



SECONDARY 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've been saving a place for you and count it a great joy to begin this journey with your family in providing a Christ-centered education within a caring community. Our purpose is 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. This purpose is achieved, in part by being an extension of the home and we are privileged to partner with you!

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. 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. Each year, we prayerfully consider a school theme that becomes the focus and work of spiritual growth on our campus. Our school's theme this year is "In His Image". With the unrest we are experiencing in our world today, it is a comfort to be reminded that we are made in the image of God. We are praying for wisdom and understanding as we set the stage for understanding and defending the sanctity of all human life. The 2020-2021 theme verse is Micah 6:8, "And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God." This Scripture challenges us to ask ourselves if we love as Christ loves, if we follow after His righteousness, if we extend grace and mercy to others, and if we are truly walking humbly as fellow image-bearers of God!

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 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 the 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

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 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)

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

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 it's first junior varsity basketball team.

The class of 1985 had 24 graduates and the library boasted 3,579 volumes. By 1986, enrollment in preschool through grade 12 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. Fields for soccer, baseball and softball 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 the 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.

In the summer of 1994, 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. The school earned North Central Association (NCA) accreditation in the spring of 1994. The nationally recognized NCA seal of approval is awarded to schools that meet a rigorous set of education standards.

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 the construction of new additions – a weight and locker room were added to the athletic facility along with the multipurpose room (now known as the Activity Center). The large multipurpose 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, a softball field, and soccer fields have been 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. The fall of 2010 brought the opening of our new nature trail with a ribbon cutting ceremony, followed by our first 5K run on Saturday, 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, we earned Association of Christian Schools International (ACSI) accreditation. As stated on the ACSI website, 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. Implemented during the 2015-2016 school year, the PCA Leadership Program articulates 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, the PCA security system installation began with the addition of security doors in the church building leading to the Level 100 Lunchroom and the lower level classrooms. In the secondary building, security doors were added, providing lock down capabilities for all classrooms. Staff were provided 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 will serve as the biology lab to further prepare PCA students for the challenges ahead during their college years. The 2016-2017 school year marks our

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

In 2017-2018, God provided the funding for further security measures to be implemented including the doors being locked down in both buildings.

In 2018-2019, we implemented a total 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 God's faithfulness, provisions, and blessings since being established in 1976! We look forward to seeing how He will lead in the future.

1.4 Purpose Statement

Plymouth Christian Academy is a school that must be distinctly and thoroughly Christian and one that exists to produce certain 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 because 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, and then to grow in maturity—to become more like Him daily. Just as we work to produce students who have achieved a certain academic level and are ready for new heights, so we work to produce students who are matured spiritually, living transformed lives (Galatians 5:22-23; Romans 12:9-21), and 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 allow one to enjoy Him can only come from knowing His word well.

Because we are 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 the 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). Also, 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 all of their days.

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.

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 education base for success in the next division of formal training.

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 and 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 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 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
- 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 parent 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 him/herself diligently to his academic endeavors.
- The student is encouraged to pray.
- 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 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 is 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 is also certified by the State of Michigan where applicable. All substitute teachers hold a minimum of 60 college hours and most are certified as substitutes by the State of Michigan.

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

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, and event preparation.

1.15 Booster Boards

The Athletic Booster Board and Fine Arts Booster Board provide volunteer support to the PCA Athletic Department and Fine Arts Department. Through participation in the Booster Board, funds are provided for athletic needs and Fine Arts needs. The booster board also provides much needed volunteers for Fine Arts 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. Plymouth Christian Academy, in partnership with parents, will prepare students for college and a life of service to our Lord and their community through excellence in Bible centered instruction and through Godly example. 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

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

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

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

2.2 Admission Priorities

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

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

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

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 this 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 your application be received in a timely manner regardless of desired admission date, as classes may have waiting lists. If you have any questions, please contact Leanne Windle at 734-459-3505, ext. 3190, or email at Leanne.windle@plymouthchristian.org.

- Submit the following items:
 - Transcript or most recent report card.
 - Entering grades 10-12: Transcript, which is available upon request from your student's present school
 - Entering grades 7-9: Copy of the last three annual report cards
 - Entering grades 1-6: Copy of latest report card
 - 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: Incoming 7th– 12th grade:
 - 1-Counselor or Administrator Recommendation
 - 2-English Teacher Recommendation
 - 3-Math Teacher Recommendation
 - 4-Youth Pastor or Sunday School Teacher Recommendation
 - 5-Elementary Teacher Recommendation – applicable for incoming 7th grade only
- 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
- 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 (jeanne.greuber@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 first through twelfth 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 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.
- 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 procedures as well as during the annual re-enrollment procedures.

1. We understand that Plymouth Christian Academy has been established for the purpose of providing a Christ-centered education for its students. We further understand that the proper spirit, attitude, and commitment of each parent and student are vital to the achievement of that purpose.
2. We understand that God has ordained authority and discipline as a necessary part of life to guide and control behavior. As a parent, we agree to cooperate with the 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

Both parents and ALL 7th-12th grade students must sign the Standard of Conduct as part of the Admission Process as well as during the annual Re-enrollment Procedures.

Plymouth Christian Academy was founded upon the conviction that young people should be able to gain a quality academic education in an environment that is conducive to spiritual growth. The school holds that the Bible is the sole authority on all spiritual matters and that spiritual growth begins with the initial act of saving faith and continues throughout life. Bible study is a required part of each student's curriculum and the students are required to attend Chapel services. As a part of its basic philosophy of education, PCA also recognizes that the home is primarily responsible for the development of Christian character, and that the school is responsible for building on this foundation.

In order to do this, PCA must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. We believe in a Standard of Conduct based upon biblical principles of Christian living. The school, therefore, expects each student to maintain Christian standards of courtesy, kindness, morality, and honesty. The school further requires each student to refrain from profanity, indecent language, gambling, cheating, stealing, and use of any type of tobacco, drugs, alcohol, and pornographic materials, and from participation in unlawful, violent or destructive acts both within and outside the school environment.

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

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 ninety (90) school-days from the date of dismissal or withdrawal.
2. They must meet all criteria under "New Student Enrollment".
3. The student will be placed on "Enrollment Probation" for no less than one semester. See Enrollment Probation Policy 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 etc.
 - 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 midterm will be required to meet with the Secondary 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 of student conduct. This policy also includes those students who have a prior history of drug or alcohol use, or other illegal activity. 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.
- The student will be required to meet every two weeks with the school counselor and an administrator to review the personal action plan.
- The student will be required to maintain a minimum grade point average of 1.7 (70% or C-).
- The student will be prohibited from participation in athletic, extracurricular, and social activities for 30 days.
- The student will be subject to random drug screening at the discretion of the school administration. Parent(s)/guardian(s) will be responsible for the cost of the drug testing.

2.8 Withdrawing From Plymouth Christian

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 December. 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:

- Prepayment Discount; 2.5% discount if payment received in the Spring (contact tuition office for exact date)
- Multiple Child Discount; \$150 discount for the 2nd child, 10% off for the 3rd child, and 50% off for the 4th or more child(ren)
- CBC Member Discount; 9.0% discount for CBC members who regularly attend CBC, consistently and faithfully contribute to the CBC General Fund, and support CBC ministries through personal involvement by volunteering their time and talents. To be eligible for this discount, please complete the CBC Member Form available in the tuition office.
- Full Time Ministry Discount for full time ministry personnel; To be eligible for this discount, please complete the Ministry Discount Form available in the tuition office

FACTS Policies:

- Most banks charge a fee for NSF
- FACTS charges a \$30 NSF fee
- Customer service for FACTS is 800-624-7092
- Parents can go to <http://online.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 grade twelve.
- 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 crystal.edwards@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 order is submitted. School ID code = EFDF95AE21 L.
- 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.
- Order 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 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; crystal.edwards@plymouthchristian.org.

3. Educational Policies and Procedures

3.1 School Day Schedule for Secondary Students

The school schedule for the secondary is as follows:

- Mon-Wed-Fri: **PURPLE** Schedule
- Tuesdays: **GOLD** Schedule, Chapel
- Thursdays: Please see posted schedule

Purple Schedule	
1 st Hour-	7:25-8:13
2 nd Hour	8:18-9:06
3 rd Hour	9:11-9:59
4 th Hour	10:09-10:57
HS 5 th Hour	11:02-11:50
HS Lunch	11:55-12:21
MS Lunch	11:02-11:28
MS 5 th Hour	11:33-12:21
6 th Hour	12:26-1:14

Gold Schedule	
1 st Hour-	7:25-8:07
2 nd Hour	8:12-8:54
3 rd Hour	8:59-9:41
4 th Hour	9:51-10:33
5 th Hour	10:38-11:20
Chapel/Meetings	11:25-12:09
Lunch	12:14-12:39
6 th Hour	12:44-1:26
7 th Hour	1:31-2:13

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.

3.3 Grading Policies / Grading Scale (Grades 3-12)

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

- **Grading Policy for grades 7-8:**
 - Teachers will average in the exam to Quarter 2 and Quarter 4's final grade.
- **Grading Policy for grades 9-12:**
 - Each quarter grade is worth 40% of the semester grade while the semester final exam is worth 20% of the semester grade. 60% is passing for the semester.
 - All grades will be reported in percentages so a true reflection of the work will be presented.
- **Extra Credit:**
 - Extra credit may not be given on the secondary level.
- **Grade Point Calculations**

- Grade points will be calculated in the following manner:
- All semester grades will be used for calculations.
- No credits or grade points are given for study hall, but will be given a pass or fail.
- Grade Points for AP will be assigned according to a 5.0 scale.
- **Incomplete Grades**
 - Assignments required for a course must be completed by the end of the marking period, unless there are extenuating circumstances approved of by the Counselor and Secondary Principal.
 - Unless prior approval has been granted by the administration, the normal amount of time to change a grade of Incomplete given on a report card is ten school days from the original date grades were due.

3.4 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.

3.5 Graduation Policies

- Graduation from Plymouth Christian Academy requires a student to complete the required credits for graduation with at least the senior year being spent at PCA.
- All students must take a minimum of 3.5 credits (7 classes) freshman, sophomore, and junior years.
- Seniors are required to take at least five (5) classes each semester to be considered a full time student at PCA. Eligibility for early release will be determined by the student's academic record, attendance record, and conduct record.
- All required courses failed in the ninth, tenth, eleventh, and twelfth grade must be made up prior to graduation. Students must complete a minimum of 26 credits to graduate.

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

- **Class (Credits) **(See below for specific classes)***
 - Bible (4 credits)
 - English (4 credits)
 - Speech/Debate (1 credit)
 - Math (4 credits)
 - Science (3 credits)
 - Social Studies (3 credits)
 - Physical Education (0.5 credit)
 - Health (0.5 credit)
 - Fine & Performing Arts (1 credit)
 - World Language (2 credits)
 - Business & Technology (1 credit)
 - Electives (2 credits)
 - **Total Credits needed to graduate = 26 credits**

- **Required Class List:**

- 1 semester = .5 credit
- 2 semesters = 1 credit
- **Bible Classes = 4 credits**
 - Foundations of the Faith - 9th grade (2 semesters)
 - Foundations of the Church (Book of Acts & Apologetics) - 10th grade (2 semesters)
 - Foundations of World Views - 11th grade (2 semesters)
 - Foundations of Christian Living (class options available - 12th grade (2 semesters)
- **English Classes = 5 credits**
 - English Foundations - 9th grade (2 semesters)
 - American Literature & Composition (2 semesters)
 - Speech & Business Communications (1 semester)
 - Debate (1 semester)
 - Electives chosen from available options
 - *PCA requirement: 1 English during Senior year
- **Math Classes = 4 credits**
 - Algebra I (2 semesters)
 - Geometry (2 semesters)
 - Algebra II (2 semesters)
 - Electives chosen from the available options.
 - State Requirement: 1 Math during Senior Year
- **Science Classes = 3 credits**
 - Earth Science (recommended, not required) (2 semesters)
 - Biology (2 semesters)
 - Chemistry (2 semesters) or Conceptual Physics (2 semesters)
 - Electives chosen from available options
- **Social Studies Classes = 3 credits**
 - World History (2 semesters)
 - U.S. History or AP U.S. History (2 semesters)
 - U.S. Government (1 semester) or AP U.S. Government (2 semesters)
 - Economics (1 semester)
- **Physical Education = ½ credit**
- **Health = ½ credit**
- **Fine & Performing Arts = 1 credit**
 - Course options available
- **World Language = 2 credits**
 - 2 credits of the same language
- **Business and Technology Classes = 1 credit**
 - Business Technology 1 (1 semester)
 - Business Technology 2 (1 semester)
- **Elective Credits = 2 credits**

3.6 Honor Roll

- **Honors**

- Students must have a G.P.A. of 3.7-3.99 (90.0 – 94.0% average) with no grade below 84% at the end of each semester. A student must maintain a minimum of five academic credit hours.

- **High Honors**

- Students must have a G.P.A. of 4.0 or above (95 – 100% average) with no grade below 84% at the end of each semester.
- A student must maintain a minimum of five academic credit hours.

- **Graduating with Honors**

- Seniors graduating with honors will be determined/calculated at the end of the 1st semester of their senior year.
- Seniors who maintain a 3.7 grade point average and above will graduate with honors:
- Seniors who have maintained a 3.7-3.79 grade point average during the four years of high school will be graduated cum laude; those whose grade point average is 3.8-3.89 will be graduated **magna cum laude**; and those whose grade point average is 3.9-4.0+ will be graduated **summa cum laude**.
- Any student whose academic achievement or conduct deteriorates during the second semester of the senior year may not be designated as an honor graduate.

- **Selection of Valedictorian/Salutatorian**

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

- **Academic Probation**

- Students whose grades fall below a 1.7 GPA two marking periods in succession will be placed on academic probation. Probation begins and ends with a parent conference and consists of exclusion from all extra-curricular activities and elected offices. Academic probation lasts for one marking period. At the conclusion of the probationary period, a decision will be made by the administrators, teachers, and counselor regarding 1) discontinuing the probation; 2) continuing probation; 3) recommendation of withdrawal from school.
- In the event that a student does not pass a required class for graduation, they are required to take the same class again for credit. Classes that are failed may NOT be taken for college credit at a local college or university. Likewise, students are not permitted to retake a failed class in a home-school situation. Students must make arrangements to retake the required course either in the summer or during the following school year. The student may not be promoted to the next class without first acquiring credit for the prerequisite failed class. The failed class remains on a students' transcript.

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

- **Academic Eligibility**

- Students must have a minimum nine-week average or semester average of 75% and must not be failing any class to participate in extracurricular activities. Students with a 75% or higher will be declared eligible for extra-curricular participation at the start of the next nine-week marking period. If a student fails a course in the second semester, they will be responsible to regain eligibility in the fall semester by taking and passing an approved summer school course with a grade of 75% or higher.
- In addition, grades will be checked weekly and if a student's average is lower than a 75% or is failing a class, he or she will be declared temporarily ineligible as follows:
 - 1st ineligibility: The student will be declared temporarily ineligible and may attend practice only. The student may not play in games (home or away) with the team for that week (Monday – Saturday).
 - 2nd ineligibility: The student will be declared temporarily ineligible and will not be allowed to play in games or practice with the team for that week (Monday – Saturday).
 - 3rd ineligibility: The student will be officially dropped from the roster for duration of the season.
- In order to regain eligibility after the 1st or 2nd ineligibility, the student must bring his or her grades into the acceptable range outlined above. Ineligibility Levels DO NOT have to be consecutive weeks; they are for the duration of that season. For example, if a student is ineligible for one week, gets their grades back up for the next week, but is then ineligible again the following week, they will have obtained their 2nd Ineligibility.
- Each student who has at least one grade below 75% is responsible for a weekly grade check. Students must get their current grades from the Student Portal each Wednesday and submit them to the Dean of Students. (If a student does not submit a grade report, they will be declared ineligible until it is submitted.)

3.7 Academic Support

- Every Monday, student's grades in all classes will be reviewed by the Principal and/or the Assistant Principal.
- Students with a grade of 74% or lower in any class during a given quarter in any class will be contacted to get help from the teacher to complete work and get caught up in the class. Parents will also be notified.
- Students are encouraged to seek support with their academic classes by contacting the teacher to set up times during teacher prep hours and after school office hours. The student is responsible to seek the teachers support.

3.8 Accommodations for Students with Learning Challenges

While PCA offers support for students who have learning challenges within the classroom by using best practices, it sometimes becomes necessary to make accommodations to the existing program to meet the educational needs of our students. These accommodations may include accommodations within the classroom or in the Learning Lab. In such instances, the following procedures will be followed:

1. A conference will be held between the Parent/Guardian, student (if appropriate), and the HELP Team to discuss the plausibility (reasonableness) of providing accommodations within the PCA environment. At this time, any documentation provided by the parents of a diagnosed learning disability, documented struggles, and sharing of academic history will be discussed. Also, teacher/HELP Team observations, formal or informal testing, or any documented concerns Best Practices implemented will be shared. This conference will be documented, and such documentation will be placed in the student's file.

Response to Intervention support may be planned for implementation, a 504 plan may be written, or a referral to Plymouth Canton for further testing may be made. School Administration will have the final say in determining whether the requested accommodations can reasonably be implemented.

2. Once a year, a meeting between Parents/Guardians, and the HELP Team will be held to review the accommodations.
3. Teachers are not permitted to modify their curriculum (alter expectations/objectives) for individual students with learning challenges unless the above process have been followed and a plan for the student which includes permission to modify has been set in place by administration.
4. Plymouth Canton Community Schools offers support through educational testing to students who have been referred, Teacher Consultation Services to teachers and Learning Specialists, and Speech and Occupational Services to those students who have a diagnosed disability that impacts their educational success.
5. Academic support, Response to Intervention (RTI) services and individualized accommodation may be provided through the Learning Lab after a need is determined by the HELP Team.

3.9 Advanced Placement Program

The Advanced Placement (AP) program is a cooperative endeavor between secondary schools and colleges/universities. It allows high school students to take college level academic courses and gives them the opportunity to demonstrate academic mastery through the AP exams. Depending on university requirements, students may have the opportunity to earn college credit with their AP exam scores. Students must check with the universities of their choice to ascertain advanced placement policies.

AP courses make substantial academic demands on the student. They are required to do a considerable amount of outside reading and other assignments. This helps students learn study skills and habits that are valuable throughout their college years. Further, they must demonstrate the analytical skills and writing ability expected of first-year students in a strong college program. Our goal for the PCA AP Program is to provide classes that challenge those students who demonstrate an ability and desire to meet the demands of a college level class.

Grades in the AP courses will be recorded on the high school transcript based on a 4-point scale. However, a student's calculated GPA on the transcript will include the grade based on a 5-point scales if the student's grade is an 80% or better on a normal 4-point scale.

The students will be expected to take the national AP Exam in the spring. Students are responsible for covering the cost of the exam when exams are ordered.

- **Placement Criteria for EACH Advanced Placement Course**
 - Students must have a year-end average of 92 in the subject area or a teacher recommendation.
 - A writing sample might be required from the AP teacher for review.
 - Counselor approval must be obtained for each AP course.

3.10 Class Credit

Each semester class that earns a grade of 60 or above receives .5 credits for that class.

3.11 Class Ranking For Seniors

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

3.12 Correspondence | Online Courses

Students are not permitted to take correspondence or on-line courses without the approval of the School Counselor and Secondary Principal.

3.13 Credit By Exam

PCA does not accept credit by exam.

3.14 Independent Study

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

3.15 Christian Community Service Requirements

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

- **What does Christian Service look like?**
 - **Serving with a church:** A student can do mission trips, youth group service projects, and participate in church opportunities to serve the community or in the church itself.
 - **Serving Plymouth Christian:** A class or individual students can do service projects, helping hands ministry, clean-up, landscaping, helping teachers, tutoring, helping with younger students.
 - **Serving with family:** A family can do a service project like going to a soup kitchen, Detroit City Rescue Mission, Grace Centers of Hope and preparing and serving meals. Helping out elderly family members with physical needs, helping neighbors who have physical/financial needs, clean up in parks, neighborhoods, rivers, etc., or minister as a family at a local nursing home.
 - **Serving as an individual:** An individual can participate in serving by raking leaves, shoveling snow, yard work, or various other things in their own neighborhood for people in need. An individual student can also serve by finding their own service projects that are run by organizations outside of their school or church. For example, contacting the Salvation Army and signing up for bell ringing at Christmas time. A student could also serve with a Bible class together on a service project.
 - All secondary students are required to complete Christian service hours in accordance with the requirements of their Bible class.

3.16 Textbooks and School Materials

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

3.17 Dropping | Adding Classes

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

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

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

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

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

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

3.18 Dual Enrollment | College Classes

Plymouth Christian Academy Sophomore-Junior-Senior students may elect to take college level work through Concordia University-Ann Arbor (CUAA), Schoolcraft College and other accredited universities and colleges in the United States. Dual enrollment allows students to earn both high school credit as well as university credit for select courses.

Students who wish to be dual enrolled must meet the following requirements:

1. If PCA offers the class, students must take the class at PCA, unless there is an unavoidable scheduling conflict.
2. Students must be in good academic standing.
3. Students must obtain the signed approval of the PCA school counselor and secondary principal before taking a class outside of PCA. Classes that are taken without the consent of the PCA school counselor and secondary principal will not be accepted.

4. Depending upon the course taken, the student may be responsible for any required fees and tuition to the college. The state of Michigan will not pay for a core class (Math, English, Social Science, and Science) that is for high school credit. Additionally, the State of Michigan will not pay for any theology, recreational interests, hobbies, crafts and physical education classes.
5. The student must be pre-approved and complete the appropriate college application.
6. Students and parents can decide to use the credit for high school graduation requirements or for college credit. The student is responsible to check with the college of their choice on whether the course work completed in the dual enrollment class is acceptable for college credit. PCA will allow credit for high school which could (with permission from the college) be used for undergraduate credit.

Minimum requirements exist for admittance to this program. If you choose to have the class applied as high school credit, the grades received are the grades that will be recorded on the high school transcript. Special scheduling to allow enrollment in college classes cannot be guaranteed.

Off Campus Academic Source

Plymouth Christian Academy high school students can elect to take a class at an off campus academic locations (i.e., public school), with the following guidelines:

1. If PCA offers the class, students must take the class at PCA unless there is an unavoidable scheduling conflict.
2. Students must obtain the signed approval of the PCA School counselor and Principal before signing up for any class held at other academic locations.
3. An official transcript must be submitted to the PCA counselor at the completion of the course in order to have the grade transferred to the student's PCA transcripts
4. Parents will cover the cost of the course.

High School Credit for Middle School Students

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

3.19 Homework Policies/Tests and Exams

Homework Policies:

1. Assignments given as homework are designed to provide opportunities to practice and apply concepts learned within the classroom. Each teacher will have their own homework policy (due dates, make-ups, etc.). Please see the class syllabus and rules for more guidelines.
2. Major assignments (including term papers, projects) must be turned in on time to receive full credit unless pre-arranged approval has been sought and granted by the individual teacher. Major assignments will be depreciated the equivalent of one letter grade per late day as per the discretion of the individual teacher involved. Individual teacher policies must conform to the general school policy and the written policies of the department/teacher must be adhered to unless there are extenuating circumstances. At the discretion of the teacher, an overdue assignment may be required to be completed without credit.
3. An assignment will be considered late if it is not turned in during the class period on the date on which it is due.
4. Each day an assignment is late, the score of the assignment will be reduced.

5. Students absent on the due date of a project or assignment and that day only, are responsible to hand that assignment in on the day they return.
6. Students who are absent for more than one day prior to the due date of the assignment, shall arrange a new date with the teacher.
7. We do request parents' full cooperation in seeing that assignments are completed. Failure to complete all assigned work will affect the student's daily and quarter grade.
8. Lack of completion of assignments will result in mandatory attendance at Study Table.

Makeup Policies for Homework and Major Projects | Papers

1. The student will have one (1) school day for every day of absence to a maximum of five (5) days to complete make-up work.
2. Students absent on the day of a test must schedule a make-up day as soon as they return. If a student misses a test on a partial day absence, the student should arrange with the teacher to make up the test on that same day.
3. **Except in extreme cases, tests must be made up within a five-day period of time from the date of absence.** Unless authorized by the administration, no tests may be made up after the close of the marking period.

Wednesday Night and School Holiday Homework

1. In order to encourage our students to participate in youth group church functions typically held on Wednesday nights, the school will *generally* assign little or no homework, quizzes, tests, or projects to accomplish on that night or over school holidays. One exception to that general practice:
2. Advanced Placement classes demand a curriculum coverage that requires homework every night.

Tests and Exams

Oral or written tests will be given by the teachers at the time they deem best to assess the learning process. Semester exams will be scheduled in all subjects at the secondary school division. The schedule of semester exams will be developed and published by the secondary staff. Semester exams will not be scheduled early for individual student without the approval of an administrator. Parents are strongly encouraged to plan travel and other commitments so that students are able to prepare and test on the schedule designed by the staff. Students who do not take a semester exam will receive a grade of "incomplete" and will be required to take the exam later at the convenience of the teacher. There are no exemptions from semester exams except AP Classes. Students taking AP courses will be taking the AP Test which will qualify as their final for the class.

3.20 Promotion

Middle School

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

Promotion to 9th Grade

- Students who fail one subject will receive provisional promotion" to the ninth grade. Students who fail two subjects may be retained in the eighth grade upon the recommendation of the teacher(s) and the administration. If provisional promotion to the ninth grade is granted, the student may be required to retake one or both subjects failed. If such is the case, the failed subject(s) must be scheduled first; then

the available ninth grade subject(s) may be added. The school is not responsible for scheduling problems incurred during the freshman or subsequent years in this instance. Students failing three or more subjects shall be retained in the eighth grade.

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

Promotion to 10th-12th Grade

- Students shall be considered for promotion according to the number of state credits they receive each year. Classifications are as follows:
 - Freshmen; Fewer than (6) credits
 - Sophomore - Minimum of (6) credits
 - Junior; Minimum of (12) credits
 - Senior - Minimum of (18) credits

Summer School

- Students may be required to successfully complete, in summer school, any course work for courses failed during the regular school year. The summer school program must be approved by PCA prior to the student's registration in the program. Only students earning a grade of "D" or "E" will be permitted to repeat a course in summer school. The transcript will note both grades. The failing grade earned in the regular school year will remain on the transcript. The summer school remedial grade and the failing grade will be calculated into the GPA. If a student is repeating a previously failed course, a minimum grade of 70% must be earned in summer school in order to receive credit for the course.

3.21 Standardized Testing Program, Transcripts, Transfer Credits

Standardized Testing

- All students in grades 7-9 will take the NWEA's MAP test throughout the school year to establish a baseline and measure academic growth throughout the year. Students in grades 9 and 10 will take the ASPIRE (cost included in tuition) and all students in grade 11 will take the PSAT (cost included in tuition) in October. ACT tests/or SAT can be taken, but the registration and fees are the responsibility of the student.

Transcripts

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

Transfer Credit for High School Students

- When grades are accepted from another school or from a home school, the grade points earned at the prior school will be recorded as if they were earned at PCA. Grades and credit will be accepted from regular education courses and not from alternative education courses.
- If a transfer student retakes a course that he failed previously at another school, original credit will be given for successful completion at PCA. No credit or grade points will be awarded for previous failure of the course; however, the course will remain on the transcript.

3.22 Student Tutoring Guidelines

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

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

3.23 Library Information

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

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

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

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

4. Student Life

4.1 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.
- The school shall make every effort to provide services to encourage regular attendance and to keep parents informed about their child's attendance.
- It is the expectation that all students attend a minimum of 90% of school days, which allows for a maximum of 10 absences per semester.

- The teacher's records are the legal record of attendance. All absences from individual classes shall be recorded by the classroom teacher and become a part of the students' permanent record. The individual classroom teachers shall inform the office of all absences for each semester.
- All students are expected to be present for at least five (5) periods on days 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.

4.2 Excused or Unexcused Absences

- At PCA, there are no excused or unexcused absences. Although a parent has the right to keep a student home from school, it will be counted as an absence.
- In case of absences being due to medical reasons, the parent will provide a doctor's excuse for each absence in excess of the 10, students will need a doctor's note for absences to be waived.
- Students are expected to be in school on the day following an athletic event, social events, field trips, musical (including practices), and any other extracurricular activity unless excused by the administration.
- If a student will be absent, a parent should call the office prior to 7:15am. The student should check their Portal or contact a classmate about any missed work.

4.3 Tardy Policy

- **Definition:** A student is tardy if not completely inside the assigned room when the bell rings. 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.
- **Philosophy:** The faculty and staff of Plymouth Christian Academy secondary school 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 & understand the importance of developing the habit of punctuality. The consequences for tardiness are part of this strong effort of teaching students the value of being in class on time.
- **The tardy policy** of the Plymouth Christian Academy secondary school is designed to promote better student achievement by:
 - Expecting students to be on time to class
 - Reducing the amount of instructional time lost to interruptions caused by students who arrive late to class
 - Involving students, parents and staff as partners in finding solutions to student punctuality problems
- **Consequences:** Students who arrive after the tardy bell must report to the Secondary Receptionist for a pass.
 - **1st - 5th Tardies** - Parental notification via Secondary Discipline Notice
 - **6th & 7th Tardy** - Parental notification via Secondary Discipline Notice. Student assigned detention.
 - **Subsequent Tardies** - Student and parent will discuss future discipline with the Dean of Students. Student and parent to determine the root cause of the problem. Student will sign and be held to an agreement to eliminate the problem with tardiness
- **Morning Tardies:** Students arriving to school late will be considered tardy to their class if they are not in the classroom before the bell rings, unless coming from a medical/dental appointment.

- **Uncontrollable Tardies:** If something outside of the family's control causes a student to be late to school, please send an email to the Dean of Students that day to explain the situation so that it might be excused.

4.4 Family Trips | Vacations

If a student is going to be on a pre-arranged absence, please contact the secondary receptionist with as much notice as possible. Homework assignments should be completed and returned promptly upon return. Any tests given during the vacation time must be scheduled for make-up with the teachers upon return. Class homework may be obtained from the online calendar of schoolwork posted by the individual teachers.

Ultimately it is the student's responsibility to secure his/her make-up work from the individual teachers.

Participation in school-sponsored activities such as field trips, athletic events, retreats, etc., shall not count toward the ten (10) day limit of absences per semester. Lack of participation (by not attending the event or school day), however, will be considered as an absence for each day of non-participation.

4.5 Absence Reporting Procedures

Parents must call the school absence line by phone (734-459-3505, ext. 3181) by 7:15am on the day of the absence. For **partial day absences**, parents are asked to call the absence line (ext. 3181) and leave a message on the school's voice mail system before 8:00 a.m., or call the Secondary Office. Upon arrival, the student must sign in at the Reception Desk before going to class. Students are to enter through the flagpole doors only. For everyone concerned, it is important that they sign in at the Reception Desk. If they drive themselves, they **must** come in and sign in. The PCA Administration has the right to deny a student's release from campus (i.e., to run errands for the parent).

If a student is absent for a portion of the day when there is an assessment, it is the responsibility of the student to strive to complete that assessment during a study hall or after school later on that day. If time does not allow, it is the responsibility of the student to meet with the teacher to arrange a time with the teacher.

4.6 Truancy

Truancy is any unauthorized absence from school or class. Any absence that is without authorization and approval from the student's parents and the school administration is considered truancy.

- Upon the first truancy from a class or full day of school, the student's parents will be notified by phone and the student will be assigned to serve one detention.
- A second truancy will result in the following:
 - Notification of the student's parents (by phone and letter); and
 - A one-day suspension
- A third truancy will result in all of the following:
 - Notification of and conference with the student's parents before the student returns to school;
 - A three-day suspension;
 - The student will be placed on Disciplinary Probation for at least six weeks;
 - He/she will be disqualified from taking part in all extracurricular activities such as sports, music programs not required for a grade (trips, dramatic productions, clubs, meets, etc.).
- A fourth truancy will result in all of the following:
 - Notification of and conference with the student's parents before the student returns to school and,
 - A five-day suspension
 - Continuation of Disciplinary Probation
- A fifth truancy will result in a recommendation for expulsion for the remainder of the school year.

4.7 Locker Usage by Students

Lockers are the property of the school and are furnished for each student in the secondary grades. A lock rental fee is included in the tuition fees. Locks may be signed out the day the student begins school or during packet pickup day. Locks are to be kept by the student from year to year and only turned in when the student withdraws or graduates. If a lock is not returned then the student's report card will be put on hold until the lock is returned or an additional fee of \$3 has been paid. **Personal locks are not allowed** unless there is administrative approval.

- Locker doors should be kept tightly closed at all times. Out of respect and privacy for others, *student lockers should not be opened by other students*.
- Lockers are to be kept neat and orderly. Decorations, political stickers or posters, and pictures must be neatly displayed on the inside of the lockers only, and must be consistent with the values of PCA. Posters of inappropriately clad men or women or any questionable decorations are not permitted. Spirit posters and team recognition may be posted on the outside of the lockers with blue painter's tape only. Writing using markers, pens, etc. on lockers (either inside or outside) is prohibited. Bumper stickers (and any other stickers) must be put on with blue painter's tape only, not peeled and adhered.
- All books/gym bags that do not fit into a locker must be stored on top of the locker or in the designated shelving during the school day and removed at the end of each school day.
- Lockers and locks remain the property of PCA and as such the administration reserves the right to search the lockers without the permission of the student if such action is deemed appropriate by the school administration.

4.8 Athletic | Extra-Curricular Event Attendance Policies

See "Athletic Eligibility" for detailed information

4.9 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.
- **Note: Telephone permission will not be accepted.**
- **Field Trips::** All students are required to return signed consent slips from their parent(s) or guardian(s) before being permitted to attend field trips. Transportation for most field trips is by school bus. A charge for each student may be made to cover the cost of the field trip. Those students not going on the field trip are required and expected to be in school except for illness or parental permission for absence. Such students may find that they are assigned to a schedule different from their regular schedule as determined by an administrator. If the student does not attend the school sponsored field trip or school, their absence is counted toward their allowed total per semester.
- The dress code for field trips will be the same as the school dress code, unless the sponsoring teachers request otherwise. Any special rules that the sponsor(s) established for the trip must first be approved by an administrator and then the sponsors will act in his/her stead in the enforcement.

4.10 International Students

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

4.11 Lost and Found Procedures

Locker Rooms: All personal possessions should be locked up at all times. Equipment and clothing found in unlocked lockers, on the benches, or on the floor will be collected and brought to the PE Lost and Found area. **Hallways:** All personal items/books must be kept in hallway lockers. Items found on the floor in the hallway will be brought to the Lost and Found area. All textbooks found should be turned in to the school office and the owner will be notified. Other articles found within the school or on campus should be placed in the Lost and Found areas. Parents and students should check this weekly for personal items. Unclaimed articles will be given to a charitable organization at the end of each month or as space requires after notification to students has been given.

4.12 Lunch Program

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

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

4.13 Transportation and Student Drivers

Automobiles--Student Use

All student drivers are required to fill out a Vehicle Registration form available in the school office.

Requirements for driving privileges will be based on the following regulations:

1. Drive no faster than 10 MPH on school/church property. Always drive in a safe manner.
2. Stay away from areas where children are playing.
3. When arriving at school, park your vehicle and leave it immediately.
4. Students are not to be in vehicle at any time except when arriving or leaving school property.
5. Students are not to drive vehicles between school and church unless granted permission by the administrator.
6. The Athletic Director may grant permission to drive vehicles from the school to the parking lots near the baseball and softball fields.
7. Students are not allowed off campus during lunch time. Seniors have off-campus lunch privileges at the discretion of the Secondary Administrator.
8. Students needing to leave school during regular class hours must receive written (or verbal phone message to the Receptionist) permission from the parent and the approval of the Secondary Administrator and must sign out and in with the Receptionist.

9. Students are not permitted to park in the designated handicap parking spaces unless they qualify for a handicap tag.
10. **Bicycles;** Students who ride bikes to school should have their bikes locked when not in use.
11. **Carpools;** Parents may wish to arrange carpools. The school will assist with carpools by publishing in the weekly and monthly newsletters, a list of those families requesting car pools.
12. **Handicapped Parking Area;** Parents are not to park in designated handicapped parking spaces at any time unless they have an appropriate Handicapped Parking Permit.
13. **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.

Student Drivers and School Parking

- The privilege of driving to school is restricted to students who hold a valid Michigan driver's license and proper auto liability insurance. Students assume liability for damage of any property. All laws relating to operating a motor vehicle in the State Vehicle Code are to be obeyed. Students must register their vehicles with the Secondary Office by signing, along with their parents, the PCA Student Car Registration Form and receive a vehicle parking tag. Proof of Insurance, vehicle registration, license number, and color of vehicle are required.
- Students must observe the campus speed limit of 10 mph and must properly park only in the designated student parking area. Students whose driving is observed to be hazardous and/or irresponsible will lose the privilege of driving on campus for a temporary or permanent duration. Students who participate in any type of activity resulting in racing, excessive noise, or dangerous maneuvers are subject to suspensions.
- If a student's driving or the presence of his/her vehicle causes a school-related disruption, the student will automatically forfeit the privilege of driving his/her vehicle to school.
- Students must understand that if school officials have reason to believe that there is anything in their vehicles that is a violation of the law or PCA policy, they may be requested to open their vehicle for a search by a school official.
- Once students have arrived at school, the parking area is off limits without permission from a school staff member. Students needing to leave school during regular class hours must receive written (or oral via phone) permission from the parent and the approval of the Secondary Principal and must sign out and sign in with the receptionist.
- Violations of any parking provisions may result in the revocation of parking privileges.

4.14 Student Sales and Fundraising

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

4.15 Visitors to School ("Shadowing", "Alumni", and "Guest")

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

Visitation by other students, including friends and relatives, are permitted if visitor calls the office to prearrange a time with the teacher/administrator. Alumni are welcome to visit and can do so by calling the office to prearrange a time with teachers or administrators.

PCA encourages youth pastors from area churches to visit their students during lunch. Friends of students, siblings or former students are welcome to come for lunch by pre-arranging the visit with the office, so that school personnel are notified of the visit.

4.16 Work Permits for Students

Work permits are available from the secondary school office upon request. The form requires completion first by the student/family, then the employer then by a PCA Administration/Counselor. The work permit verifies the number of hours the student is being required to work and verifies that they are within the required regulations allowed for a full-time student.

4.17 College Days for Juniors and Seniors

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

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

College days for Juniors and Seniors will not be counted toward the total days absent. The limit of College Days is four per year.

4.18 Leaving School During the Day

- Students who leave school without proper authorization are subject to disciplinary action (see truancy policy).
- Seniors with early dismissal must leave the school grounds or report to study hall.
- Seniors are afforded the privilege of leaving campus for lunch during the designated lunch time, provided that they have on file the permission form signed by their parents. The student must sign out and sign in at the receptionist's desk. The senior must be on time to his/her next class to retain the opportunity to continue the privilege. Failure to do so will result in loss of the privilege for a period of time designated by the Dean of Students.

4.19 Sign Out | Sign In Procedures

Students arriving late to school or returning from a medical/dental appointment are required to sign in with the receptionist and obtain a tardy or admit slip to class. If the student leaves for any reason (illness, medical appointments, etc.) during the day, the student (or parent) is required to either give permission via the phone or is to sign out the student with the receptionist. A text message will not be accepted as a legitimate authorization.

4.20 Student Assistant

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

- The Counselor is to be the first contact when a student wants to arrange and schedule to be a teacher's Student Assistant.

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

4.21 Christian Service Guidelines 7-12 Grade(s)

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

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

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

4.22 Student Planners

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

4.23 Study Halls

- All students must be seated at a desk or table. No one should be on the floor or out of his/her seat, unless given permission by the teacher.
- Students will study independently. There should be no talking during the study hall time.
- Tutoring by the teacher is appropriate.

- Students are to use the time for completion of homework, projects, library research, or extra reading time.
- Students may be allowed to leave the room to go to the restroom. They must obtain a hall pass from the teacher stating the date, destination, and time of departure.

4.24 Guidance and Counseling

The Support Services Team at PCA consists of the K-12 Educational Services Specialist and Elementary Principal, School Counselor, Elementary Coordinator, Secondary Principal. 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 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.

Our counseling program works in partnership with parents, teachers, and administrators to help each student reach his or her academic potential through guidance related to personal, social, spiritual, career related and academic concerns. Our goal is to ensure that our students obtain a successful secondary educational experience! We also strive to make certain our students receive ongoing support as they search for and apply to colleges. With 100% of our graduates attending a college or university, we work diligently with our students and families to encourage them through the college planning process. We offer resources and advice to find the best college match for our student's God-given abilities and interests while developing their gifts, passions, and goals. To this end, every student prepares a college portfolio with in- class instruction allowing time for self-discovery, to complete college applications and essays, and to refine their college search as part of the American Literature course. With our counselor working closely with the students, they value the college portfolio preparation experience as they approach a time of transition in their lives. In addition, students will complete a career portfolio which helps them explore career paths and they will complete a job shadowing experience. We are honored to provide guidance and support for each student and family as they make well-informed and wise decisions for the future.

4.25 Student Council, National Honor Society

Student Council

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

National Honor Society

Plymouth Christian Academy holds membership in the National Honor Society of Secondary Schools. Membership in this society is an honor bestowed upon a student by the faculty. Selection is based on both national and local standards. A student at Plymouth Christian Academy must have, and continue to maintain after election, a 3.7 grade point average since the beginning of ninth grade. In addition, the student must be taking and must continue to select after admission to the NHS, an average of six (6) full credit hours per year, of which five must be strictly academic. Having met the necessary scholastic requirements, students in grades 10-12 are evaluated by the faculty on the basis of leadership, service, and character. Selection is by a majority vote by the selection committee and the Guidance Counselor. The members must maintain an acceptable disciplinary record, having no suspensions from school.

4.26 Class Meetings and Class Officers

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

4.27 Class Trips

Washington D.C. Trip | Senior Trip

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

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

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

The following guidelines shall be in place for the Senior Class Trip and Washington, D.C. Trip. Other trips may be added as determined by the administration. No student shall be permitted to attend the Senior Class Trip or Washington D.C. trip if their PCA Account Balance is not up to date (i.e., they are behind on their tuition payments and are not current on an approved payment plan.) As a matter of process, the list of those who want to attend either trip should be furnished by the class sponsors or administration as soon as possible. The list shall be reviewed by the tuition office. Any student not current shall be reviewed with the administration. Communication of the situation should take place with the sponsors or administration; the families should be given the opportunity to bring their account up to current status and attend the trip within a reasonable time frame. The timing of the trip, when firm commitments are needed with vendors will all be considered in determining what is considered a reasonable time frame.

4.28 Clubs

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

4.29 Concerts and Performances

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

4.30 Student Activities

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

4.31 Spirit Week

Spirit Week is held annually in January/February in conjunction with Homecoming activities. This special time is set aside each year to encourage high school students to develop school spirit through class projects, daily assemblies, and competitions sponsored by the Student Council.

4.32 Spiritual Life

Classes

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

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

Spiritual Life Retreat

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

Chapel

Weekly chapels are special times set aside for the school to come together to worship and praise the Lord and to learn of Him. Attendance is required. The chapel programs are planned by the Spiritual Life Director and the Bible Team. Students have opportunities to be involved in the chapel programs by participating on the praise teams, drama teams, media presentations, etc. Students are encouraged to bring their Bibles to Chapel.

5. Athletic Program

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

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

- Rules which have been adopted by Plymouth Christian Academy also covered by MHSAA rules are indicated by an asterisk (*).
- Students are subject to all MHSAA rules and obligations even though such rules may not be included specifically in this document.
- Students in grades 7-12 may participate in athletics. The sports teams will be determined by interest, a sufficient number of students, available coaches, finances and facilities.

5.1 Athletic Eligibility

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

1. Enrollment:
 - a. The student must be enrolled in the school by the Monday of the fourth week of the semester in which she/he competes.
2. Age:
 - a. High School-- A student in grades nine through twelve who participates in any interscholastic athletic contest must be under nineteen (19) years of age. When a student's nineteenth birthday occurs on or after September 1 of the current school year, she/he is eligible for participation for the balance of the school year.
 - b. Middle School—A seventh or eighth grade student must be under fourteen (14) and fifteen (15) years of age respectively. A student who reaches that age after September 1 is eligible for participation for the balance of that school year.
3. Parent/Guardian Liability Form:
 - a. The student must submit the signed parent/guardian liability form to the coach prior to participating in tryouts, practice sessions or contests.
 - b. Students and parents are to read the Code of Conduct for Student Athletes and the PCA Handbook before signing the parent/guardian consent form.
 - c. Parents must provide a copy of the student's insurance coverage or provide a signed waiver of liability towards the school.
4. Participant Physical Examination:
 - a. A student must have a physical examination completed by a Physician (M.D. or D.O.), a Physician's Assistant, or Nurse Practitioner certifying that the student is fully able to compete in interscholastic athletics.
 - b. The physical must take place after April 15 of the previous school year to be used for the current school year.
 - c. The student must submit the completed physical form and a completed emergency form to the athletic director's office prior to participating in tryouts, practice sessions or contests.
 - d. The completed form will be kept on file in the athletic director's office during subsequent sports seasons.
5. Academic Eligibility:
 - a. Students must have a minimum average of 75% and must not be failing any class to participate in extracurricular activities.
 - b. Students with a 75% or higher will be declared eligible for extra-curricular participation during the start of the marking period. If a student fails a course in the second semester, they will be

responsible to regain eligibility in the fall semester by taking and passing an approved summer school course with a grade of 75% or higher.

- c. In addition, grades will be checked weekly and if a student's average is lower than a 75% or is failing a class, he or she will be declared temporarily ineligible as follows:
 - 1. 1st ineligibility: The student will be declared temporarily ineligible and may attend practice only. The student may not play in games (home or away) with the team for that week (Monday – Saturday).
 - 2. 2nd ineligibility: The student will be declared temporarily ineligible and will not be allowed to play in games or practice with the team for that week (Monday – Saturday).
 - 3. 3rd ineligibility: The student will be officially dropped from the roster for duration of season.
 - d. In order to regain eligibility after the 1st or 2nd ineligibility, the student must bring his or her grades into the acceptable range outlined above. Ineligibility Levels DO NOT have to be consecutive weeks; they are for the duration of that season. For example, if a student is ineligible for one week, gets their grades back up for the next week, but is then ineligible again the following week, they will have obtained their 2nd Ineligibility.
 - e. Each student who has at least one grade below 75% is responsible for a weekly grade check. Students must get their current grades from the Student Portal each Wednesday and submit them to the Dean of Students. (If a student does not submit a grade report, they will be declared ineligible until it is submitted.)
6. Attendance Policy:
- a. All students are expected to be present for at least four (4) periods on days which they have a sporting event. Students arriving after first period will be declared ineligible for that day's game or event unless approved by the athletic director with prior communication. The only excused absence will be for a medical/dental appointment. Any exceptions to this must be approved by the Athletic Director or the Principal.
 - b. Should an athlete develop a pattern of absences which are "day after" related to game days, the school reserves the right (after warning and consultation with parents and coaches) to take appropriate disciplinary actions.
 - c. Students who have been suspended for all or any part of a school day are ineligible for sports activities on that day.
 - d. Students participating or planning to participate in interscholastic athletics may not:
 - 1. Accept any money or other valuable consideration for participating in athletics, sports or games;
 - 2. Receive any money or other valuable consideration for officiating an interscholastic athletic contest, or
 - 3. Sign a contract with a professional team.

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

5.2 Physical Education Exemptions

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

5.3 Weight Room Usage

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

6. Dress Code

6.1 Student Dress Code

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

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

Parents have 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. Cheerful, consistent compliance with the dress code policy by all students is expected.

Enforcement: Students who do not meet these standards will be referred to the Dean of Students for his/her designee for final evaluation. Students may be asked to call their parents and have the appropriate clothing brought from home (if they don't have clothing on site). Students will not be permitted back into class until the problem is corrected. One-day suspensions may be given for accrued detentions within the marking period.

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

6.2 Dress and Appearance Policy Grades 7-12

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

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

Although the appearance of any student is primarily an individual and parental responsibility, we expect students to maintain the type of appearance that is not distracting to teachers or other students or detrimental to the educational process. Our major daily concern is the education of students, carried out in a

God-honoring environment, and not the policing of apparel. **If any question arises on any dress and appearance issue, the decision of the school administration shall prevail.**

Students who come to school without proper attention to personal grooming or appropriate dress may be asked to call their parents for a change of clothing, may be sent home to correct these concerns, or may wear a school-provided outfit. Students who violate the dress and appearance policy will remain out of class until the appropriate attire is acquired and will be responsible for any work they miss due to this situation.

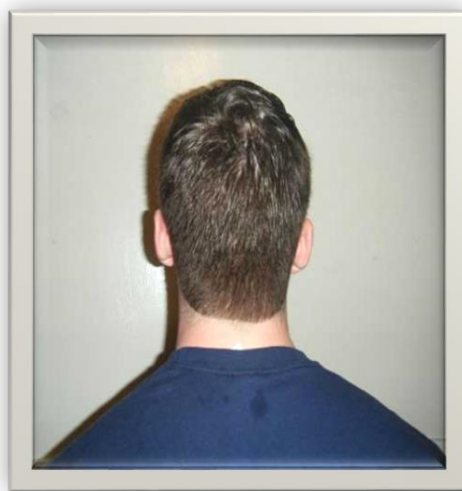
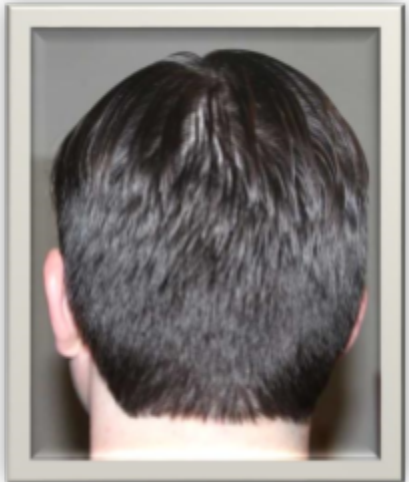
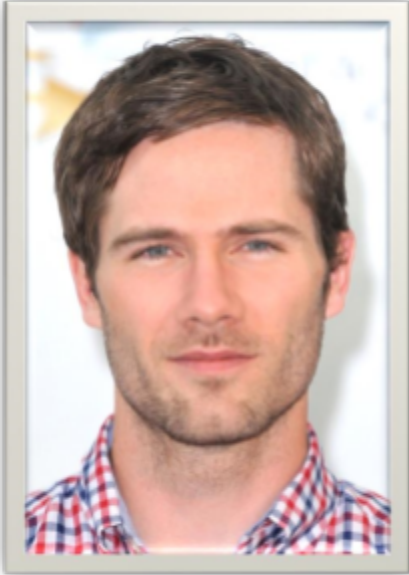
Detentions will be given after two written dress code violation warnings. **The school administration reserves the right to make the final decision in regard to questionable dress or appearance.**

The dress code policy includes the following.

- Footwear must be worn at all times.
- Tank tops and camis (without a sleeved over garment) or any article of clothing that are deemed to be revealing around the neck, back, bust, shoulder, arm, or midriff area must not be worn.
- No sleeveless shirts (unless worn with a sleeved over garment).
- Non-athletic shorts are permitted for school wear but must have a finished edge and length must be to the top of the knee.
- Non-athletic pants are to be worn at proper waist level. (Underwear should not be showing).
- Jeans (denim) are not permitted except for pre-designated days.
- Girls may wear skirts or dresses. The hemline, including any slits in the back, front, or sides, must be to the top of the knee. The tops of dresses must conform to the modesty policy.
- Spandex, leggings and similar form-fitting apparel must not be worn alone as an outer garment. It may only be worn if covered by clothing that meets other stated dress code length/style requirements.
- Clothing worn to school cannot have negative or immoral messages, or drug, alcohol, or suggestive insignias or messages. Insignias or messages on the buttocks portion of pants/slacks/shorts are not permitted.
- Clothing must not have tears, holes, tatters, or abrasions.
- Hair must be well-groomed, neat, and clean at all times. Hair must be a natural color. Extreme haircuts or hairstyles are not permitted. Boys' hair length is to be worn above the eyebrows in the front, just below the nape of the neck (*the spot where the back of your hair growth begins*) in the back and tapered and off the ears on the side. Sideburns no longer than the bottom of the ear. (See examples on the next page).
- Facial hair is to be short and neatly groomed.
- Headwear (e.g. hats, caps, visors, hoods, bandanas, etc.) are not to be worn indoors during school hours.
- Girls only may wear earrings. This is the only allowable pierced jewelry.
- Extreme jewelry (e.g., dog collars, wallet chains, etc.) is not permitted.
- The approved PE uniform must be worn for physical education classes only. Athletic shoes with socks are required.
- Regarding swimsuits, girls must wear a modest, one piece and guys must wear loose fitting Bermuda length/style.
- Any tattoos must be covered and not visible **at all times**.
- Dress at extracurricular activities must be in keeping with the activity and with the spirit and intent of the dress and appearance standards of PCA as outlined here. For school activities outside the school day, students may wear modest shorts (to reach past the fingertips at a minimum while standing).

Those who enroll at PCA must be willing to abide by these standards. We ask parents to ensure that their students stay well within the dress and appearance standards. Again, if any question arises on any dress and appearance issue, the decision of the school administration shall prevail.

Guys Hair Cut/Style Examples of Acceptable PCA Dress Code:



6.3 Attire for After School Activities and Field Trips

Students are to dress in "good taste" when attending school functions after school hours. The dress should be appropriate for the occasion. All school activities outside the school day students may wear modest shorts (to reach past the fingertips at a minimum while standing). Extremes are not permitted. Students inappropriately dressed (as determined by the school administration using the current dress code as a guide) while in attendance at school sponsored activities, may be asked to change or leave the activity/school grounds and receive a detention. All tattoos must be covered and not visible.

6.4 Attire for Class Trips | Field Trips

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

6.5 Physical Education Uniforms

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

6.6 Jeans Day Guidelines

On designated days, the PCA students and staff will be allowed to enjoy a jeans day. Students may wear denim ("jeans") pants that are not too baggy and not too tight fitting; not frayed, slit, or torn at the hems; and not touching the floor at the hem. Capris may be worn. Only jeans or regular dress code pants are permitted.

6.7 Attire for Special Activities, Banquets, Ceremonies

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

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

7. Student Behavior

7.1 Biblical Guidelines for Student Behavior

We believe that the consistency of personal behavioral standards is vitally important for the reputation of the individual as well as Plymouth Christian Academy. Therefore, the behavioral standards that students hold at school must extend to their life away from school as well. We believe that any student use of, or involvement on or off campus, with tobacco, drugs, alcohol, profanity, immorality, possession/use/threat of the use of weapons, or un-Christian behavior may result in dismissal from Plymouth Christian Academy. Each student will show honor to the Godhead, the Word of God, and to the United States of America.

7.2 Home and School Cooperation

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

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

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

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

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

The goal of both the school and the home is to build Christian character in our students. Our Character Counts Program consists of six core biblical values (Six Pillars of Character) that articulate a common language of Godly character traits that will pervade our school and enhance our core curriculum and discipline programs. This common vocabulary strategy promotes unity and is essential in biblical character education. The school Spiritual Character Formation verse is *2 Peter 1:5-7... "For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love."* The Six Pillars of Character are regularly stated in the Elementary weekly announcements and parent letter and Secondary "Dailies."

7.3 The Six Pillars of Character

Trustworthiness (February); Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the 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."*

Respect (September | October); 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."*

Responsibility (January); 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."*

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."*

Caring (November | December); 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."*
- *I 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?"*

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

- *I 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."*

7.4 After School Supervision

Middle school students may stay in after-school care from 3:00pm to 6:00pm on days school is in session. A fee will be assessed for each student. There is no after-school supervision for high school students, except for those in school-sponsored activities. PCA is unable to assume responsibility for students who are not in school activities. If an unsupervised student is seen 15 minutes after the final bell, he or she will be sent to the secondary office to call his or her parents for a ride.

7.5 Chapel

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

7.6 Classrooms

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

7.7 Class Meetings

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

7.8 Hallways

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

Students are expected to pick up trash around their lockers and keep the tops of the lockers clean and neat. Students must respect the lounge furniture and keep the area clean.

7.9 Lunchroom

Students wishing to purchase lunch at school must have an account set up with My School Account. Students' accounts must maintain a positive balance in order to purchase lunch. Once an account carries a negative balance, it will automatically be frozen and will not be reactivated until the account has a positive balance.

Any student with a negative lunch account balance attempting to buy will be provided with a lunch once on credit by the staff. In order to purchase lunch again their account will need to have funds added including additional payment for the lunch that was provided to their child by the lunch staff.

Parents can set up an account by logging on to myschooolaccount.com and following the set up instruction below:

1. Go to www.myschoolaccount.com.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose Plymouth Christian Academy from the "School District" drop down menu.
5. Create a User ID and Password.
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID numbers to add each student.
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.
5. There is a \$2 transaction fee charged for each deposit made onto your account. If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, \$10.00 payment to each student, total charge would be \$32.00.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

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. We also strongly encourage you to take advantage of the automated low balance reminders. You can set up your account in such a way that the system will email you whenever your child's balance goes below a certain dollar amount. This will help avoid their account having a negative balance. You are free to choose the amount of each deposit. You may also prepay by sending cash/check payable to PCA to the school office to be deposited into your account. However, your account must be set up in order to process your payment. Any money that is not spent by the end of the school year will be available the following school year. If you have any question regarding the lunch account system please contact Crystal Edwards at (734) 459-3505 x3156 or Holly Steinberger at (734) 459-3505 x3195.

Food must be eaten at the lunch tables only. Students are assigned clean-up duty periodically during the year. Failure to fulfill their responsibility will result in a detention. Students are to remain in the lunchroom until dismissed, unless excused early by the lunchroom supervisor. The **only** circumstance under which a 7th-11th grade student may leave campus for lunch is if he/she goes out with their **own** parent. The parent must pick up and sign out their student, as well as sign them in upon return to campus. Students *may not* leave campus for lunch with a friend, a friend's parent or a sibling even with parental permission. Off campus lunch, without a parent, is a privilege reserved for the Senior Class only. We ask students to bring their lunch or purchase the hot lunch offered at the school. Students may not order lunch to be delivered to the school.

7.10 Discipline Philosophy

Taken from the same root word for disciple, discipline is established and maintained at Plymouth Christian Academy with the intent to train or build into the lives of students (Matthew 28:19; Proverbs 22:6). Our goal for a student (and adults) is to grow in self-discipline according to God's Word so that external discipline measures become less needed. We are not accustomed to receiving discipline in our culture, because there always seems to be a reason or a set of circumstances to explain why the action happened the way it did. Many times, penalties that are applied are seen as "not fair" because of the situation, the conditions, someone else's actions, or some other reason. But those who take full responsibility for their actions and receive correction as God's way of purifying themselves will receive benefit not only for this life but the life to come (I Timothy 4:8).

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

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

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

While every attempt will be made not to broadcast student wrongdoing, inevitably other students and adults will hear of the incident. Furthermore, some incidents are instructive for all students and may be discussed within

the context of the classroom. If that is done, any discussion will focus on the event itself more than the persons involved.

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

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

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

7.11 Discipline Procedures and Scope of Discipline

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

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

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

7.12 Disciplinary Methods

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

- **Reprimand;** Many infractions of an unintentional or immature nature or even volitional infractions of a minor nature can and should be handled by gentle reprimand or remonstrance. Only when such infractions become repetitive or defiant should they be handled in more aggressive ways.
- **Warning;** A warning is not only a reprimand, but also a formal notice of consequences to follow should the inappropriate behavior not be corrected.
- **Discipline Report;** A Discipline Report is a written communication by a teacher and/or administrator to outline the nature of the offense and serve as official documentation of misconduct. A discipline report requires a student signature acknowledging the misbehavior and the consequence. The form will be e-mailed home to parents on the day of the incident.
- **Detention;** After school detentions are given for violation of classroom or minor school rules. They are held on Tuesdays and Thursdays from 3:00-4:00pm. Parents must be given at least one (1) days' notice and have agreed to be responsible for their child's transportation. Failure to serve the detention on time (or arranging to reschedule in advance) results in an additional detention. Students having sports' practices or games must serve the detention before participation in the sport or practice. If an alternate time is needed, arrangements should be made with the Dean of Students.

- **Suspension;** Suspension is the temporary denial of educational participation. The parents will be notified to take the student home the day of the occurrence. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- **PENALTY:** The student must make up all schoolwork, homework, tests, quizzes and projects, etc. in every class missed during the time of suspension.
- After an evaluation by the administration of the student's past behavior, attitude and level of trust, suspensions at any level may result in a student being placed on disciplinary probation or a recommendation for expulsion from P.C.A.
- While suspended, a student cannot attend any school activity or participate in any extracurricular or athletic event.

7.13 Disciplinary Probation

Problems for which probation may be incurred are:

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

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

7.14 Expulsion

Expulsion is defined as denying a student attendance at school, access to school property, and attendance at any and all school functions for the length of the expulsion. It is the responsibility of the Board of Regents to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the administration, the following procedure will be followed:

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

An automatic expulsion from school will occur if the preponderance of evidence indicates a student possesses, provides (sells or gifts), and/or illegally uses controlled substances or alcohol during school or at school events or outside of school. Parents will be given the option for voluntary withdrawal. The student may be suspended during an investigation.

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

7.15 Legal Proceedings

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

7.16 Re-Admittance Policy

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

1. Re-admission will be considered after no less than ninety (90) days from the date of dismissal or withdrawal.
2. They must meet all criteria under "New Student Enrollment" 3. The student will be placed on "enrollment probation for no less than one semester. (See Enrollment Probation Policy)
3. 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 secondary principal and counselor. They must meet all criteria under "New Student Enrollment". The student may be required to remain in his/her current school program until the end of the semester before returning to PCA.

7.17 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 of student conduct. This policy also includes those students who have a prior history of drug or alcohol use, or other illegal activity.

1. The student will remain on probation for no less than one semester.
2. The student will identify, in writing, personal and educational goals and an action plan for attainment. 3. The student will be required to meet every two weeks with the guidance counselor and/or an administrator to review the personal action plan.
3. The student will be required to maintain a minimum grade point average of 1.9 (76% or C) 5. The student will be prohibited from participation in athletic, extracurricular, and social activities for 30 days.
4. The student will be subject to random drug screening at the discretion of the school administration. Parent(s)/guardian(s) will be responsible for the cost of the drug testing.

7.18 Categories of Minor Discipline Offenses

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

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

- **Disruption** A habitually disruptive student is defined as one who has been suspended on three or more occasions for disruptive behavior. The parents and students are required to develop a "remedial behavior plan" after the second suspension. When a student on a remedial behavior plan is suspended, the administrator will recommend expulsion or withdrawal of the student.
- Intentional disturbance or misconduct in a class, cafeteria, hallway, or school function is prohibited.
- Inciting a major school disruption or walk-out is prohibited.
- **Dress Code Violations** Please see Behavior Rubric. Repeated Dress Code violations will result in a conference with the parent and student, and may result in suspension and probation.
- Plymouth Christian Academy reserves the right to make a final judgment on all clothing. If a garment appears to conform to the dress code but nevertheless is found, by the administration, to be unsuitable, the student may no longer wear it.
- Clothing worn while attending school functions after hours is expected to reflect the principles of modesty, good taste, and good grooming. With administrative approval, the dress code for field trips and extra-curricular activities may be changed due to the nature of the activity.
- Students who are inappropriately dressed while in attendance at school sponsored activities may be asked to leave the activity and the school campus.
- **Dress and Grooming** The school's dress and grooming code is designed to foster pride in appearance, instill discipline, prevent disruption, avoid safety hazards, and provide the PCA image. Students shall come to school looking clean, neat, and attired in appropriate clothing which meets the Dress Code standards.
- **Failure to Obey Classroom Rules** Each teacher has classroom rules specific to the efficient operation of his/her classroom. Students are expected to comply with these classroom rules. Repeated or especially willful or premeditated violations of these expectations are not condoned and will be dealt with by the classroom teacher

Other examples of behavior that may incur additional disciplinary action(s):

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

7.19 Academic Dishonesty

Our school is part of a greater Christian community and, as such, views cheating in all its various forms as sinful behavior. They are the sins of stealing from others and lying to others. Academic honesty requires that students take responsibility for producing work that is reflective of the student's best effort. Academic dishonesty is evidenced by cheating or plagiarism which involves any attempt by a student to show possession of knowledge and skills that he/she does not possess or information that he/she did not produce. For the purpose of clarity of this policy the following definitions are in effect.

Cheating is:

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work
- Using notes, aides, or the help of another student on tests in ways other than those expressly permitted by the teacher
- Looking at another student's test or answers to graded homework
- Communicating with another student during a test or quiz
- Copying or allowing another student to copy from one's own test and other course work
- Tampering with an instructor's record of student grades/scores

- Unauthorized accessing, deleting, modifying, transferring or using any analog or digital files/software/programs locally or by remote access
- Turning in work for credit that has previously been given credit in either the current class or a previous class.

Plagiarism is:

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

All student reports, research papers, and written work as deemed appropriate by the teacher will be screened by detection software (Turnitin.com) for plagiarism. Each class that is using this program will instruct the students on submitting their papers through the class portfolio. The stealing or altering of a teacher's grade book, receiving a stolen exam, taking the teacher's edition of a textbook, looking in a teacher's files (including computer network) without permission is strictly forbidden.

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

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

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

7.20 Serious Discipline Offenses

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

7.20.1 Arson is defined as:

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

7.20.2 Assault is defined as:

- Assault on school personnel or a student.

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

7.20.3 Bullying is defined as:

- A person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group.) Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
- **Physical**—hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- **Verbal**—taunting, malicious teasing, insulting, name-calling, making threats.
- **Psychological**—spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- **Prohibited bullying** may also involve the use of information and communication technologies such as email, cell phone and other ECD messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and/or hostile behavior by an individual or group that is intended to harm others.
- **Intimidation includes**, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of gender, race, color, religion, national origin, ancestry, disability, or age.
- **Definition of race** is not just identifying "White" or "African American", but it includes ancestry, physical characteristics, race-linked illness, cultural characteristics (such as grooming practices or manner of speech), perception of an individual's race, association with someone of a particular race, race plus another characteristic, and reverse race discrimination.
- **Definition of color** includes skin pigmentation (lightness or darkness of the skin), complexion, shade, or tone.

7.20.4 Disrespect of School Property is defined as:

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

7.20.5 Possession of Drugs, Alcohol or Other Illegal Substances is defined as:

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

7.20.6 Harassment

The term "harassment" includes but is not limited to unwelcome slurs, jokes, verbal, graphic or physical conduct relating to an individual's race, religion, sex, age, national origin, or disability. Such conduct might be verbal (threats, insults, whistles, or rude noises, comments about a person's body, sexual remarks/requests);

put downs; nonverbal (following another person, gestures or suggestive body movements, sexual pictures, or drawings); or physical (uncomfortable proximity, grabbing/touching someone sexually). Allegations of harassment shall be investigated and if substantiated, corrective or disciplinary action will be taken.

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

7.20.7 Sexual Activity

Plymouth Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, condoning or supporting sexual immorality, practicing homosexual lifestyle or alternative gender identity, promoting such practices, or otherwise having the inability to support the moral principles of the school.

7.20.8 Pregnancy

Plymouth Christian Academy believes that premarital sexual activity is forbidden by the Scriptures and that those who do so are walking outside of God's plan for their life and inviting numerous negative consequences. Due to this fact, we will intervene with students known to be involved in such activity. Such intervention will include input from the student(s) and the students' parents. In the event of a resulting pregnancy, we will work with the student(s) and the students' parents to determine the most appropriate manner for continuing their education. Great care will be taken to acknowledge the continued spiritual and educational needs of the students involved, while maintaining a healthy school environment for the remaining student body. This decision will be at the discretion of the school administration.

7.20.9 Smoking and Vaping

To protect and enhance indoor air quality and contribute to the health and well-being of all students, employees, and visitors, Plymouth Christian Academy shall be entirely smoke free and vape free (includes the use of electronic nicotine delivery systems - known as e-cigarettes, e-cigars, e-hookahs and e-pipes). Smoking and vaping are prohibited in all areas within the campus or on campus grounds without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer owned or leased vehicles and all other enclosed facilities. Definitions: Smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices.

7.20.10 Stealing

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

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

7.20.11 Threats of Violence

PCA has a no-tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately suspend the student and seek expulsion. Parents are advised that the school may contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school

function. Possession includes, but is not necessarily limited to, having a weapon in a locker, backpack, purse, or vehicle.

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

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

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

7.20.12 Written Defacement

A student is not allowed to display, write, paint, carve or etch symbols or pictures of pornography, profanity, racism, or illegal drug use on any object within the school. Writing of graffiti that expresses symbols or messages of organizations prohibited by the school is also prohibited. Possessing reading materials that contain pornography, profanity, racism, or illegal drug use or literature that encourages violations of school policy is prohibited.

7.20.13 Weapons

Plymouth Christian considers student possession of/use of/ or threat of weapons as a serious offense and will not tolerate such by students on school property or at school events while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school event will be dealt with in the same manner as a "threat" below. Any student, faculty member, staff member, or administrator with knowledge of "possession" "threat," or "use of weapons" as described above shall immediately report to the Dean of Students/Secondary Principal/Superintendent/designee, who shall: (a) submit a report to the appropriate jurisdictional police authority, and (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

7.20.14 Student Action

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

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

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

Threat includes, but is not limited to:

- A statement of personal bodily harm with a weapon;

- A statement indicating friends or acquaintances with weapons who will commit bodily harm;
- Or the statement of possessing a weapon at school or a school function.

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

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

7.20.15 Incident Reporting and Action

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

7.20.16 Canine | Drug | Alcohol | Prohibited Items Detection

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

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

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

The school may take disciplinary action, up to and including expulsion, for violations of the policy. In the event a student offense involves a violation of the law, PCA administration will not only institute an appropriate disciplinary response within the context of the Discipline Code, but also will refer the offense to law enforcement officials as well. Any decision to refer a matter to law enforcement authorities will immediately be made known to the student's parents.

7.20.17 Interrogations | Search and Seizure

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

7.20.18 Police Questioning of Students

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

7.20.19 Arrested Students

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

7.20.20 Physical Restraints

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

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

7.21 Electronics Policy

Cell phones and other electronic communication devices (ECD) have become a part of our lives. We recognize this and understand that many of our students carry these items to school. However, the use of cell phones during the school day is not conducive to maintaining a productive school environment. Possession of a cell phone by a student is a privilege which may be forfeited by students who fail to abide by the terms of this policy. These devices are not to be used in Detention. While students may carry cell phones in their pockets, book bags, purses, etc., throughout the 7:25am-3:00pm school day, the device is to be:

- Powered off (not just vibrate)
- Concealed
- Not in use

Parents should contact the office if they need to get an emergency message to their student

Cell phone/Electronic Communication Devices (ECD) Exceptions: Students may use their **cell phones ONLY during the last ten minutes of lunch time in the Activity Center** (not hallways or classrooms). Only with special permission from a faculty member or administrator, may students use their cell phones at limited other times.

Use of Laptops, iPads, e-Readers, etc. are allowed.

CD players, MP3 players, iPods, and any other music/video devices can only be used on campus before 7:25am or after 3:00pm (school hours). Earphones must not be worn/used any time during the school day. These devices are not to be used in Detention.

The consequences for violations of the above policy are found in the Behavior Rubric.

8. Health and Safety

8.1 Security | Safety | Emergency Procedures

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

8.1.1 Fire Drill Procedure

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

8.1.2 Tornado Drill Procedure

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

8.1.3 Lockdown Procedure

In case of an emergency where the students and staff are in danger, PCA has established a lockdown procedure. Depending on the severity and nature of the danger, different levels of lockdown have been established. Please know that PCA administration will make every effort to insure the welfare and safety of all students and staff. Parents 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.

8.1.4 Mass Alert Notifications

The Mass Alert Notification System, based on information/preferences families provide (email, 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 closing! *NOTE: any email or phone# that you provide through ParentPortal is controlled only with ParentPortal and is NOT provided to any other outside entity.*

8.1.5 School Health Policies

8.1.6 Athletic Physicals

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

8.1.7 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 are identified in your child's hair.

- Please include information on when you first noticed the symptoms.

8.1.8 School-Administered Medication

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

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

8.1.9 Medication Policy:

- PCA requires written permission from the student's parent/guardian and "licensed prescriber" for prescription and non-prescription medication. Medication forms are available in the office if your student needs to take over-the-counter or prescription medication during the school year.
- A form must be completed by a parent and physician and returned to the office before the school can give any medication to your student. Upon written request from a parent/guardian and with the approval of the school administration, students, who are competent to do so in their parent/guardians' judgment, may store small quantities of medication for self-administration. In all cases, the parent/guardian must have confirmed the appropriateness of the medication and instructions with a licensed physician. It is the responsibility of the parent/student to report to the appropriate school official when any prescription or non-prescription drug is to be taken.
- No medication will be given (either at school or while on a field trip) if it comes in a baggie, plain bottle, envelope, etc. Medications will not be given unless accompanied by a medication consent form.
- Any student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program in which the student is participating if proper approvals are on file in the office. All necessary written permission forms detailed above for school administration of medication must be obtained and filed in the school office prior to possession, storage, or self-administration by a student.
- All prescription medication must be in the labeled container as prepared by the pharmacy, physician, or pharmaceutical company. Non-prescription medication must be in the original container. This means that we cannot accept medicines in sandwich bags or envelopes.
- No dosage or time of medication changes can be instituted for prescription medicine except by written instructions from the physician after the initial request. This means if the student should forget to take their prescription medicine before coming to school and the doctor's instruction for the school is to administer the medication at lunch time, you cannot call the school and ask us to give your child his/her morning dosage. We also cannot change dosage. For the school to do either of these, we would have to be a licensed pharmacy.
- **End-of-year procedure:** At the end of the school year, parents are required to pick up all medications that have been given to the school for distribution to students during the year. Any medication that has not been picked up by the end of the school year will be discarded.
- **Field Trip Procedures:** When a student attends a field trip, the school must send the entire prescription medication container with the teacher. To remove any amount of the medicine and put it in another container (bag or envelope) would be taking on the role of a pharmacy. Suggestion: When a prescription is filled, ask to fill a container (labeled) with one dosage for field trip usage. This helps avoid the risk of losing important/costly medication(s) while on the field trip.

8.1.10 Student Illnesses | 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.

8.1.11 Student Illnesses at School

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

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

8.1.13 Child Protection Policy

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

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

8.1.14 Parking Lot Traffic Patterns

Morning Traffic Patterns

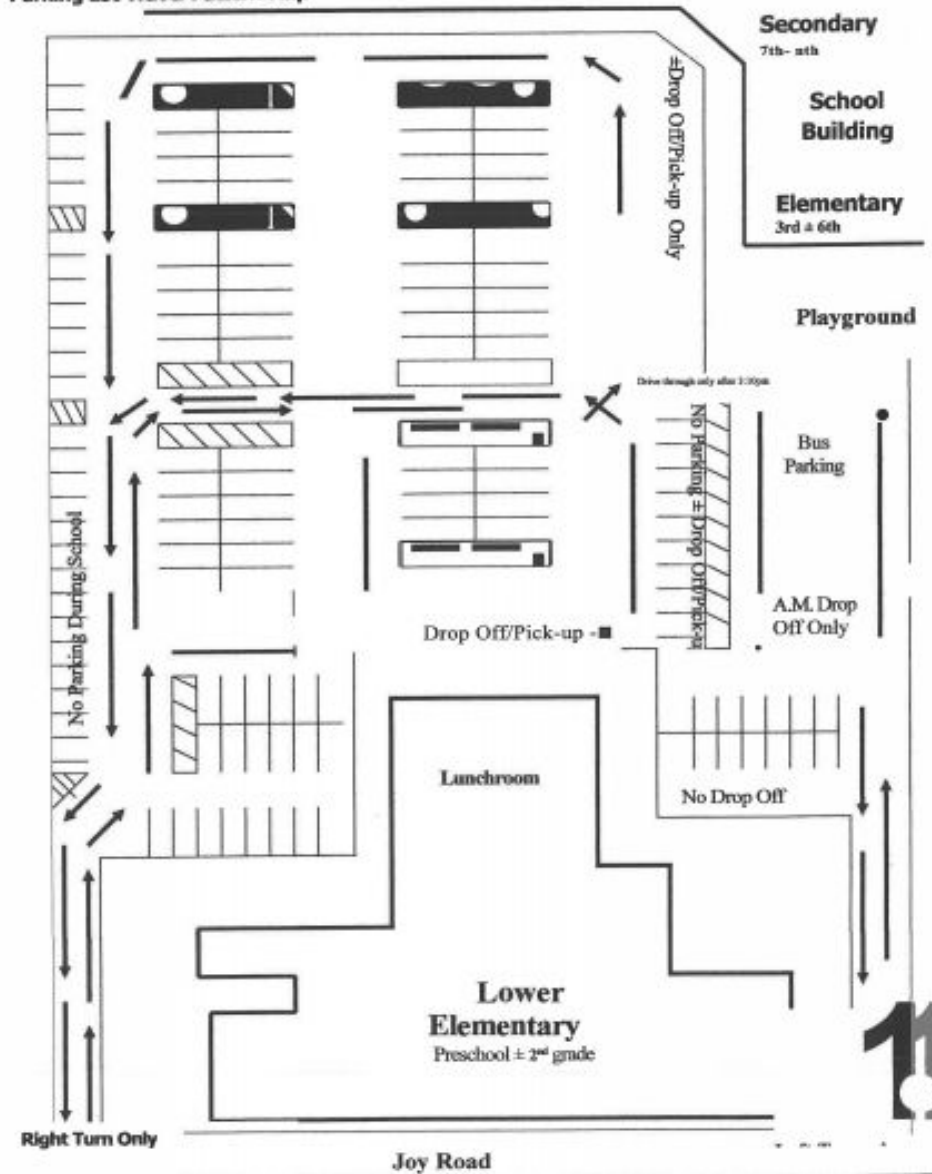
- For the morning **ONLY** both East and West entrance will be used to drop students off for school. Please follow these rules for the safety of all concerned:.
- Use the **EAST ENTRANCE** if you are parking; dropping off, are a high school student driver, or making a **right turn exit**. Use the **WEST ENTRANCE** if you need to make a **left turn exit**. Traffic on the west side will be for **drop off only**. Drop off students at the playground for students going to the school building or at the southwest corner of the lunchroom for students going into the church building. **PARKING WILL NOT BE ALLOWED ON THE WEST SIDE DUE TO THE BUS TRAFFIC**. Driving across the middle crosswalk is **strictly prohibited**.

Afternoon Traffic Patterns

- Use only the **EAST ENTRANCE** to enter the campus. After the last bus leaves (approximately 2:50 p.m.), the chain at the corner will be opened for **left turn only exit**. Please **STOP** before driving across the crosswalk.
- **Parking:** If you are waiting to pick up your student(s), please use the parking spaces in the middle of the parking lot. Please **DO NOT** park along the **chain, school building, playground, and pick up areas**.
 - **West Entrance/Exit**
 - Enter for drop off only 7:30-8:15am

- Left turn **Exit Only**
- Drop off at playground for school building
- Drop off at lunchroom corner, church building
- Yield right of way to busses
- Busses turn right or left
- **Not** an afternoon entrance
- **East Entrance/Exit**
 - Right turn **Exit Only**
 - Use East Entrance if you plan to **Park**
 - For smooth traffic flow, do not park in the parking spaces on the east edge of the parking lot (see map")
- *These parking lot rules will be in effect Monday through Friday.*
- For the safety of our students, please do not use cell phones (handheld or headphone variety) while driving in the parking lot.
- See Parking Lot Travel Pattern Map below.

Parking Lot Travel Pattern Map



8.1.15 Volunteer Policy

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

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, to submit a volunteer application each school year. Applications are available in both offices and are included in the school's June and August mailing to parents. When completing your application, please be sure to include your date of birth and a driver's license number. We will be conducting a criminal background check on each potential volunteer. This information will be kept in a confidential file which is renewed each fall. Thank you for your support as our ultimate goal is the safety and protection of our students.

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.

- **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.

- **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.

- **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.

- **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.
- **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 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.

9. Technology and Communications

9.1 Management of Public and Media Relations

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

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.

9.2 Master Calendar for School and Church Activities

The Master Calendar of all school activities and other activities affecting utilization of the school or the school building will be kept by the Superintendent/Principal to avoid unnecessary conflicts of activities. **All requests for posting on the calendar will 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 web athletic pages. Parents should review the newsletter and the web pages for changes or additions to the calendar and athletic events. The PCA web address is www.plymouthchristian.org.

9.3 School Closing

When snowfall is heavy, Plymouth-Canton Community Schools transportation personnel report road conditions to our administration by 5:00 a.m. At that time, if the conditions warrant, an announcement is put on the radio stations. PCA will usually close when the Plymouth-Canton schools are closed. School closing notices are sent to radio stations (WWJ-AM and WMUZ-FM) and TV stations (WJBK-Channel 2, WDIV-Channel 4, WXYZ-Channel 7). There will also be an announcement placed on the website and on the recorded voice mail message at the school office, which can be reached at any time. In addition, an automatic text message will be sent to the parents' cell phones.

If schools are dismissed during the day because of an emergency (i.e. because of snow), bus students are also dismissed. Once the decision is made to dismiss students, the buildings are closed and activities canceled until the beginning of the next school day. The athletic teams will be notified via email and phone as to the status of their games. In addition, information will be posted on the website and will be sent out to parents via text message and email.

9.4 Telephone Usage

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

9.5 Technology Policy, Acceptable Use Policy Plymouth Christian Academy

Plymouth Christian Academy is committed to preparing students to be literate, responsible citizens in a global economy. We are committed to provide innovative, 21st century educational best practices through this exciting technology initiative. It is our continued desire to help students develop a God-honoring digital footprint by teaching them the ethical use of technology and skills they will need for a career.

The PCA BYOD Program will immerse our students into a technology-rich instructional environment to become effective users and communicators of information in order to function in a technological society. All 7th-12th grade students are required to bring a personal computing device to school to carry to each class. Parents and students have the option to choose what type of device they will bring to school within a specific framework. Understanding and adhering to the guidelines below is necessary in order to create and nurture an environment where technology embedded instruction is an integral part of our curriculum. In addition to providing a solid physical infrastructure to support increased usage, there will be frequent evaluation of the program and ongoing staff development. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. Access to the tools and resources of the Internet and understanding when and how these tools are appropriately and effectively used are imperative in each student's education.

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policies is necessary for continued access to the school's technological resources. On this page, you will find information about this initiative, including our Technology Policy, Acceptable Use Policy, Student/Parent Agreement and Hold Harmless Forms. If you have any questions that are not answered on this page, please feel free to contact the school, and we will direct you to the person who can best answer your question.

9.6 Personal Device User Policy

PCA has the right to protect its network and technical resources. Thus, any network user who brings his/her own personal device into the school building is required to adhere to and sign the Student/Parent BYOD Agreement, Acceptable Use Policy Agreement, and Hold Harmless Agreement. These documents will be reviewed and adopted annually. The aforementioned documents can be found in the forms section of the PCA website.

9.7 General Security

Never leave your computer device unsecured. Devices should be stored in your locked locker or kept with you.

9.8 General Use of the Device

1. Students are not allowed to bring a device for BYOD purposes that has an active cellular data connection (for example: a tablet that connects to a 3G, 4G, or LTE network); devices may only connect to the Internet via WiFi.
2. At the beginning of each year, students who bring their own device will be required to obtain administrative approval for use of the device at PCA.
3. Students are required to bring their device to school each day with a fully charged battery. Generally, students should not expect to receive a loaner device if they leave their device at home.
4. Power stations will be available for students to charge their devices during the school day. Device sound must be muted at all times unless permission is obtained from a PCA faculty or staff member.
5. The student is responsible for the proper care of their personal device, including any costs related to repairs, replacement, or modifications needed to use the device at school.

6. Student activity over the PCA network will be subject to routine monitoring by teachers, administrators and technology staff.
7. When using the device's power cord, the student should not leave the cord in areas that may be a tripping hazard.
8. To protect each individual's rights to privacy, students may not use the device to record video, audio, or take pictures on PCA property or at a school related event, without the express permission of the teacher and person/people in the recording/picture. Such images and video recordings must be in accordance with a teacher-directed, school assignment.

9.9 Parent Expectations

In order for students to experience all of the benefits that this program can offer, PCA encourages parents to discuss appropriate technology use with their child and setup technology guidelines at home and monitor Internet use.

9.10 Email

- Students will be assigned a PCA email address.
- Emails sent and received using a PCA email address shall not be considered confidential and may be monitored by designated staff to ensure appropriate use.

9.11 Network and Internet Access/Filtering

- As required by the Children's Internet Protection Act, PCA maintains an up-to-date filtering solution (to block inappropriate websites). While PCA works hard to maintain a current, comprehensive filtering system, the school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the Internet. PCA will not be responsible for any problems suffered while on the network or the Internet.
- Use of the PCA network will be monitored as any other activity on school property. PCA reserves the right to monitor and record which devices and, more specifically, which programs on those devices, are transferring data via the PCA network. PCA reserves the right to monitor and record any website accessed via the PCA network.

9.12 Additional Technology Usage Guidelines

- Technology use that impedes, impairs, causes harm to other users, is unauthorized, malicious, fraudulent, or violates the law, or violates the school/church's mission and values will not be tolerated.
- A student must not access websites that contain inappropriate material, which can be defined as, but is not limited to, content containing material of a sexually explicit nature or websites that advocate violence or weapons, racism, sexism or other category of discrimination, alcohol or drug use, gang activity, or illegal and/or immoral and/or offensive activities or communication of any type.
- As is expected in all areas of his life, a student must treat others with respect, dignity, decency, appropriateness, courtesy and integrity in all forms of digital communication.
- Students must honestly represent his/her own work and document any sources from which he/she acquires information in order to avoid plagiarism. Students will not use copyrighted material without authorization. This means students will not:
 - Post information that could cause disruption to the educational process;
 - Engage in personal behavior that could be offensive or prejudicial;
 - Post information that has the purpose or effect of threatening, harassing, abusing or annoying another, including sending unwelcome electronic communications and defamatory information;
 - Post private information about another.

9.13 Examples of Inappropriate Use

Inappropriate uses of technology on PCA property include but are not limited to:

- Logging on to or using another person's computer without his/her permission.
- Using proxy sites to bypass web filtering.
- Using the PCA network to browse the Internet, send messages, etc. during class when those tasks are not related to current class tasks.
- Sending communications with profanity
- Cheating
- Threats and/or cyber bullying of any kind
- Illegally downloading or sharing copyrighted media over the PCA network (Examples: illegal torrents, illegal P2P file- sharing, Megaupload, LimeWire, Napster, etc.)

Consequences include but are not limited to: After school detention, school suspension, disciplinary probation, dismissal and being reported to the authorities. We have developed this policy from multiple sources including technology usage policies from Killian Hills Christian School in Lilburn, Georgia and Catholic Central in Novi, Michigan.

10. General Policies and Procedures

10.1 Office Hours

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

10.2 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.

10.3 Care and Use of School Property

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

10.4 Change of Address, Contact Information and Emergency Information

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

10.5 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.

10.6 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.

10.7 Gifts to the Teachers

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

10.8 Non-Custodial Parent Rights and Responsibilities

- Divorced and separated families are realities of contemporary life which affect PCA's responsibilities to its students. The following general guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child as well as situations where separated or divorced parents share custody of a student. Unless otherwise required by law, PCA has the discretion to modify these general guidelines in individual cases where it is in the best interest of the student or the school. PCA will comply with any valid court order concerning custody issues. Unless PCA is notified in writing to the contrary, it will assume that a parent is a custodial parent.
- "Non-custodial" means a parent who does not have any custody rights, joint or otherwise, concerning the student. A non-custodial parent will not be allowed access to the student or student records unless the school receives a valid court order or specific written permission of a custodial parent and/or legal guardian.
- "Custodial" parent is defined as any parent/guardian with joint or full custody. Generally, unless a valid court order specifically provides otherwise, in joint custody situations, both custodial parents have access to the student, both are permitted to participate in teacher conferences and both will receive report cards. PCA expects that the parents sharing custody will work out among themselves school issues (for example, who will attend conferences) so as to not disrupt school procedures.
- Parents sharing custody are both required to sign the enrollment and re-enrollment documents. This will indicate that both parents are in agreement with enrollment at 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.

10.9 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 (Matthew. 5:23- 24, 18:15-17; Ephesians 4:17-32). The following procedure should be undertaken by the parties in the conflict:

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