

ELEMENTARY FAMILY HANDBOOK

2020-2021

In His Image

"What does God require of you, to act justly, and to love mercy, and to walk humbly with your God."

Micah 6:8

Disclaimer: Due to the ever-changing situation regarding COVID-19 protocols, this document and all policies are subject to change. Plymouth Christian Academy has implemented enhanced sanitation measures on its campus and has put in place health and safety protocols to help reduce the spread of COVID-19, which health and safety protocols may be updated at any time. However, PCA cannot promise that even with the steps the school is taking, that your child will not be exposed to or infected by COVID-19. An inherent risk of exposure to COVID-19 exists in any place where people are present.

As a parent of a PCA student, you agree that you will help your child understand and cooperate in complying with the health and safety protocols, rules, and precautions implemented by PCA which may include, but are not limited to, participating in daily temperature checks and other screening measures conducted by PCA, face coverings, hand washing, hand sanitizing, and physical distancing. You understand that students who do not adhere to all health and safety protocols, rules, or precautions may be subject to immediate removal from PCA's campus.

Dear Parents and Students,

Welcome to Plymouth Christian Academy! We are privileged to walk this journey with you and your family and we look forward to a year that glorifies Christ in all we say and do. From its humble beginnings nearly 40 years ago, Plymouth Christian continues to graduate students with a Christian worldview, equipped to live out God's purpose for their lives. Applying strong academic knowledge, our students are prepared to think biblically with the ability to utilize critical thinking skills and influence our world for Christ. Romans 12:1-2 is our campus verse; "Do not conform yourselves to the standards of this world, but let God transform you inwardly by a complete change of your mind. Then you will be able to know the will of God — what is good and is pleasing to him and is perfect." Our chief goal is to glorify God as we seek to help all students grow to become more Christ-like. To that end, PCA has developed Expected Student Outcomes (ESO); a picture of what a PCA graduate should know, be able to demonstrate and apply as they fulfill their God-given purpose in life. These outcomes reflect the core values and mission of Plymouth Christian Academy and serve as a foundation for life.

Our students are expected to pursue a life that exemplifies a Christian lifestyle, strong moral character and a love for God and country. We aspire to graduate students who show respect for others, act responsibly and apply the truths of Scripture in every situation. We have committed our lives in helping our young people achieve these school-wide and cross curricular set of student outcomes and expectations.

Our handbooks have been created to be a helpful resource for you as you navigate school policies and procedures. Please take time to acquaint yourself with the day to day operations and guiding principles that shape our school culture as it is your responsibility to live within them. By enrolling at Plymouth Christian, you are committing to follow the guidelines and policies within.

Students, our fervent prayer is that you will make wise choices this year and fully understand the freedom you will experience when you live by appropriate guidelines. This is the same message we see in John 10:10 where Jesus encourages us when he says, "...I came that they may have life and have it abundantly". God's desire for His children is not to become ensnared by sin and conformed to this world, but to "Be Transformed" - freely living within His loving, life-saving principles.

As you enter PCA as future Christian leaders, we welcome you, and we look forward to a year that honors and glorifies Christ in every word and action. The faculty, staff and administration of PCA pray that this school year will find you growing spiritually, intellectually, and relationally. We pledge our support to you and look forward to helping you continue to grow into what God has designed you to become.

Educating for Eternity,

Caryn Huntsman

Superintendent, High School Principal

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1. Identity and Organization of Plymouth Christian Academy

PCA is a caring community that spiritually and academically equips, challenges, and inspires students to impact their world for Christ. Every student has eternal value and we are privileged to partner with the home to cultivate the Christ-like character students need to influence a culture and thrive for His glory. The principles contained in these pages are far beyond mere words. We are passionate about developing students into the young men and women God designed for them to be. The PCA handbook is guided by the school's mission and reflects our desire to provide a safe, loving environment conducive with an engaging curriculum where all students receive a well-balanced education.

PCA's handbooks are designed to better acquaint you with our policies and guidelines. This material not only provides explanation, but the underlying purposes behind those policies. This is the most up to date document and overrides any former Plymouth Christian Handbook. Please know that we have made every effort to maintain fair and consistent policies. We are happy to discuss any concerns and desire strong communication between home and school.

1.1 Mission Statement

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

1.2 PCA's Core Values - PCA C.A.R.E.S.*

**C.A.R.E. Acrostic used with permission, Dr Julie Giardino, Ed.D*

Christ Centered; Jesus Christ is central to all academic, spiritual and physical instruction. We actively share the gospel message of salvation, by grace through faith in Jesus Christ alone, with our school community and around the world. (Colossians 1:17)

Academic Minded; We are committed in our mission to provide an excellent college preparatory program. Because we believe that the Bible is inerrant, literal and the source of absolute truth, it provides the foundation for all that we do. The school is focused academically in providing a strong college preparatory program as well as general education through curricular and extra curricular programs. Teachers and students demonstrate the importance of inquiry, investigation, discovery, study, critical thinking, problem solving, creativity, and diligence in the pursuit of daily learning. (Colossians 3:16a)

Relationally Focused; We are made in the image of God and as we recognize and respond to the truth of Scripture, we embrace diversity, demonstrate compassion, show respect, and offer forgiveness. (Colossians 3:12-14)

Excellence Driven; We believe that we are called to do all things with excellence as we strive to advance each student in four life areas: spiritual, academic, social and physical. (Colossians 3:23)

Spiritual Unity; The family and school must work together, with like-minded devotion, to support the intellectual and spiritual growth of the student for the purpose God has for their lives. (Psalm 119)

1.3 Our History

The story of Plymouth Christian Academy's history is an account of God's faithfulness, provision, and blessing. PCA opened in 1976 with 50 students in the preschool 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 1978-1979 school year, the school accommodated grades K-9 with a total of 310 students and a faculty and staff of 20. PCA began a soccer team and its first junior varsity basketball team.

The class of 1985 had 24 graduates and the library boasted 3,579 volumes. By 1986, enrollment (preschool through 12th) had increased to 504 students with a staff of 31. Space continued to be a problem with not enough room for music or science classes. The small gym in the church building could hardly accommodate P.E. classes and necessitated "begging and borrowing" gyms for games. Soccer, baseball and softball fields were also rented.

In 1988, the PCA Secondary School earned accreditation by the University of Michigan. The church and school began the "Lifetime Stewardship" campaign to fund a four-classroom addition and the construction of a new school gymnasium. In Fall of 1993, the new classrooms and gymnasium were 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.

PCA earned North Central Association (NCA) accreditation in the spring of 1994. This nationally recognized seal of approval is awarded to schools that meet a rigorous set of education standards. That summer, the Lord provided four 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.

During the 1995-1996 school year, PCA began a six-classroom addition to the elementary wing, an expansion of the library, and the installation of cables throughout the campus for a school-wide computer network. During the summer of 1996, a new playground was installed. The library moved to a newly renovated "Media Center" for the 1997-1998 school year.

The 1999-2000 school year started with more construction. A weight and locker room were added to the athletic facility along with a multipurpose room, now known as the Activity Center. This large 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 the 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.

In the Fall of 2009, swings and basketball hoops were installed near the baseball field. Fall 2010 brought the opening of our new nature trail with a ribbon cutting ceremony, followed by our first 5K run on October 2, 2010. The Summer of 2011 was marked by more construction as a new athletic wing and locker room were built.

In March of 2012, PCA earned Association of Christian Schools International (ACSI) accreditation. This accreditation is used to validate PCA's quality and verify that PCA is striving for excellence based on a solid Christian philosophy of education foundation.

During the spring of 2014, PCA received certification from the U.S. State Department to serve as a school for foreign

exchange students. This certification allows us to reach out to students around the world who would like to attend Plymouth Christian during their high school years. We are excited about the worldwide reach and ministry that this program brings to PCA.

The 2014-15 school year was marked by a tremendous gift and investment in technology at PCA as we launched the "Bring Your Own Device" program. Every incoming 9th grader during this year received a device from the school. The 10th-12th grade students were required to bring their own device and our teaching staff began to integrate technology into their classrooms to enhance learning.

PCA underwent the re-accreditation process with ACSI during the 2015-2016 school year. The accreditation process is rigorous and requires an extensive team of administration, faculty, staff, students and parents. PCA received a very strong report and a five-year accreditation certificate, the longest time frame available.

In the 2015-2016 school year, PCA implemented the PCA Leadership Program articulating a vision that embraces an inclusive philosophy regarding student leadership. With this program PCA began focusing on leadership education and K-12 development by introducing student leadership teams and a pilot mentoring program (assigning every student a mentor). The prayer of PCA administration is that through this program each student will seek to deepen their relationship to Christ, engage with fellow students within the mentor program, and be influential, responsible, humble ambassadors for His kingdom.

In the Spring of 2016, installation of PCA's security system began with the addition of security doors in the church building leading to the Elementary Lunchroom and the lower level classrooms. In the secondary building, security doors were added, providing lock down capabilities for all classrooms. Staff received proximity passes for entry.

Construction on a new secondary science lab began in the Summer of 2016 thanks to a very generous donation from a faithful PCA partner. This space serves as the biology lab to further prepare PCA students for the challenges ahead during their college years.

The 2016-2017 school year marked its third-year welcoming homeschoolers to the K-12 Homeschool Program. PCA elementary homeschool students have the option of attending one or two days a week or a complete class for middle and high school. Another highlight this year was our Varsity Girls Volleyball team State Championship!

In 2018-2019, we implemented a complete lockdown security system in both schools. In addition, we launched our Student Ambassador Program, broadened our International Program, hired a Tuition Coordinator, implemented Variable Tuition and created an Admissions Office with a full-time Admissions Director.

Truly, we have seen God's faithfulness, provisions, and blessings since we were established in 1976, and we look forward to seeing how He will lead us into the future.

1.4 Purpose Statement

Plymouth Christian Academy is a school that is distinctly and thoroughly Christian and one that exists to produce results in the lives of its students. We strive to produce students who are **matured** in their love for God. This begins with faith in Christ since all intellectual endeavor is for naught if one gains the world and loses his soul (Mark 8:36). We want our students to come to know Christ, grow in maturity, so they become more like Him daily. Not only do we work to ensure students achieve a certain academic level and are ready for new heights, we also work to produce students who are matured spiritually, living transformed lives (Galatians 5:22-23; Romans 12:9-21), and

who are ready to "step it up" as they leave PCA for college or the workforce.

A second piece of PCA's purpose is to produce students who are **steeped** in the Word of God. Merriam-Webster is helpful here when it comes to steeped: *"to saturate with or subject thoroughly to (some strong or pervading influence)."* Every part and parcel of what we do as a school must be saturated with the truth of God. This is not something limited to Bible class, chapels, or spiritual life retreats. Every minute of every school activity, curricular and otherwise, must project the *"strong and pervading influence"* of Scripture in order for PCA to produce students who can apply Biblical knowledge to their lives. Living lives that honor God and enabling us to enjoy Him can only come from knowing His word well.

As a school, academic achievement is a big deal, and it is a third piece of PCA's purpose: to produce students who are **educated** about His world. There is not a choice to be made, or a balance to be sought between the spiritual and the intellectual. It is not a tradeoff! We are driven to academic achievement and excellence because of who we are in Christ. Educating our students about God's world means we demand of our students all they are capable of producing because it honors and glorifies God when they fully develop their intellectual giftedness. Intellectual sloppiness or laziness is therefore unacceptable because Christ is dishonored. Science, art, mathematics, literature, languages, history, geography, and every other academic discipline belong to God and we push our students to excel within their God-given abilities. Anything less is not worthy of our Savior. Let us not forget that His name is on the door!

The fourth piece of our purpose statement is producing students who are **dedicated** to lives of service and learning. Producing students who are *"zealous for good works"* (Titus 2:14), who are devoted to serving others at the expense of self goes directly to the heart of God. Jesus Christ made it clear that He came to serve and not to be served and He has commanded us to do the same—to follow His example (John 13). Students who are committed to being lifelong learners, growing in Christ and in the profession to which He has called them, is a critical piece of PCA's purpose. Just as we cannot accept intellectual sloppiness or laziness from our students, we must instill in them a passion for growing in knowledge and wisdom that will carry them through their life.

Finally, and alluded to above, PCA must be about the business of producing students who are **prepared** to fulfill their calling in His kingdom. Only the Lord knows how and where He will use His people and our role is to prepare them fully, within the parameters of their capabilities, to be useful and productive servants of the King. Whatever God calls a student to pursue is a vocation, a calling from God, so whether the call is industry, government, the military, education, the home, or the church (and related ministries), our purpose as a school is to produce students ready for the next phase of God's plan for their lives.

In summary, what is the purpose of Plymouth Christian Academy? To produce students **matured** in their love for God, **steeped** in His Word, **educated** about His world, **dedicated** to lives of service and learning, and **prepared** to fulfill their calling in His kingdom. By His grace and for His glory we strive to this end, never forgetting that Christ is our strength and confidence and that He alone is responsible for results.

Each division of the PS-12 program {Preschool (3/4 year old preschool and Begindergarten), Elementary (K-6), Middle School (7-8), and High School (9-12)} shall provide its students with the proper foundation and educational base for success in the next division of formal training at PCA.

1.5 Statement of Faith

THE HOLY SCRIPTURES We believe that all Scripture is given by divine inspiration of God and that this divine inspiration extends equally and fully to both the Old and New Testaments. (II Timothy 3:16). They are complete

and are of supreme, final authority in faith and life (Mark 12:26, 36).

THE GODHEAD We believe that God, the Supreme, Eternal, and Unchangeable One has revealed Himself in Three Persons, the Father, the Son, and the Holy Spirit and that these three are one God (John 10:30); having the same nature, attributes, perfections and commanding the same worship, confidence, and obedience. (II Corinthians 13:14)

THE LORD JESUS CHRIST We believe in the deity of Jesus Christ (John 1:1, 2, 14; 10:30) that He was begotten of the Holy Spirit (Matthew 1:20), and born of the virgin Mary (Matthew 1:21) and is very God and very man (Colossians 1:15). We believe that His death on the cross was substitutionary and representative (Romans 5:6-8), and sufficient payment for the guilt of all men (Romans 6:10, 14, 17, 18). We believe that He was raised from the dead in bodily form (Matthew 28:5-7) and ascended into heaven (Acts 1:9-11) where He lives to make intercession for us (Hebrews 7:22-25). We believe in the personal, bodily and pretribulational return of our Lord Jesus Christ for His Church (I Thessalonians 4:13-18; Revelation 3:10), and after the Tribulation, His return with the company of redeemed to judge the nations (II Thessalonians 1:6-10) and establish worldwide kingdom of righteousness and peace (premillennial, Revelation 11:15-19).

THE HOLY SPIRIT We believe in the divine personality concerning the Holy Spirit (John 14:16; 15:26) that He represents the Lord Jesus Christ in His absence (John 16:13, 14), and that His ministry consists of convicting the world of sin, righteousness and judgment (John 16:8-11), that He is the source and power of all acceptable worship and service (John 15:26, 27). We believe that He takes up His residence within the believer at the moment of salvation (I Corinthians 6:19), baptizes the believer into the Body of Christ (I Corinthians 12:13), teaches scriptural truth (John 14:26) and enables the believer to live a godly life (Galatians 5:22, 23).

CHURCH The Universal Church, which began at the day of Pentecost and will continue to the Rapture, is made up of born again believers. At the Rapture, Christ, who is the Head of His Church, will come to take away His Bride (I Thessalonians 4:16, 17). The Holy Spirit baptizes each believer at conversion into His Church, the Body of Christ (I Corinthians 12:13), and imparts to each believer a certain gift or gifts for His service (I Corinthians 12:11). The Universal Church is instructed to allow the Holy Spirit to produce His fruit both collectively and individually so that the unsaved will see the transformation of their lives as well as hear the claims of our Lord Jesus Christ presented as mankind's only hope of salvation.

ORDINANCES We believe that the Lord Jesus Christ has committed two ordinances to the local church: Baptism and the Lord's Table (Communion). We believe the obedient believer publicly identifies with the Lord's death, burial and resurrection (Romans 6:3- 11) by immersion in the water in the name of the triune God (Matthew 28:19, 20). We believe that the Lord's Table was instituted by Christ (Matthew 26:26-29) for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of our Lord Jesus Christ. (I Corinthians 11:23-26)

SALVATION We believe that our salvation is solely by the grace of God, through personal faith in our Lord Jesus Christ. It was not accomplished by anything we have done (Ephesians 2:8, 9). We believe that Jesus Christ paid the complete penalty for all the sins of mankind through the shedding of His blood on the cross of Calvary. (I Peter 1:18-20; 2:24). We also believe that the salvation of all believers is sealed by the Holy Spirit (Ephesians 4:30), and is so secure that nothing can separate the believer from the love of God. (Romans 8:35-39)

MAN We believe that man was created in the image of God by a direct act of creation (Genesis 1:26, 27); that he sinned (Genesis 3:6) and thereby incurred not only physical death, but also spiritual death, which is separation from God (Romans 6:23). As a consequence of this disobedience, all mankind is declared by God to be totally depraved, having inherited a sinful nature and having become sinners in thought, word and deed. (Romans 3:10-23) We believe that there is the absolute necessity of the new birth for an individual's salvation. (John 3:3, Galatians 3:22).

1.6 Christian Philosophy of Education

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 worldview 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.

1.7 Expected Student Outcomes

We aspire to graduate students with a Christian worldview who live out expected student outcomes. These outcomes reflect the core values and mission of Plymouth Christian Academy and serve as a foundation for life.

Academic Preparedness:

- Educated in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking
- Possess and apply vocabulary appropriate for effective communication and understand the significance of speech as we communicate with others and with God
- Demonstrate content mastery in each subject area to allow critical thinking, higher order inquiry and further learning in preparation for post education endeavors
- Demonstrate the use of technology to communicate, find, analyze and evaluate information in a God-honoring manner
- Appreciate literature and the arts and understand how they express and shape their beliefs and values
- Committed to lifelong learning

Spiritual Foundation:

- Trust Jesus Christ as personal Savior
- Personally, act upon and share the Good News of salvation throughout our community and in the world
- Apply biblical principles for conflict resolution God's way
- Understand the worth of every human being as created in the image of God and care for the needs and feelings of others
- Evaluate and articulate the distinctions among competing worldviews and evaluate them in terms of a biblical perspective
- Know, understand, and apply God's Word in daily life
- Possess and practice apologetic skills to defend their faith
- Pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love
- Treat their bodies as the temple of the Holy Spirit
- Be actively involved in a church community, serving God and others
- Evaluate strengths and weaknesses and recognize and develop Godly character and leadership skills, first in themselves, then within our community
- Rely on Christ as THE Example

Social Interaction and Global Engagement:

- Express a knowledge and an understanding of people, events, and movements in history and engage with others in our community and world in a culturally sensitive manner
- Summarize the influence of the Christian faith throughout the history of civilization and culture and explain how the person of Jesus Christ impacted the course of history
- Demonstrate ability to actively listen to others and demonstrate effective interpersonal skills

Critical and Creative Thinking

- Recognize and evaluate his/her own learning styles and set goals to improve one's ability to gain, process and assimilate information
- Compare, contrast and apply biblical principles and beliefs in a variety of fields
- Select and evaluate appropriate evidence to support or discredit an argument or position
- Construct a persuasive argument and apply sound reasoning, support and evidence of such
- Demonstrate creative problem-solving skills

1.8 Shared Responsibilities of Education

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.

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.

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.

The Student

- The student is to submit to the authorities that God has placed over him/her.
- The student must apply themselves 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.

1.9 Organization

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 facilities that are offered from preschool through adult ages.

The Board of Regents has the authority to enter into contractual agreements with the certified teaching faculty, in consultation with the Board of Trustees. 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 Trustee Board appointed annually by the Co-Chairs of the Board of Trustees. 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 (additional information available from board members).
- Be a member in good standing within a "like minded" church whose 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 nonvoting 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.

1.10 Governance

PCA is administered by the Superintendent, who reports directly to the Regents Board. The faculty and staff work directly under the leadership of the Superintendent, who 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 Board, and Fine Arts Booster Board).

1.11 Accreditation

PCA is certified by the State of Michigan and is fully accredited by AdvancED (North Central Association Commission of Colleges and Schools or NCA). The nationally recognized NCA seal of approval is awarded to schools who meet a rigorous set of educational standards. Plymouth Christian Academy has also received accreditation by the Association of Christian Schools International (ACSI).

1.12 Membership

PCA maintains dual accreditation by the Association of Christian Schools International (ACSI) and AdvancEd. We are a member of the Michigan High School Athletic Association (MHSAA), and the Michigan Independent Athletic Conference (MIAC). As an ACSI school, PCA is 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.). Finally, PCA is a member of the Association of Secondary School Principals, operates a State of Michigan licensed preschool and after school care program, and is recognized by the State of Michigan.

1.13 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 AdvancED. Most faculty are certified by the State of Michigan where applicable.

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. All substitute teachers hold a minimum of 90 college hours and most are certified as substitutes by the State of Michigan.

1.14 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, encouragement, event preparation, and grounds.

1.15 Booster Boards

The Athletic Booster Board and Fine Arts Booster Board provide volunteer support to the PCA Athletic and Fine Arts Departments. Through participation in the Booster Board, funds are provided for Athletic and Fine Arts needs, as well as much needed volunteers for events such as drama productions and athletic events. Additional benefits include the friendships fostered through participation in school endeavors.

2. The Admissions Process

The Word of God teaches that the responsibility of a child's education rests with the parents (Proverbs 22:6, Deuteronomy 6:4-12, Ephesians 6:1-4). Plymouth Christian Academy has been established to provide Christian families with a quality, God-centered education that, 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. Plymouth Christian Academy admits qualified students as required by law, without regard to race, color, gender, national or ethnic origin, to all the rights, privileges, programs, and activities generally made available to students at the school.

2.1 Admission Requirements

The admissions process seeks to identify for acceptance those students who desire a Christian education and are capable of undertaking and fulfilling Plymouth Christian Academy's rigorous scholastic requirements. Although the testing program is an integral part of the admissions process, evidence of personal motivation, past scholastic performance, and the admissions interview are other considerations for acceptance. 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
- **Academically Motivated:** 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.

2.2 Admission Priorities

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

2.3 Admission Procedures

All application forms, with supporting documentation, must be filled out completely and application fee paid to begin the enrollment process. If you have questions or need assistance in completing the application, please contact the Admissions Office at (734) 459-3505 ext.3190 or email leanne.windle@plymouthchristian.org.

STEP ONE: Complete and Submit Required Application and Documents

- Complete the ONLINE APPLICATION (link available on our website at www.plymouthchristian.org) and submit the \$100 per student Application Fee (maximum of \$300/family). It is important that applications be received in a timely manner regardless of desired admission date, as classes may have waiting lists.
- Submit the following items:
 - Transcript or most recent report card.
 - Entering grades 1-6: Copy of latest report card
 - Entering grades 7-9: Copy of the last three annual report cards
 - Entering grades 10-12: Transcript (available upon request from your student's present school)
 - Previous testing: Copies of reports for reading, learning, or attention difficulties, if applicable. If a

student has taken prior academic assessments such as NWEA MAP, TerraNova, or IOWA assessment, within the past year, they may be exempt from the entrance exam if the score report is provided and accepted by PCA.

- Student Questionnaire for each student applying for grades 7-12.
- Recommendation Forms: Download from website
<http://www.plymouthchristian.org/admissions/formsdocuments-lists/>, print and deliver to the contacts listed below. Recommendations must be mailed, sent via fax, or scanned and emailed directly from the recipient to PCA. Parents are entrusted with the follow up on the Recommendation Forms to ensure PCA's receipt in a timely manner.

- The following are the required recommendation forms for Incoming 1st– 6th grade:
 - Elementary Teacher Recommendation
 - Health Immunization Record for the student as required by state law. (According to Michigan law, no student may attend classes until the Immunization Record or Waiver is on file with the school.)
 - Copy of Birth Certificate
- The following are the required recommendation forms for Incoming 7th– 12th grade:
 - School Official Recommendation (Teacher, Counselor, Principal)
 - Youth Pastor or Sunday School Teacher Recommendation
 - Elementary Teacher Recommendation – applicable for incoming 7th grade only
- Electronically deliver or mail all completed forms and records to:
 - Plymouth Christian Academy 43065 Joy Road Canton, MI 48187
 - Please address to the attention of the appropriate division:
 - Kindergarten – Grade 8: Elementary Office (melissa.warmbier@plymouthchristian.org)
 - Grades 9-12: Secondary Office (leanne.windle@plymouthchristian.org)

STEP TWO: Entrance Examination; Grades K-12

- Upon receipt and satisfactory review of the application and all necessary documents, a test date and time will be scheduled. Testing for 1st through 12th grades evaluates reading and math using the NWEA Measure of Academic Progress (MAP). Test times range from 1 to 1.5 hours.
- If a student has taken prior academic assessments (NWEA MAP, TerraNova, IOWA assessment), within the past year, they may be exempt from the entrance exam if the score report is provided and accepted by PCA.
- Test scores of 40th percentile ranking or higher are expected for admittance or a RIT score consistent with the class they will be entering. However, students accepted in the 40th percentile may be required to complete additional tutoring.
- Students applying for kindergarten will be evaluated for developmental readiness using the Gesell Developmental Inventory. Testing takes approximately 30 minutes.
- The Administrators make the final decision regarding enrollment.
- All students enter on a probationary status for the first semester.
- When a student is offered enrollment at Plymouth Christian Academy, the family must make the appropriate tuition payments according to the tuition schedule.
- Math Policy: All new incoming 9th grade students who have already taken high school Algebra 1 or Geometry are required to take a Math Test. Students are required to receive an 80% or above on the test in order to not take the class at PCA. Taking a test helps ensure that students have mastered the course. A transcript, showing credit given from the prior school, is required for the student to have high school Algebra 1 or Geometry transferred to his/her high school transcript.

STEP THREE: Interview and Notification of Acceptance

- Administrator(s), both parents (if possible), and the student will discuss the test results, school expectations, and parent/student interests in Plymouth Christian Academy. Some students may be admitted on a probationary status at the discretion of the Principal and Counselor 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.
- Following evaluation of the interview, families will be notified of the outcome regarding their student's acceptance.

STEP FOUR: Following Acceptance

- Meet with the Tuition Office (ext. 3156) to obtain pre-payment or FACTS payment information.
- Establish your payment plan online with FACTS Management. NOTE: If enrollment is during the summer months, tuition must be current prior to beginning classes.
- Complete a Release of Records for the previous school. Parents and students will be notified of class placement (elementary) or schedule (grades 7-12) prior to the first day of school.
- A copy of the court document with legal custody arrangements is required for the student's file, if applicable. NOTE: Enrollment is not complete until all records and financial obligations are received.

2.4 Parent Agreement

Both parents must sign the Parent Agreement as part of the Admission Process 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 school 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 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 unchristian behavior may result in dismissal from Plymouth Christian Academy. Our students will show honor to the Godhead, the Word of God, and to the United States of America. *This prohibition on possession or use of weapons does not include such possession or use for off campus, adult supervised, hunting in compliance with all applicable laws and licensing requirements.
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 children, 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 able 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.

2.5 Standard of Conduct

Plymouth Christian Academy was founded upon the conviction that young people should be able to gain a quality academic education in an environment conducive to spiritual growth. PCA 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 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, cheating, stealing, and use of any type of tobacco, drugs, alcohol, 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.

2.6 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 (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 (Enrollment Probation Policy below).
4. The student (and parent(s)/guardian) will be required to interview with an administrator and provide the following materials:
 - a. Documentation that all legal obligations, if any, have been met.
 - b. Evidence of current, active involvement in a church youth group or Christian youth program with a written recommendation from the sponsor of that program.
 - c. Written recommendation from a non-related Christian adult.
 - d. 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 appropriate principal. 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.

2.7 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 school's code for student conduct. The student will remain on probation for no less than one semester.

The student will:

- Identify, in writing, personal and educational goals and an action plan for attainment.
- Be required to meet every 2 weeks with an administrator to review the personal action plan.
- Be required to maintain a minimum grade point average of 1.7 (70% or C-).
- Be prohibited from participation in athletic, extracurricular, and social activities for 30 days.

2.8 Withdrawing From Plymouth Christian Academy

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.

2.9 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 Tuition 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 (2.75% convenience fee)

through the FACTS program. If full payment is made, a prepayment 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 September and the second payment is due by March. If both payments are paid by December, a prepayment discount will be offered.
- Monthly payment (tuition and fees): Monthly payments will be made by electronic transfer through the FACTS program. There are several options, 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 1/2 the balance paid off by the end of the first semester 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 will be prorated based on the 10-month school year (September through June) but all 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 \$30.00 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:

- 2.5% Prepayment Discount; if payment received in the Spring (contact tuition office for exact date) (1.25% discount if account is paid in full by December)
- Multiple Child Discount; 2% discount for the 2nd child, 10% off for the 3rd child, and 50% off for 4 or more child(ren)
- CBC Member Discount; 20% 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.factsmgt.com> to access their account
- General information can be found at www.factsmgt.com

Contact the Tuition Office at 734-459-3505 x 3156 if you have further questions.

2.10 Variable Tuition

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:

- 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.
- To qualify, families desiring financial aid must go through an application process and meet the qualifications set by the evaluator.
- Applications can be obtained through the school website or <http://online.factsmgt.com>.
- The financial aid amounts will generally range up to 50% of full tuition amounts based on need.
- Based on the evaluator's recommendations, the applicant will be notified of the amount of financial aid granted, if any, by the school Tuition Office as soon as available.
- 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 12th grade.
- Any intent to mislead or defraud the evaluation process will make the applicant ineligible for financial aid.
- Until a financial aid package is approved, full monthly tuition is due.

2.11 TRIP 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. 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 and registering with Plymouth Christian Academy - code # **EFDF95AE21**. If you have trouble logging in, please contact us directly to receive your login at laura.imalach@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 7:45am and 9:00am. 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 with a check made out to PCA on Tuesday morning between 7:45am and 9:00am. You can go online to 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 the order is submitted, School ID code = EFDF95AE21.
- **Option 3 (Order online, pay online with PrestoPay):** You must have a PrestoPay account set up through 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 9:00am 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 100% of the total rebate.

TRIP Policies

- All orders must be received and paid in full by 9:00am Tuesday morning. Any cards that are ordered that do not have payment will not be filled.
- Orders that have not been picked up on Tuesday mornings between 7:45am and 9:00am will be held in the secondary office for pickup.
- If you want your child or another adult to take your cards to you, please contact the Tuition office.
- Mailing will not be an option due to the risk of sending cards through the mail (since they are like cash).
- 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.
- Any errors in the order must be reported to the school within a 48-hour period.
- Anyone writing a non-sufficient fund check will incur a \$30 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.
- Rebates are credited to the 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.
- 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.
- 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.
- Any unused rebates will be credited to the PCA Scholarship fund.
- Please contact the TRIP coordinator if you have any questions; laura.imlach@plymouthchristian.org.

3. Educational Policies and Procedures

3.1 Attendance 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.

Preschool Class Hours: :

- Preschool class sessions are: AM Session (8:00am-10:45am); PM Session (12:00pm- 2:45pm).

Beginnergarten Schedule and Program:

- Beginnergarten Schedule: Four days per week (Mon/Tues/Wed/Thurs) 11:45am - 2:55pm.
- Optional Enrichment Friday – students will combine with Kindergarten enrichment students. Please see the below description of activities.

Kindergarten Schedule and Program:

- Four full days per week (Mon/Tues/Wed/Thurs) 8:00am - 2:55pm.
- Optional Enrichment Friday: In addition to the core curriculum school days, families may choose to add enrichment time in the classroom on Friday. Enrichment activities will expand on the weekly curriculum as well as allow children time to explore other areas of interest. This day will include both structured and free

choice activities. Families must apply for the enrichment day and tuition is a set yearly fee. No refunds are available for days when the student is not in attendance.

Elementary School-Day Hours:

- Grades K-6: The regular school day will run from 8:00am - 2:55pm. A half-day will normally run from 8:00am - 11:15am.

Attendance Expectations:

- Students will attend school every day for the entire day.
- Students will receive an unexcused absence for every 5 tardies.
- Students will receive an unexcused absence for unreported absences.
- Parents are responsible to call the office the day of each absence.
- Students will be granted no more than 10 excused vacation days per year. Any additional vacation days will be counted as unexcused absences.
- After 5 unexcused absences, students/families will receive a letter reviewing our attendance policy.
- The tenth unexcused absence will result in a lunch detention, and a parent/guardian meeting with an administrator will be required. An action plan will be put in place to improve student attendance.
- Each additional unexcused absence will result in a before school or after school detention.
- All students are expected to be present for at least five (5) periods on days in which they have an event, unless approved by the Athletic Director or administration with prior communication.
- Should a student develop a pattern of absences which are "day after" related to extracurricular 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.

3.1.1 Excused Absence

When a student is absent for any of the following reasons, the parent must call the school office in the morning for the absence. When calling the office about the absence, please let office personnel know the length of the absence and the reason for the absence. Failure to call will result in an unexcused absence.

- Valid Reasons for Student Absences:
 - Student illness / Doctor Appointments: As much as possible, doctor's appointments should be made after school hours. The administration reserves the right to request a doctor's note confirming the appointment if needed.
 - Death within the Family / Family emergencies: This includes hardships and unexpected circumstances. Because of the nature of these cases, the administration reserves the right to make individual judgments concerning the validity of requests.
 - Pre-approved Family Trip: Parents are asked to schedule vacations during the time provided within the school calendar. If additional time is unavoidable, in order to serve the educational needs of the student, a completed Approved Family Trip Form must be presented to the Elementary Principal prior to the intended absence. Please note that two week prior notice is necessary for the absence to be excused. Excused family vacations must be vacations with the immediate family (parents). After approval has been granted from administration, the parents will be notified. Students may be absent for up to six consecutive school days and no more than a total of 10 days per school year for family vacations. Additional days will be considered unexcused absences. The teacher will not be required to prepare homework missed during the pre-approved family trip. The family is responsible to get the

work missed when they return and the student will have one day for each day missed to complete and turn in the work. At the direction of the teacher, upon return to school, students are responsible to take tests or submit major assignments that were due during their absence. Tests are to be made up within a 5-day period of time.

3.1.2 Unexcused Absences

An unexcused absence is an absence that the school does not consider legitimate or where the school's attendance policies have not been followed. Students arriving late to school or returning from a medical/dental appointment are required to sign in with the receptionist. If the student leaves for any reason (illness, medical appointment, etc.) during the day, the parent is required to either give permission via the phone or is to sign out the student with the receptionist.

- Examples would include:
 - Family trips that exceed the maximum of days allowed for vacations
 - Students who leave campus without permission from the school office
 - Out of School Suspensions
 - All other excuses not listed on the Excused Absences List
 - Schoolwork missed during unexcused absences should be completed. Make up work must be completed within the same time period allowed for excused absences. Credit for work missed will start at 64%. Tests will be counted as 0%. Please note: Tuition cannot be prorated due to absence or illness.
- Absences Allowed Per School Year:
 - A student is allowed 20 total absences (excused and unexcused) for the year.
 - Serious medical or psychological illness may provide an exception to this policy.
 - It is the parent's responsibility to be aware of the student's attendance record in light of this policy.
 - Students who exceed the allowed 20 total absences may be subject to retention in the current grade.
- Partial Day Absences:
 - Students who are present at school from 8:00am until 12:57pm will be considered present for the entire day.
 - Students who arrive at school after 9:42am will be considered absent half of the day.

3.1.3 Tardiness

The faculty and staff of Plymouth Christian Academy recognize that student achievement is directly dependent on timely and consistent daily attendance. Tardiness not only interferes with the student's education, but also represents a behavior trait which will adversely affect the student's success in life. Being on time to class is an act of courtesy toward the teachers, staff and other students. The intent of this policy is for students to learn and understand the importance of developing the habit of punctuality. Daily punctuality is necessary to maximize student learning, avoid classroom disruption, and is a basic principle of responsibility and common courtesy. The consequences for tardiness are part of this strong effort of teaching students the value of being in class on time. While unforeseen problems may occur in getting to school on time, such as inclement weather or traffic delays, every effort should be made to be in the classroom before 8:00 a.m.

- Tardy Guidelines:
 - A student is considered tardy if he/she is not in the classroom when the tardy bell rings.

- All students arriving after 8:00am must check in with the elementary office or sign in at the secondary receptionist's desk before going to class.
- Excessive tardiness will result in a principal/parent phone conference.

Tardies are cumulative per SEMESTER. This means that a student can reach levels of consequences as a result of a combination of tardies from various classes during the SEMESTER. It is possible to receive more than one tardy a day if a student is late to more than one class.

3.1.4 Late Arrival Times

- There are 7 hours in a school day. Any student arriving after 9:42am will be considered ½ day absent in the morning. A student must arrive at school before 9:42am to be considered tardy. A student leaving school before 12:57pm will be considered an early dismissal and will not be reflected on the attendance record. A student must be in school for more than 1 hour and 42 minutes to be considered present for ½ day. Time definition will be determined by the elementary office staff, and the official time will be determined according to the elementary office clock.

3.2 Academic Grades, Parent Portal, Online Access

Report cards are issued every quarter through Parent Portal and are kept in the student's permanent record file. Parents will be able to weekly check their student's grades/progress on "Parent Portal," an Internet service with which PCA is affiliated. 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 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 email teachers directly from Parent Portal with any questions or comments. All questions concerning grades should be directed to the teacher. Questions on the operation of Parent Portal should be addressed to the secondary office. All staff and teacher email addresses are listed on the PCA web site (www.plymouthchristian.org). We encourage email communication with our teachers when you have a concern or a question.

Academic Information/ Grading Scales

Kindergarten:

- (+) Independently and consistently performs at or above expected level
- (●) Performs at expected level
- (✓) Approaching expected level
- (-) Not performing at expected level
- (NC) Not covered this marking period

First - Second Grade:	<u>Scale</u>	<u>Percentage Grade</u>
	4	95-100%
	3	80-94%
	2	70-79%
	1	69% and below

Third-Sixth Grade:	<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Equivalent GPA</u>
	A	93-100	4.0
	A-	90-92	3.7

High Honors

B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7

Honors

C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7

Academic Probation (Below 70%)

D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 and below	0

- Key to Conduct Grades; (Christian Principles in Attitude and Behavior) for (K-6):

O = Outstanding
G = Good
S = Satisfactory
I = Improving
N = Needs to Improve
U = Unsatisfactory

- Key to Specials Classes; (Music, Art, Physical Education) for for (K-6):

O = Outstanding
G = Good
S = Satisfactory
I = Improving
N = Needs to Improve
U = Unsatisfactory

3.3 General Report Card Information

Lower Elementary (K-2): A Report Card / Student Learning Profile will be given to students at the end of each nine to ten week marking period. This profile will advise the parents of social and personal growth, academic strengths and weaknesses, and conduct/character according to the designated grading scale and may provide suggestions for reinforcing teaching efforts. Kindergarten report cards are not accessible by ParentPortal, but will be printed out and sent home at the end of the card marking. Grades 1 & 2 will be able to view the report card via ParentPortal.

Upper Elementary (3-6): Third through sixth grade students will receive letter grades as described above, along with percentages assigned to specific letter grades. A parent may access ParentPortal (PCA's secure communications service available for PCA parents to login and access their child's current grades and class information over the Internet) to view 3rd through 6th grade student report cards. Academic grades, social and personal conduct/character indications along with teacher evaluations will be reported on a nine to ten week basis. Academic progress for each subject will be indicated by using percentages. Students' grades are available online via ParentPortal and are updated once a week. We recommend parents and students check their academic progress online at least once per week.

- Final Report Card: A hard copy of the final report card will be printed for the parent by the school and sent home at the end of the year.
- Yearly Grade Average: The average of the four-quarter grades will determine the final grade and/or percentage for each subject.
- Withholding Grade Cards: If a student has tuition outstanding, the report card will be held until tuition has been paid. Please contact the financial office for additional information on outstanding tuition.

3.4 Honor Roll and High Honor Roll

Honor and High Honor Roll (4th - 6th grade): Criteria for students to receive Honors and High Honors certificates awarded at our final Honors Chapel are as follows:

- Honors: A student qualifies for the Honor Roll three ways:
 - On the Honors list three quarters
 - On the Honors list twice and High Honors once
 - On the Honors list once and High Honors twice
 - A student must have an average quarter percentage of 87% and 2.7/B- or above and no grade lower than 80% and 1.7/C.
 - The grade equivalent is based upon the GPA average and not the numeric average.
- High Honors: A student qualifies for High Honor Roll by:
 - Being on the High Honors Roll all four quarters
 - And having an average quarterly percentage of 90% and 3.7/A- or above with no grade lower than 80% and 2.7/B-.
 - The grade equivalent is based upon the GPA average and not the numeric average.
- Grades 3-6 Flex Math:
 - Students who show exemplary math skills may be eligible to test into the next grade level math.
 - A combination of the following determines this advancement; NWEA/MAP RIT score and percentile ranking, final math assessment score for current grade level, final math assessment score for the next grade level, and/or a teacher recommendation.
 - The family will be notified in June of placement determination.
 - A math packet will be provided and must be completed and turned in by the first day of school to be considered for placement.
 - If placed into Flex math, the student must maintain an 80% or greater in math to stay in the Flex math course.

3.5 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.

3.6 Parent Teacher Conferences

Communication between parents and teachers is extremely important. To provide for this, classes will be dismissed on certain days in the fall and spring to allow Parent Teacher conference time to be scheduled. Both parents and teachers are encouraged to initiate other conferences as needed throughout the year.

3.7 Classroom Policies

3.7.1 Homework Policies

The assignments given as homework are designed to develop initiative, response, and self learning. Homework provides the opportunity to practice and apply concepts within the classroom. The following guidelines are used in the process of assigning homework:

- An assignment is due on the due date.
- The first day an assignment is late, the highest grade the student will receive for the assignment is 64%.
- The second day it is late, the student will receive a 0% on the assignment.
- Students absent on the due date of a project, book report or assignment and that day only are responsible to hand that assignment in on the day they return. If a child has an excused absence, the project or report is due on the day they return to school for full credit. All other assignments missed due to an excused absence are due according to the excused absence policy.
- The highest grade a student may receive on assignments missed or turned in late due to an unexcused absence is 64% on the first day of their return and 0% after the first day. All work must be completed.
- No make-up work, missing assignments, etc., except those due to a prolonged absence or extenuating circumstances, can be handed in after the close of a marking period.
- Book reports and projects assigned ahead of time are due on the date assigned. If the student turns in the report or project late, the highest grade a child may achieve is 64% on the first day the project or report is late and a 0% any day after.
- Grace Notes; Plymouth Christian elementary recognizes that while assignments are expected to be completed and turned in on time, there are occasionally circumstances when missing an assignment is unavoidable. A student may use a Grace Note the next morning following the missed assignment with no penalty. Grace Notes may not be used for tests, quizzes or projects with advanced due dates. Please review specific class expectations at the beginning of the school year. Two Grace Notes per quarter will be issued to all 4th – 6th grade students.
- Special Circumstances; Unless there are extenuating circumstances approved by the teacher and the principal, assignments required for a course must be completed by the end of the marking period.

3.7.2 Test Retakes

A test retake may be given in extreme circumstances where a child has been seriously ill or a death has occurred in the family. In this circumstance, the student will be given the better of the two grades. Approval from the administrator must be given before the retake is administered. In math, due to the fact that students are given a pretest from which they study, no retakes will be given.

3.8 Educational Services

The Support Services Team at PCA consists of the K-12 Educational Services Specialist, interventionists, principals, Guidance Counselor, Behavioral Health Coordinator, and Elementary and Secondary Coordinators.

The Team 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 Support Services Team will assist students in establishing yearly schedules. Regular testing in achievement and aptitude will be conducted. The Team 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.

3.9 Standardized Testing

During the school year, students will take an assessment called Measures of Academic Progress® (MAP®). These MAP assessments help to determine instructional level and to measure academic growth throughout the school year. This assessment is given three times each year in the areas of Reading and Math, with third through eighth graders also being assessed in Language Arts and Science. This assessment is also offered to homeschool students at the beginning of the year as a baseline and at the end of the year to measure growth.

MAP assessments are unique in that they adapt to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. With MAP assessment, we can administer shorter assessments and use less class time while still receiving detailed, accurate information about your child's growth. A total of 2½ - 3½ hours will be the average time needed to complete these assessments. Following the September assessment period, parents will receive a report showing your child's baseline information. Future assessments will indicate the growth your student has made.

3.10 Academic Promotion, Probation and Retention

Learning builds upon previous learning and each Plymouth Christian Academy student must be well prepared to meet the rigor and challenge of a new grade level as he/she progresses through the year. The consequences for students who do not meet the promotion criteria for the specific grade level are outlined below. Transfer students must also meet all the requirements for promotion. Parents and guardians will receive notice of academic standing so that we might together help all students achieve and meet promotion criteria.

Parents can help their children meet the promotion standards by ensuring that students get to school every day, on time, checking homework assignments each day, and talking often with teacher(s) so that problems may be identified, discussed, and addressed. Decisions to promote or retain elementary school students will be based on successful completion of curriculum, attendance, behavior, and performance on assessments.

3.10.1 Academic Probation for First and Second Grade

- A 1st or 2nd grade student may be placed on academic probation when:
 - Promotion criteria for the previous grade level was not met OR...
 - At the end of the 3rd quarter a student is not performing at a 70% or above in their expected level or in their grade level in Math and Reading OR...
 - If a student is transferring from another school and struggles on the entrance exam and scores below the average percentile ranking for that grade level on the Reading or Math section of the

3.10.2 Academic Probation for Third – Sixth Grade

- A 3rd - 6th grade student may be placed on academic probation when:
 - Promotion criteria for the previous grade level was not met OR...
 - At the end of the 2nd quarter (mid-year during the school year), a student is not performing at 75% or above in their grade level in Math, Reading, English, Science or Social Studies OR...
 - If a student transfers from another school and struggles on the entrance exam, scoring below a the 70th percentile on the Reading or Math section of the standardized tests

If a student is placed on academic probation, parents will be notified by letter. During this probationary period, parents and staff will communicate about the student's progress. If the student is meeting promotion criteria during the probationary status, the probation will be lifted and the student will be restored to full academic status. Resource room, tutoring, or additional educational support may be needed to achieve promotion to the next grade level. If the deficiency of the student is such that the school is not able, through all of its interventions, to help bring the child up to grade level expectations, the student will be subject to review by administration.

3.10.3 Promotion Criteria

This detailed policy is designed to meet the needs of individual students and provide a strong partnership that will help all children achieve success at Plymouth Christian Academy.

- **Lower Elementary (First and Second Grade Promotion Criteria)**

In order to be promoted to the next grade level, the student must:

- Rank at or above the 70th percentile on the Student Learning Profile in Math and Reading AND...
 - Be recommended for promotion by the classroom teacher AND...
 - Meet attendance requirements AND...
 - Maintain satisfactory conduct during the academic year.
- Students not achieving promotion criteria shall:
 - Be retained in the current grade for the following school year OR...
 - Attend a remedial summer school program approved by the administrator and earn passing grades, satisfactory or above.
- Satisfactory completion of summer school shall mean a student:
 - Has a summer school attendance record of no more than three unexcused absences...AND
 - Has received a passing grade on the summer report card in both reading & mathematics...AND
 - Has final approval by the administrator.
 - If passing grades are achieved in a summer program, the student will be allowed to enter the next grade under specific Academic Probation Status detailed above and be placed in the Resource Room the coming school year in Math or Reading OR...
 - Be placed on Academic Probation by administration.
- **Upper Elementary (Third - Sixth Grade Promotion Criteria)**
- In order to be promoted to the next grade level, the student must:
- Earn a final grade average (4 quarter average per subject) of (D-) 60% or above in Reading, Math, English, Science, and Social Studies AND...

- Meet attendance requirements AND...
- Maintain satisfactory conduct during the academic year.
- Students not achieving promotion criteria shall:
 - Attend a remedial summer school program approved by the administrator
 - Receive tutoring throughout the school year
 - Be placed under review by teacher and administrator.
 - Parents will meet to discuss the child's needs. After consideration, the student may be allowed to enter the next grade under specific Academic Probation Status detailed above and placed in the Resource Room the coming school year if the subjects failed were Reading or Math OR...
 - Be placed on Academic Probation by administration.

3.10.4 Academic Support

For students who meet the school's requirements for admission, and yet are found through additional testing to require assistance beyond the regular classroom instruction in any academic area, his or her parents will be asked to meet with the Teacher, the Education Services Specialist and Superintendent to determine an individual plan for the child's education. Plymouth Christian Academy offers support for students who have a current IEP or Nonpublic Service Plan. Consultants are on staff to provide multi-tiered systems of support (MTSS) services. Once a child is enrolled, we will do whatever is possible to help the student be successful in school.

Following the MTSS Model, types of supports might include the following:

- Best Practices interventions within the classroom by the teacher
- Providing additional work for home
- Academic support within the classroom with a tutor
- Reducing or revising an assignment (with permission of the Superintendent)
- Recommending private tutoring or counseling
- Academic support within the classroom or outside of the classroom with the Educational Services Specialist or Student Services Coordinator

3.11 Supports to Ensure Academic Success

While PCA offers additional means to ensure academic success, it sometimes becomes necessary to add additional support to the existing program to meet the educational needs of our students. In such instances, the following procedures will be followed:

- 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 concern(s), tests administered, results of tests, diagnosis, and educational recommendations.
- A conference will be held between the Parent/Guardian, Student, the MTSS Team, and the Superintendent to discuss the plausibility (reasonableness) 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.
- School administration will have the final say in determining whether the requested support will be allowed. The decision will be determined by the probability of success of the supports, 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.

- Once a year, a meeting between Parents/Guardians, the MTSS Team and School Officials must be held to review the supports based on the continued recommendation of the certified school psychologist, psychiatrist, or educational diagnostician.
- Teachers will do their best to differentiate instruction to ensure student success.

3.12 Textbooks and School Materials

During the school year, all textbooks and workbooks are loaned by the school. On the day of issuance, the name of the student should be written on the inside cover of the books and in the teacher's record book. Books are to be handled with care and kept in good condition, free from any marks. Any damage and/or replacement will be paid for prior to the issuance of "end-of-the-year" report cards. ALL 3rd - 6th grade students are required to cover their textbooks.. Book covers may be purchased or paper bags may be used to cover books. We ask that students not use adhesive covers on textbooks. We do not allow teacher manuals to be borrowed.

If a parent desires to borrow a school textbook(s), the parent must check with a school administrator for availability of desired textbook(s). Once availability has been established, the parent will fill out a form and pay a \$25.00 fee per book. Once the textbook(s) has/have been returned, the money will be returned to the parent.

3.13 Homeschool Partnership

Plymouth Christian Academy welcomes all children seeking to train their child in a biblical worldview environment. For families who are interested in our new HSP (Home School Partnership), PCA offers a one or two day program to support parents in their desire to prepare students to impact their world for Christ. Home School Partnership (HSP) families are valued members of the PCA community and may participate in many activities and events available for full time students such as field trips, performing choirs, chapel, Grandparents Day, Field Day and more.

HSP is a one or two day program geared for K-6th grade homeschool students. Tuesday home school students typically will begin the first Tuesday in September and end the first Tuesday in June. Thursday homeschool students will begin the first Thursday in September and will end the first Thursday in June.

HSP students will adhere to PCA dress code standards. The HSP Coordinator will pray with the children, have morning devotions and guide them through their schedules throughout their school day. HSP students have the option of MAP Testing during Fall and Spring (\$25). When a grade level is on a field trip, the HSP Student is welcome to attend. (A nominal fee may apply.) If the HSP Student's family decides not to attend the field trip and the entire PCA class/grade is gone, the student will not have class that day.

These are some of the "Specials" Class Offerings available for HSP students: Vocal Music, Band, Project SHINE and all school-wide service projects, lunch, computer class, World Language, Chapel, participation in two musicals, field trips (trip fees as applies), Math Olympics, Spelling Bee, Speech Festival, Art Class, art shows, Physical Education, recess, Special Choirs, Jump Rope Club, class parties, Olympic Field Day, etc.

3.14 Student Tutoring

Teachers, school staff and parents with intentions to tutor Plymouth Christian Academy (PCA) students must take the following steps to be in compliance with school policy: (1) Register with the appropriate administrator and provide contact information with the subject and grade level to be tutored. (2) Tutor agrees to be in the Plymouth

Christian Academy Tutor Directory and allow his/her phone number to be made available to interested parents. (3) Tutors who are not current employees or students must submit to a background check. (4) Tutors agree to provide all tutoring on our PCA campus in a location approved by an administrator with another individual monitoring all sessions. (5) Tutors, and individuals monitoring sessions, must sign the tutoring log in the office each session. (6) Tutors who do not abide by this policy will be subject to disciplinary action up to and including dismissal.

Tutoring Application Sample*

- ☐ 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 2:55pm – 6:00pm.
 - 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 permission from the administrator) while maintaining an open view with windows and door open (weather permitting).
 - I understand 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 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.
- ☐ 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.

**NOTE: Please see the Elementary Receptionist for Tutoring Application*

3.15 Media Center

The library is open for student use every day from 7:15am to 3:15pm, Monday through Wednesday, 7:15am to 11:15am on Thursday, and closed on Friday. Grades K-6 go to the library on a regular basis. The number of books a student may check out will be determined by grade: K-1st grade (2) books at a time; 2nd-3rd grade (2-3) books at a time; 4th-12th grade (4) books at a time.

Before a K-1st grader will be allowed to check out another book, the one he/she already has must be returned. We do not charge any fines for overdue books. However, if you should receive a letter telling of a long overdue book, a \$1.00 fine will be charged, and must be paid even when the student's library record is cleared. If a book is lost or damaged beyond repair, the student/parent must pay for a replacement copy. We will refund your money within a year's time if the book is found in good condition.

For your convenience, a library drop box is located in the lower elementary hall, or books may be returned directly to the library during the day. Your cooperation in the prompt return of all borrowed library books is greatly appreciated.

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 be used only for school related assignments and research, and may not be used for games, entertainment, etc. 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.

4. Spiritual Formation

4.1 Biblical Worldview

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 encourage each student to be active in his/her home church and in a neighborhood ministry. Students are encouraged to form Bible studies and prayer groups.

4.2 Bible Class

Every PCA student attends a daily Bible class. For elementary students, Bible class is taught in their classroom, using the ESV bible translation. ESV Bibles are available for students, or they may bring their own.

4.3 Chapel

Elementary Chapel is foundational to the spiritual growth of students at Plymouth Christian and reinforces biblical truths that permeate our curriculum. The weekly chapel program is one of the school's highest priorities in training young people to learn and grow in their faith, to develop a biblical worldview and share God's love with others. We strive to create authentic, dynamic worship services that address real problems in practical ways to help students walk continually closer with God. As a staff, we are honored to partner with parents in the spiritual development of their children to equip them to serve God now and in the future. Kindergarten through 6th grade students meet for chapel in the auditorium on Tuesdays at 10:15am. Chapel days and times are posted in our weekly parent notice. Parents and families are encouraged to attend and sit with their child. Our Thanksgiving chapel is attended by the entire school.

4.4 Connect Groups

Since prayer is a bedrock of our faith, PCA provides the opportunity for our elementary students to grow in their prayer life. This initiative, called Connect Groups, is a small group mentoring program for elementary students. This program encourages a deep, abiding relationship with Jesus by teaching our young people to develop a meaningful prayer time and breaking prayer into recognizable pieces. Approximately once every month, during the Connect Group Chapels, the chapel speaker will focus on a different aspect of prayer using scripture, stories, and interactive activities. Following the speaker, students meet with their pre-assigned small groups, led by a 6th grade student mentor, to practice what they learned through directed activities, responsive prayer, and group prayer time.

4.5 Godly Character Counts

Godly Character Counts is the program used at PCA, from preschool through 12th grade, to promote unity and biblical character education. It is our greatest desire to not only build each student's mind, but to train, equip and disciple our students to have Christ-like character. The program includes six core biblical values that equip our students to live a Christian life in a challenging and demanding world.

To ensure purposeful character education for each student we ask that each parent / guardian emphasizes the monthly pillar of character in the home environment as well. The weekly parent newsletter introduces the character trait as well provides creative ideas to implement and enhance the family unit. Each month, the Godly character counts trait is displayed, taught, integrated and communicated in several areas of our school environment; chapels, morning announcements, subject areas, daily student and weekly parent communications, all school service projects, leadership training and student mentors. In addition, the Six Pillars of Character are regularly stated in the Elementary weekly announcements, parent letter and Secondary "Dailies."

Respect (Sept | Oct); Treat others with respect; follow the Golden Rule • Be tolerant of differences

- Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone
- Deal peacefully with anger, insults and disagreements
 - *Romans 12:10 "Be devoted to one another in brotherly love. Honor one another above yourselves."*
 - *Ephesians 4:32 "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."*

Caring (Nov | Dec); Be kind • Be compassionate -Show you care • Express gratitude • Forgive others

- Help people in need
 - *Galatians 6:2 "Carry each other's burdens, and in this way you will fulfill the law of Christ."*
 - *1 John 3:17 "If anyone has material possessions and sees his brother in need but has no pity on him, how can the love of God be in him?"*

Responsibility (Jan); Do what you are supposed to do • Persevere: Keep on trying! • Always do your best

- Use self-control • Be self-disciplined • Think before you act • Consider the consequences • Be accountable for your choices
 - *Romans 14:12 "So then, each of us will give an account of himself to God."*
 - *Luke 16:10 "Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much."*

Trustworthiness (Feb); Be honest • Don't deceive, cheat or steal • Be reliable • Do what you say you'll do • Have courage to do the right thing • Build a good reputation • Be loyal • Stand by your family, friends and country

- *2 Corinthians 8:21 "For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men."*
- *Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord, not for men."*

Fairness (March); Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

- *Luke 6:31 "Do to others as you would have them do to you."*
- *Ephesians 5:15 "Be very careful, then, how you live—not as unwise but as wise."*

Citizenship (April | June); Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority

- Protect the environment
 - *1 Peter 3:8 "Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble."*
 - *Colossians 3:12 "Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience."*

5. Student Life

5.1 School Lunch and Cashless Lunch Program

Our school lunch program offers an online service that allows parents to monitor their children's lunchtime purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments or by credit card. Each child's account will be updated nightly so account balance information and payments will be current as of the following day. In order to take advantage of this service, parents' need to create a parent account. We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Any money that is not spent by the end of the school year will be available the following school year. The cost of a daily lunch is \$4.00. A lunch menu is available online. We encourage you to review the menu with your child to ensure that he or she will enjoy the food being served.

Students in K-6 may supplement their lunch with a smaller number of ala carte items such as nachos & cheese, salads, fruit, cooked vegetables or cookies. Beverages are available for all grade levels (milk, V8 Fusion, and water).

If your child does not have lunch, an I.O.U. slip indicating the date and amount due will be sent home. A phone call to the student's home will also be made to let parents know about the I.O.U. If you have any questions, please contact Suzie Palms at 734-459-3505, ext. 3146.

One-step meals are encouraged and allow students plenty of time to finish their meal during their half hour lunch break. Complicated frozen meals or pre-packaged entrees that require several steps of preparation from our lunch staff (i.e. boiling water -which takes time and poses a potential safety hazard), pre-cooking, stirring or mixing in additional ingredients can take away from our lunchroom staff's ability to serve the student body.

5.2 Elementary Events

- **All Elementary K-6th Grade Orientation and Open House:** The start of the school year is an exciting time for our school! Parents are invited to attend an informational, all parent orientation meeting in the auditorium with the school's Superintendent. Following the overall school orientation, parents are welcome to visit their child's classroom to meet with the teacher and enjoy a presentation of classroom procedures, curriculum, activities and educational practices. Parent Orientation night is divided into two, half hour time slots to accommodate parents who have more than one child proceed to the next classroom for the next half hour segment.
- **Elementary Fall Festival:** Open to K-2nd grade students and families, the purpose of this event is to celebrate Fall in a fun way. Depending on grade, students may have a different dress code on this particular day (i.e.: farmers, farm animals, vegetables). Parent volunteers are welcome and appreciated.
- **Thanksgiving Breakfast:** This event is designed for K-3rd grade. A Thanksgiving breakfast feast is prepared for the students by our Food Services Staff. After breakfast, we meet in the auditorium for an All School Thanksgiving Chapel. Parents and families are welcome to attend.
- **Spelling Bee:** The purpose of our Spelling Bee is to help students improve their spelling, increase their vocabulary, and develop correct English usage that will help them all their lives! Each year, PCA's 1st-8th graders participate in the Association of Christian Schools International (ACSI) Spelling Bee to improve their spelling skills. The event location varies and is often held at PCA. We have 24 students compete at the district level and some students advance to the national level in Indiana.

- **Elementary Jump Rope Club:** Students in 2nd-6th grade are invited to join our “PCA Jumpers,” a jump rope club that meets one day a week. At its conclusion, jumpers display what they have learned at an exhibition event in the Butler Gymnasium. Parents, family and friends are invited to attend the event.
- **Elementary Picture Day:** Open to PK-6th grade, picture day is held in the west lobby of Calvary Baptist Church. Students should wear dress code clothes only!
- **Elementary Speech Festival:** This is a wonderful event geared for our 3rd-6th graders and is designed to help students gain poise and confidence through public speaking. All students are required to choose a selection according to specific criteria from the following categories: Humorous poetry, Scripture, Serious Poetry or Monologue. Students are expected to memorize their selection, present it to their class, and enter it into the speech festival. Parent speech coaches work with the students the month before the event. The day of the Speech Festival is an exciting one! Students have the opportunity to perform their selections in front of a friendly panel of judges on the morning of the festival. Everyone is welcome to attend the Speech Festival Assembly at 1:30pm in the auditorium to honor every participant with a ribbon award. The top 20 students scoring their personal best in each evaluation area, will present their speech at the assembly.
- **Elementary Engineering Day:** This event is geared for 3rd – 6th grades. Students will experience what it's like to be an engineer and the roles engineers have in our society. This event takes place in our classrooms during the afternoon, and parents, families and friends are encouraged to attend.
- **Math Olympics:** Math Olympic Run-Off Tests are given as practice competitions to help students prepare for the main event! The ACSI Math Olympics is a series of timed tests and requires math fact speed and a high level of reasoning, (story problems, puzzles, etc.). Our in school “run-off” tests promote interest, involvement and challenge for all students. Math Olympics practice tests do not require extra studying. Students are required to participate and are encouraged to do their very best on these timed tests. The top three students in the computation category and the top three students in the reasoning, per grade level, advance to the National Testing Day in March each year.. The event takes place on our campus. Tests are mailed to the ACSI Official Scoring Station the same day. Students are given four ladder of challenge tests lasting 11 minutes each. Certificates, ribbons and medallions are awarded to the top three students in each grade level and category at an end of the year awards assembly.
- **Robotics:** Students in 5th-6th grade meet together to investigate, design, build, test and program robotic models to accomplish a variety of tasks. This allows students to develop a deeper understanding of how Science, Technology, Engineering and Math are used in the real world.
- **Project SHINE and School-wide Service Projects:** We are privileged to serve others in Jesus’ name in a variety of ways at Plymouth Christian. Each year, the school engages in an all-school service project providing much needed items for the following organizations: Samaritan’s Purse, Detroit Rescue Mission, canned food for food pantries. Project SHINE stands for Serving Him In Neighborhoods Everywhere and is a dedicated week in the school year to give back to our community. Partnering with over 18 organizations, Project SHINE equips, empowers and enables Plymouth Christian Academy students to make lasting change that significantly impacts their community for Christ. Students from preschool through grade 12 have the opportunity to participate in a variety of community service projects from reading to the elderly, making blankets for orphans, painting shelters, mentoring at risk teens and so much more! Through these experiences, students see the benefits of serving others in His name as they learn to implement sustainable change.

5.3 Fine Arts Events

5.3.1 Elementary Concerts and Musicals

- **Elementary Christmas Concert:** This Beginnergarten-6th grade concert celebrates Christ's birth. The event, which takes place in our church auditorium, is geared for the entire family and is usually held in early/mid-December. Children will typically need some sort of costume. Notes will come home early in the semester to let parents know what your child will need. PCA elementary band, choirs and strings perform first, then the BGN-6th grades present their Christmas musical. Lower elementary or upper elementary students take turns presenting the musical, therefore it is possible that certain grades will not participate in both Spring and Christmas musicals. The event typically runs for about 1½ hours.
- **Elementary Spring Musical:** This Beginnergarten-6th grade event features PCA strings, band, choirs and a children's Christian musical presented in the church auditorium in the spring (May). This event is geared for the whole family and usually runs about 1½ hours.
- **Elementary Art Show:** Elementary students have their artwork displayed in the church auditorium lobby before and after the Elementary Christmas and Spring Concert events.
- **Vocal and Instrumental Concerts:** These events are held throughout the year for school families and friends. The primary events are the Christmas Concert and the Spring Concert, however, other band concerts take place throughout the year. Students are expected to participate in both concerts.

5.3.2 Concert Etiquette

Please help your child learn good concert etiquette (i.e. when it is appropriate to clap, sitting quietly while others perform, not talking to friends nearby, etc.). We appreciate your help as we teach our children to appreciate the hard work and ministry of their fellow students by respecting their performance. Attendance / participation at concerts is part of your child's music grade.

- Please talk to your children ahead of time to help them know they will need to stay with you until it is their turn to come to the stage.
- Please do not enter or exit the auditorium while a group is performing. Aisles must remain clear as it is a fire hazard to block the aisles in the auditorium. Parents should refrain coming past the front row during a concert to take pictures of your children. For those with younger siblings who may not be able to sit quietly (at even the most interesting concert), please respect those around you by taking him/her out of the auditorium. Also, be aware that people in the rear of the auditorium can hear children or adults talking out loud or babies crying in the lobby, even with the doors closed.
- All cell phones should be turned off during a concert.
- Please refrain from bringing food or beverages into the auditorium or lobby.

5.4 Elementary Yearbooks

Elementary yearbooks are distributed toward the end of the school year to all students in PK-6th grade. Yearbook costs have been added into the student fees and are paid by parents at the beginning of the year.

5.5 Athletic Program

The PCA Athletic Program uses 1 Corinthians 10:31 as their theme verse. "So, whether you eat or drink, or whatever you do, do all to the glory of God." This theme is heard in our team huddle breakdowns, social media

hashtags, and celebrations - whatever we do, we do #AllForHim. 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.

- **Elementary Olympic Track and Field Event:** This event is for 1st-6th grades. Students are divided into teams with 2 first grades, 2 second grades, etc. up through 6th grade. Groups of approximately 12 children are led by 6th grade Captains and represent a country in today's world. To begin the day, each team participates in a parade of nations. After taking the Olympian Pledge, students compete in Olympic games all day with a closing congratulatory ceremony at the end. Snacks and water are available for sale throughout the day. Typically lunch is pre ordered or may be brought from home. Students eat in the classrooms on this day. Parents are greatly needed and are encouraged to participate!
- **Elementary Endurance Run:** During the school year, in Physical Education classes, students run before P.E. classes begin. This running activity builds heart muscle, strengthens our students' bodies and sharpens their minds. As a culminating activity, all elementary students participate in our Endurance Run. Students run according to class and gender and only run the same distance they have been running in class. The distance rises in difficulty as the students grow older. Students come dressed in shorts and are able to wear them for the day. Parents are welcome to attend.
- **Interscholastic Sports:** Students in 7th-12th grades 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.
- **Intramural Teams:** PCA intramural teams play against schools from the surrounding areas, and our coaching staff serves as Christian role models and examples of excellence to our young players.
 - Co-ed Volleyball, 4th and 5th grade
 - Girls Basketball, 5th grade
 - Boys Basketball, 5th grade
 - Girls Basketball, 6th grade
 - Girls Volleyball, 6th grade
 - Boys Basketball, 6th grade

5.6 Class Trips

- **Northern Experience Trip (5th Grade):** Held in late September, 5th grade students and parent volunteers depart on a Thursday morning and return Friday around midnight with the purpose to see first-hand our beautiful state of Michigan. Students stay overnight at Crystal Mountain Resort, view a Lake Michigan lighthouse, climb Sleeping Bear Dunes, hike up an overlook of Lake Michigan, visit the maritime Museum and see first-hand how ships were rescued back in Michigan's early history. This is an amazing educational trip and a culmination review of Michigan history. The Northern Experience Trip Parent/Student Informational meeting is held early in September and all 5th grade parents are encouraged to attend. Students are welcome to come and sit with their parents. Childcare is not provided. Students are to remain with their parents during the meeting.

- **Chicago Trip (6th Grade):** In the spring, 6th grade students take a trip to Historical Chicago via Amtrak Train and Motor Coach bus. This is a two-day trip in which parents may attend as chaperones. Students stay in a Marriott Hotel, explore museums, the Willis Tower, and the Navy Pier, take a boat cruise through the canals, eat at Medieval Times, and shop Chicago's "Magnificent Mile." This is an amazing trip and celebrates our sixth graders entrance into middle school. The Chicago Parent Meeting is a mandatory meeting designed to educate 6th grade students and parents in their final preparation instructions for the 6th grade Chicago trip. This meeting typically lasts one hour and students should sit with their parents.

5.7 Awards Assemblies

- **Fine Arts, Music, P.E. and Walking Club Awards:** This awards assembly is for K-6th grade students. Not all students will receive an award. Students receiving awards include those who participate in band, strings choirs, Art Contest winners, Walking Club and Presidential Physical Fitness winners. Piano recital students will receive their awards in music class. Parents, family and friends are welcome to attend.
- **Elementary Character Awards:** This awards chapel is held every year at PCA. Every student in the K-6th grade will receive a character award. Kindergarteners will receive their awards in their classroom. These awards are based on the outstanding Christ-like character trait the student has exhibited throughout the school year. Parents, family and friends are welcome to attend.
- **Elementary End of the Year Awards and 6th Grade Graduation:** This event is held in the church auditorium on the last day of school. Students are to wear school attire. Sixth grade students dress up for this occasion (i.e. girls wear nice dresses, boys wear suits). Awards for attendance, honor roll, safety participation and academic competitions will be presented. The day culminates with the 6th grade graduation ceremony. This event usually lasts between 1 - 1½ hour.

5.8 Class Parties

Usually, classes celebrate the Fall season, (excluding Halloween), Christmas and Valentine's Day with a class party. The teacher and parent volunteers should work together to determine what day and theme would be best to celebrate these special events. Any communication (letter/email) must be reviewed and approved by the Elementary Principal or Elementary Coordinator. Parents are welcomed to help at any class party (we can never have too many parent volunteers!) For student birthdays, students may bring in a simple treat for their classmates to celebrate with prior notification to the teacher. Parents should check with the teacher about the allergies of any students. Treats should be for the student's class only. If your child desires to invite friends to a birthday party outside of school, please invite the whole class or mail an invitation to a few individuals. This will ensure kindness to all students.

5.9 Gifts

5.9.1 Teacher Gifts

If families wish to express their appreciation to a teacher, they are encouraged to give individual gifts rather than have a room mom collect for the group. This reduces pressure on families who wish to express their appreciation individually, as well as financially respects those with multiple children in the school.

Teacher Appreciation Week is a nationally celebrated week in May where students can, if they choose, show their appreciation to their teacher any way the family may choose. This does not fall under the room parent obligation and will not be celebrated as a class. A Teacher Appreciation Luncheon is provided by the school.

5.9.2 Student Gifts

Gifts given to other students should be done in the parking lot or off campus. Students should refrain from giving gifts to friends in class. Gifts may be given to every student in a class and prior permission from the teacher.

5.9.3 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 Development 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 Advancement Department has additional information about these programs.

5.10 Student Sales and Fundraising

Students are not permitted to conduct personal sales of any items (candy, baseball cards, etc.) to the 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.

5.11 Field Trips

All students are required to return sign permission slips from their parents or guardian before being permitted to attend field trips. Phone permission is not acceptable. 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 be 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 established for the trip must first be approved by an administrator and then the sponsors will act in his/her stead in the enforcement.

5.12 Lost and Found

All textbooks found should be turned into the office and will be directed to the teacher of that subject. Other articles found in the school or on campus should be placed in one of the LOST AND FOUND receptacles, located in the church building basement and outside of the secondary office. Parents and students should check this receptacle regularly for personal items. Unclaimed articles will be given to a service organization.

5.13 After School Care

After School Care is provided for K–6th grade students during full school days throughout the year. This service is prepaid in full at the time of enrollment. After School Care is available from 2:55pm to 6:00pm. There are no “make-up days” for a student who misses days in After School Care for which the family has already paid. A variety of activities are provided with staff from our school overseeing this program. Applications are available in the elementary office for parents interested in entering their child into this program. Please note that all students not

picked up by 3:30pm, will be placed in our After School Program until the parent arrives. The family will be assessed a \$20.00 fee for each time this happens.

5.14 Annual Auction Gala

This annual gala event is a highlight of PCA and is geared for the entire family and community. The event is held in the Butler Gymnasium which is transformed to reflect a unique theme. Each class presents an item (or basket of items) to be auctioned that evening. All proceeds benefit the students of PCA. Many volunteers are needed to help make this event a success. PCA encourages all parents, students and families to attend.

6. 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. The primary responsibility for appearance and grooming rests with the student and his/her parents/guardians. Cheerful, consistent compliance with the dress code policy by all students is expected.

Parents have a 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. Students are required to be in dress code until 3:00pm, Monday through Friday, unless otherwise directed. The Elementary Principal shall make all final decisions regarding the appropriateness of school dress.

Because PCA does not celebrate Halloween, students are not permitted to wear clothing or accessories that contain witches, ghosts, devils, jack-o-lanterns, etc. Designs, symbols, or words referring to secular music groups, inappropriate themes, or any other subject deemed objectionable are not allowed. "Jeans Day" wear is limited to denim pants and dress code tops or class t-shirts.

6.1 Elementary Dress Code

K-6th grade students are to wear clothing purchased through the Lands' End School Catalog or from other sources (JCPenney, Target, Sears, etc...) to match Lands' End styles. The Lands' End School Catalog can be viewed online at www.landsend.com/school and our preferred school number is 9000-6520-2. Below are details about guidelines, attached pictures and descriptions for examples.

- General Guidelines:
 - Any solid color is allowed.
 - Only PCA logos are allowed on clothing.
 - No visible insignias or brand names on clothing.
 - All shirts must have a collar and be tucked in.
 - Solid-colored, chino pants, with or without pleats are allowed, including shorts.
 - Solid color belts must be worn with belt loops.
 - Shoes must completely cover the foot and be worn with solid colored socks.

- Clothing must be neat with no holes.
- **Sweaters/Sweatshirts:**
 - Any solid color is allowed, no stripes or patterns.
 - All sweaters and sweatshirts must have a dress code shirt underneath.
 - Long sleeve or sleeveless, v-neck, crew, cardigan, or v-neck cardigan are permitted.
 - The sweater can be cable, ribbed, or flat knit style.
 - Sweatshirts are only allowed with a PCA logo and must not be oversized.
 - No polar-tec vests, coats, hooded sweatshirts or other outerwear may be worn in class.
- **Shirts:**
 - Short or long sleeve styles are permitted- no $\frac{3}{4}$ length sleeves allowed.
 - No layering of a short-sleeved shirt over a long sleeved shirt.
 - T-shirts worn as outerwear are not allowed.
 - If wearing an undershirt, please wear white or a solid color.
 - All student tops must be Lands' End School Catalog style or from other sources that match Lands' End styles. Please make sure there are no stripes on collars or sleeves.
- **Pants/Shorts:**
 - In addition to chinos, corduroy pants are allowed.
 - No cargo style pants or shorts are allowed.
 - Chinos without belt loops are permitted.
 - One or two back pockets and cuffs are permitted on chinos and shorts.
 - Docker style pants with slight flared legs are acceptable.
 - No dress jeans.
 - Shorts should be modest in length and measure approximately three inches above the knee. Wind pants are allowed for gym but not for daily class wear.
 - No bike shorts-unless they are worn under a dress and not visible.
 - No rivets on pants.
 - No capris or pencil leg pants.
- **Skirts/Jumpers:**
 - All girls' dresses, skirts, shorts, and skorts must be modest in length and measure approximately three inches above the knee.
 - Cord skirts, skorts, pleated cargo skirts, and "above the knee" skorts are not allowed.
 - Jumpers need to be scooped neck, dropped waist, with a band and some pleats. Jumpers and skirts may have a plaid pattern- see pictures for examples.
 - Girls are allowed to wear solid color leggings, tights, or footless tights if they are paired with a dress code length approved skirt, skort, or jumper.
- **Shoes/Footwear:**
 - To prevent injury, shoes must completely cover the foot.
 - Sandal type shoes are not permitted. Socks/hosiery must be worn.
 - Athletic shoes and socks with insignia may be worn.
 - No Heelies with or without wheels may be worn.
- **Hair:**
 - Girls' and boys' hair must be a neat style and of a natural color.

- Hairstyles should not be a distraction to the students or others around him, this includes mohawks, ponytails, or any other extreme haircut.
- Boys should have their hair trimmed and tapered so that the whole ear is visible.
- Hair should be worn above the eyebrows in front and not below the top of a shirt collar in back.
- Accessories/Other:
 - Sunglasses, bandanas or hats may not be worn in school, unless allowed by a classroom teacher for a special day.
 - Jewelry must be modest. Boys are not permitted to wear earrings.
 - No tattoos, facial painting or sprayed hair color.
 - No swimsuits.
 - On “Jean’s Days”, students may wear denim jeans/capris that are not frayed, slit, have holes, or are torn at the hem. Belts are not required.



Boy-Dress Code Quick Reference Sheet



- Long or short sleeve solid color polo shirt tucked in
- Solid color belt
- Khakis or any solid color pants
- PCA sweatshirt and sweaters must be worn with a dress code shirt underneath
- Tennis or dress shoes with socks— no sandals
- Lands End school code: #900065202
- See Handbook for more dress code details

Girl—Dress Code Quick Reference Sheet



- Long or short sleeve polo shirt with a collar tucked in
- Khakis or any solid color pants
- Plaid or solid colored jumper with pleats
- Solid color belt
- PCA sweatshirt and sweaters must be worn with a dress code shirt underneath
- Closed toe shoes no sandals with socks
- Lands End school code: # 900065202
- See Handbook for more dress code details

6.2 Attire for Class Trips / Field Trips

The dress code for class trips, field trips and extra-curricular activities will be the same as the school dress code, unless the sponsoring teacher(s) requests otherwise. Any special rules that the sponsor(s) establish for the trip must first be approved by an administrator and then the sponsors will act in his/her stead in the enforcement. One-piece swimsuits for girls are required for all swimming events.

6.3 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. For all school activities outside the school day students may wear modest shorts that reach past the fingertips, at a minimum, while standing. Students who are inappropriately dressed (as determined by the school administration using the current dress code as a guide) while in attendance at a school sponsored

activity, may be asked to change or leave the activity/school grounds and may receive a detention. Any tattoos must be covered and not visible.

7. Student Behavior

7.1 School Discipline Policies and Procedures

The following policies and procedures are provided to give both the student and the parent an overview of our school disciplinary procedures. Please note that this list is not meant to be exhaustive but illustrative of the various disciplinary actions and procedures the school follows. Following the overview, please review the PCA Elementary Behavior Rubric for Kindergarten-6th Grade. This rubric is a guideline the school will use as a tool to address inappropriate and mean behaviors and to remind students of the consequences of their behavior.

7.1.2 Philosophy of Discipline

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

- 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).
- 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).
- Restitution plays a key role in discipline by ensuring justice and protection for offended parties. It also provides the offender a painful reminder, which can serve as a motivator for future right behavior (Exodus 22:1-15).
- The authorities that administer discipline are not infallible (Hebrew 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).
- In the Christian community, we sometimes mistakenly think that the grace and forgiveness we are offered eliminates the adverse consequences of our actions. But while it is true that consequences without forgiveness become revenge, it is also true that forgiveness without consequences becomes 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 and 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 may hear of the incident. Furthermore, some incidents are instructive for all students and may be discussed within the context of the classroom. If this is done, discussions will focus on the event itself more than the persons involved. Finally, if the offense is of a public nature, it may require a public apology and/or public restitution.
- Because Christian commitment extends to all areas of life, even off-campus student conduct is subject to the school's disciplinary policy. The school may 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. Nevertheless, on-campus conduct has a direct impact on PCA's mission and is the primary focus of the PCA Discipline Policy.
- Teachers establish individual classroom rules concerning general student behavior (for example, gum chewing or excessive talking) using procedures that contribute to positive learning experiences. Disobedience, disrespect, lack of courtesy, incomplete homework, and other misbehavior 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, as per this Policy.

7.1.3 Considerations in Assessing Discipline

Sin not only affects the sinner, it affects the community (Exodus 20:5). Both these effects must be accounted for in determining how best to discipline a student. Additionally, the student's subjective intentions as well as the objective harm caused are relevant. Thus, in assessing appropriate disciplinary measures, the student's disciplinary history, the seriousness of the harm the student intended to cause, and the severity of the harm actually caused (to themselves, to other students, and to the school at large) will all be considered.

- **The student's disciplinary history:** A student's prior history at PCA is relevant when assessing discipline. A student with a history of discipline issues may receive a heightened penalty as compared to one with no disciplinary record at all, whereas a student with an otherwise exemplary conduct record over a number of years at PCA may receive a less penalty than a student who has yet to demonstrate consistent compliance over time.
- **The student's intent regarding the infraction:** Some infractions are due largely to ignorance and immaturity; others are committed with the intention of causing serious harm. Determining a student's intent is crucial in establishing the appropriate punishment.
- **The harm done to self, others, and the school:** Apart from the student's intent is the harm actually caused, and the two are not always the same. Some ill-intended plans are thwarted before they do any damage, and yet are deserving of punishment; other actions may be undertaken as earnest jokes or pranks, and yet cause serious damage. The worse the harm, the more serious the penalty.
- **The best interests of the student and the school:** While the goal is always to be fair and consistent in discipline – treating similarly situated students alike – there are often extenuating circumstances that ameliorate or heighten the severity of a disciplinary violation apart from, or in addition to, the considerations above. In order for true justice to occur, these circumstances must be accounted for in discipline decisions.

7.1.4 Lines of Authority

- **Teacher / Classroom Discipline:** The teacher is the first line of discipline in any classroom setting. Classroom discipline may range from parental contact to a written assignment. A teacher may refer the student to the Elementary Principal due to extreme or habitual negative behavior.
- **Elementary Coordinator or Principal:** The Elementary Coordinator or Principal will become involved in all matters of serious school discipline and holds the right to use parental conferences, work assignments, detentions, suspensions, and other appropriate means of disciplining. The Elementary Coordinator or Principal may also work with students struggling with their relationships with others.
- **School Superintendent:** When necessary, the School Superintendent may become involved.

7.1.5 Appeal Procedure

If a student or parent is offended by the words or actions of a teacher, as a Christian Brother, they should go first to the teacher through whom the offense came and share this with him/her. If, after consulting together and praying for mutual understanding, there is no reconciliation, they then should agree to go together to counsel with the Elementary Coordinator or Principal, but never before approaching the teacher. In like manner, if there is a disagreement with the Elementary Coordinator or Principal and the matter cannot be resolved, then the two should make an appointment with the Superintendent after following the preceding steps.

When parents need solutions to problems, please follow these steps: (1) Pray, then accept personal responsibility, ask for information, discuss your concern with the teacher first and suggest a solution. (2) Contact the Elementary Coordinator or Principal with a general elementary concern. Build consensus by generating a possible plan together. Agree to a timeline for the solution and get help from administrators when needed. (3) Continue praying, keeping communication open, monitor solutions together and make adjustments when necessary. (4) Thank the Lord and praise Him as you continue to work together to achieve necessary results.

If communication breaks down with the Elementary Coordinator and teacher, please request a meeting with the Elementary Coordinator, teacher and the Superintendent.

7.1.6 Disciplinary Methods

Discipline at PCA follows three general steps. At the first (1) level, the teacher will work with the child to achieve necessary changes in behavior. When insufficient progress is made, the teacher will enter the second (2) stage, and will involve the parent to work together to see the necessary change. At the third (3) level, the Principal will become involved. Serious infractions, such as those listed in the major offenses, will go directly to the Principal.

7.1.7 Detentions and Suspensions

Official detentions will be issued by the Principal. Parents will be contacted to inform them of their child's detention. Detentions must be served on the assigned date. Students who are absent on the day of detention will be expected to attend the first session available upon their return. Students will not be excused from detention to attend special activities or classes.

Suspensions are serious steps in school discipline. Suspensions may be given for violations such as cheating, stealing, playing with matches, fire, or firecrackers, defacing or damaging school property, fighting, showing disrespect, bullying-like behavior, use of profane or obscene language or gestures, extreme misbehavior during school, habitual problems with school related policies, use or possession of tobacco, alcohol, or drugs, and making threats against the school or an individual. In addition to the attendance penalty of missing school, the following academic penalties will occur for suspended students: Major quizzes, tests, or projects may be made-up with the highest grade a student may make being a 64%. Homework must be completed, but will receive zero credit.

7.1.8 Probation

Probation is a set period of time where a student is closely monitored by school officials. There are two types of probations utilized by PCA: academic and behavioral probation.

- **Academic Probation:** If a student struggles on the entrance exam and scores below the 50 percentile on MAP/NWEA, the administrator may place the student on probationary status for the year. During this probationary period, parents and school staff will be communicating weekly about the student's progress. Tutoring and additional educational support may be necessary during this time to ensure overall success. At the end of every quarter, the teacher, administrator and parents will meet to review the child's progress. If the student is performing at acceptable levels, the probation will be lifted and the student will be restored to full status. If, however, the student is still struggling, the administrator may extend the probation until significant progress has been reached. The goal during this period is to totally support the student so that he/she will be successful in their educational journey at PCA. Parents will be notified by letter about the probationary status of the child.

- **Behavior Probation:** Behavior probation is applied in cases of repeated inappropriate behavior, habitual discipline referrals, or in cases where a student's attitude is antagonistic to the beliefs and philosophies of the school. Additional problems for which probation may be incurred include: an attitude which is antagonistic to the basic goals of the school and which produces an adverse effect upon the other students; deliberate continued disobedience of school rules and behavioral guidelines; a serious breach of conduct inside or outside of the school, which has an adverse effect upon the school. Probation can be imposed for up to a semester. At the end of the probation period, if the student's behavior has significantly improved, he/she may be restored to full status. If the problem(s) persists, the administration will decide to either extend the probation or recommend dismissal.

7.1.9 Expulsion

Expulsion is the most serious disciplinary step a school can impose on a student and has serious implications on a student and his/her family. Some examples of activities that would cause expulsion are: probation; habitual suspensions (generally three in one year); major and habitual discipline problems; defacing or damaging school property; use of or possession of tobacco, drugs, or alcohol; making threats against the school or an individual; or possession of any weapon/firearm by the student, parent or guardian or family member. Threats against the school or an individual may result in prosecution. Parents may request a meeting with the Superintendent to review the recommendation of expulsion.

7.2 General School Rules

All rules for Kindergarten–6th Grade are to create a productive and positive learning environment. Students are expected to: be on time to class; follow directions provided; bring all necessary materials to class; be courteous and respectful to others; and keep their hands, feet, and other objects to themselves. Students are expected to move quietly and walk in the building, halls, restrooms, and cafeteria. Students should leave cell phones and/or other devices in their lockers or backpacks. As part of our culture of respect, students should hold a door open for an adult allowing the adult to go through the door first.

7.2.1 Before School Rules

Students should not arrive at school before 7:15am. If arriving between 7:15am and 7:50am, Kindergarten through 4th grade students should walk directly to the elementary lunchroom and sit at their class table. Fifth and sixth grade students should walk directly to the media center and sit in their classes' designated area. During this time students should show respect to their classmates and staff, and speak quietly. Electronic devices may be used before school under the supervision of the teacher on duty. Classroom use of electronic devices requires permission of the classroom teacher. Gum chewing is not allowed at any time on school or church property.

7.2.2 Assembly / Chapel Rules

Students should walk quietly (no talking) in a single file line to and from chapels and assemblies, with their teacher, and go directly to their designated area in the auditorium. Students should sit quietly with their back against the pew and be a respectful and courteous listener throughout the chapel or assembly. Students may celebrate appropriately with clapping. Everyone should remain seated and wait to be dismissed by their teacher. 3rd–6th grade classes will walk back to class using the auditorium ramp. For gym assemblies, if sitting on the bleachers, students should walk down the stairs only.

7.2.3 Hallway & Walking Rules

In hallways, students should walk in a straight, single file line on the right side of the hallway, keeping hands, feet, and objects to themselves. Talking should be kept to a minimum out of respect for other classrooms. If talking, only positive comments are allowed (i.e. no name-calling, put-downs, teasing or starting rumors, etc.)

7.2.4 Water Fountain Rules

Students should wait their turn at the water fountain and be respectful of the privacy of others, keeping hands and feet to themselves and practicing sanitary measures including keeping hands away from the fountain and not spitting into the fountain.

7.2.5 Restroom Rules

Students, as a class, will walk, without talking, to the restroom in a single file line on the right side of the hallway. No more than three students are permitted in the restroom at a time. Students should be respectful of the privacy of others, keeping hands and feet to themselves, not opening a restroom stall while someone is using it, flushing toilets and washing hands thoroughly with soap and water, then drying them. Wetting hair in the sink is not allowed. All school property should be respected. Keep hands, feet, and objects off walls. Do not turn the bathroom lights off. Writing instruments are not permitted in restrooms. Horseplay is not allowed.

7.2.6 Recess Rules

Students will be taken outside for recess. In the case of extreme cold weather, students may be taken outside for a shorter period of time. The Elementary Administration reserves the right to determine whether recess will be held inside or outside. Students should come to school dressed for outdoor recess every day. Students should stay in the designated recess area. No child is permitted to leave the playground area to obtain a ball without the permission of the playground teacher, or purposefully kick a ball over the fence. Students should stay away from all cars in the parking lot. Climbing trees is prohibited. All equipment should be used for its intended purpose. Students should take turns using or playing with recess equipment. Students should keep their hands, feet, and objects to themselves, speak kindly to others using only positive comments (i.e. no name-calling, put-downs, teasing, starting rumors, etc.), show good sportsmanship and allow everyone to play in group games. Students should NOT throw sticks, rocks, dirt, or snowballs on school or church property, sit on top of bleacher bars or bring personal toys, games, and sports cards from home (this will encourage students to be more active at recess and reduce conflict).

Other guidelines are outlined below

- **Playscape:** For safety reasons, playing tag in the playscape area is not permitted. Do not walk on, or climb up the slide. Students are not permitted to go down the slide backwards.
- **Playground Balls:** All sports balls are to be used for the sport for which they were intended. No balls are to be thrown at another person's head. Kickball and football should be played on the field or blacktop only during appropriate weather and at the discretion of the playground staff.
- **Touch Football Guidelines:** (a) No tackling! (b) When you are touched you are out. (c) No more than twelve (12) people per team. If there is a problem choosing teams a playground teacher will choose the teams and there will be no arguing. (d) Due to safety reasons, touch football is for 4th, 5th, and 6th grades only.

- **Swings:** NO jumping off swing, swinging from side to side, or standing on swings. Only one person on swing at a time. Please take turns.
- **Red Barn and Field Playground:** Students must stay within the boundaries for recess, they are not permitted to walk across the parking lot alone.
- **End of Recess:** At the end of recess, students should line up immediately with the signal.

7.2.7 Recess Consequences (per day)

- **1st Offense:** Verbal warning given by the Recess Teacher. The problem identified with suggestions given for proper behavior and playground rules.
- **2nd Offense:** 15 second intervention and the student will be removed from the activity for a short “time out.”
- **3rd Offense:** 15 second intervention and the student will be asked to report to “Rooms” or the cafeteria for the remainder of recess. Teacher is notified through a Purple Behavior Report.
- **4th Offense:** Elementary Coordinator is notified through a Yellow Behavior Report.

7.2.8 Indoor Recess Rules

During indoor recess, teachers will walk their class from the elementary lunchroom to their classroom. Students are not to use the restrooms during this time unless given permission. Students will be seated and engaged in a quiet activity, or, if given permission, may walk quietly to an activity in their OWN classroom. Switching classes for indoor recess will not be permitted. If a student has been assigned “Rooms” on recess days for behavior or unfinished work, they will serve their time at their own desk completing assignments. This plan will be in place unless otherwise directed by an administrator.

7.2.9 After School Rules

After school, classes will walk in an orderly manner to their designated areas in the parking lot for car line pick-up at 2:55pm. Students are to stay off the sidewalks and are not permitted to use “playground equipment” during the 15 minute car line time. Students should remain in their designated areas, behind the white chain, until 3:10pm. If a student is not picked up by 3:10pm, they will be sent to the elementary office until their parent or guardian arrives. Elementary office staff will call parents. If a student is not picked up by 3:30pm, the student will be sent to After School Care and a fee of \$20 will be charged to the family. .

7.2.10 Bus Rules

Students who take the bus should follow the bus driver’s rules and instructions. Students must remain seated, face front, and place feet in front of them, keeping their head, hands and feet inside the bus at all times and to themselves, and using talking voices only (no shouting or screaming). Only positive comments to other students are allowed.

7.2.11 Cafeteria Rules

In the cafeteria, students should walk directly to their assigned table and talk quietly. Students are expected to: use their own money to purchase food and not ask others for money; eat their food only (no exchanging food); raise their hand to get help; stay in their seat unless they have permission to get up; keep their hands, feet and other objects to themselves; use good table manners; and use a talking voice at all times. Only positive comments are allowed. Horseplay or throwing food is strictly prohibited. After lunch, tables and the floor beneath the tables are expected to be cleared of food and drink prior to dismissal from the cafeteria. Classes will be dismissed by table to

the playground at the scheduled recess time. Students are expected to walk quietly while moving from the cafeteria to the playground.

7.2.12 Cafeteria Consequences (per day)

- **1st Offense:** Yellow card given with a verbal warning. The problem identified with suggestions given for proper behavior.
- **2nd Offense:** Red card given; student must sit at “Table 12” for 10 minutes.
- **3rd Offense:** Red card given; student will sit at “Table 12” with a loss of recess time in “Rooms” or the cafeteria. Teacher is notified through the Purple Behavior Report.
- **4th Offense:** Principal is notified through the Yellow Behavior Report. Student discusses the problem with the principal. Principal will contact parents to discuss solutions to the problem.

7.2.13 Physical Education Class Rules

The following rules allow for PE Class: (1) Follow all teacher directions. (2) Follow the rules of the game. (3) Respect others and speak only positive comments to others (i.e. no name-calling, putdowns, teasing, or starting rumors will be permitted). (4) Respect all PE equipment. (5) Raise your hand to share ideas. (6) Ask an adult for permission to leave the gym.

7.2.14 PE Class Consequences (per day)

- **1st Offense:** Verbal warning given by the PE teacher. The problem identified with suggestions given for proper behavior.
- **2nd Offense:** Student will be removed from the activity for a “time out” (K-2nd = 5 minute time out, 3rd-6th grade = 10 minute time out).
- **3rd Offense:** Student will be removed from the activity for the remainder of the class. Teacher will be notified through a Purple Behavior Report.
- **4th Offense:** Elementary Coordinator will be notified through a Yellow Behavior Report (Principal).

7.2.15 Physical Education Class Dress Code

Kindergarten through 3rd grade will wear school attire during PE. Students will need to bring an extra pair of inexpensive gym shoes to keep at school.

4th- 6th graders will wear purple PCA t-shirts during PE. ALL 4th-6th grade students should arrive at school dressed in regular dress code attire and BRING their gym clothes (in a bag) to change into for gym class, unless otherwise directed by the classroom teacher. Students will change into their gym clothes in the locker room, pack their belongings in their bag, bring their bag with them, and report to the gym. Clothing cannot be kept in the locker room during PE class. On cold days, athletic jogging pants and hooded sweatshirts may be worn over gym clothes, however outside of P.E., this is a Dress Code violation.

7.2.16 PE Class Dress Code Consequences (per semester)

The following offenses will take place when the student forgets his/her gym clothes. Students are permitted to make a phone call home if they forget their gym clothes, however the student's P.E. teacher will keep a record of the offenses.

- **1st Offense:** The student will receive a warning (P.E. Notice), but will be allowed to participate in the gym class.
- **2nd Offense:** The student will not be allowed to participate in the gym class and will sit out and watch the class. P.E. Notice will be sent home.
- **3rd Offense:** The student will not be allowed to participate in the gym class and the P.E. teacher will contact the parent. P.E. Notice will be sent home.
- **4th Offense:** The student will not be allowed to participate in the gym class and the P.E. teacher will send the final P.E. Notice home. A Yellow Behavior Report will be given to the Principal and the teacher. The student will sit out for the remainder of the class.

7.3 Behavior Rubrics

These rubrics are guidelines the school will use as a tool to address mean behaviors and to remind students of the consequences of their behavior. At all times, the school has the discretion to address student behavior and impose consequences in any manner it determines to be in the best interest of the student, the school and other students. Depending on the behavior and circumstances, the school has the discretion to bypass any step in the guidelines, including the discretion to require immediate suspension, withdrawal or expulsion, in order to appropriately address student behaviors.

Plymouth Christian Academy Elementary General Behavior Rubric K-6

Behavior	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
<u>Classroom Behavior</u> <i>*per semester</i> <ul style="list-style-type: none"> •Excessive Talking •Disruptive Behavior in any classroom or specials class •Slang •Repeatedly not bringing in materials •Missing Work 	Teacher/Staff Behavior Management Plan	Teacher/Staff Behavior Management Plan	PURPLE BEHAVIOR REPORT (PARENT)	<i>Repeated or serious behavior Yellow Behavior Report (Principal)</i>
<u>General School Behavior</u> <i>*per semester</i> <ul style="list-style-type: none"> •Hallway infractions •Chapel/Assembly infractions •"Specials" Behavior •Disrespectful to staff or students •Handbook violations, i.e., gum chewing, etc. 	Teacher/Staff Behavior Management Plan Levels	Teacher/Staff Behavior Management Plan Levels	PURPLE BEHAVIOR REPORT (PARENT)	<i>Repeated or serious behavior Yellow Behavior Report (Principal)</i>
<u>Technology / Device / Phone</u> <i>*per semester</i>	Device Confiscated / Any misuse of technology PURPLE BEHAVIOR REPORT (PARENT)	Device Confiscated / Any misuse of technology YELLOW REPORT (PRINCIPAL)	<i>Repeated or serious behavior</i> YELLOW REPORT (PRINCIPAL)	<i>Yellow Behavior Report (Principal) Sent immediately to office May result in suspension or expulsion</i>
<u>Lunchroom Behavior</u> <i>*per day</i>	Yellow Card given Chance to correct behavior	Red Card given Student is sent to Table 12 for 10 minute "time out"	PURPLE BEHAVIOR REPORT (PARENT) 2nd Red Card Student is sent to Table 12 with a loss of recess	<i>Repeated or serious behavior Yellow Behavior Report (Principal)</i>
<u>Recess Behavior</u> <i>*per day</i> <ul style="list-style-type: none"> •Unintentional Spitting 	15 second intervention with warning; allowed to resume recess activity	15 second intervention Student will be removed from the activity for a short "time out"	PURPLE BEHAVIOR REPORT (PARENT) 15 second intervention Student will be sent to "Rooms" or cafeteria	<i>15 second intervention Yellow Behavior Report (Principal)</i>
<u>Dress Code</u> <i>*per quarter</i>	1 st Dress Code Notice sent home (signed & returned)	2 nd Dress Code Notice sent home (signed & returned)	3 rd Dress Code Notice sent home (signed & returned)	<i>4th Dress Code Sent to Principal</i>
<u>Hair Code</u> <i>*per quarter</i>	1 st Hair Code Notice sent home (signed & returned)	3 Days to Comply with appropriate hair cut	Check 3 rd Hair Code Notice box and send student to see the principal	<i>Refusal to comply; Principal calls home</i>
<u>P.E. Dress Code</u> <i>*per semester</i>	1 st P.E. Notice sent Warning given; allowed to participate	2 nd P.E. Notice sent Sit out and watch the class	3 rd P.E. Notice sent Sit out and watch the class Parent Conference	<i>4th P.E. Notice sent home Yellow Behavior Report (Principal)</i>
<u>P.E. Behavior</u> <i>*per day</i>	Verbal warning given by P.E. teacher; problem identified with suggestions for proper behavior	Student removed from activity for time out: (K-2) 5 minute time out (3-6) 10 minute time out	PURPLE BEHAVIOR REPORT (PARENT) Sit out and watch class Parent Call/Conference	<i>Repeated or serious behavior Yellow Behavior Report (Principal)</i>
<u>Major Offenses</u> <ul style="list-style-type: none"> •Stealing •Cheating •Lying •Inappropriate Language or sexual references •Vandalism •Deliberate misuse of any school property/equipment •Possession of weapon/weapon look alike •Illegal Substances •Disrespect to staff (defiance, running from teacher/staff) 	<i>Yellow Behavior Report (Principal) Sent immediately to office May result in suspension or expulsion</i>	<i>Plymouth Christian Academy Elementary Division, General Behavior Rubric</i>		

PCA Elementary Mean Behavior Rubric Kindergarten – 2nd Grade

Behavior	1 st Time	2 nd Time	3 rd Time	4 th Time	5 th Time
Level 1 <u>Behavior that is horseplay:</u> <ul style="list-style-type: none"> •Goofing around •Shoving •Grabbing •Tripping •Pushing •"Just kidding" and "No offense, but" mean remarks 	<ul style="list-style-type: none"> •15 second intervention •State positive choices •Apology/make amends •Purple behavior report (parent) 	<ul style="list-style-type: none"> • 15 second intervention • State positive choices • Apology/make amends • Purple behavior report (parent) • Teacher talks with parent 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 1 silent recess • Behavior Worksheet 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 2 silent recesses • Behavior Worksheet • Parent Conference
Level 2 <u>Behavior that would hurt the feelings of others:</u> <ul style="list-style-type: none"> •Taunting/Teasing •Name Calling •Put Down •Insulting remarks •Hurting Feelings •Eye Rolling •Intimidating Stare •Spreading Gossip •Passing malicious notes, pictures, etc. •Social Exclusion •Prohibiting others from joining the group •Playing mean tricks 	<ul style="list-style-type: none"> • 15 second intervention • State positive choices • Apology/make amends • Purple behavior report (parent) 	<ul style="list-style-type: none"> • 15 second intervention • State positive choices • Apology/make amends • Purple behavior report (parent) • Teacher talks with parent 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •1 silent recess •Behavior Worksheet 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •2 silent recesses •Behavior Worksheet •Parent Conference 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •3 silent recesses •Behavior Worksheet •Parent Conference
Level 3 <u>Behavior that could injure others</u> <ul style="list-style-type: none"> •Hitting •Pushing •Shoving •Grabbing •Slapping •Throwing objects •Mild hair pulling, etc. 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 1 silent recess • Behavior Worksheet 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 2 silent recesses • Parent Conference 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 3 silent recesses • Conference 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 1 day Suspension • Parent Conference
Level 4 <u>More Severe Physical Contact</u> <ul style="list-style-type: none"> •Punching •Hitting •Kicking •Biting •Severe Hair pulling •Damaging Property •Fighting •Intimidation/Retaliation •Racial, ethnic, religious insults •Threats of emotional or physical violence 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 1 silent recess • Behavior Worksheet 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 2 silent recesses • Behavior Worksheet • Parent Conference 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 1 day suspension • Parent Conference 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • Child Study Behavior Plan • 2 day suspension • Parent Conference 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • Child Study Behavior Plan • 3 day suspension • Parent Conference
Level 5 <u>Repeated harassment of one individual in a short period of time</u>	<i>Student will be subject to the following consequences: 1 day suspension / 2 day suspension Recommendation to the board for long term suspension or possible expulsion</i>				

This rubric is a guideline the school will use as a tool to address mean behaviors and to remind students of the consequences of their behavior. At all times, the school has the discretion to address student behavior and impose consequences in any manner it determines to be in the best interest of the student, the school and other students. Depending on the behavior and circumstances, the school has the discretion to bypass any step in the guidelines, including the discretion to require immediate suspension, withdrawal or expulsion, in order to appropriately address student behaviors.

PCA Elementary Mean Behavior Rubric 3rd-6th Grade

Behavior	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Level 1 <u>Behavior that is horseplay:</u> <ul style="list-style-type: none"> •Goofing around •Shoving / Pushing •Grabbing •Tripping •Name calling •Gestures in which no one is getting hurt 	<ul style="list-style-type: none"> • 15 second intervention • Apology/make amends • Purple Behavior Report (Parent) 	<ul style="list-style-type: none"> • 15 second intervention • Apology/make amends • Purple Behavior Report (Parent) • 15 minutes off recess 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 1 Silent supervised recess • Behavior Worksheet 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 2 Silent supervised recesses • Behavior Worksheet
Level 2 <u>Behavior that would hurt the feelings of others:</u> <ul style="list-style-type: none"> •Taunting/Teasing •Name calling •Put downs •Insulting remarks •Hurting feelings •Eye rolling •Intimidating stare •Spreading gossip •Passing malicious notes, pictures, etc. •Social exclusion •Prohibiting others from joining the group •Playing mean tricks 	<ul style="list-style-type: none"> • 15 second intervention • State positive choices • Apology/make amends • Purple Behavior Report (Parent) 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •1 Silent supervised recess •Behavior Worksheet 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •2 Silent supervised recess •Behavior Worksheet 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •Parent Conference •Detention •Possible Suspension
Level 3 <u>Behavior that could injure others or shows disrespect</u> <ul style="list-style-type: none"> •Hitting •Pushing •Shoving •Grabbing •Slapping •Throwing objects •Intentional Spitting •Mild hair pulling, etc. 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •1 Silent supervised recesses •Behavior Worksheet 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •2 Silent supervised recesses •Behavior Worksheet 	<ul style="list-style-type: none"> • 15 second intervention • Yellow Behavior Report (Principal) • Child calls home • 3 Silent supervised recesses • Parent Conference • Behavior Essay 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •Parent Conference •Detention • Possible Suspension
Level 4 <u>More Severe Physical Contact, Intimidation or Threats</u> <ul style="list-style-type: none"> •Punching / Hitting •Kicking •Biting •Severe hair pulling •Damaging property •Fighting •Intimidation/Retaliation •Racial, ethnic, religious insults, inappropriate sexual references •Threats of emotional or physical violence 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •Parent Conference •3 Recess Detentions •Possible After School Detention •Possible Suspension 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •Parent Conference •Suspension •Individualized Behavior Plan 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Child calls home •Parent Conference •Suspension up to 3 days •Individualized Behavior Plan 	<ul style="list-style-type: none"> •15 second intervention •Yellow Behavior Report (Principal) •Parent Conference •Recommendation for Expulsion
Level 5 <ul style="list-style-type: none"> •Repeated harassment of one individual in a short period of time •Cyber Bullying by electronic devices including phones/texting/computer which inflicts: character defamation, inappropriate sexual references, intentional infliction of emotional distress, invasion of privacy. <p>*Referred immediately to the Principal. Parents called. Possible Detention, Suspension or Recommendation for Expulsion</p>				

This rubric is a guideline the school will use as a tool to address mean behaviors and to remind students of the consequences of their behavior. At all times, the school has the discretion to address student behavior and impose consequences in any manner it determines to be in the best interest of the student, the school and other students. Depending on the behavior and circumstances, the school has the discretion to bypass any step in the guidelines, including the discretion to require immediate suspension, withdrawal or expulsion, in order to appropriately address student behaviors.

8. Social Media, Devices, Computer, Internet

8.1 Plymouth Christian Academy Website Address

The PCA Website address is: www.plymouthchristian.org

8.2 Computer / Network Etiquette

School computers, software, and other devices and equipment are the property of Plymouth Christian Academy and should be treated as such. Just as pride is taken in school facilities, we want all network equipment to reflect PCA's commitment to quality and excellence as well. This is a prime opportunity to enhance our testimony as a Christian place of quality learning. With this in mind, any student caught vandalizing network equipment or software will be held financially liable for its repair and/or replacement, and may receive disciplinary action deemed appropriate up to and including expulsion.

The Elementary computer facility was obtained for use as an educational tool. Students are encouraged to explore the features provided. It should be noted that during class times, attention should be given to the lesson at hand. Unless otherwise given permission by the instructor, games are not to be played during class time.

To protect each student, sharing network access codes with anyone is discouraged. This will help ensure that the student's work is protected and remains private. By not sharing personal codes, the opportunity for others to use someone else'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 for fellow students, faculty, or staff members, or that are in conflict with Biblical standards of moral conduct.

8.3 Computer Network (PCANET) Acceptable Use Policy

The Plymouth Christian Academy network (PCANET) provides resources for teaching and learning, communications services, and business data services by maintaining access to local, regional, national, and international sources of information. PCANET information resources may 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 proscribed 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 their actions in accessing network services.

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

8.4 Computer Network (PCANET) Unacceptable Use

Plymouth Christian Academy has the right to take disciplinary action, remove computer and networking privileges, and/or take 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:

- Violates such matters as institutional or third party copyright, license agreements or other contracts. It is against PCA practice for staff or students to copy/reproduce any licensed software on PCA computing equipment, except as expressly permitted by the specific software license. Unauthorized use of and/or copying software is illegal and regarded as a serious matter. Any such use is without the consent of PCA.
- 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.
- 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.
- 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.
- Destroys, alters, dismantles, disfigures, or prevents rightful access to or otherwise interferes with the integrity of computer-based information and/or information resources whether on stand-alone or networked computers.
- Invades the privacy of individuals or entities.
- Uses the network for commercial or political activity.
- Installs unauthorized software for use on computers.
- Uses the network to access inappropriate materials.
- Compromises the integrity of PCANET through the use of "hacking" software.
- Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.

The use of PCANET for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws.

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 an 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.

8.5 Plymouth Christian Academy PCANET Rights

PCA reserves the right to:

- Allow the Regent Board to interpret issues of policy.
- Monitor all activity on PCANET.

- Make determinations on whether specific uses of the network are consistent with the PCANET Acceptable Use Policy.
- Log network use and to monitor storage disk space utilization by users.
- Deem what is appropriate use.
- 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.
- Cooperate fully with any investigation concerning or relating to any PCANET activity.

8.6 Plymouth Christian Academy Responsibilities

PCA will:

- Respect the privacy of an individual user's electronic data. Accessing data will be done only if there is reason to believe that there has been a violation of the 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 PCANET. However, the Academy cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

8.7 Disciplinary Action

The PCANET Acceptable Use Policy is applicable to any member of the PCANET 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 PCA'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 computers, other school disciplinary action and/or appropriate legal action. Exact disciplinary measures will be determined on a case-by-case basis.

8.8 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 PCA. Internet use is limited to those persons who have been issued PCA approved accounts. Use will be in accordance with the PCANET Acceptable Use Policy and this Code of Conduct.

- Protect your Network logon information from others.
- Respect the privacy of other users. Do not use other users' passwords.
- Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
- Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
- Treat information created by others as the private property of the creator. Respect copyrights.
- Use the network in a way that does not disrupt its use by others.
- Do not destroy, modify or abuse the hardware or software in any way.

- 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.
- Do not use the Internet to access or process pornographic or otherwise inappropriate material.
- Do not use the Internet for commercial purposes. PCA reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

8.9 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. PCA 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: Access will be limited use for specific projects by teacher request. Web sites will be limited.

Grades 4-6: Access will be project focused, adult directed and supervised. Web sites will be limited.

Grades 7-8: Access will be adult directed and monitored. Web sites will be limited by filtering systems and student use will be monitored.

Grades 9-12: Students will have independent use, but on-line computers will be monitored. World Wide Web sites will be limited by filtering systems and Internet screening systems, which provide filters and limit access to those Internet sites that contain education resources and do not contain objectionable material. These systems are installed on all student computers that have graphical Internet software (e.g. Internet Explorer) installed.

9. Communication and Parent Involvement

Plymouth Christian Academy is committed to keeping open lines of communication with its families. Communication with home and school may include many avenues of communication during the school year. Parents may communicate via text, or email, the student's daily planner, phone calls, handwritten notes, or conferences with the teacher. We ask that if parents have concerns, write a note or send an email to the teacher and ask him/her to call them at their earliest available time. First thing in the morning, as a teacher is greeting his or her class, is not the best time to conference. Many communication tools are in place to enable parents to know what is going on at PCA and are as follows:

9.1 Office Hours

The school offices will be open from 7:30am to 4:00pm Monday through Friday. The offices 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.

9.2 Phone and Voice Mailbox Extensions

PCA School Phone: 734.459.3505; Fax: 734.459.3505

Extension Department/Personnel; The following 4-digit extensions will place you in specific voice mailboxes:

3131 Caryn Huntsman, Superintendent
 3140 Ryan Batson, PreK-8 Principal
 3120 Bonnie Varney, Early Childhood Director
 3143 Beth Larabee, Elementary Coordinator/ Advancement Director
 3145 Peggy Paulson, Communications Specialist
 3198 Matt Windle, Athletic Director, High School Spiritual Life Director
 3118 Dana Zambeck, Secondary Counselor
 3179 Carolyn Kedney, Music Teacher
 3127 Band Department
 3132 Tina Kincer, Art Teacher
 3139 Physical Education Department
 3147 Linda Sumner, Media Center
 3125 Melissa Warmbier, PreK-8 Administrative Secretary
 3158 Serafina Lewan, Elementary Receptionist
 3121 Jeanne Greuber, Secondary Administrative Secretary
 3159 Diana Chapel, Secondary Receptionist
 3609 David Murray, Secondary Coordinator
 3146 Suzie Palms, Lunchroom Coordinator
 3117 Carol Greve, Athletic Secretary
 3190 Leanne Windle, Admissions Office
 3156 Laura Imlach, Tuition Coordinator, T.R.I.P. Coordinator
 3502 David Kocina, K-12 Educational Services Specialist

9.3 ParentPortal

- **ParentPortal** is a secure communications service to improve the flow of information to parents, students and teachers. In the continuing process of bringing leading technology solutions to our teachers and families, parents are able to view current grades and class information securely over the Internet using ParentPortal. Parents log-in once and get instant access to relevant information about each of their students. ParentPortal manages user authentication and displays to each user only the information which they are permitted to see, such as their child's current grades. All PCA families are equipped to view their student's information, Report Cards, Attendance, etc. on ParentPortal. Login information is sent to families via email. Please contact dan.hammar@plymouthchristian.org for login information or assistance gaining access.

9.4 Communications Directory

- PCA Student/Family Directory; Available in school offices.
- Parent Newsletters (Elementary/Secondary) Emailed each Friday.
- Superintendent UpLink; Quarterly communication via Constant Contact
- Eagle Vision Campus Magazine; Spring/Winter Edition emailed to PCA families, grandparents, alumni, alumni parents, stakeholders; Accessible on the school's website
- Mass Notification Alert System; Texts communicating school closings, delays, or activity cancellations
- Web Site – www.plymouthchristian.org
- Social Media; PCA maintains an active presence on several social media platforms. In addition to the following accounts, you can find team and class-specific accounts as well:
 - PCA Facebook: facebook.com/PlymouthChristianAcademy/
 - PCA Instagram: instagram.com/plymouthchristianacademy/

- Twitter: twitter.com/EaglesofPCA
- YouTube: Plymouth Christian Academy
- Athletic Instagram: www.instagram.com/plymouthchristian_athletics/
- Athletic Twitter: twitter.com/AthleticsPCA
- Athletic Facebook: www.facebook.com/AthleticsPCA/
- Parent Handbooks; Available in print at Orientations and also for viewing on the PCA website (Elementary and Secondary)
- E-mail & voicemail for each faculty and staff member

9.5 Communication Events

- Parent Orientation: (August)
 - 6:00pm: New Parent Orientation & Preschool Orientation; 7:00pm: All Parent Orientation
- Parent-Teacher Conferences (Fall and Spring); Two times a year, PCA asks all parents, PK-6th grade, to attend a 15 minute conference with their child's teacher. Parents are notified via the Friday Parent Notice on when to call the elementary secretary to schedule a time.
- Student Trip & Student Grade Level Meetings (please check the master calendar for all details)
- Coffee & Conversations - Check weekly newsletters for announcements of Grade Level Coffee & Conversations events

9.6 Important Notification System

The Mass Alert Notification System is based on information and preferences that families provide (e-mail, phone, text) in ParentPortal. This 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 closings. Any email or phone numbers provided through ParentPortal is controlled only with ParentPortal and is NOT provided to any other outside entity.

School Closings: When snow falls are heavy, transportation personnel will report road conditions to the administration by 5:00am. At that time, if the conditions are concerning, school closing will be identified by news websites, both on TV and online. If school is dismissed on an emergency basis as a result of snow, bus students are also dismissed. Parents should make arrangements for their children in the event of such an emergency, and instruct them to go to the home of a friend or neighbor designated by the emergency information provided by the parent(s). Whenever possible, school closing information will be posted on the PCA Website (www.plymouthchristian.org), on social media, and on the recorded voice mail message at the school office which can be reached at any time.

In addition, an automatic text message will be sent to the parents' cell phones.

Red Flag Alert: If we have inclement weather (rain, high winds or extreme cold), a "red flag" will be flying on one of the chain posts in the parking lot (near the pick-up area). This will alert parents/guardians that they must park and come inside to get your child. An automatic "red-flag" text message will also be sent to parents' cell phones.

Telephone Use: Emergency (such as illness) telephone calls by students should be made at the school office. Personal matters between parent(s)/students should be handled at home before the student leaves for school. Cell phone use during the school hours of 7:30am to 3:00pm is prohibited unless permission is given by the classroom teacher. Any cell phone and/or device use during school hours will result in confiscation of the student's cell phone – please see Disciplinary Rubric.

9.7 Change of Address, Contact Information 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 of the change so all records may be corrected and current.

9.8 Parent Involvement

The following are some general guidelines we would like to share with you to help your year to be successful:

- **Room Parents;**
 - Notify your child's classroom teacher if you desire to be the Room Parent or part of the Room Parent team.
 - As a Room Parent, please be certain to make all parents, especially new parents unfamiliar with how things are done, feel welcome. Periodically, ask the teacher if there are any ways you and others can support him or her during the year.
 - Upper elementary teachers sometimes do not need as much support and may wish to conduct their class parties in a different way.
 - Please be understanding and allow the teacher to make decisions concerning class parties.
 - Room parents should not collect money for gifts or gift cards for teachers, privately or corporately. Although many parents love contributing for a group gift, some parents cannot afford to do so. We ask that all parents honor this request so that all staff are treated equally. If a parent wishes to remember a teacher on their birthday, the teacher's birthdates are available in the school office.
- **F.A.N. Club** (Friends Ambassador Network): A F.A.N. is a selected member of the enrollment and marketing team who is chosen because of their passion for the school, credibility among peers, connections in the community, and desire to advance the school. The primary goal of a FAN/Ambassador is to identify 2-3 friends they can nudge within their sphere of influence to consider Plymouth Christian Academy and provide an introduction. F.A.N.s meet twice during the school year to organize and expand the reach of the enrollment staff and to facilitate word of mouth marketing.
- **Parent Teacher Fellowship** is committed to supporting the ministry of Plymouth Christian Academy but encouraging every parent to get involved, to support the faculty in both personal and professional ways, and to build community and school spirit. All are welcome. Monthly meetings are held at 3:15pm.
- **New Family Mentor Program:** In an effort to make the transition to PCA as smooth as possible, the Parent Teacher Fellowship offers a "New Family Mentor Program". Parents of new students are matched up with a PCA parent whose children are in a similar grade or grades. Your New Family Mentor will be available to answer questions and concerns and inform you of important events that occur during the school year.
- **Moms In Prayer:** Starting in September, PCA moms gather together every Monday morning in the CBC building to cover our school in prayer. We encourage you to join us. Contact Sarah Batson at sarahebatson@gmail.com or Jen Hock at jstreblow@gmail.com for more information.
- **Men's Prayer Breakfast:** PCA's men's prayer breakfast takes place monthly at Red Olive Restaurant on Ann Arbor Road from 7:30am - 8:30am. Breakfasts include a time of fellowship and discussion, a Scripture focus, prayer requests, and prayer over students and PCA during the school year..
- **Event and Program Volunteers;** We are always in need of passionate volunteers at PCA to provide encouragement, excitement, and energy to various events and programs that take place at our school.
 - Athletics: Booster Board, Coaching, Golf Outing
 - Advancement: Fall Auction, Project SHINE, Alumni Events, Grandparents & Special Persons Day, Donuts with Dad, Welcome Back Picnic, Coffee & Conversations, Alumni Events
 - Admissions: Tours, Open Houses, Admission Events

- Elementary: Speech Festival, Math Olympics, Spelling Bee, Classroom needs, Robotics, Office
- Secondary: Student Statesmanship Event, Explore Week, Office, Homecoming, Middle School fun nights, Murray Lake Day, Job Shadowing, Robotics
- Fine Arts: Booster Board, Theater (i.e. sewing costumes, building sets, music support)
- Lunchroom volunteer
- General campus needs: painting, landscape, clean up days
- Service Projects: 5K Run, Project SHINE, All school mission projects
- Spiritual Formation: Chapel speaker, commit to praying for our students & families and our teachers and staff

9.9 Management of Public and Media Relations

The school has designed school publications (newsletters) to keep parents informed of immediate and future school events. Your attention to these publications is vital for staying abreast of school activities. Additional information can be found on the PCA website at www.plymouthchristian.org.

Anyone desiring to distribute material on campus must have the approval of an Administrator.

Management of public and media relations is a function of the Administration. 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 Administration to ensure an approach to public relations that is in line with the PCA mission.

9.10 Master Calendar for School and Church Activities

The Master Calendar of all school activities, and other activities in which the school or the school building are used, will be kept by the Superintendent/Principal to avoid unnecessary conflicts of activities. **All requests for posting on this calendar should be presented to the Superintendent/Principal 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 ParentPortal and via email). Athletic schedules and directions will be posted on the PCA athletic website. Parents should review the newsletter and website for changes/additions to the calendar and athletic events.

The PCA web address is www.plymouthchristian.org.

The PCA athletics address is www.plymouthchristian.org/athletics/

9.11 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:

- Keep the conflict limited to the parties directly affected to avoid the sin of gossip. (II Corinthians 12:20).
- 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).
- 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.
- 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.

9.12 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 guidelines have been adopted to assist the school in situations where a noncustodial 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.

10. Health and Safety

10.1 Security

School security is a partnership of administration, faculty, support staff, students, parents and community. All of us play a key role in keeping our school safe. PCA has made significant strides to strengthen and enhance the safe and nurturing learning environment on our campus. It is our high priority to continue to learn from best practices and maintain regular contact with local law enforcement. Numerous safety measures are in place and we meet regularly with law enforcement agencies who provide our school with ongoing, in-depth security risk assessments. As a result of those assessments, we have been able to create layers of increased security for our school (staff radios, video camera surveillance, bullet proof glass doors in the secondary building, locked down outer doors and inner school hallways). We are constantly evaluating our needs and continue to add additional measures, as we are able.

10.1.1 Sign Out | Sign In Procedures

Upon entering the church and school buildings, parents and visitors are required to sign-in at the respective information desk. Name badges to identify parents and visitors are accessible at the front desk and must be worn at all times while on campus. Before leaving the campus, parents and visitors are asked to please sign-out at the information desk as well.

When school is in session, the school buildings are locked down. 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 a student leaves for any reason (illness, medical appointments, etc.) during the day, the student (or parent) is required to either give permission via the phone or should sign out the student with the receptionist. A text message will not be accepted as a legitimate "sign out" authorization.

10.1.2 Visitors to School (i.e. "Shadowing", "Guest")

Students who are interested and considering enrollment at Plymouth Christian Academy are welcome to spend a day visiting (i.e. "shadowing") the school. Arrangements through the office are to be made in advance of this visit and the administration reserves the right to choose the appropriate day to do this.

Visitation by other students, including friends and relatives, are permitted if the visitor calls the front office to prearrange a time with the teacher/administrator. Alumni are welcome to visit anytime, but should also call the front office to prearrange a time with teachers or administrators to do this.

10.1.3 Early Dismissal for Unforeseen Circumstances

If, for some unforeseen reason or circumstance, the school day is unable to continue, the following procedure will be used for the orderly and safe dismissal of our student body:

1. Once alerted to the need for closure, the Administrative Team/"Designees" will meet and confirm door assignments.
2. Teachers will be instructed over the PA system, and/or walkie talkies, of the unscheduled school dismissal.
3. All classes will be cancelled.
4. Classroom teachers will be responsible for their students' classroom dismissal (see the Unscheduled School Dismissal Packet for details and required forms).
5. Parents will be contacted using the Mass Notification System.
6. Students will be dismissed to approved carpools only. No student will be permitted to leave campus without verbal or written parental permission.
7. Teachers will keep children calm and allow them to draw or read.
8. All teachers will remain on campus until their classroom is empty and help is not needed in another area. Teachers must check out with the administration before departing.

10.2 Emergency Procedures

10.2.1 Fire Drill Procedure :

- An alarm will sound in a continuous horn until the building is vacated.
- Students will leave the building in a quiet, orderly manner according to instructions.
- Students will carry personal belongings with them. All school supplies/books should remain in the room.
- The door to the classroom will be closed, but not locked. Windows will also be closed
- Class groups will remain together in designated areas near the soccer field benches. The teacher will take "roll call" quickly and report absentee students as compared to the start of the period.
- When the "All Clear" signal is given, students will return promptly to their rooms.

10.2.2 Tornado Drill Procedure

- When a tornado drill announcement is made over the PA system, students and teachers will go immediately

to the hallways or restrooms of the building away from any glass doors or windows.

- All students in the modular buildings and Rooms 23, 25, & 27 will report to the main athletic hall. Outdoor PE classes will move 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 with everyone sitting "criss cross" fashion, sitting close together, and putting their hands over their heads, until further instructions.

10.2.3 Lockdown Procedure

In the event where students and staff are in potential 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 the PCA administration will make every effort to ensure the welfare and safety of all students and staff. Parents will be notified of a lockdown via text message, phone and email. 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 or a PCA Administrator.

10.2.4 Mass Alert Notifications

The Mass Alert Notification System, based on information and preferences families provide (e-mail, phone, text) in ParentPortal, 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 closings.

NOTE: any email or phone # provided through ParentPortal is controlled only with ParentPortal and is NOT provided to any other outside entity.

10.3 School Health

10.3.1 Communicable Diseases

Please let the appropriate school office know if your child contracts a communicable disease, such as strep throat, chicken pox or if lice is identified in your child's hair. Please include information on when the student first noticed the symptoms. PCA has a "No Nit Policy." If the school finds any nits (lice eggs) on a child, the child will be sent home and asked not to return until they are nit free. Please see Emergency Preparedness addendum.

10.3.2 School-Administered Medication

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

- Parent(s) and "licensed prescriber" must provide written authorization, giving permission to the school to administer medication. Medication includes prescription and non-prescription (i.e. Tylenol, cold medication, etc.)
- The authorized signature must be in ink and dated.
- 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.

10.3.3 Medication Policies

- 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 the student. Upon a 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, a parent cannot call the school and ask us to give the 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 for medications:** 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 for medications:** 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. Thus, when a prescription is filled, we suggest filling a separate container (labeled) with one dosage for field trip usage. This will also help avoid the risk of losing important/costly medication(s) while on the field trip. If a child regularly takes medication in the morning (such as medication for asthma, ADD, ADHD or other medical conditions), please give your child the medication prior to going on the field trip.

10.3.4 Keeping Students At Home

If your student feels ill, please keep him/her home. A child with excessive coughing or nasal discharge, not due to an identified allergy, should remain at home until the condition clears. No child should be brought to school with a fever, contagious rash, or if he/she has vomited within the previous 24 hours. Students must not have a temperature over 100.4 degrees for 24 hours (without the aid of fever medication) before returning to school after an illness. For extended absences due to illness greater than 5 school days, parents must provide a doctor's note clearing their child to return to school.

10.3.5 Student Illnesses at School

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

- 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.
- Students suffering injury will be administered first aid, if needed.
- Students who become ill at school will be isolated and the parents will be notified immediately.
- The student will be supervised until they leave the school. Students who are obviously ill will not be allowed to remain at school.

10.3.6 Hand Washing Policy

In order to make sure we are doing all we can to help fight germs, flu and other viruses, all PCA elementary students will clean their hands with antibacterial soap, wipes or hand washing in the restrooms before lunch. PCA classroom teachers and lunchroom staff are provided with antibacterial soap for additional use. If parents prefer for their child to cleanse their hands another way, they should contact their classroom teacher.

10.4 Peanut Free Policy

Several years ago, the Legal Legislative Report advised schools to not use "peanut free" signs because of the fact that we cannot, at PCA, guarantee that an area is truly "peanut free". PCA cannot control what people arrive with, particularly in the church building, therefore, there are no "peanut free" signs, nor do we advertise that our facility is "peanut free".

We are committed to addressing the issue in each classroom on an individual basis because these allergies vary a great deal in type and intensity. Parents should provide PCA with information on their particular child's needs, as well as a preferred "action plan" format to be achieved.

10.5 Child Protection Policy

If a school employee knows of, or suspects, abuse or neglect of a PCA student, they are obligated to report it to the school administration. The administration then 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 school premises. When child abuse is suspected, the following procedure will be used:

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

10.6 Building and Grounds

10.6.1 Pesticide Notification

Advance notification of the application of pesticides will be communicated to families via posting on the school website and a letter in the Class List Pick Up Packet.

10.6.2 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.

10.6.3 Care and Use of School Property

Students should 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. If necessary, PCA will withhold all records until full reimbursement has been made.

10.6.4 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.

10.7 Field Trip / Off Campus After School Policy

Any off-campus or after-hours class activities including, but not limited to, field trips, class socials (i.e. pool party), fundraisers (i.e. car wash), etc. involving PCA faculty/staff and deemed PCA-sponsored MUST have an administrator's approval and WILL require a PCA consent 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.

10.7.1 Transportation / Bussing – Plymouth Canton Riders

Each year, Plymouth Canton schools require parents to notify Plymouth Canton if their student(s) will be riding the bus. The family is responsible to instruct their children on what busses they are to take to and from PCA. Administrative bus supervision is provided in the afternoons at PCA to help students get on the right bus, however

PCA does not schedule or supervise the students through the transfer process between public elementary and public middle schools.

10.7.2 Transportation / Carpools

Carpools are to be arranged by parents. PCA will assist by advertising in the Parent Notice any requests submitted in writing by the parent. A carpool form can be obtained from the elementary office.

10.7.3 Parent Drivers for School Events

The church/school's insurance policy, through our insurance carrier, does not extend coverage to a driver/owner of a vehicle not owned or rented by the church/school from an entity in the business of renting vehicles. The insurance for the owner or the driver of the vehicle's auto insurance would cover the owner/driver and the church/school if something were to happen while driving for a church/school event. The church/school's insurance would provide excess coverage for the church/school only.

As a risk management tool, our insurance carrier recommends that we communicate the following criteria for drivers of insured vehicles and ask them to refrain from driving for church/school events if they do not meet the criteria:

1. Be properly licensed for the vehicle
2. Continuously licensed (no suspensions) for the past 3 years.
3. No more than one at-fault accident in the past 3 years.
4. Not more than one minor moving violation in the past year or 2 minor moving violations in the past 3 years.
5. No major moving violations in the past 3 years. Major violations include speeding more than 10 MPH over the posted limit, reckless or careless driving, driving with defective equipment, driving while impaired or under the influence, leaving the scene of an accident, and improper passing.
6. Must be between the ages of 21 and 70 to operate a van or car, and between the ages of 25 and 65 to operate a bus.

10.7.4 Bicycles

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

10.7.5 Handicapped Parking Area

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

10.7.6 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, please call the school office prior to 2:00pm.

10.8 Parking Lot Rules

10.8.1 Parking Lot Traffic Patterns / Morning

For the morning **ONLY**, both East and West entrances 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, are a high school student driver, or are making a **right turn exit**.
- Use the **WEST ENTRANCE** if you need to make a **left turn exit**. Traffic on the west side is for **drop off only**. Students should be dropped off at the playground if going to the school building, or dropped off at the southwest corner of the lunchroom for students going into the church building. **PARKING IS NOT ALLOWED ON THE WEST SIDE DUE TO BUS TRAFFIC**. Driving across the middle crosswalk is **strictly prohibited**.

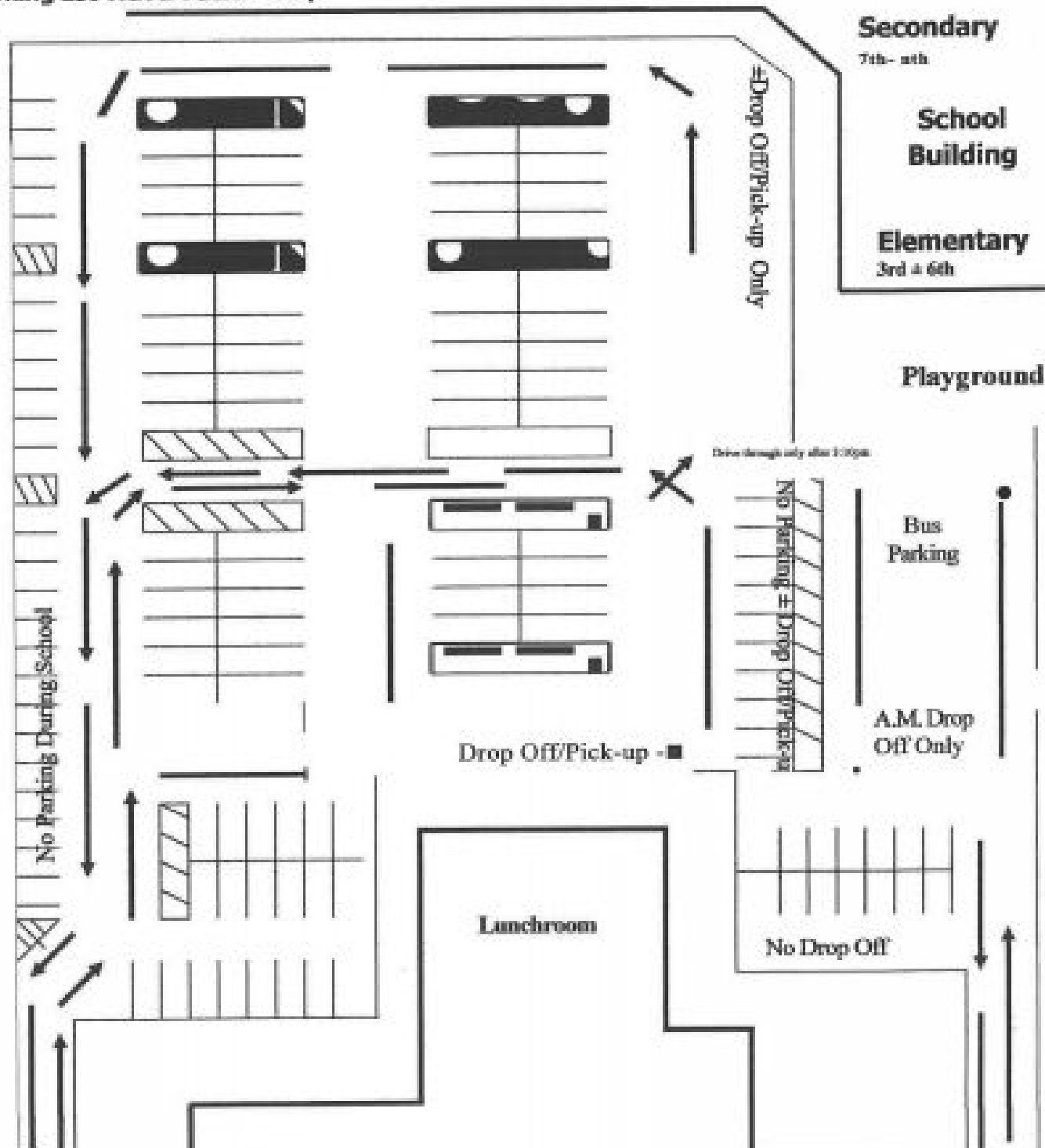
10.8.2 Parking Lot Traffic Patterns / Afternoon

- All traffic should use the **EAST ENTRANCE ONLY** to enter the campus. After the last bus leaves (approximately 2:50pm), the chain at the corner will be opened for **left turn only exit traffic**. 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**.

These parking lot rules will be in effect Monday through Friday. For the safety of our students, please **do not** use cell phones (handheld or headphone variety) while driving in the parking lot.

See the Parking Lot Travel Pattern Map below.

Parking Lot Travel Pattern Map



11. Volunteer Policy

In an effort to maintain a safe, caring environment for our students, the following Volunteer Guidelines are for any individual desiring to work directly with a PCA student from PK-12th grade. We appreciate all the volunteers we have here at PCA and by supporting this process, we are showing due diligence in caring for your children.

All those who desire to volunteer in our classrooms, on our campus, on field trips or directly working in *any* way with our children or youth, will be asked to submit a volunteer application each school year. Applications are available in both offices and are included in the school's June and August mailings to parents. When completing your application, please be sure to include your date of birth and a driver's license number. PCA will conduct 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.

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. Please see the information provided below for more detailed examples of volunteer activities. We look forward to working with our volunteers to give our students 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.

11.1 Examples of Volunteer Activities:

- Any elementary or secondary classroom volunteers, speech coaches, room parents, helpers, school store staff, judges, auction, fund-raisers, special projects, field trip volunteers;
- Anyone volunteering for the athletic department, ticket sales, concession stands, field days, fun run, coaches, drivers;
- 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, international days, Olympic field day, etc.

11.2 Guidelines For Volunteers

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

11.3 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.

11.4 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.

- It is the responsibility of Plymouth Christian Academy to select, screen and manage trustworthy individuals to fill volunteer positions at PCA.
- 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.
- 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.
- All volunteers should submit to a screening procedure that will include the completion of a signed Volunteer Application.
- The information received concerning individuals who volunteer their services will be maintained on a confidential basis at all times by Plymouth Christian Academy.

11.5 Volunteer Code of Conduct:

- 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 are unable to keep your commitment, please call the school, 734.459.3505, x3159, 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, Statement of Faith, Emergency Procedures, and any applicable sections included in the Elementary and Secondary Handbooks.
- Volunteers are prohibited from bringing any drugs, alcohol, or weapons to any school sponsored activity or onto school property.

11.6 Volunteer Application & Policy-Guidelines, Code of Conduct & Offenses Attachment

The following six (6) pages include the PCA Volunteer Application, Policy Guidelines and other guidelines.



43065 Joy Road Canton, Michigan 48187
Phone: 734.459.3505

VOLUNTEER APPLICATION

Volunteer: Any individual desiring to work directly and regularly with children or youth at Plymouth Christian Academy.

DATE _____

Date _____

- ☐ First time applicant – Please complete sections 1, 2, and 3
☐ Returning applicant – Please complete section 1 and 2
☐ I have read and agree to abide by the 'PCA Volunteer Policy & Guidelines' and 'Code of Conduct' and will support the school's 'Statement of Faith' (see www.plymouthchristian.org).

Section 1

☐ Mr. ☐ Mrs. ☐ Ms.

NAME _____ DATE OF BIRTH ____ / ____ / ____
Last First Middle

OTHER NAMES BY WHICH YOU MAY HAVE BEEN KNOWN, (i.e., maiden name)

DRIVER'S LICENSE # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ CELL PHONE _____

E-MAIL _____

LIST PCA STUDENTS TO WHOM YOU ARE RELATED:

IN WHICH CHILD/YOUTH SCHOOL PROGRAM ARE YOU SEEKING TO BECOME INVOLVED?

EDUCATION (Educational background, degrees, special skills) _____

EMPLOYMENT (if applicable)

Current Employer _____

Employer's Address _____

(street / P.O. Box)

(city, state, zip)

Current Job Title _____ Dates of Employment? _____

Do Current Job Duties include interacting with children? ☐ Yes ☐ No

WHAT OTHER CHILDREN/YOUTH WORK EXPERIENCE DO YOU HAVE? (Please list any organizations or programs)

Section 2

Have you at any time ever:

- | | | |
|---|------------------------------|-----------------------------|
| ▪ Been arrested for any reason? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Been engaged in, or been accused of any child molestation, exploitation, or abuse? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Been convicted of, or pleaded to no contest to, any crime? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Been convicted of any offense listed on Attachment 1? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ▪ Are you currently under indictment or arraignment for any offense listed on Attachment 1? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of these questions is "yes," please explain in detail:

Section 3

REFERENCES: ****First time applicants only:***

Name/Relationship *Complete Address (street, city, state, zip)

Phone

Name/Relationship *Complete Address (street, city, state, zip)

Phone

Applicant Verification and Release

I recognize that the organization to which this application is being submitted is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information I have provided is absolutely true and correct. I authorize the organization to contact any person, employer, or entity listed in this application, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications. I acknowledge that my volunteer service is at the discretion of PCA and may be suspended, rescinded or revoked by PCA at any time for any reason.

I voluntarily release the organization and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation. If I am selected for Plymouth Christian Academy's Volunteer Program, I agree that my service is voluntary and I will not be considered an employee or independent contractor of PCA. I further acknowledge that I have no expectation of remuneration or other compensation for performing any services and no promises of compensation or remuneration were made by PCA to me.

I have carefully read the policy and guidelines of the organization, and I agree to abide by them and I agree to protect the health and safety of the children and youth of Plymouth Christian Academy at all times.

Printed Name: _____

Signature: _____ Date _____

GUIDELINES FOR VOLUNTEERS

OUR 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.

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 support the school's **Statement of Faith**.
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 for 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.

OUR VOLUNTEERS:

Parent volunteers are very important to the education of students at Plymouth Christian Academy!

PCA volunteers have a vital role in our day-to-day operations. Our volunteers are highly respected and trusted by our students, and are generally viewed as "authority figures" by the children. Our school has high standards and expectations for all areas of your child's education, and we have established guidelines to assist all of us in maintaining those standards.

BEFORE YOU BEGIN VOLUNTEERING:

All volunteers who regularly and directly work with students, including those who go on field trips, must complete the volunteer application process and go through a background screening process prior to starting any volunteer activity at the school. The Volunteer Application Form is also available in the school office. All information is confidential.

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 are unable to fulfill your commitment, please call the school, 734.459.3505 x3158, 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 and drinking alcohol 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 are prohibited from bringing any drugs or weapons to any school sponsored activity or onto school property.
- Volunteers will review and act in accordance with the Statement of Faith, Volunteer Policy, Emergency Procedures, and any applicable sections included in the Elementary and Secondary Handbooks.

We look forward to working together with you this year to give your children the best education possible in a caring — as well as safe, orderly, and Christ-honoring environment!

SCHOOL VOLUNTEER POLICY

The following school volunteer policy is designed to help us sustain the safe, orderly Christ-honoring school environment that is expected by the parents, students and staff of Plymouth Christian Academy. All potential volunteers desiring to work regularly with children or youth at Plymouth Christian Academy, pre-school through twelfth grade, must complete the volunteer application.

1. All volunteers will be given the written guidelines and procedures which include the following: The importance of not disrupting classroom instruction, information regarding safety issues, fire drills, tornado drills, personal decorum, instructional issues, school policies, protocol, and confidentiality.

2. To indicate their areas of interest, volunteers are required to complete the Volunteer Application and agree to abide by the school's Statement of Faith, Volunteer Policy and Guidelines and to "Serve wholeheartedly, as if you were serving the Lord, not people, because you know that the Lord will reward each one for whatever good they do, whether they are slave or free." Ephesians 6:7-8. As with all other building staff members, the final decision for placement rests with the administrative team.
3. Understand that discipline is the teacher's responsibility. Maintain order when assisting the children, but refer discipline problems to the teacher.
4. Field trips are scheduled as part of the instructional day. The school volunteer policy applies to these activities with the same standards and expectations for field trip volunteers as we have for other school volunteers. Please be aware that we are often unable to provide transportation for field trip volunteers. You should also understand that volunteers may not be needed for some field trips. The final decision made by the administrator in these matters will prevail.
5. Be familiar with Emergency Procedures as specified in Volunteer Guidelines.
6. Be healthy and free of communicable diseases. If you are ill, please stay home.
7. Understand when volunteering that discussion of confidential matters and criticism of the school staff, pupils and programs is inappropriate and unacceptable.
8. Know that a professional must do the evaluation of a child's learning and it is not a volunteer's responsibility to judge student competence.
9. Support your school. If you have concerns or if others come to you with criticisms or complaints, encourage them to go directly to an administrator.
10. Find ways to establish a high quality rapport with children and staff by:
 - Being warm and friendly
 - Maintaining a sense of humor
 - Staying calm in emergencies
 - Keeping your commitment
 - Displaying a positive, supportive and flexible attitude
11. 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, stand outside the restroom and leave the door open.

In consideration of being allowed to volunteer and for other valuable consideration, I (including my heirs, dependents, administrators, agents, and assigns) agree to waive, hold harmless, release and discharge Plymouth Christian Academy from any and all liability, suits, causes of action, damages, demands, or claims, known or unknown, that I (or those claiming under me) may now have or incur in the future, resulting or arising in any way, directly or indirectly, from my participation as a volunteer, including but not limited to, all claims for personal injury, property damage, emotional or mental harm, or any loss whatsoever caused by any action or inaction, negligence, or other conduct by PCA or its agents, except for any physical injuries caused solely by the gross negligence of employees of PCA.

VOLUNTEER PROGRAM

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, fall auction, fund-raisers, special projects, field trip volunteers, etc.
- 2) Anyone volunteering for the athletic department, 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, math events, library helpers, art presenters and special days.

Attachment 1; Offenses:

Accosting, enticing, or soliciting a child for immoral purposes.

Involvement in child sexually abusive activity or material.

A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.

First, second, third, or fourth degree Criminal Sexual Conduct (CSC) or assault with intent to commit CSC.

If the victim is less than 18 years of age, the crime of gross indecency (except for a juvenile disposition or adjudication), kidnapping, sodomy, or soliciting another for prostitution.

Leading, enticing, or carrying away a child under 14 years of age.

Pandering. Any other violation of a state law or local ordinance constituting a sexual offense against an individual less than 18 years of age.

An offense committed by a sexually delinquent person.

An attempt or conspiracy to commit one of the offenses listed above.

Any offense under the laws of the United States, or any other state, or any other country, tribal or military law that is substantially similar to a listed offense.

Felonious assault on a child, child abuse in any degree, or an attempt to commit child abuse in any degree.

Cruelty, torture, or indecent exposure involving a child.

Delivery of a narcotic to a minor or student or within 1,000 feet of school property (333.7410)

Breaking and entering (750.115)

Knowingly allowing a minor to consume or possess alcohol or a controlled substance at a social gathering (750.141a)

Accosting, enticing, or soliciting a child for an immoral purpose (750.145a)

Assault; assault and battery (750.81)

Assault; infliction of serious injury (750.81a)

Selling or furnishing alcohol to a person less than 21 years of age (436.33)

Manufacturing / delivering controlled substance (7401(2)(a)(a)(1))

Recruiting, inducing, soliciting or coercing minor to commit a felony (333.7416)

Assault with intent to commit murder (750.83)

Assault with intent to rob and steal armed (750.89)

Attempt to murder (750.91) First degree murder (750.316) Second degree murder (750.317)

Armed robbery aggravated assault (750.529)

Misdemeanor – Delivery of a narcotic to a minor or student or within 1,000 feet of school property (333.7410)