opportunities to practice both languages, and certain career areas in which one may be particularly useful.

“My friends are taking _____.” Student interest and motivation are critical to success; PCA language classes are designed to provide lots of fun learning experiences and social connections.

Factors you should consider:

Where do your student's interests lie? Your student is more likely to learn a language well and use it if they are personally interested in it!

What is your family heritage? Personal connection contributes to success!

What is your student's academic/career goals? Certain fields may recommend certain useful languages.

A Note Regarding Online Language Instruction

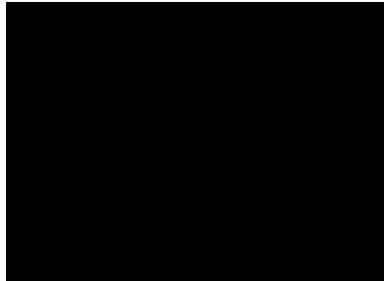
Remember that language is a living and communicative skill that must be acquired and practiced in a social and cultural context. While some online and software programs are useful for vocabulary building and the like, they are not an effective substitute for vital personal interaction and real cultural experience. Particularly for the high school learner, the classroom experience provides the personal attention and interaction key to students' success.

Three Factors to Consider, in this order: 1. Motivation (Do you want to learn it?) 2. Accessibility (Can you find opportunities to practice it?) 3. Linguistic Ease (Will I be reasonably able to communicate in the time I have to devote to learning it?)

World Languages Offered at PCA

German: German I, II, III, IV, German Club*, Delta Epsilon Phi**

Spanish: Spanish I, II, III, AP Spanish, Spanish Club*, Spanish National Honor Society***



In our classrooms and beyond, PCA's World Language Department strives to foster both communicative and cultural competence in our students. Not only do we seek to see our students excel in their ability to use a second language and understand and appreciate a new culture, but we also desire to see God use this opportunity to grow their hearts for His Kingdom work in His world. PCA's language programs therefore incorporate into our instruction everything from "real life" roleplay activities and project-based assessments to target-language prayer, scripture memory and contact with missionaries in the target cultures.

Mrs. Emily Carlson (German), emily.carlson@plymouthchristian.org

Mrs. Margaret Jarrell (Spanish), margaret.jarrell@plymouthchristian.org

*German Club and Spanish Club offer cultural experiences outside the classroom and are optional for secondary students, whether or not they are enrolled in German or Spanish. Please contact Frau Carlson (German) or Mrs. Jarrell (Spanish) for more information about who we are and what we do.

**Delta Epsilon Phi (National German Honor Society) is a national honors organization dedicated to academic excellence and cultural outreach in the study of German language and culture. Students become eligible for induction after 3 semesters of German. Eligible students have opportunities to apply for various study abroad experiences. Please inquire with Frau Carlson for more information.

***The Spanish Honor society promotes the understanding and learning of the Spanish Language and culture. Students who are asked to join are recognized for excellence in Spanish in the classroom. They must have a GPA of 93 and continue with Spanish while at PCA. We hold activities and meetings throughout the year ex Hispanic cooking, celebrating I Navi dad, Cinco de mayo and Hispanic heritage month, movie night, and others. For more information, please contact Mrs. Jarrell.

ARTS

Our mission is to discover and develop the God-given talent of student artists, reclaiming the arts as an expression of God's love to the world in which we live. To accomplish this task, students are encouraged to explore their talents and develop their skills in both group and independent settings. The following are available to PCA high school students:

- Advanced Studio Art
- Portfolio Development
- Band
- Choir
- Music Theory
- Advanced Applied Voice
- Choreography
- Ceramics
- Art Foundations

- Graphic Design
- Painting
- Photography
- Cartooning
- Costume Design & Construction
- Independent Studies
- High School Theatre I & II
- Film Studies
- Dramatic Literature

In addition to our class offerings, PCA high school students have the opportunity to audition for the annual school play production which involves after-school practices for weeks leading up to the production. Students do not need to be enrolled in a theatre class to try out for this play. The 2019-20 school year brought the production of *Beauty and the Beast* to life for 1000's of spectators.



ATHLETICS

At Plymouth Christian Academy, our objective in athletics is to maintain excellence. We regard sports as an integral part of the comprehensive educational experience. PCA offers several sports programs with the purpose of promoting a healthy lifestyle and learning important life lessons such as teamwork, work ethic, commitment, self-discipline and godly character. Plymouth Christian Academy is one of 13 members of the Michigan Independent Athletic Conference, which is one of the most competitive small-school conferences in the State of Michigan.

Boys High School Offerings	Girls High School Offerings
<ul style="list-style-type: none"> ● Varsity Baseball ● Varsity Co-op Football ● Varsity Basketball ● Varsity Cross Country ● Varsity Golf (co-ed) ● Varsity Soccer ● Varsity Co-op Wrestling ● Varsity Bowling ● Varsity Tennis (co-ed) ● Varsity Track and Field ● Junior Varsity Basketball 	<ul style="list-style-type: none"> ● Varsity Basketball ● Varsity Competitive Cheerleading ● Varsity Sideline Cheerleading ● Varsity Cross Country ● Varsity Soccer ● Varsity Softball ● Varsity Track and Field ● Varsity Bowling ● Varsity Volleyball ● Junior Varsity Basketball ● Junior Varsity Volleyball

Athletic Facilities

<ul style="list-style-type: none"> ● 2 Gymnasiums ● Softball Field ● Weight Room 	<ul style="list-style-type: none"> ● 2 Soccer Fields ● Baseball Field ● Practice Diamond 	<ul style="list-style-type: none"> ● Indoor Batting Cage ● Outdoor Batting Cage ● Locker Rooms
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SPIRITUAL FORMATION

Plymouth Christian Academy aims to be a place where students can flourish spiritually, as well as academically and socially. PCA offers a multitude of opportunities for students to grow in their walk with Jesus Christ. Weekly chapels feature our student praise team and a variety of speakers from both inside and outside of the school. Bible classes offer our students a firm foundation in God's Word. High school students begin each school year with Spiritual Life Retreat, a two-day retreat (three days for seniors) where students grow closer with God and each other through games, small groups, sermons, and worship services. This retreat ensures that the year starts off right, focused on glorifying God in all that we do.

PCA's commitment to spiritual growth goes beyond obvious spiritual opportunities like chapel and Bible class. PCA firmly believes in the integration of faith and learning, which means that PCA's faculty of committed Christian teachers intentionally teach every subject from a biblical perspective. Students are taught to see God in math, history, science, English- all subjects. Because God created each field of study, PCA strives for educational excellence in every subject.

SPIRITUAL LIFE RETREAT 2019



EXTRACURRICULAR ACTIVITIES

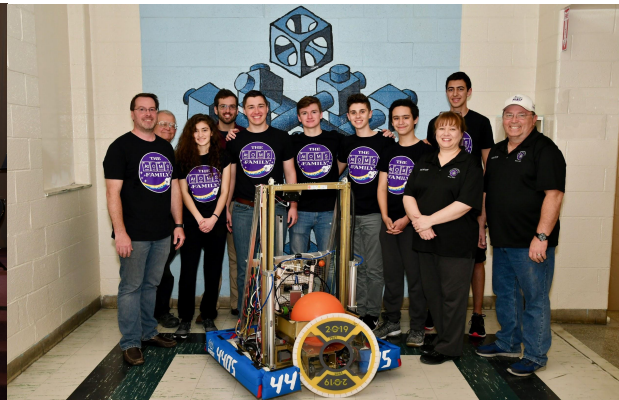
CLUBS & ORGANIZATIONS

There are a wide variety of clubs, organizations, and activities for students to engage in at Plymouth Christian Academy. Ranging from student government and class leadership opportunities to clubs where they broaden their knowledge and pursue their interests, there is something for every student at PCA!

- | | |
|--|---|
| <ul style="list-style-type: none">● Student Council● Class Officers● National Honor Society● National Art Honor Society● German National Honor Society● Student Ambassadors | <ul style="list-style-type: none">● Spanish National Honor Society● German Club● Spanish Club● FIRST Robotics, Team 4405● Annual Musical Production |
|--|---|



German Club



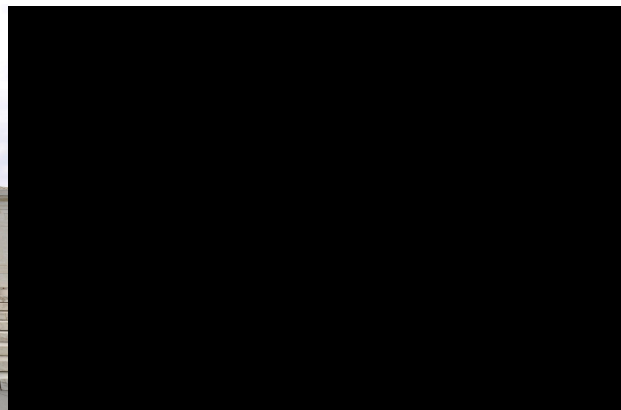
Team 4405, High School Robotics

HIGH SCHOOL ACTIVITIES

The months are filled with a variety of extracurricular activities for high school students at PCA. The following list will help you understand the year's basic outline.

- Schedule Pick-up & School Photo Day: takes place in August prior to the beginning of school
- All-School Family Picnic: takes place in August or early September on our school campus
- Murray Lake Day: This day of fun and class competitions takes place at a nearby lake
- Spiritual Life Retreat: referenced above, this off-campus retreat is a time of spiritual challenge
- Fall Spirit Day/Under the Lights/PCA 5k: Early October
- High School Barn Dance: Hosted by PCA parents, this event takes place at a local barn, with a full-fledged square dance caller; Late September to Mid-October

- Spirit Week & Homecoming takes place in late January or early February during our basketball season. Spirit Week is full of tons of fun activities and competitions for classes. The Homecoming Court presentation and games take place on a Friday evening at PCA. The High School Homecoming Dance is parent-sponsored and takes place off-campus on Saturday of that week.
- ExPlore Week: March or April. During this week, 9th and 11th grade students have the opportunity to “explore” a variety of different class offerings and experiences, both on and off the PCA campus.
- Class Trips: During ExPlore Week, the senior class travels to Costa Rica and the sophomore class travels to Washington, DC. The Costa Rican trip is coordinated through Joshua Expeditions, a Christian based adventure/missions travel company. Our students experience the adventure of Costa Rica, but also have the opportunity to serve as well.
- Junior/Senior Formal: Hosted by the junior class, this event is open to juniors and seniors and their dates. Takes place in late April or May of each year.



HIGH SCHOOL CLASSES

Each class has its own set of faculty class sponsors who guide the class through their four years of high school. These sponsors travel with the class to both Washington, DC. and Costa Rica. They take part in spirit week activities, manage class meetings, and so much more.

The classes also have officers who are elected each year. These officers are president, vice president, secretary, treasurer, and chaplain. Each class also has a set number of representatives who serve on the PCA Student Council. Class meetings occur monthly and they are overseen by the sponsors, but run by the class officers.

Approved fundraisers allow students in each class to raise funds toward their senior trip. The more a student engages in these fundraisers, beginning in freshman year, the more money they will have to apply toward their senior trip. The following are the annual class fundraisers:

- Freshman: Valentine's Day Sweets & Flowers
- Sophomore: Sweetest Day Sweets & Flowers, Athletic Game Concessions
- Junior: Bagel Sales
- Senior: Schedule Pick Up Day Car Wash, After School Concessions

All: Jeans Days throughout the year

EXPENSE PLANNING FOR HIGH SCHOOL

Raising a teenager can be rather costly, given all the activities and events offered to them. To help you plan ahead, this list includes estimated costs, but is not exhaustive! There may be additional costs for other extracurricular activities, clubs, athletic apparel or special field trips.

FRESHMAN

- Spirit Wear: Cost depends on item
- Parent Sponsored Homecoming Party: ~\$25
- Parent Sponsored Barn Dance: ~\$20

SOPHOMORE

- Class Ring (depends on your choice; average cost): \$100-300+
- Washington DC Trip: \$900
- Driver's Ed/license: approx. \$500 (some may start freshman year)
- Parent Sponsored Homecoming Party: ~\$25
- Parent Sponsored Barn Dance: ~\$20

JUNIOR

- ACT (\$67 with writing, \$47.50 without writing)
- Jr/Sr. Banquet (not including dress/suit): \$75
- AP Tests: \$94 for each AP class taken
- Senior Portraits (summer): This cost really varies - \$300+
- Parent Sponsored Homecoming Party: ~\$25
- Parent Sponsored Barn Dance: ~\$20

SENIOR

- College Application fee: Depends on college. Average cost = \$35 (some fees waived for early application)
- Senior Trip- Costa Rica \$2,000+. Amount varies depending on the number of students attending. (additional costs include luggage, passport, souvenirs, etc). Note: Fundraiser money earned from the time they begin as freshmen will be allotted to each student's senior trip according to the hours they work. Participation in these class fundraisers can significantly offset this cost!
- Parent Sponsored Homecoming Party: ~\$25
- Parent Sponsored Barn Dance: ~\$20
- Jr/Sr. Banquet (not including dress/suit): \$75
- Cap & Gown: \$35 +
- Graduation Announcements (depends on quantity and what you order) \$20 - \$250
- Graduation Party: Some families choose not to have one. If you choose to do so, it can cost up to \$1,000



Parent Sponsored Barn Dance 2019

PLANNING FOR YOUR FUTURE

FRESHMAN

- Meet with the counselor to go over your 4-year course schedule
- Make a list of academic and personal goals. Review them at least once a year.
- Check out websites of your 'dream' colleges. What are their admissions requirements? Are you taking the right courses?
- Create a file. Get a milk crate and some folders. Keep all your important papers, grades, magazine articles, scholarship opportunities.... whatever.
- Find fun and interesting ways to volunteer.
- Start a portfolio to keep track of your activities, volunteer work, jobs and who the contact person is. Write down your impressions, especially what you do and don't like about each activity. Gradually, you may begin to see where your interests or potential college major may become.
- Talk to your parents about how much money may be available for your college education. Not a lot? No problem IF you plan ahead.
- Join a sport, club or student government. It's never too early to begin a resume or potential references/recommendations for college.
- Set short- and long-term goals for yourself

JUNIOR

- Concentrate on your GPA.
- Juniors take the ACT and/or SAT
- Get information packets from the colleges you're considering
- Intensify your scholarship search. Keep track of deadlines and requirements.
- Attend career days, college fairs and financial aid workshops
- Meet with your counselor. Be sure your classes are on the right track for the colleges you're considering and that you're meeting graduation requirements.
- Talk to your coach if you want to play for a college team or apply for an athletic scholarship
- Take AP exams for any AP classes you've completed.
- Create a master calendar of deadlines. Include college applications, test registrations and test dates, scholarships applications, housing, and financial deadlines
- Zero in on what teachers you want to ask for recommendations
- Work on your resume

SOPHOMORE

- Take the PreACT
- Focus on your GPA
- Start a list of colleges to consider. Be sure to go to any college fairs in your area
- Start a scholarship search
- Update your records of activities, volunteer work, programs, classes, and traveling. File information you receive on colleges, scholarships and tests. Your interests may change as you get older and getting more experience may help narrow your career focus. These activities are also great to list on resumes and college applications.
- Review and revise your goals
- Think careers! Talk to people about their jobs.

SENIOR

Fall

- Last chance to take the ACT or SAT. Register early.
- Complete college applications, financial aid and housing applications.
- Apply for scholarships.
- Make sure your high school transcripts and records are correct and up to date.
- Attend college fairs and financial aid workshops.
- Ask for letters of recommendations from teachers, employers and coaches.
- Finish essays for college applications and scholarships.
- Update your resume.
- **Spring**
- Decide on a college and notify the admissions office by May 1st of your acceptance.
- Create a budget to determine your needs
- Determine if you need a student loan. File your application.
- Take AP exams.
- Have your final transcript sent to your college

SUMMARY OF TESTING

TEST NAME	PURPOSE	WHEN	WHO	LOCATION	COST
M.A.P.	Assess student progress	Fall, Spring	7th-9th	PCA	Included in tuition
Pre-ACT	Practice for the ACT	October 14, 2020	10th	PCA	Included in tuition
PSAT	Practice for SAT Screening for National Merit Scholarship Receive college information	October 14, 2020 7:25am	11th	PCA	Included in tuition
SAT	Qualification for college acceptance	Various National Dates	11th-12th	Register on-line at www.collegeboard.org (PCA Code: 230468)	\$47.50 w/o writing \$64.50 w/writing
ACT	Qualification for college acceptance	Various National Dates (PCA is a National Testing Center for October 24, 2020, April 10 and June 12, 2021)	11th-12th	Register on-line at www.actstudent.org (PCA Code: 230468)	\$67 w/writing portion \$50.50 w/o writing portion (add'l fees for options)
AP Testing	College level exam- can earn college credit depending on test score	May, see below for schedule	10th, 11th, 12th students taking AP courses	PCA	\$94
CLEP Tests	Receive college credit for what you already know by earning qualifying scores on any of 33 examinations.	At the beginning of their college year		At college attending https://clep.collegeboard.org	\$89/Each

AP Gov - May 3, 2021 - 7:25am
 AP Calculus AB - May 4, 2021 - 7:25am
 AP German - May 4, 2021 - 12pm
 AP English Lit. - May 5, 2021 - 7:25am
 AP US History - May 6, 2021 - 7:25am

AP Spanish - May 11, 2021 - 7:25am
 AP Psychology - May 11, 2021- 12pm
 AP English Lang. - May 12, 2021 - 7:25am
 AP Biology - May 14, 2021 - 7:25am
 AP Chemistry - May 7, 2021 - 7:25am

DRESS & APPEARANCE POLICY

As students move through the secondary level, they begin to take on greater individual responsibility in many areas. One of these areas is personal dress and appearance. The purpose of the Secondary Dress and Appearance Policy is to teach students the benefits that come from the freedom of making more of their own decisions and doing so within boundaries that reflect modesty, cleanliness, neatness, safety, and a concern for the spiritual and academic environment.

Modesty speaks to a desire to have students dress in a way that maintains decency, does not accentuate the body, and in no way appears provocative or attention getting. Any type of attire or grooming which attracts undue attention to the wearer and distracts from the spiritual atmosphere and educational process is not acceptable. Extremes in dress, style, or makeup are to be avoided as well as anything that is suggestive in appeal or has the trademark of some segment of society decidedly ungodly in influence.

Although the appearance of any student is primarily an individual and parental responsibility, we expect students to maintain the type of appearance that is not distracting to teachers or other students or detrimental to the educational process. Our major daily concern is the education of students, carried out in a God-honoring environment, and not the policing of apparel. **If any question arises on any dress and appearance issue, the decision of the school administration shall prevail.**

Students who come to school without proper attention to personal grooming or appropriate dress may be asked to call their parents for a change of clothing, may be sent home to correct these concerns, or may wear a school-provided outfit. Students who violate the dress and appearance policy will remain out of class until the appropriate attire is acquired and will be responsible for any work, they miss due to this situation. Detentions will be given after two written dress code violation warnings. **The school administration reserves the right to make the final decision in regard to questionable dress or appearance.** The dress code policy includes:

- Footwear must be worn at all times. Flip flops, sandals and soccer slides are considered shoes.
- Shorts are permitted (year-round) for school wear but must have a finished edge and length must be to the top of the knee. Athletic shorts are not included in the definition of shorts.
- Girls may wear skirts or dresses. The hemline, including any slits in the back, front, or sides, must be to the top of the knee. The tops of dresses must conform to the modesty policy.
- Tank tops (without a sleeved over garment) or any article of clothing (including ever changing fashion styles not specifically named) that are deemed to be revealing around the neck, back, bust, shoulder, arm, or midriff area must not be worn.
- Pants are to be worn at proper waist level. “Bag and sag” or “low-riders” are not acceptable (underwear should not be showing). Athletic warm-up pants are not included in the definition of pants.

- Collars are not required on shirts/tops/sweaters. No sleeveless shirts (unless worn with a sleeved over garment).
- Jeans (denim) are not normally permitted. However, on designated days, jeans will be permitted that otherwise meet the appearance standards outlined here.
- Clothing worn to school cannot have negative or immoral messages, or drug, alcohol, or suggestive insignias or messages. Insignias or messages on the buttocks portion of pants/slacks/shorts are not permitted.
- Clothing must not have tears, holes, tatters, or abrasions.
- Headwear (e.g. hats, caps, visors, hoods, bandanas, etc.) are not to be worn indoors during school hours.
- Spandex, leggings and similar form-fitting (clingy) apparel must not be worn alone as an outer garment. It may only be worn if covered by clothing that meets other stated dress code length/style requirements. Clothing designed to be an under garment must not be worn as an outer garment.
- Girls only may wear earrings. This is the only allowable pierced jewelry.
- **Hair must be well-groomed, neat, and clean at all times. Hair must be a natural color. Extreme haircuts or hairstyles are not permitted.**
- **Boys' hair length is to be worn above the eyebrows in the front, just below the nape of the neck (*the spot where the back of your hair growth begins*) in the back and tapered and off the ears on the side. Sideburns no longer than the bottom of the ear. See photos on the next page.**
- Facial hair is to be short and neatly groomed.
- Extreme jewelry (e.g., dog collars, wallet chains, etc.) is not permitted.
- Dress at extracurricular activities must be in keeping with the activity and with the spirit and intent of the dress and appearance standards of PCA as outlined here.
- The approved PE uniform must be worn for physical education classes only. Athletic shoes with socks are required.
- Swimsuits – Girls: modest, one piece / Guys: loose fitting Bermuda length/style.
- Any tattoos must be covered and not visible.

Those who enroll at PCA must be willing to abide by these standards. We ask parents to ensure that their students stay well within the dress and appearance standards.

Again, if any question arises on any dress and appearance issue, the decision of the school administration shall prevail.

ACCEPTABLE PCA DRESS CODE HAIRCUT & STYLE EXAMPLES FOR MALE STUDENTS

Side View



Back View



RESOURCES

The following pages provide several resources that we want you to be aware of as your student enters high school.

1. Educational Development Plan

This document allows your student to plan out their four years of high school. Dana Zambeck, PCA Counselor, will guide your student with the use of this form.

2. Absence Notification

If your student has a planned absence, this form needs to be filled out by their classroom teachers prior to the absence.

3. Class Change Request

If your student desires to make a change to their schedule, this form must be filled out and turned in to Mrs. Zambeck by the appointed date.

4. 7th - 12th Grade Behavior Rubric & Misconduct Rubric

These rubrics provides a clear understanding of disciplinary actions based on student actions.

EDUCATIONAL DEVELOPMENT PLAN

NAME _____ Graduation Date _____

Students must have a **Minimum of 26 Credits** to graduate from PCA. The numbers in parenthesis indicate the **minimum** number of credits that need to be taken in that subject area. Each semester class is worth .5 credits for a total of one full credit for an entire year.

Subject	NINTH Grade		TENTH Grade		ELEVENTH Grade		TWELFTH Grade		
	School Year	1 st sem	2 nd sem	School Year	1 st sem	2 nd sem	School Year	1 st sem	2 nd sem
Bible (4)									
English (4) (Found. & Am. Lit)									
Math (4) (Alg1,Geom & Alg. 2)									
Social Studies (3) (World & US History, US Gov. & Econ.)									
Science (3) (Biology)									
P.E. (1) (Health & P.E.)									
Language (2)									
Fine Arts (1)									
Bus. & Tech. (1)									
Speech & Debate (1)									
Electives (0-2 or more)									

ABSENCE NOTIFICATION (Gr. 7-12)

STEP 1 **PARENTAL APPROVAL & INFORMATION FOR STUDENT ABSENCE:**

Student Name: _____ Grade: _____
 Date(s) of proposed absence: _____ # of Days Gone: _____
 Reason for absence: _____ Vacation _____ Family Occasion _____ Medical _____ College Visit (4/year)
 _____ Other/Explain: _____

We understand that it is the student's responsibility to make up all assigned work.

Parent Signature: _____ Date: _____

♦ **RETURN COMPLETED FORM TO RECEPTIONIST** ♦
 (before submitting, you may want to make a copy for your reference)

STEP 2 ****CHECK PORTAL FOR HOMEWORK****

CLASS PERIOD	TEACHER ACKNOWLEDGEMENT <small>(please Initial)</small>	COMMENTS
1 st hour:		
2 nd hour:		
3 rd hour:		
4 th hour:		
5 th hour:		
6 th hour:		
7 th hour:		
8 th hour:		

CLASS CHANGE REQUEST

Deadline for Changes: _____

DATE: _____

GRADE: _____

STUDENTS NAME: _____

HOME PHONE: _____

COMMENT/REASON FOR REQUEST: _____

*****ONLY REQUESTS BASED ON ACADEMIC REASONS WILL BE CONSIDERED*****

CLASS TO DROP	HOUR		CLASS TO ADD	HOUR
		➡		
		➡		
		➡		
		➡		
		➡		

PARENT SIGNATURE: _____

Plymouth Christian Academy

7th – 12th GRADE BEHAVIOR RUBRIC

***Rediker Input path:** caryn.huntsman@plymouthchristian.org (7th -12th). ***If a student needs to be sent to the office immediately, please email, radio or call Caryn Huntsman to retrieve the student. You may also send a student escort with the disruptive student to the Secondary Office.**

Level	Behavior	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level One Per Quarter	Horseplay: "Goofing around" or "playing" that may include pushing, shoving, grabbing, jumping on, mean or rude gestures, name calling, "just kidding" and "no offense, but" mean remarks.	15 Second Intervention *Rediker Input	15 Second Intervention *Rediker Input Email Principal Student calls home After-School Detention	15 Second Intervention *Rediker Input Email Principal Student calls home 2 After-School Detentions	15 Second Intervention *Rediker Input Email Principal Student calls home 2 After school detentions Possible Suspension
Level Two Per Semester	Taunting/Teasing: Name calling, taunting, ridiculing, insulting remarks, spreading rumors, profanity, mean tricks, or any other behavior written or spoken that would hurt others' feelings	15 Second Intervention *Rediker Input Email Principal Student calls home After School Detention	15 Second Intervention *Rediker Input Email Principal Student calls home 2 After-School Detentions Behavior Form	15 Second Intervention *Rediker Input Email Principal Student calls home 2 After school detentions Meet with Principal	15 Second Intervention *Rediker Input Email Principal Student calls home Probable suspension Parent Conference
	Moderate Physical Contact: Pushing, shoving, tripping, poking, pinching, grabbing, hair pulling, etc. Moderate Intimidation: Shunning, planned exclusion, silent treatment, social alienation, emotional blackmail.	15 Second Intervention *Rediker Input Student calls home Email Principal After-School Detention Restitution when appropriate	15 Second Intervention *Rediker Input Email Principal Student calls home 2 After school detentions Possible parent conference Restitution when appropriate	15 Second Intervention *Rediker Input Email Principal Student calls home 1 Day Suspension Parent Conference Restitution when appropriate	15 Second Intervention *Rediker Input Email Principal Student calls home Up to 3 day suspension Parent Conference Restitution when appropriate
	Property Damage: Stealing, damaging property, graffiti, vandalism, or threatening the same, false reports, retaliation for reports	*Rediker Input Email Principal Student calls home 1 Day Suspension Parent conference Restitution when appropriate	*Rediker Input Email Principal Student calls home Up to 3 day suspension Parent Conference Restitution when appropriate Possible police notification	*Rediker Input Email Principal Student calls home 5-10 day suspension Parent Conference Restitution when appropriate Probable police notification Possible Expulsion	Recommendation for expulsion
Level Four Per Year	Severe Physical Contact/Intimidation/Harassment: Punching, slapping, kicking, fighting, spitting, threats of emotional or physical violence, hurtful texting or cyberbullying, racial/ethnic/sexual/religious or other forms of severe harassment, pictures on camera phone or device, intimidation, stalking, or extortion, inappropriate Language or sexual references	*Email /Call/Radio Sent to: Principal Student calls home Parent Conference Up to 3 day suspension	*Email /Call/Radio Sent to: Principal Student calls home Parent Conference Probable Police Notification Up to 5 day suspension	*Email /Call/Radio Sent to: Principal Student calls home Parent Conference Probable Police Notification Up to 10 day suspension Possible referral for expulsion	Recommendation for expulsion
Level Five Per Year	Possession of dangerous items including: Weapons, weapons look alike, fireworks, explosives, gang activity, bomb threats or arson, illegal substances	*Email /Call/Radio Student sent to Principal See Student Handbook, Police Notification Recommendation for expulsion	<p><i>Note: At the discretion of the Administrator, consequences assigned may be more severe in any category above based on the seriousness of the action, severity of the result of the infraction or prior offenses in other categories. While specifics of each plan may vary from person to person, the expectations for behavior would be consistent with the standards for all students. After the 4th time a student repeats an aggressive behavior, an Individual Behavior Action Plan will be developed.</i></p>		

***Rediker Input path:** caryn.huntsman@plymouthchristian.org (7th - 12th). ***If a student needs to be sent to the office immediately,** please email, radio or call Caryn Huntsman to retrieve the student. You may also send a student escort with the disruptive student to the Secondary Office.

Misconduct	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Classroom Offenses *per quarter Classroom Procedures Disruptive Behavior Disrespectful to students/staff	Teacher/Staff Behavior Management Plan Verbal Warning	Teacher/Staff Behavior Management Plan Seat relocation possible	*Rediker Input Conference with student	*Rediker Input Student calls home Behavior Form Possible detention Discipline Notice	*Rediker Input Discipline Notice After-School Detention Subsequent Violations-Meet with Principal Possible Suspension for repeated violations
General Misconduct *per quarter Handbook violations, i.e., gum chewing, hallway infractions, etc. Chapel/Assembly infractions, Other Handbook violations	Verbal Warning	*Rediker Input Conference with student	*Rediker Input Discipline notice to parents by Principal	*Rediker Input After-School Detention	*Rediker Input After-School Detention Subsequent Violations-Meet with Principal Possible suspension for repeated violations
Tardy *per semester	*Rediker Input-Teacher Teacher Emails Parent	*Rediker Input-Teacher Teacher Emails Parent	*Rediker Input-Principal Teacher Emails Principal, Principal Calls Home	*Rediker Input-Principal Teacher Emails Principal, Principal Calls Home After-School Detention	*Rediker Input-Principal Teacher Emails Principal, Principal Calls Home After-School Detention Parent Meeting Subsequent Tardies/Absences-Meet with Principal See Handbook, Absences
Absences *per semester/per class	5th Absence, Parent notified	7th Absence, Parent conference	10th Absence, Credit loss		
Dress Code *per quarter	*Rediker Input Student changes clothes	*Rediker Input Conference with student Student changes clothes	*Rediker Input Email Principal After-School Detention Student changes clothes	*Rediker Input Email Principal After-School Detention Student changes clothes	*Rediker Input Email Principal After-School Detention Student changes clothes Subsequent Violations-Meet with Principal Possible suspension for repeated violations
Electronics *per semester Cell phone misuse Violating Technology Use Policy	*Rediker Input Conference with student Phone confiscated – turned in to Principal	*Rediker Input Student conference After School Detention Phone confiscated – turned in to Principal	*Rediker Input Student Calls Home After-School Detention Cell phone confiscated- Parent pick-up from Principal	*Rediker Input Student Calls Home After-School Detention Cell phone confiscated- Parent pick-up from Principal	*Rediker Input Subsequent Violations-Meet with Principal Cell Phone turned into Principal at start of each day Possible suspension for repeated violations
Major Offenses *per semester Stealing, Cheating, Lying Plagiarism Deliberate misuse of any school property/equipment Disrespect to staff or students Other Handbook violations	*Rediker Input Sent to Principal Discipline Notice Parent Conference Possible Detention/Suspension Academic consequences	*Rediker Input Discipline Notice Parent Conference After-School Detention Probable Suspension	*Rediker Input Discipline Notice Parent Conference Up to 3 day suspension	*Rediker Input Discipline Notice Parent Conference 5-10 day suspension	Recommendation for Expulsion