



SECONDARY FAMILY HANDBOOK

2022-2023



"Teach me Your way, O Lord; I will walk in Your truth. Unite my heart to fear Your name."
Psalm 86:11

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 "Walk In Truth" based on Psalm 86:11, which says "*Teach me Your way, O Lord; I will walk in Your truth. Unite my heart to fear Your name.*" The psalmist desired to know God's truth to impact how he lived every day. We are surrounded by different "truths," but need to continually be reminded that we have absolute truth in God's Word, which should guide how we live our lives. The psalmist also recognized that he could not walk in God's truth with a divided heart. As we seek to walk in truth in the coming year, we pray that we will also be unified to fear God. We pray that God doesn't give us "my way," but that we might be taught "His way."

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,

Dan Arbitter, Michael Warmbier
Acting Heads of School

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Disclaimer: Due to the ever-changing world we live in, this document and all policies are subject to change. As a parent of a PCA student, you agree that you will help your child understand and cooperate in complying with the policies detailed in this document.

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, service, and as faithful followers of Christ.

1.2 Vision Statement

Plymouth Christian Academy is committed to providing the highest quality Christian college preparatory education throughout Southeastern Michigan in collaboration with parents, local churches, and ministry partners to develop lifelong faithful followers of Christ.

1.3 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

1.4 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 shoe box. At the close of the 1978-1979 school year, the school accommodated grades K-9 with a total of 310 students and a faculty and staff of 20. PCA began a soccer team and its first junior varsity basketball team.

The class of 1985 had 24 graduates, and the library boasted 3,579 volumes. By 1986, enrollment in preschool through grade 12 had increased to 504 students with a staff of 31. Space continued to be a problem, with insufficient 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 through 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. Upon completion, 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.

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. 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.

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 were constructed on the property. In 2002, the property to the south of the campus became available, and once again, God blessed our school and enlarged our borders with the purchase of that property. The total church and school campus are now 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. The summer of 2011 was marked by more construction as a new athletic wing and locker room were built.

In March 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 strives 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. Our teaching staff began to integrate technology into their classrooms to enhance learning.

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 was 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.

The 2016-17 school year marked its third year welcoming homeschoolers to the K-12 Home School program. PCA elementary home school students have the option of attending one or two days a week or a complete class for middle and high school students. Another highlight of the school year was our Varsity Girls' Volleyball State Championship!

In 2017-2018, God provided funding for further security measures to be implemented, including the doors being locked down in both buildings. New school signage was purchased for the exterior of the secondary building and Joy Road. Signage updates continued throughout both buildings, bringing an updated look with the new school logo becoming prominent. PCA's Varsity Girls' Volleyball team was able to defend their title as State Champions!

In 2018-2019, we implemented a total lockdown security system in both schools. Security doors with a card pass system, further securing both buildings, were added in the winter of 2018. Staff and students quickly adapted to this increased layer of security. In addition, we launched our Student Ambassador program, broadened our international program, implemented variable tuition, and created an Admissions Office with a full-time Admissions Director.

In 2019-2020, the elementary playground had a fresh, new look and additional pieces. A new brick sidewalk and planter boxes with trees were installed, along with benches for the playground and picnic tables for the swing area. Entrance ramps into the church building were refinished, providing easy access for all families and guests. Parking lot banners and new building signage were installed.

March 2020 brought many challenges to our world with Covid-19, but also provided opportunities to educate in new ways. Several technology upgrades were added in the 2020-21 school year, as well as cameras to every classroom, giving the capability of live-streaming classes to students if needed. All faculty and staff transitioned to Google classroom, further streamlining our learning management system.

Major athletic improvements, including new baseball and softball dugouts, permanent softball fencing, and a new baseball backstop, were installed. The PCA parking lot was resurfaced, which was a much-needed and greatly celebrated campus upgrade! We also celebrated the payoff of our debt!

The 2021-22 school year saw God's blessing of 273 new students, increasing our enrollment to 718 students in preschool through 12th grade. The Varsity Bowling team won its first State Championship, and the Girls' Varsity Basketball team was a State Finalist.

The 2022-23 school year saw our enrollment increase to 725 students, with many grades at or near capacity. With a desire to improve the spiritual growth of our students, we were excited to add the role of a Spiritual Life Director who oversees the Bible curriculum in grades K through 12. The increased enrollment expanded the use of the CBC facilities, with secondary classes being held in both buildings. PCA also made a huge financial investment in its technology infrastructure, updating the entire campus. PCA also worked through an accreditation renewal for both ACSI and Cognia.

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

LEADERSHIP HISTORY:

1976-1981: Dr. G. Douglas Routledge

1982-1984: Dr. Harry C. Guess

1985-1986: Dr. David Hay

1987-1997: Dr. Roland DeRenzo

1998-2002: Mr. Gordon Nickel

2003-2004: Dr. Tony Beckett (Superintendent); Mr. Gordon Nickel (Head of School)

2005-2007: Dr. Tony Beckett (Superintendent); Dr. Marilyn Meell (Head of School)

2008: Dr. Tony Beckett (Superintendent); Dr. David Butler (Head of School)

2009-2011: Dr. David Butler

2012-2013: Dr. Mark Wood

2014-2021: Mrs. Caryn Huntsman* (retired October 2021)
2021-2022: Mr. Daniel Arbitter and Mr. Michael Warmbier (Regent Co-Chairs)
2023- Mrs. Terri White

1.5 Purpose Statement

Plymouth Christian Academy is a school that is 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 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.

1.6 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 pretribulation 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)

1.7 Ministry Philosophy

At our core, we are a ministry. We are not only a mere alternative to public schools with higher moral standards, smaller class sizes, or higher academic standards; we exist to mature students into faithful followers of Christ.

We believe in a God that is sovereign and that He brings families to PCA for His purposes, allowing us to serve these students and families for His glory.

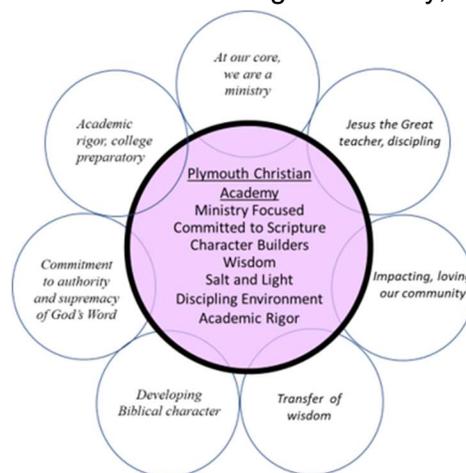
We believe in the authority and supremacy of God's Word, the Bible. We believe that it is trustworthy, inerrant, relevant, complete, and the final authority. Therefore, as leaders, we make decisions based on God's Word and daily teach each of our students the precepts of the Bible so that they would grow to revere it and rely on it for the rest of their lives.

Our school exists to develop wisdom in our students, rather than mere absorption of information. Our calling as an academic institution is to provide an environment which equips young men and women to find their purpose and worth in Him, developing Biblical character, and establishing a vibrant personal relationship with Him.

We are a college preparatory institution which provides academic rigor challenging each of our entire PCA student body to fulfill their calling, giftings and capabilities to serve Him with excellence.

Each of us is called to be salt and light in the places we work, play, and live. Therefore, staff and students are expected to be image bearers of Jesus and to verbally proclaim who God is to those around us. Because of this, we have high expectations for our behavior, character, and engaging our communities in a way that allows them to see the truths of Jesus and His character in us. We provide gospel-rich education and disciple our students in how to live out the Great Commission.

We believe that the ultimate teacher in all of history was Jesus. His methodology and approach to teaching provide a model for our staff. Each and every teaching and non-teaching staff member is called to disciple the students He has trusted us with. We are all on mission together to say, "Follow me".



1.8 Expected Student Outcomes

We aspire to graduate students with a Christian worldview who live out the following expected student outcomes. Applying strong academic knowledge, our students are prepared to think biblically with the ability to utilize critical thinking skills and influence our world for Christ. These outcomes reflect the core values and mission of Plymouth Christian Academy and serve as a foundation for life.

A Vibrant and Growing Follower of Jesus:

- Knows God's Word and has demonstrated an ongoing commitment to studying and apply it to their lives
- Active in their local church and has a plan to continue to be involved in fellowship with other believers post-graduation
- Has demonstrated an ongoing, regular, and disciplined prayer life
- Can articulate the Gospel and has demonstrated an ongoing practice of sharing it with others

Prepared Intellectually and Socially for the Transition to College and a Lifetime of Learning:

- Has been challenged with academic rigor that has stretched their individual capability each year K-12
- Capable of Entering a Top 250 National University
- Able to articulate their individual identity as a follower of Christ
- Has been exposed to a broad spectrum of experiences and opportunities including athletics, the arts, clubs, and ministries to identify and build God's unique gifting in each graduate

Established in the Foundations of Leadership and Service to Others:

- Has participated as a mentor and a mentee throughout their Secondary school years
- During each of their K-12 years the Graduate has been involved in a community service projects with increasing levels of engagement and leadership
- Can articulate how their relationship with Jesus integrates with their long-term vocational plan
- Has a thorough understanding of Biblical worldview and the dignity and worth of every human being as created in the image of God

1.9 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.
- Parental Code of Conduct- Plymouth Christian Academy believes that a positive and constructive partnership with a student's parents or guardian is essential to the fulfillment of the school's mission. Parents who do not support the mission, or fail to be civil, and/or become disruptive in their relationship with the school, jeopardize that relationship. Thus, Plymouth Christian Academy reserves the right to discontinue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of any parent or guardian make such a positive, constructive relationship impossible, or otherwise interferes with the school's accomplishment of its mission including its educational purposes.

The school

- The school is to be an extension of the home.
- The school is to be made up of the body of believers. (Intent is that within each PCA family both parents are active followers of Christ, engaged in their local church and discipling their children in their home). Consideration of exceptions are to be highlighted on Church disclosure form and reviewed for approval by Head of School.
- 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.

1.10 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 ministries that are offered from pre-school through adult ages.

The Head of School is empowered to manage the financial affairs of PCA within the boundaries of the annual budget approved by the Trustee Board including entering into contracts with PCA staff with the approval of the CBC Business Manager.

The membership of the Board of Regents shall consist of a minimum of eight (8) mature Christians who are members of Calvary Baptist Church. Neither the Head of School 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:

1. Be born again believers in Christ who are in agreement with the CBC Statement of Faith as defined in Article III, Sections I through VIII. Differences shall be permitted in baptismal practices, communion doctrine and in eschatology (a person must affirm the second coming of Christ while differences in rapture, tribulation and millennial convictions shall be permitted). The magnitude of differences will be determined by the Board of Elders and outlined in the Policy and Procedure Manual including a formal application and interview process for non-CBC candidates conducted by the Elders.
2. 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.
3. Agree to support CBC's Statement of Faith on board decisions related to doctrine and theology during their term of service.
4. 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.
5. The Head of School and Principals of Plymouth Christian Academy shall be members of Calvary Baptist Church. The Head of School shall be a non-voting member of the Board of Regents. The Regent Board has the authority for hiring and terminating the Head of School.

1.11 Governance

PCA is administered by the Head of School, who reports directly to the Regent Board. The faculty and staff work directly under the leadership of the Head of School, 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).

1.12 Accreditation

PCA is certified by the State of Michigan and is fully accredited by Cognia (formerly AdvancED). The nationally recognized Cognia seal of approval is awarded to schools who meet a rigorous set of educational standards. Plymouth Christian Academy also receives accreditation by the Association of Christian Schools International (ACSI).

1.13 Membership

PCA maintains dual accreditation by the Association of Christian Schools International (ACSI) and Cognia (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.

1.14 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 Cognia (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.

1.15 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.

1.16 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 and Head of School. Plymouth Christian Academy will consider each of the following qualities in an applicant and their family:

- **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 entrance evaluation.
- **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

2.2 Admission Priorities

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

1. Children of families with students currently enrolled in Plymouth Christian Academy
2. Children or siblings of PCA graduates
3. Calvary Baptist Church members
4. New applicants
5. The order applications are received

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 Admissions@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 the Admissions Office at 734-459-3505, ext. 3190, or email at Admissions@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 4-9: Copy of the last three annual report cards
 - Entering grades 1-3: 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:
 - Counselor or Administrator Recommendation
 - Health Immunization Record (or waiver) for the student as required by state law.
 - School Recommendation form
 - Youth Pastor or Sunday School Teacher Recommendation
 - Elementary Teacher Recommendation – applicable for incoming 7th grade only
 - Church Participation Disclosure
 - IEP / 504 Disclosure (current or not current)
 - Handbook Policy Signoff by both parents
- Incoming K– 6th grade:
 - Elementary Teacher Recommendation (not required for kindergarten)
 - Health Immunization Record (or waiver) for the student as required by state law.
 - Copy of Birth Certificate
 - Youth Pastor or Sunday School Teacher Recommendation (not required for kindergarten)
 - Church Participation Disclosure
 - IEP / 504 Disclosure
 - Handbook Policy Signoff by both parents
- Electronically deliver or mail all completed forms and records to:
Plymouth Christian Academy,
Attention Admissions Office
43065 Joy Road
Canton, MI 48187
admissions@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 and will be placed on academic probation.
- 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 placement test. PCA will honor courses taken at an accredited school for high school credit, but for students scoring less than a 70% it will be recommended that they retake the course at PCA to ensure that students have mastered the content. 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.
- The results of the interview will be reviewed
- 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

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. 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, or target sports 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. This includes agreement to PCA's Arbitration Policy
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 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 to continue our participation and giving to our local like-minded (aligned to our statement of faith) local church as a family with our children.
9. 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.

10. We affirm that all 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.
11. 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 continuous 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.

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, illegal drugs, alcohol, marijuana, and pornographic materials, and from participation in unlawful, violent, or destructive acts both within and outside the school environment. The student must abide with PCA's social media, technology, and communication policies.

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 not eligible to apply for re-admission to Plymouth Christian Academy

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 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 the above have been completed. No records will be sent to the new school until all fees and fines are paid.

2.8 Documents Required for Continuous Enrollment

The following documents are required to be submitted annually to qualify for continuous enrollment:

- Updated financial data entered into FACTS if you intend to receive variable tuition support
- Church Participation Disclosure Form
- Approval and agreement to comply with all policies within the Family Handbook Form

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 to continue attending school. By graduation, the account must be current to complete graduation and receive student records.

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: 20.0% 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

Tuition Policy for Student Unenrollment/Withdraw:

- Withdraw during a currently enrolled school year:
 - 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.
- Withdraw for an upcoming school year:
 - New students- Should a new 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.
 - If a new 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.
- Re-enrolled students:
 - Under the Continuous Enrollment policy, if a current student's family completes an "Intent to Withdraw" form by the published deadline, the student will not incur any withdrawal fees for the upcoming school year.
 - If a student withdraws at the student's/family's initiative after the "Intent to Withdraw" deadline but before the start of the upcoming school year, a penalty fee of 10% of the total tuition balance will be charged.

- If a student withdraws at the student's/family's initiative after entering classes, 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.

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.
- When someone other than the parents are paying directly to PCA all or part of a student's tuition, both the parents and the supporting member (i.e., grandparents, etc.) must fill out FACTS financial documentation. Similarly in the case of divorced parents, if both parents are paying PCA directly then both must fill out FACTS financial documentation.
- 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 are grounds for expulsion
- 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. TRIP is comprised of three main parts: (1) Referral bonus, (2) Information on scholarship opportunities, and (3) Fundraising for your own account through www.shopwithscrip.com.

- (1) **Referral Bonus:** As directed by the Board of Regents, PCA will periodically offer referral bonus opportunities. Qualifying families can earn bonus dollars to be applied to their tuition as a "thank you" for helping grow our school family. Watch for announcements when these referral bonus opportunities are available!
- (2) **Scholarship Opportunities:** As part of our ongoing effort to support our PCA families, we are continually looking for outside scholarship opportunities for our K-12 students. Currently, we have identified two such organizations, and we encourage interested families to apply for scholarship consideration: Renewation is an organization specializing in promoting Christian education nationally and has a scholarship program for families who pursue Christian education for their K-12 students. PCA is an approved school, eligible to submit family applications every August for families within 150% of the poverty line. Please contact PCA's Tuition Coordinator to determine eligibility. Also, the Children's Scholarship Fund provides scholarships for low-income families enrolling their students in private K-12 schools. They can be contacted at <https://scholarshipfund.org/>.

- (3) **SCRIP** (www.shopwithscrip.com): SCRIP is a school fundraising tool, but PCA is unique in that we allow any rebates earned by our families to be applied directly against individual tuition accounts. It's fundraising – for yourself! Participation is open to all parents, grandparents, relatives, friends, and anyone in the community who wishes to support tuition reduction at PCA. "Shop with Scrip" offers rebates on the gift cards purchased. Families in the program purchase these gift cards at face value. The difference (rebate) is passed on to participating families for tuition reduction.

Keep in mind these are monies you would already be spending, but with a little planning you can significantly reduce your tuition. The full list of available options is available on the SCRIP website. Gift cards are used like cash, so we do not mail them. Instead, we send them home with your student, or hold for pick-up at the school. Some gift cards/certificates have expiration dates varying from six weeks to two years, but most have no expiration dates. Some certificates may be used to pay on credit card balances. Please check in advance, as we cannot take back or refund any ordered gift cards/certificates.

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

REGISTERING FOR SCRIP

Families can register directly online by going to www.shopwithscrip.com and registering with Plymouth Christian Academy (CODE# DA4914AD21L). Once registered online, you can place orders, purchase SCRIPNOW! E-certificates (immediate receipt through your email) or reload certain physical cards.

ORDERING GIFT CARDS

Orders are placed weekly (**Mondays by 10:30 am**) using the following methods:

- **OPTION 1: (Order online, pay online through SCRIP)** – This will save you time and you can reload certain cards online when you need them. In addition, you will be able to order SCRIPNOW! E-certificates that are delivered to your email within minutes. Orders for physical gift cards placed by 10:30 AM Monday mornings will be delivered to the school for pick-up the next Wednesday (2-days). There is a minimal fee of 15 cents for orders paid online.
- **OPTION 2: (Order online, pay in person) – Before Monday morning at 10:30 A.M.**, bring in or send with your student a check for your purchase order amount, made out to PCA. To place your order, go online to www.shopwithscrip.com, fill out an order form and print it. Your order will be ready for pick up the next Wednesday morning (2-days). Payment must be received before your order can be submitted.

TRIP POLICIES

1. All orders must be received and paid in full by 10:30 A.M. Monday morning. Any cards ordered that do not have payment attached with not be filled.
2. Orders can be picked up at the Elementary Reception desk or sent home with your student directly (this must be specified on your online account). Since cards are like cash, mailing will not be an option due to the risk.
3. 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.
4. Any errors in the order must be reported to the school within a 48-hour period.
5. All NSF checks will incur a \$25 fee. The fee will have to be paid, along with the original amount, to PCA or deducted from your TRIP earnings before your next order will be processed.
6. Rebates are credited to tuition accounts three times per year (July, December and April). Families who have prepaid their tuition will earn rebates throughout the year and the total will be applied to the following year's tuition.
7. SCRIP gift cards/certificates are the same as cash. We will not accept responsibility for lost or misplaced orders. We cannot take back or refund any ordered gift cards/certificates.
8. Any unused rebates will be credited to the general PCA scholarship fund.

Please contact the PCA Tuition Coordinator with any questions.

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	7:25-8:15
2 nd Hour	8:20-9:09
3 rd Hour	9:14-10:03
4 th Hour	10:13-11:02
HS 5 th Hour	11:07-11:56
HS Lunch	12:01-12:28
MS Lunch	11:07-11:34
MS 5 th Hour	11:39-12:28
6 th Hour	12:33-1:22
7 th Hour	1:27-2:16
8 th Hour	2:21-3:10

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
HS Chapel	11:25-12:19
HS Lunch	12:24-12:49
MS Lunch	11:25-11:50
MS Chapel	11:55-12:49
6 th Hour	12:54-1:36
7 th Hour	1:41-2:23
8 th Hour	2:28-3:10

3.2 Academic Grades, Family Portal, & Online Access

Report cards are issued every quarter through the FACTS Family Portal and are kept in the student's permanent record file. Parents are able to check their student's grades/progress on their Family Portal. Teachers will post grades throughout the quarter and should have them updated by each Monday morning with the exception of larger assessments. At the end of each quarter, a grade will be posted. Parents may also email teachers directly from the Family Portal with any questions or comments. All questions concerning grades should be directed to the teacher.

Questions on the operation of the Family Portal should be addressed to the Tuition Office. All staff and teacher email addresses are listed on the PCA web site (www.plymouthchristian.org) and in the directory on the Family Portal. 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 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 at 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)
 - Apologetics - 10th grade (2 semesters)
 - Christian Ethics/Hebrew Wisdom Literature - 11th grade (2 semesters)
 - Jesus & The Gospels/Acts & Senior Capstone - 12th grade (2 semesters)
 - **English Classes = 5 credits**
 - English Foundations - 9th grade (2 semesters)
 - American Literature & Composition (2 semesters)
 - Speech (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**
 - Biology (2 semesters)
 - Chemistry (2 semesters) or Conceptual Physics (2 semesters) (recommended)
 - 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**

In addition, beginning with the Class of 2023, the SAT is a graduation requirement. PCA will facilitate the test for all seniors in the Fall and all juniors in the Spring at no charge to parents.

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 regarding 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.

- If 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 student's 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 not be failing any class and maintain an average (taking all their classes into account) of 75% or above to participate in extracurricular activities. Grades will be checked weekly (on Wednesdays) 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.
- 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.
- At the end of each quarter, if a student is failing a course or has an average below 75%, they will start the new quarter on probation. While on probation, their first week of ineligibility will be considered as their first and second ineligibility (i.e. they will already have “one strike”).

3.7 Academic Support

- Every Monday, student's grades in all classes will be reviewed by the Multi-Tiered System of Support (MTSS) Team.
- 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 teacher's 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:

- A conference will be held between the Parent/Guardian, student (if appropriate), and the MTSS 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/MTSS 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.
- Once a year, a meeting between Parents/Guardians, and the MTSS Team will be held to review the accommodations.

- 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.
- 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.
- Academic support, Response to Intervention (RTI) services and individualized accommodation may be provided through the Learning Lab after a need is determined by the MTSS 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 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. If PCA offers the class, students must take the class at PCA, unless there is an unavoidable scheduling conflict.

3.13 Credit by Exam

PCA does not accept credit by exam.

3.14 Independent Study

- The 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." In 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. These hours are to be separate from any hours completed for other school clubs (i.e. NHS).

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. 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:

- 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

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 Counselor before taking a class outside of PCA. Classes that are taken without the consent of the PCA Counselor 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, or 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 location (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 Counselor 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 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.

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. 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 (unless consent has been granted by the teacher).
4. Each day an assignment is late, the score of the assignment will be reduced.
 - a. If an assignment is turned in one day late, there will be a 25% deduction.
 - b. If an assignment is turned in two days late, there will be a 50% deduction.
 - c. If an assignment is turned in three or more days late, no credit will be given for the assignment.
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 (unless the teacher has specified otherwise previously).
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 email the teacher to 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. 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. 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.
2. Advanced Placement classes, however, 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 can 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 "F" 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 to receive credit for the course.

3.21 Standardized Testing Program, Transcripts, Transfer Credits

Standardized Testing

- All students in grades 7-8 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 9-11 will take their grade level version of the PSAT (cost included in tuition) in October. All students are required to take the SAT test in order to graduate (cost included in tuition for their first test). Exception forms can be submitted to PCA guidance office for extenuating circumstances.

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 point 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, credit will be given for successful completion at PCA. No credit 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 follow 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, and is available every day during regular school hours. Four books per student may be checked out at a time. However, there will be times when that number will be increased or decreased depending on individual circumstances. Books may be checked out for a two-week 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.

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: Philosophy

We believe that active participation in the classroom experience is critical to ensuring that our students are exposed to the best education experience. We believe that discussions and classroom activities are not replicable and that they are essential to the intellectual and emotional development of our students; in fact, these interactions are necessary for developing the knowledge, skills and attitudes necessary for participation in a diverse, competitive and ever-changing world.

We believe that successful student attendance is a shared responsibility between the school and the home: for the student to be present in their classes, for the teacher to keep accurate records of attendance and for the parent(s) to assist both by communicating any legitimate absence to the school in a timely fashion. Moreover, we expect all parties involved to help promote consistent and responsible attendance in school.

Student/Parent Responsibilities

1. Be aware of the attendance policy guidelines and understand the implications.
2. Monitor student's attendance record through the use of FACTS and/or communication with the school.
3. To verify an absence, parents should call as soon as possible, but must notify the attendance office. Parents may call (734) 459-3505 or send in a note to verify an absence to diana.chapel@plymouthchristian.org.
4. If a notification of the absence does not occur before school starts, the school will contact the parent to verify the absence.
5. Acquiring and completing the make-up work is the sole responsibility of the student.
6. Students will be able to make up the work that is missed for an absence based on the missing work policy.
7. Yearly cumulative attendance will be reflected on the official transcript.

Communication - As a means of communicating attendance, the following methods will be utilized:

1. Parents will be called each day there is an absence that the school is not notified about ahead of time.
2. Students and parents may access the FACTS Family Portal daily, period by period.
3. Report cards will show attendance every quarter

A letter will be generated and sent home by the Attendance Office staff upon the fifth (5), and seventh (7), and ninth (9) absences. This letter will summarize the attendance policy and outline the consequences and appeal procedure.

Consequences

If a student exceeds ten (10) absences in a course and the student has demonstrated proficiency by earning a passing grade for the entire semester, the student will receive credit for the class, but will earn a grade point average of 0.00 for the class to be factored into their overall GPA.

We do understand that extenuating circumstances sometimes occur over the course of a semester that leads to an excess of 10 absences. Consequently, an appeal can be completed if the following criteria are met:

- The student must initiate an appointment with their assigned administrator upon their tenth absence to develop an Attendance Plan
- The student must score an 80% or higher on the end of semester exam

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.

Students are expected to be present for at least five periods on days which they have an event, unless approved by administration with prior communication. Students are also 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. 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.

4.3 Tardy Policy

- **Definition:** A student will be considered tardy if they are not present in their assigned class when the bell rings. Tardies are cumulative per SEMESTER. This means that a student can reach levels of consequences because 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
- **First Period:** While problems may occur in getting to school on time such as inclement weather or traffic backups, every effort should be made to arrive at the first period class before the late bell rings. Since determining the validity of being tardy to school is difficult and open for interpretation, the office will not distinguish between excused and unexcused tardies to first period. Instead, students are allowed seven tardies to first period without penalty to allow for unforeseen problems. Planning to arrive early is encouraged in order to allow for the unexpected. Consequences for tardiness are not to be interpreted as a lack of sympathy for an occasional, unusual, or unpredictable situation. Instead, it is our attempt to educate the student as to the unavailability of life's consequences. Parents' understanding and reinforcement of this principle is greatly appreciated and is a helpful factor in the maturation of the student. Any time a student arrives late to first period, he must check in with the secondary school office receptionist and receive a pass before proceeding to class. Once a student receives more than seven tardies, the disciplinary policy will go into effect.
- **Periods 2 – 8:** Students should always be on time for class. To allow for issues that may come up, students are allowed five tardies for periods 2-7 each semester without penalty. When a student accumulates four tardies, the school will communicate with parents. Consequences will be issued for the sixth tardy and following. A tardy will be given if a student is not in his/her class when the class bell rings. To be excused from a tardy for periods 2-7, the student must have a pass signed from a faculty or staff member, verifying that his/her tardiness was unavoidable or caused by something very important. Business that should be conducted at other times during the day is not a basis for an excused tardy.

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 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 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 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. 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.
- PCA is not responsible for belongings brought by students to off Campus events, Class Trips or Field trips

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 always be locked up. 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 Family 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.

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 and with signed authorization form from their parents.
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 carpools.
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 a Secondary Administrator and must sign out and sign in with the receptionist.

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 is 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 cannot grade papers, submit grades, or be given access to personal information from the teacher's grade book or computer.
- At no time should a Student Assistant receive pay for their assistance

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 secondary 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 if 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 Academic Centers

- 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 without permission from the teacher.
- 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 Coordinator and Elementary Principal, School Counselor, Elementary Coordinator, Secondary Principal, and Secondary Dean. 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. 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 based on 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 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 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 based on 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 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. 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.

MHSAA

Plymouth Christian Academy is a member of the Michigan High School Athletic Association and agrees to abide by all rules and regulations of the MHSAA. This MHSAA determines the rules and regulations for all of our interscholastic sports and sponsors tournaments at the end of each season.

MHSAA ATHLETIC CODE FOR ATHLETES

1. Know and adhere to the athletic code of the school.
2. Exceed all attendance and academic requirements as practical evidence of loyalty to school and team and a proper philosophy of school-sponsored athletics.
3. Observe completely all policies regarding conduct, doing so as a duty to school, team and self.
4. Counsel with the Athletic Director over questions of eligibility.
5. Practice and play, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
6. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
7. Demonstrate respect for opponents and officials before, during, and after contests.

PLYMOUTH CHRISTIAN CODE OF CONDUCT

1. The Plymouth Christian athlete must respect the purpose of our school by being a good citizen and a good student.
2. Coaches retain the privilege of insisting on proper grooming and dress of each squad member.
3. Any athlete involved in any activity that would reflect unfavorably on the school shall be subject to disciplinary action. This could mean expulsion from athletics.
4. Profanity, hazing, and obscene language will be always unacceptable.
5. Athletes are expected to conduct themselves in an appropriate manner at all school activities.

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 if 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, enough 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 not be failing any class and maintain an average (taking all their classes into account) of 75% or above to participate in extracurricular activities. Grades will be checked weekly (on Wednesdays) 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 the season.
- b. 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.
- c. At the end of each quarter, if a student is failing a course or has an average below 75%, they will start the new quarter on probation. While on probation, their first week of ineligibility will be considered as their first and second ineligibility (i.e., they will already have "one strike").

6. Attendance Policy:

- a. All students are expected to be present for at least five (5) periods on days which they have a sporting event. 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

As a school that seeks to exist for God's glory, it is important that we meet those standards in every aspect of our school culture. Our appearance should encourage concentrated study and in no way distract from the learning process. Therefore, our appearance code is defined by three specific standards: modesty, appropriateness, and neatness.

Modesty – First and foremost, a student's appearance should reflect his/her identity as a follower of Christ, created by God as male or female. Everything we do is an expression of our relationship with God. The Bible makes it clear that we are to be modest and treat our bodies with the utmost respect. It is important to note that what is "in style" is not always in accordance with the standards we seek to reflect. However, as Christians, we are called to be "different than the world". The following would not meet modesty standard:

1. Sleeveless shirts and tops
2. Visible undergarments
3. Tight fitting pants, shorts or tops – leggings can be worn under a dress code length item of clothing (see #4).
4. Short dresses, skirts or shorts – length (including slits) should be no higher than 2 inches above the knee
5. Tops that reveal cleavage, stomach, or back. Tops must cover the torso at all times and should be no lower than one hand-width below the collarbone.

Appropriateness – Appropriateness can be defined as presenting oneself in a manner that fits the occasion. An appropriate appearance is one that does not distract from the educational process or draw excess attention to oneself. The following would not meet the appropriate standard:

1. Faddish extremes
2. Jewelry and makeup not worn in moderation and good taste
3. Body piercing jewelry (including nose rings, lip, eyebrow, and anything other than earrings for girls).
4. Items that promote any message or images that are contrary to Christian values and principles
5. Athletic-style pants or shorts
6. Hats, hoods, sunglasses, or ear buds, in the school building
7. Visible tattoos
8. Hair dyes that are not of natural color
9. Clothing meant for sleeping and lounging at home including pajama pants and house shoes.

Neatness – Neatness can be defined as a look that is clean with clothes that are proper fitting and in good repair. The following would not meet the neatness standard:

1. Pants that drag on the floor
2. Clothing that has rips, tears, or holes
3. Hair that exceeds eyebrows and not neatly groomed
4. Facial hair that is not well groomed and neat.

Enforcement: Students who do not meet these standards will be referred to the Dean of Students or his/her designee for final evaluation. Students will 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. Time out of class will be considered an absence.

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 Attire for After School Activities

During after school activities (whether on campus or at away games), students are still expected to dress in a manner that is modest, appropriate, and neat since they are representatives of God, their families, and Plymouth Christian Academy. All school dress code standards apply except for allowing students to wear athletic-style pants or shorts that are modest and not too tight fitting. Shorts must extend past mid-thigh. Additionally, leggings can be worn if their top extends past the buttocks. 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 will be entered into their discipline record.

6.3 Attire for Class Trips / Field Trips

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

6.4 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.

6.5 Spirit Day Guidelines

On designated days (as a fundraiser for various classes and clubs), the PCA students and staff will be allowed to enjoy a Spirit Day only if a PCA top is worn. Students may wear athletic-style pants or shorts that are modest and not too tight fitting. Shorts must extend past mid-thigh.

6.6 Attire for Special Activities, Banquets, Ceremonies

While at school-sponsored activities, the principles of our clothing being God-honoring and modest remains the guiding standards for attire at these special events. This expectation includes selecting a dress that is appropriate in length. Length must be no higher than 2 inches above the knee (including slits), as well as providing appropriate coverage. Tops must not be lower than one hand-width below the collarbone, sides must be covered, and the back cannot be lower than the bra line. In addition, any dress inserts intended to accomplish the standard of modesty must be opaque. Boys should wear modest 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.

All dresses for the Junior/Senior Banquet must be pre-approved. 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, marijuana, illegal drugs, alcohol, profanity, immorality, possession/use/or threat of the use of weapons, or un-Christian behavior may result in dismissal from Plymouth Christian Academy. Each student will show honor to the Godhead, the Word of God, and to the United States of America.

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 Head of School 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.

7.3 After School Supervision

All secondary students are expected to be out of the hallways within 15 minutes of the end of school. If students are waiting for a ride or a practice, they must go to the Study Table (available from 3-5 p.m.) in the Media Center. There is no charge for students to stay for Study Table on any given day.

7.4 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 (physical and not electronic) and designated notebook for taking notes. 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.

7.5 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.

7.6 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.

7.7 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.

7.8 Lunchroom

Students wishing to purchase lunch at school must add funds to their prepay account set up within the FACTS Family Portal. Students' accounts must maintain a positive balance 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. 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 easily add funds to the prepay lunch account by logging in to their FACTS Family Portal account and following the steps below:

1. Log in to FACTS Family Portal.
 - a. Go to www.factsmgt.com; Select "Parent Login" then "Facts Family Portal"
 - b. Use your Username, password and our school district code (PCA-MI) to log in
2. Select "Financial" on the left side of the home page
3. When you see the Prepay Accounts, you will see your student's current lunch balance, and a button reading "ADD FUNDS"
4. Click on "ADD FUNDS" and follow the prompts to add money to your student's prepay lunch balance.

Any funds added to your student's prepay lunch balance are immediately available for your child to use in our lunchroom. 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 the funds will not be available until processed by the Finance Office.

We urge you to take full advantage of this system by taking advantage of the automated low balance reminders. FACTS will email you whenever your child's balance goes below \$10. This will help avoid their account having a negative balance. Our Finance Office will follow up on any negative balances that remain unpaid. 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 Laura Imlach in the Finance Office at laura.Implach@plymouthchristian.org or 734-459-3505 x3156.

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.

7.9 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.

7.10 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 many 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.

7.11 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.

7.12 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.

7.13 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.

7.14 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.

Acts of violence, theft, sexual abuse, assault, and treats of the same will be immediately reported to Canton Police.

7.15 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

7.16 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.

7.17 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.**

7.17.1 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

7.17.2 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.

7.17.3 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 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.

7.17.4 Disrespect of School Property is defined as:

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

7.17.5 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.

7.17.6 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.

7.17.7 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.

7.17.8 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.

7.17.9 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.

7.17.10 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.

7.17.11 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.

7.17.12 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.

7.17.13 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/Head of School/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.

7.17.14 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

7.17.15 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.

7.17.16 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 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.

7.17.17 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.

7.17.18 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.

7.17.19 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.

7.17.20 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 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, 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.

7.18 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 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.

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 Head of School 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 Family Portal, 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 Family Portal is controlled only with Family Portal and is NOT provided to any other outside entity.*

8.1.5 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.

8.1.6 Communicable Diseases

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

8.1.7 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.

8.1.8 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.

8.1.9 Student Illnesses / Keeping Students At Home

If your student feels ill, keep him/her home. A child with excessive coughing or nasal discharge, not due to an identified allergy, must remain at home until the condition clears. No child should be brought to school with a fever, contagious rash, difficulty breathing, loss of taste or smell 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. Students who have tested positive for any communicable disease must report it to the school office within 12 hours and must follow their doctor's directions for isolation and quarantine. For extended absences due to illness greater than 4 school days, parents must provide a doctor's note clearing their child to return to school. As a general principle, parents need to love one another as they do their own child and not put other students or staff in jeopardy of contracting the disease your child is currently experiencing. We have a number of students and staff with compromised immune systems. You are required to be respectful and responsible to assure your child does not spread their illness through keeping them home until they are no longer contagious. Failure to be responsible and respectful in this area will result in disciplinary action up to and including expulsion.

8.1.10 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.

8.1.11 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.

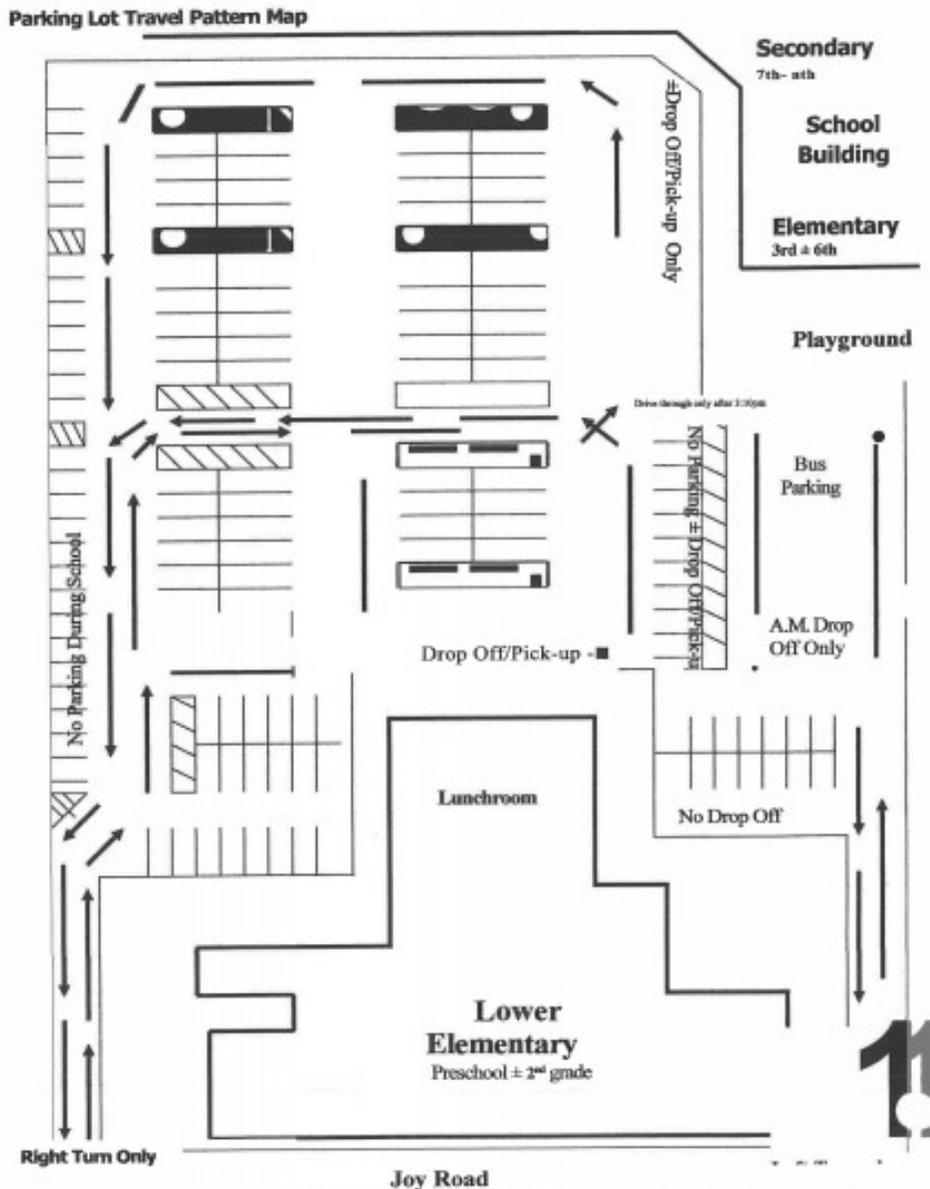
8.1.12 Parking Lot Traffic Patterns

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.



8.1.13 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 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 Head of School/Principal to avoid unnecessary conflicts of activities. **All requests for posting on the calendar will be presented to the Head of School/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 Family Portal 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 Wi-Fi.
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 always muted 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 everyone'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

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.)

9.14 Social Media & Staff/Student Communication Policy

Definition of Social Media – For the purposes of this policy, social media should be understood to include any website or forum that allows for the open communication on the internet including, but not limited to:

- Social Networking Sites (LinkedIn, Facebook, Instagram, Pinterest, etc.);
- Micro-blogging Sites (Twitter);
- Blogs (including company and personal blogs)
- Online Encyclopedias (Wikipedia)

- Video and photo-sharing websites (TikTok, YouTube, Vimeo, etc.)
- Review, Petition or Collaborative Sites (Niche, Change.org, Google Reviews, etc.)

Think Before Posting: In general, students should think carefully before posting online, because most online social platforms are open for all to see. Despite privacy policies, students cannot always be sure who will view, share, or archive the information that is posted. Before posting anything, students should remember that they are responsible for what is posted online. Students should carefully consider the risks and rewards with respect to each posting. If students have any doubt about what to post online, it is probably better not to post, since once something is placed in cyberspace, it is often difficult to retract the information. Students should use their best judgment and exercise personal responsibility when posting to any social media websites.

Staff/Student Contact via Social Media: Plymouth Christian Academy does not condone personal social media relationships between staff and students. Once a general student graduates from PCA, staff can befriend them on social media. PCA does endorse the use of our professional social media pages (PCA's FB, Twitter, Instagram, etc.) and classroom and team pages for interaction with students.

Staff/Student Texting: Texting is allowed between staff and students using only PCA approved apps (FACTS and Remind) about PCA assignment-related issues, PCA sport-related issues, PCA Student Clubs (NHS, Student Council, German, etc.), PCA Student Government, PCA Class-related issues. Text communication by staff must be in line with school policy concerning professional conduct and staff-student relationships. Texting should be within reasonable time bounds (like office hours until 5pm). Teachers and Staff shall not text or message a student for any reason unless they are using a PCA approved and monitored app. For more individual focused communications between staff and a student, email should be utilized using the staff member's email account and always include the parent's email as an additional addressee.

Demonstrate Respect: When posting online, students should always be fair and respectful to others. The students should avoid using any statements, photographs, video, or audio that may be viewed as malicious, obscene, threatening, harassing, or abusive towards others.

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 & 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.

10.10 Arbitration Agreement

This Arbitration Agreement ("Agreement") is entered into as a part of the contract between the School and the student families. This Agreement shall govern all disputes, controversies, or claims ("Claims") that may arise which must be submitted for resolution by mandatory arbitration under this Agreement. In agreeing to submit certain Claims for resolution by arbitration, Families acknowledges this Agreement is given in exchange for enrollment at School. In exchange for the families' agreement to submit Claims to binding arbitration, School likewise agrees to arbitration as the exclusive forum for resolving Claims covered by this Agreement.

The Administration of the School and the undersigned parent consider themselves to be Christians. Each party accepts the Bible as the inspired Word of God and believes that the Scriptures set forth principles

regarding the conduct God desires for Living the Christian life in relation to Himself, other Christians, and nonbelievers.

Believing that God desires Christians to be reconciled to one another when disputes of any nature arise among them (Matthew 5:21-24; Matthew 18:15-17), and desiring to honor and glorify the Lord Jesus Christ, the parties hereto agree that the provisions for arbitration set forth in this Agreement shall be the sole, exclusive and final remedy for resolving any Claims between the parties. It is further agreed that each of the parties hereto waives whatever rights(s) each may have to maintain a lawsuit against the other party in a secular court of law upon the arising of such Claims except to enforce this Agreement and/or any award granted through the arbitration process.

It is the intention of the parties that any Claims arising between them shall be settled in a manner that is honoring and glorifying to the Lord Jesus Christ. Therefore, the parties agree that any Claim shall be settled by arbitration in accordance with the principles found in the Bible, with particular reference to I Corinthians 6:1-8. In the event that arbitration is requested by either party, which request must be made within 180 days of the incident giving rise to the request (families expressly and knowingly waives any limitation period allowing a longer period to bring said Claims). As a prerequisite for submitting a Claim to, arbitration, Families and School agree to make good faith efforts at resolving any dispute internally on an informal basis through School's management channels appropriate to that particular dispute. Only when those internal efforts fail may a Claim be submitted to final, binding and confidential arbitration under the terms of this Agreement. Any arbitration will be conducted on a confidential basis under the rules promulgated by Christian Conciliation Services.

Within thirty (30) days after written notice is given by one party requesting arbitration, the parties shall jointly agree upon an arbitrator who has accepted Jesus Christ as his or her personal Savior and Lord and who believes that the Bible is the inspired Word of God. In the event that the parties are not able to agree upon an arbitrator, the Christian Conciliation Service (Relational Wisdom 360) shall appoint an arbitrator pursuant to its then existing rules. The Claims shall be settled by arbitration in accordance with the arbitration Rules and Procedures of the Christian Conciliation Service then in effect.

The decision and award of the arbitrator shall be exclusive final, and binding on the parties, their heirs, and successors. The compensation to be paid to the arbitrator appointed pursuant to this Agreement, if any, and the allocation of responsibility for the payment thereof, shall be borne by the Family. The Family is solely responsible for his/her own attorneys and legal fees.

For purposes of this Agreement, "Claims" covered by this Agreement are as follows:

- A. Any claim that could be asserted in court or before an administrative agency or claims for which the family has an alleged cause of action, including without limitation claims for breach of any contract or covenant (express or implied); tort claims; claims for discrimination, claims for wrongful discharge; violations of confidentiality or breaches of trade secrets; and/or claims for violation of any federal, state or other governmental law, statute, regulation or ordinance, and whether based on statute or common law;
- B. All those claims whether made against School, any of its subsidiary or affiliated entities or its individual employees (in an official or personal capacity); and
- C. Any dispute concerning the arbitrability of any such claims.

In the event that the rules and procedures as set forth herein concerning the selection of arbitrators, the conduct of arbitration, and the like shall, at any time, be found to be legally unenforceable, then, and in that event, the parties hereto agree that arbitration shall be conducted in accordance with the existing applicable court rules and statutes. This paragraph shall be construed in such a manner as to preserve the intent of the parties, which being the resolution of claims and controversies by means of arbitration.

In reaching a decision, the arbitrator shall apply the governing substantive law applicable to the claims, causes of action and defenses asserted by the parties as applicable in Michigan. The arbitrator shall have the power to award all remedies that could be awarded by a court or administrative agency in accordance with the governing and applicable substantive law. The validity of this Agreement and the arbitrability of any claim under this Agreement shall be determined solely and exclusively by the Arbitrator. No court shall have the authority to modify or invalidate this Agreement. The provisions of this Agreement are severable. If the arbitrator decides any provision of this Agreement is invalid, then the remainder shall remain valid, to the maximum extent permitted under law.

Misconduct		1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Classroom Offenses Classroom Procedures Disruptive Behavior		Teacher/Staff Behavior Management Plan Verbal Warning	Teacher/Staff Behavior Management Plan Seat relocation possible	FACTS input Conference with student	FACTS input Discipline notice to parents Possible detention	FACTS input Discipline notice to parents Detention Subsequent Violations-Meet with Dean of Students Possible Suspension for repeated violations
General Misconduct Handbook violations, i.e., gum chewing, hallway infractions, etc. Chapel/Assembly infractions, Other Handbook violations		Verbal Warning	FACTS input Conference with student	FACTS input Discipline notice to parents	FACTS input Discipline Notice to parents Detention	FACTS input Discipline Notice to parents Detention Subsequent Violations-Meet with Dean of Students Possible suspension for repeated violations
Tardy *per semester	1st Hour	1 st – 5 th tardies FACTS input Discipline notice to parents	6 th and 7 th tardies FACTS input Discipline notice to parents Conference with parents	8 th tardy FACTS input Discipline notice to parents Detention	Subsequent tardies FACTS input Discipline notice to parents Conference with parents Detention	
	2nd – 8th Hours	1 st – 3 rd tardies FACTS input Discipline notice to parents	4 th and 5 th tardies FACTS input Discipline notice to parents Conference with parents	6 th tardy FACTS input Discipline notice to parents Detention	Subsequent tardies FACTS input Discipline notice to parents Conference with parents Detention	
Dress Code		FACTS input Student changes clothes Discipline notice to parents	FACTS input Student changes clothes Discipline notice to parents Conference with student	FACTS input Student changes clothes Discipline notice to parents Detention	FACTS input Student changes clothes Discipline notice to parents Detention	FACTS input Student changes clothes Discipline notice to parents 1-day suspension Subsequent Violations-Meet with Dean of Students
Electronics *per semester Cell phone misuse Violating Technology Use Policy		FACTS input Student Conference Discipline notice to parents Phone confiscated - pick-up at the end of the day	FACTS input Student conference Discipline notice to parents Detention Phone confiscated - pick-up at the end of the day	FACTS input Student conference Discipline notice to parents Detention Phone confiscated - Parent pick-up	FACTS input Student conference Discipline notice to parents Detention Phone confiscated - Parent pick-up	FACTS input Subsequent Violations – Meet with Dean of Students Cell phone turned in to the Dean of Students at the start of each day Possible suspension for repeated violations
Major Offenses Stealing, Cheating, Lying Plagiarism Deliberate misuse of any school property/equipment Disrespect to staff or students Other Handbook violations		FACTS input Parent Conference Possible Detention/Suspension Academic consequences	FACTS input Parent Conference Detention/Probable Suspension	FACTS input Parent Conference Up to a 3-day suspension	FACTS input Parent Conference 5-10-day suspension	Recommendation for Expulsion

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