



# **PARENT/STUDENT HANDBOOK 2023-2024**



***Isaiah 40:31***

***"But those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint."***

### ***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 mission is to partner with parents, educate students from a Biblical worldview, and equip them for a lifetime of learning, leadership, service, and as faithful followers of Christ.

We serve 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 handbook has 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.

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.

### ***Educating for Eternity,***

Terri L. White, M.Ed.  
Superintendent

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# PLYMOUTH CHRISTIAN ACADEMY OVERVIEW

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.

## 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.

## 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.

## PURPOSE STATEMENT

The purpose of PCA 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.

## CORE VALUES

### C.A.R.E.S.

**Christ Centered** - Jesus Christ is central to all academic, spiritual, and physical instruction.

**Academic Minded** - We are committed in our mission to provide an excellent college preparatory program.

**Relationally Focused** - We embrace diversity, demonstrate compassion, show respect, and offer forgiveness as part of the body of Christ.

**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.

**Spiritual Unity** - Because we believe that the Bible is the inerrant, literal, and the source of absolute truth, it provides the foundation for all that we do.

## STATEMENT OF FAITH

**THE HOLY SCRIPTURES** We believe that all Scripture is given by divine inspiration of God and that this divine inspiration extends equally and fully to both the Old and New Testaments. (II Timothy 3:16). They are complete and are of supreme and final authority in faith and life (Mark 12:26, 36).

**THE GODHEAD** We believe that God, the Supreme, Eternal, and Unchangeable One has revealed Himself in Three Persons, the Father, the Son, and the Holy Spirit and that these three are one God (John 10:30); having

the same nature, attributes, perfections and commanding the same worship, confidence, and obedience. (II Corinthians 13:14)

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

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

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

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

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

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

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

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".

## **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.

### **As faithful followers of Jesus students will:**

- have a personal relationship with Christ
- develop and articulate a Biblical worldview
- understand the gospel and clearly share it with others
- display and reflect Christ-like character in their daily lives
- practice spiritual disciplines such as Bible study, prayer, fellowship, and service

### **As lifelong learners students will:**

- demonstrate academic proficiency and growth required for the next level of pursuit
- participate in opportunities and experiences and well-rounded learners
- have a foundation in core skills that promotes curiosity, engagement, and ownership
- think creatively and critically to solve problems
- learn the appropriate and wise use of technology

### **As servant leaders students will:**

- recognize the worth of every person as created in God's image
- participate as a mentor and mentee
- utilize their God-given giftings and talents to serve others
- develop and implement leadership skills with increasing responsibility
- advance their interpersonal skills to effectively communicate and collaborate with others

## **PARTNERSHIP IN EDUCATION**

### **Parents/Guardians**

- Parents are responsible for the upbringing and education of their children.
- 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 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.
- Parents who do not support the mission, or fail to be civil, and/or become disruptive, jeopardize the relationship with PCA. Thus, PCA 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.

### **Plymouth Christian Academy**

- The gospel will be consistently presented so that children will hear God's plan for salvation.
- The standards and values will be derived from the Bible.
- The school will provide a safe and secure atmosphere conducive to learning.
- Plymouth Christian Academy is committed to providing the highest quality Christian college preparatory education while developing lifelong faithful followers of Christ.

### **Staff**

- The teacher must present a vibrant and growing personal relationship with Jesus Christ.
- Staff will have a vibrant and growing personal relationship with Jesus Christ and thereby exhibit Biblical values in word and conduct.
- Staff will regularly pray for PCA students and families.
- Staff will be continuous learners.

### **Students**

- The student is to submit to the authorities that God has placed over him/her.
- The student is expected to apply him/herself diligently to academic endeavors.
- The student is encouraged to practice spiritual disciplines such as Bible study, prayer, fellowship, and service to grow in his/her personal relationship with Christ.
- The student is to recognize the worth of every person in the school community as created in God's image and treat them accordingly.

## **ORGANIZATION**

PCA is a ministry of Calvary Baptist Church. The Board of Regents ensures that PCA's vision and direction aligns with Calvary Baptist Church. PCA is administered by the Superintendent, who reports directly to the Regent Board. The administrative leadership team works directly under the leadership of the Superintendent and are responsible for daily operations of the school. The faculty and staff work directly under the administrative leadership team.

## **ACCREDITATION AND MEMBERSHIP**

PCA is fully accredited by the Association of Christian Schools International (ACSI) and Cognia.

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.

# EDUCATIONAL POLICIES AND PROCEDURES

## School Day Schedules

### Elementary:

Start: 8:00 am

Dismissal: 2:50 pm

Lunch/Recess:

- Lunch A: 11:00 – 11:30/Recess A: 11:30 – 12:00
- Lunch B: 11:35 – 12:05/Recess B: 12:05 – 12:35
- Lunch C: 12:10 – 12:40/Recess C: 12:40 – 1:10

Specific class schedules will be provided by the grade-level teachers.

### Secondary:

The school schedule for the secondary is as follows:

- Mon-Tues-Thurs-Fri: **PURPLE** Schedule
- Wednesdays: **GOLD** Schedule

Purple Schedule	
1 <sup>st</sup> Hour	7:50-8:39
2 <sup>nd</sup> Hour	8:43-9:31
3 <sup>rd</sup> Hour	9:35-10:23
4 <sup>th</sup> Hour	10:27-11:15
MS 5 <sup>th</sup> Hour	11:19-12:07
MS Lunch	12:07-12:37
HS Lunch	11:15-11:45
HS 5 <sup>th</sup> Hour	11:49-12:37
6 <sup>th</sup> Hour	12:41-1:29
7 <sup>th</sup> Hour	1:33-2:21
SOAR	2:25-3:05

Gold Schedule	
1 <sup>st</sup> Hour	7:50-8:37
2 <sup>nd</sup> Hour	8:41-9:26
3 <sup>rd</sup> Hour	9:30-10:15
4 <sup>th</sup> Hour	10:19-11:04
MS Chapel	11:08-12:04
MS Lunch	12:08-12:38
HS Lunch	11:04-11:34
HS Chapel	11:40-12:36
5 <sup>th</sup> Hour	12:42-1:27
6 <sup>th</sup> Hour	1:31-2:16
7 <sup>th</sup> Hour	2:20-3:05

## 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](http://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.

## Grading Policies

**\*Kindergarten has its own skill-based grade card**

### Kindergarten:

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

### Key to Conduct and Specials Classes (Music, Art, Physical Education, etc.) Grades for (K-6):

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

### General Elementary Report Card Information:

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

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

- Final Report Card: A hard copy of the final report card will be printed for the parent by the school and sent home at the end of the year.
- Yearly Grade Average: The average of the four-quarter grades will determine the final grade and/or percentage for each subject.

- Withholding Grade Cards: If a student has tuition outstanding, the report card will be held until tuition has been paid. Please contact the financial office for additional information on outstanding tuition.

### **Grades 1-6 Flex Math:**

- Students who show exemplary math skills may be eligible to test into the next grade level math.
- A combination of the following determines this advancement; NWEA/MAP RIT score and percentile ranking, final math assessment score for current grade level, final math assessment score for the next grade level, and/or a teacher recommendation.
- The family will be notified in June of placement determination.
- A math packet will be provided and must be completed and turned in by the first day of school to be considered for placement.
- If placed into Flex math, the student must maintain an 80% or greater in math to stay in the Flex math course.

### **Grading Scale (Grades 1-12):**

<b>Letter Grade</b>	<b>Percentage Grade</b>	<b>Equivalent GPA</b>
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. A grade of 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 assignments 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.
  - 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 Principals.
- 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.

### 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. Unless otherwise required by law, PCA will not 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.

### 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 as a full-time student 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 (6 credits)
  - English (4 credits)
  - 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)
  - 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**
    - Old Testament Survey ~~Foundations of the Faith~~ - 9th grade (2 semesters)
    - New Testament Survey ~~Apologetics~~ - 10th grade (2 semesters)
    - Electives chosen from the available options (4 semesters)
    - PCA requirement: Christian Thought & Spirituality (11<sup>th</sup> or 12<sup>th</sup> Grade)
    - SOAR (8 semesters)

- **English Classes = 4 credits**
  - English Foundations - 9th grade (2 semesters)
  - American Literature & Composition (2 semesters)
  - Electives chosen from the available options
  - PCA requirement: 1 credit of 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 credit of Math during Senior Year
- **Science Classes = 3 credits**
  - Biology (2 semesters)
  - Chemistry (2 semesters) or Physics (2 semesters) (recommended)
  - Electives chosen from available options
- **Social Studies Classes = 3 credits**
  - World History or AP 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
- **Elective Credits = 2 credits**

Note: The SAT is a graduation requirement for all students. PCA will facilitate the test for all juniors in the spring at no charge to parents.

## **Honor Roll (awarded yearly)**

### **Elementary Honors (4<sup>th</sup>-6<sup>th</sup> grades):**

Honors: A student qualifies for the Honor Roll three ways:

- On the Honors or High Honors list three quarters
- A student must have an average quarter percentage of 87% and grade point average of 2.7/B- or above and no grade lower than 80% and 1.7/C.

The grade equivalent is based upon the GPA average and not the numeric average.

High Honors: A student qualifies for High Honor Roll by:

- Being on the High Honors Roll all four quarters
- And having an average quarterly percentage of 90% and 3.7/A- or above with no grade lower than 80% and 2.7/B-.

The grade equivalent is based upon the GPA average and not the numeric average.

### **Secondary Honors (7<sup>th</sup>-12<sup>th</sup> grades):**

- Honors: Students must have a GPA of 3.5 or higher with no grade below 83% at the end of each semester.
- High Honors: Students must have a GPA of 3.9 or higher with no grade below 87% 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.

### **Class Rank and Selection of Valedictorian/Salutatorian:**

- 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.
- 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 of Plymouth Christian Academy.
- The High School Principal has the final judgment regarding the transfer student status as it pertains to these honors.

### **Secondary 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 (with input from teachers and the secondary 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 arrange to retake the required course either in the summer or during the following school year. The student may not be promoted to the next class without first acquiring credit for the prerequisite failed class. The failed class remains on a students' transcript.
- Math is a subject which builds on what was previously learned. If a student does not pass the first semester of any math class, they will be evaluated by the teacher and counselor, and a suggestion will be made as to whether they are permitted to proceed to the second semester.

### **Academic Eligibility**

- Students must 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 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:
  - Step 1: The student will be placed on extracurricular probation and will have one week to improve their grade.
  - Step 2: The student will be declared temporarily ineligible and may attend practice/rehearsal only. The student may not participate in games/performances for that week (Monday – Saturday).
  - Step 3: The student will be declared temporarily ineligible and will not be allowed to participate in games/performances or practice/rehearsal for that week (Monday – Saturday).
  - Step 4: The student will be officially removed from that extracurricular activity.
- To regain eligibility after step 2 or 3, the student must bring his or her grades into the acceptable range outlined above. Steps 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 move on to the next step.

- 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 and start the season on step 1.

## **Academic Support**

For students who meet the school's requirements for admission, and yet are found to require assistance, the school will follow a multi-tiered systems of support (MTSS) framework in partnership with parents to support student learning. The Student Services Team will work with all stakeholders to determine the level of support needed and if the team is able to provide the needed supports.

## **Educational Services**

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

The Team seeks to offer biblically-based and responsible assistance in meeting the needs of the student body. Referrals may be made for more serious concerns to an outside counseling center. The Support Services Team will assist students in establishing yearly schedules. Regular testing in achievement and aptitude will be conducted. The Team may coordinate with the student, teachers, and parents to establish a program that may assist a student in meeting the demands of the curriculum. A review of any special assistance will be made at the end of each year, evaluating if the Support Services Team is able to adequately meet specific needs.

## **Academic Support**

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

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

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

## **Supports to Ensure Academic Success**

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

- Parents must furnish the school with documentation of a professional evaluation from a certified school psychologist, psychiatrist, or educational diagnostician that identifies a need for the school to provide educational accommodations. Such documentation must be current within the last three (3) years and must include a comprehensive evaluation consisting of a description of concern(s), tests administered, results of tests, diagnosis, and educational recommendations.
- A conference will be held between the Parent/Guardian, Student, the MTSS Team, and the Principal to discuss the plausibility (reasonableness) of providing the accommodations within the PCA environment.



This conference must be documented and such documentation must be placed in the student's permanent file. The professional evaluation must be updated every three years.

- School administration will have the final say in determining whether the requested support will be allowed. The decision will be determined by the ability of the school to provide the necessary supports to ensure student success, probability of success of the supports, the impact on the education of other PCA students, the student's commitment to engage with the supports, and the degree of educational support to be provided by the home.
- Once a year, a meeting between Parents/Guardians, the MTSS Team and School Officials must be held to review the supports based on the continued recommendation of the certified school psychologist, psychiatrist, or educational diagnostician.
- Teachers will do their best to differentiate instruction to ensure student success.

## **Advanced Placement Program**

AP courses make substantial academic demands on the student. They are required to do a considerable amount of outside reading and other assignments. 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.

## **Correspondence / Online Courses**

Students are not permitted to take correspondence or on-line courses without the approval of the School Counselor and High School Principal. If PCA offers the class, students must take the class at PCA, unless there is an unavoidable scheduling conflict.

## **Credit by Exam**

PCA does not accept credit by exam.

## **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 High School 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.

## **Christian Community Service**

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.
- Secondary students will participate in Christian Community Service as a part of their SOAR class and will also be required to complete additional Christian Service Hours. Required documentation and further explanation will be provided to students. These hours are to be separate from any hours completed for other school clubs (i.e. NHS).

## Textbooks and School Materials

Textbooks, workbooks, educational equipment, and library materials are provided by the school for student use. Books are to be handled with care and kept in good condition, free from all pen, pencil, or other markings. 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.

## 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.

## 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, and teacher recommendation.

## **Homework Policies/Tests and Exams**

### **Elementary Homework Policies:**

Homework provides the opportunity to practice and apply concepts within the classroom. The following guidelines are used in the process of assigning homework:

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

### **Secondary 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 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 may result in the student being required to stay after school to complete assignments.

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

- 1. Elementary
  - a. The student may have one school day for every day missed plus one additional day, to a maximum of six, to complete make up work. For longer absences, arrangements will be made between the family, teachers, and administration to work together to ensure the student's continued academic success. This includes excused vacations when work is not requested prior to the vacation/trip day. For example, if a student is absent Monday and Tuesday, he/she has Wednesday, Thursday, and Friday to make up work missed. In this case, the work would be due the following Monday.
  - b. Additional time may be granted at the discretion of the teacher. Additionally, the teacher may decide to excuse the student from certain assignments or activities that would be difficult to complete outside of school. This is at the teacher's discretion. There will be no grade reduction for make up work due to absence if it is completed in the allotted time.
- 2. Secondary
  - a. 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.
  - b. 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.
  - c. 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 church functions typically held on Wednesday nights, the school will *generally* assign less homework, quizzes, tests, or projects to accomplish on that night.
- 2. Homework will not be assigned over school breaks during the school year (September – May).
- 3. Advanced Placement classes, however, demand curriculum coverage that requires homework every night.

### **Tests and Exams:**

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. 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.

### **Promotion**

PCA strives to ensure the academic success of every student, as well as ensure his/her social-emotional and spiritual growth. If there are areas of concern regarding a student's progress in any of these areas, those concerns will be conveyed to parents/guardians and a meeting will be scheduled so that a plan can be developed. This plan could include working with any of our specialists/interventionists within the school day and possibly the acquisition of outside services (i.e. tutor, therapist, OT, PT) at the family's expense.

Usually, a student who struggles academically is identified by the end of the first semester. When this is the case, the teacher will contact the parent/guardian and a meeting will be scheduled to develop an intervention plan. Parents/guardians will be kept abreast of student progress throughout the year. Towards the end of the school year, a final meeting will be held to determine next steps for the student, including the possibility of retention.

### **Middle School:**

If Middle School students fail any core subject, the student will be required to retake the course through an approved educational program (at the family's expense) prior to the start of the next school year. Students failing two core subjects may be retained upon recommendation of the teacher(s) and the administration. Students who fail three or more core subjects shall be retained.

### **High School:**

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

Students who fail a course will be required to retake the course (if needed as a graduation requirement). The school is not responsible for scheduling problems incurred due to the failure of a course. When a student repeats a class that has been failed previously, both courses will appear on the final transcript. However, only the second grade will be used in calculating the grade point average. 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.

### **Summer School:**

PCA will provide a list of approved educational programs (at the family's expense). PCA does not provide in-person summer school programs.

## **Standardized Testing Program, Transcripts, Transfer Credits**

### **Elementary Standardized Testing:**

- During the school year, students will take an assessment called Measures of Academic Progress® (MAP®). These MAP assessments help to determine instructional level and to measure academic growth throughout the school year. This assessment is given three times each year in the areas of Reading and Math, with third through eighth graders also being assessed in Language Arts and Science. This assessment is also offered to homeschool students at the beginning of the year as a baseline and at the end of the year to measure growth.
- MAP assessments are unique in that they adapt to be appropriate for your child's level of learning. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. With MAP assessment, we can administer shorter assessments and use less class time while still receiving detailed, accurate information about your child's growth. A total of 2½ - 3½ hours will be the average time needed to complete these assessments. Following the September assessment period, parents will receive a report showing your child's baseline information. Future assessments will indicate the growth your student has made.

### **Secondary 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.

## **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 the library (or other designated area).
- Tutors and individuals monitoring sessions must sign tutoring log in the office each session.

# **STUDENT LIFE**

## **Attendance Policies**

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. These interactions are necessary for developing the knowledge, skills, and attitudes necessary for participation in a diverse, competitive, and ever-changing world.

At PCA, all absences are counted in the semester attendance total. 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.

Elementary students who are present at school from 8:00am until 12:57pm will be considered present for the entire day. Students who arrive at school after 9:42am will be considered absent half of the day.

### **Student/Parent Responsibilities:**

1. Be aware of the attendance policy guidelines and understand the implications.
2. Monitor student's attendance record with FACTS and/or communication with the school.
3. To verify an absence, parents must notify the attendance office as soon as possible.

- a) Secondary
  1. Call (734) 459-3505 x3181
  2. Email [SecondaryReceptionist@plymouthchristian.org](mailto:SecondaryReceptionist@plymouthchristian.org)
- b) Elementary
  1. Call (734) 459-3505 x3180
  2. Email [ElementaryReceptionist@plymouthchristian.org](mailto:ElementaryReceptionist@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. If a student needs to leave school for any reason during the day, the parent must notify the attendance office via phone or email. Text messages will not be accepted as legitimate authorization.
7. Students who leave school without proper authorization are subject to disciplinary action (see truancy policy).
8. Seniors with early dismissal must leave the school grounds.
9. Yearly cumulative attendance will be reflected on the official report card/transcript.

### **Communication:**

- A letter will be emailed upon the fifth (5), seventh (7), and ninth (9) absences. This letter will summarize the attendance policy and outline the consequences and appeal procedure.
- Additionally, a parent conference will be held after the seventh (7<sup>th</sup>) absence.

### **Secondary 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. Additionally, the student may be placed on academic probation which ultimately could result in a recommendation of withdrawal from school.

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

Documented medical illness/family emergency will be marked as excused absences (AE) and not counted toward the ten allowable absences per semester. Once documentation for such absences has been submitted to the receptionist, the absence designation will be changed in FACTS. Students with documented medical illnesses who are accumulating excessive absences will meet with school staff to create a plan of action to support the student and ensure his/her continued learning.

### **College Days for Juniors and Seniors**

Parents should notify the school if their student will be absent due to a college visit. Upon return, the school will only excuse students for college days if the student brings documentation from the college or university regarding 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.

### **Family Trips / Vacations**

If a student is going to be on a pre-arranged absence, please contact the appropriate 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. For secondary students, 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.

## 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 parent is required to send an email to the appropriate receptionist and sign the student out with the receptionist. For student drivers, the parent must authorize (via email) that the student may drive themselves. The student is then required to sign out with the receptionist.

## Tardy Policies

### Elementary:

A student is considered tardy if he/she is not in the classroom at 8:05 am. All students arriving after 8:00 am must check in with the receptionists before going to class. Excessive tardiness will result in a principal/parent phone conference.

### Secondary:

- **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.
- **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 to allow for the unexpected. Consequences of 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 unavoidability 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 – 7:** Students should always be on time for class. To allow for issues that may come up, students are allowed four 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 fifth 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 by a faculty or staff member.

## 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, 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



- A one-day in school 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.
  - 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
  - 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.

## Locker Usage by Students

Lockers are the property of the school and are furnished for each student in the secondary grades. **Personal locks are not allowed** unless there is administrative approval. School issued locks can be checked out from the secondary office.

- 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. Spirit posters and team recognition may be posted on the outside of the lockers but tape may not be used. Writing using markers, pens, etc. on lockers (either inside or outside) is prohibited.
- 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.

## 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, etc. involving PCA faculty/staff and deemed PCA-sponsored MUST have an administrator's approval and WILL require a PCA consent form.
- All students are required to return signed consent slips from their parent(s) or guardian(s) before being permitted to attend field trips. For secondary students, 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.
- PCA is not responsible for belongings brought by students to off Campus events, Class Trips or Field trips.
- Elementary field trips are excursions scheduled during school time to enhance the learning experiences of our students. Therefore, siblings are generally not allowed to accompany the students on field trips. All students are expected to participate in these learning experiences. If, however, parental permission is not granted for the child to attend, the student is not permitted to attend school during the time his/her class is away from school. The number of chaperons needed for field trips is determined by several factors and will vary depending on the field trip. If more chaperones volunteer than needed they will be taken on a first come/first serve basis, taking into consideration whether or not the volunteer has had the chance to serve yet. Other factors may be considered, as well. Chaperone decisions are left to the discretion of the school. All students are required to return signed permission slips from their parents or guardian before being allowed to attend field trips. Students must adhere to the uniform policy or the casual dress guidelines.

## Parent Drivers for School Events

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

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

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

## 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.

## Lost and Found Procedures

### Locker Rooms:

All personal possessions should always be placed in their lockers. Equipment and clothing found, on the benches or on the floor will be collected and brought to the 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 regularly for personal items. Unclaimed articles will be given to a charitable organization at the end of each month or as space requires after notification to students has been given.

## Lunch Program

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 (i.e. door dash) to be delivered to the school.

## **Student Drivers**

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 the 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. 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.
9. Students are not permitted to park in the designated handicap parking spaces unless they qualify for a handicap tag.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. If attendance (tardies and absences) become excessive, students driving privileges may be revoked.

## **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.

## **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. Arrangements 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.

## **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 required to work and verifies that they are within the required regulations allowed for a full-time student.

## **Office/Teacher Aides**

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 Aide, they rely on their punctual attendance and willingness to do what is asked of them without resistance. If an assigned task is beyond the Aide'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 Aide.
- Student Aide 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 Aide.
- Each teacher cannot have more than one aide at one time.
- Students can be an aide 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 Aide receive pay for their assistance

## **Student Planners**

The student planner is an important tool for both students and parents. All students in grades 1-12 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. If a student loses his/her planner, there will be a replacement fee.

## **Guidance and Counseling**

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

## **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." 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.

## **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.

## **High School 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. **ALL MONIES RAISED ARE DESIGNATED TOWARD THE CLASS TRIP; there will be no individual fundraising.** However, at the discretion of the Class Sponsors/school administrators, students and student families may volunteer hours toward fundraising efforts, which would be tracked and allocated toward the student's final trip cost. It is important to note that all monies raised belong to PCA and are allocated to the class, not any individual student. If a student volunteer decides not to participate in the class trip OR the class trip is cancelled for whatever reason, only DIRECT PAYMENTS made by the student/student's family will be refunded; any

fundraised monies must remain with the school. The class has input on how the money is spent if the class trip is cancelled but the final decision belongs to the school.

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.

## Elementary Class Trips

- **Northern Experience Trip (5th Grade):** Held in late September, 5th grade students and parent volunteers depart on a Thursday morning and return Friday around midnight with the purpose to see first-hand our beautiful state of Michigan. Students stay overnight at Crystal Mountain Resort, view a Lake Michigan lighthouse, climb Sleeping Bear Dunes, hike up an overlook of Lake Michigan, visit the maritime Museum and see first-hand how ships were rescued back in Michigan's early history. This is an amazing educational trip and a culmination review of Michigan history. The Northern Experience Trip Parent/Student Informational meeting is held early in September and all 5th grade parents are encouraged to attend. Students are welcome to come and sit with their parents. Childcare is not provided. Students are to remain with their parents during the meeting.
- **West Michigan Trip (6th Grade):** In the spring, 6th grade students take a trip to Grand Rapids and Holland by Motor Coach bus. This is a two-day trip in which parents may attend as chaperones. Students stay in a hotel overnight, explore the Grand Rapids Public Museum, Frederick Meijer Gardens & Sculpture Park, John Ball Zoo, Windmill Island Gardens, Neli's Dutch Village, hike to the top of Mt. Pisgah, and take a dinner cruise through Lake Macatawa with stunning views of Lake Michigan on the Holland Princess. This is an amazing trip and celebrates our sixth graders entrance into middle school. The West Michigan Parent Meeting is a mandatory meeting designed to educate 6th grade students and parents in their final preparation instructions for the 6th grade West Michigan trip. This meeting typically lasts one hour and students should sit with their parents.

## Elementary Class Parties

Usually, classes celebrate the Fall season, (excluding Halloween), Christmas and Valentine's Day with a class party. The teacher and parent volunteers should work together to determine what day and theme would be best to celebrate these special events. Parents are welcomed to help at any class party (we can never have too many parent volunteers!)

## **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 if approval has been granted by the administrator.

## **Concerts and Performances**

Vocal and instrumental concerts, a variety show, and other dramatic performances will be held throughout the year for the school families and friends. Some opportunities will be offered to these students to perform for other groups outside of the school. Attendance is required of students performing in these concerts/performances. When a student has a part in a scheduled program, an unexcused absence will result in a reduction of the student's grade for the related class. The teacher will provide guidelines for appropriate costume and for performance attire at the concerts.

## **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.

## **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.

## **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.

## **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.

## **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.

## 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.

## 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.

## DRESS CODE

### 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
10. Flip flops and slides

**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.

**Elementary Dress Code:**

Parents have a responsibility to ensure that their students arrive at school in proper dress. Within the school, the dress code will be enforced by the classroom teachers, other staff members, and PCA administrators who will make final decisions regarding dress code issues. Students are required to be in dress code until 3:00pm, Monday through Friday, unless otherwise directed. The Elementary Principal shall make all final decisions regarding the appropriateness of school dress.

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

K-6th grade students are to wear clothing purchased through the Lands' End School Catalog or from other sources (Old Navy, Target, Sears, etc...) to match Lands' End styles. The Lands' End School Catalog can be viewed online at [www.landsend.com/school](http://www.landsend.com/school) and our preferred school number is 9000-6520-2. Below are detailed guidelines.

**General Guidelines:**

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

**Sweaters/Sweatshirts:**

- Any solid color is allowed, no stripes or patterns.
- All sweaters and sweatshirts must have a dress code shirt underneath.
- Long sleeve or sleeveless, v-neck, crew, cardigan, or v-neck cardigan are permitted.
- The sweater can be cable, ribbed, or flat knit style.
- Sweatshirts are only allowed with a PCA logo and must not be oversized.

**Shirts:**

- Short or long sleeve styles are permitted- no  $\frac{3}{4}$  length sleeves allowed.
- No layering of a short-sleeved shirt over a long sleeved shirt.
- T-shirts worn as outerwear are not allowed.
- If wearing an undershirt, please wear white or a solid color.
- All student tops must be Lands' End School Catalog style or from other sources that match Lands' End styles. Please make sure there are no stripes on collars or sleeves.

**Pants/Shorts:**

- In addition to chinos, corduroy pants are allowed.

- No cargo style pants or shorts are allowed.
  - Chinos without belt loops are permitted.
  - One or two back pockets and cuffs are permitted on chinos and shorts.
  - Docker style pants with slight flared legs are acceptable.
  - No dress jeans.
  - Shorts should be modest in length and measure approximately three inches above the knee.
- Wind pants are allowed for gym but not for daily class wear.
- No bike shorts-unless they are worn under a dress and not visible.
  - No rivets on pants.
  - No capris or pencil leg pants.

#### Skirts/Jumpers:

- All girls' dresses, skirts, shorts, and skorts must be modest in length and measure approximately three inches above the knee.
- Cord skirts, skorts, pleated cargo skirts, and "above the knee" skorts are not allowed.
- Jumpers need to be scooped neck, dropped waist, with a band and some pleats. Jumpers and skirts may have a plaid pattern- see pictures for examples.
- Girls are allowed to wear solid color leggings, tights, or footless tights if they are paired with a dress code length approved skirt, skort, or jumper.

#### Shoes/Footwear:

- To prevent injury, shoes must completely cover the foot.
- Sandal type shoes are not permitted. Socks/hosiery must be worn.
- Athletic shoes and socks with insignia may be worn.
- No Heelies with or without wheels may be worn.

#### Hair:

- Girls' and boys' hair must be a neat style and of a natural color.
- Hairstyles should not be a distraction to the students or others around him, this includes mohawks, ponytails, or any other extreme haircut.
- Boys should have their hair trimmed and tapered so that the whole ear is visible.
- Hair should be worn above the eyebrows in front and not below the top of a shirt collar in back.

#### Accessories/Other:

- Sunglasses, bandanas, or hats may not be worn in school, unless allowed by a classroom teacher for a special day.
- Jewelry must be modest. Boys are not permitted to wear earrings.
- No tattoos, facial painting, or sprayed hair color.
- No swimsuits.
- On "Jean's Days", students may wear denim jeans/capris that are not frayed, slit, have holes, or are torn at the hem.
- Belts are not required.

#### Elementary Enforcement:

- If a student is out of dress code, he/she will be addressed privately by the teacher. If the issue is a minor one and cannot be resolved, a grace pass will be issued and parents/guardians will be informed. If it is a major dress code violation, parents/guardians will be called to help correct the issue.
- If a parent knows in advance that there will be a dress code issue (for example, school shoes have broken, etc.), please inform the front office and classroom teacher and we will issue a grace pass until the issue can be resolved.
- Repeated dress code violations will result in a parent meeting.

#### Secondary 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.

#### **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.

### **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 Principals and then the sponsors will act in his/her stead in the enforcement. One-piece swimsuits for girls are required and boys may not wear speedo-style swimsuits for all swimming events.

### **Physical Education Uniforms**

#### **Elementary:**

Kindergarten through 3rd grade will wear school attire during PE. Students will need to bring an extra pair of inexpensive gym shoes to keep at school. Students in grades 4th- 6th will wear PCA gym clothes. On cold days, athletic jogging pants and hooded sweatshirts may be worn over gym clothes.

#### **Secondary:**

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.

### **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.

### **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.

## **STUDENT BEHAVIOR**

### **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.

### **Home and School Cooperation**

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

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

Neither this Student Code of Conduct nor the Family Handbook is intended to be all-inclusive or define all types and aspects of student management standards. The Superintendent reserves the right and assumes the authority to formulate rules and regulations in all matters of student management not otherwise specified. While PCA acknowledges that the education of the student is ultimately the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of the school. Therefore, in adherence to PCA's purpose, philosophy, and mission statement, PCA does not hesitate to require appropriate behavior and academic discipline from each student.

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

### **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.

## **After School Supervision**

All students are expected to be out of the hallways within 10 minutes of the end of school. If students are staying after school for a school sponsored event they must be in their designated location.

## **Elementary After School Care**

After School Care is provided for K–6th grade students during full school days throughout the year. This service is prepaid in full at the time of enrollment. After School Care is available from 2:55pm to 6:00pm. There are no “make-up days” for a student who misses days in After School Care for which the family has already paid. A variety of activities are provided with staff from our school overseeing this program. Applications are available in the elementary office for parents interested in entering their child into this program. Please note that all students not picked up by 3:30pm, will be placed in our After School Program until the parent arrives. The family will be assessed a \$20.00 fee for each time this happens.

## **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.

## **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.

## **Class Meetings**

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

## **Hallways**

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

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

## Lunchroom

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](http://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.imalach@plymouthchristian.org](mailto:laura.imalach@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.

## Discipline Philosophy

The goal of discipline at PCA is to instruct and help our students adjust their behavior to get them ready for the mission the Lord has for them. We regard discipline as a learning opportunity for students. The goal of discipline is to shift behavior. We recognize that along with conversation and discussion, in order for behavior to shift, there may need to be uncomfortable consequences. We are committed to growing our students so that life will go well for them. Partnership with families is essential to attaining this goal. Disciplinary decisions



involve many factors (many of which cannot be shared due to confidentiality) and PCA administration and the school board reserve the right to apply necessary modifications to the discipline policies outlined in this handbook. *Hebrews 12:11 No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.*

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).

## 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 promote unity. 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.

## Disciplinary Considerations

- **The student's disciplinary history:** A student's prior history at PCA is relevant when assessing discipline. A student with a history of discipline issues may receive a heightened penalty as compared to one with no disciplinary record at all, whereas a student with an otherwise exemplary conduct record over a number of years at PCA may receive a less penalty than a student who has yet to demonstrate consistent compliance over time.
- **The student's intent regarding the infraction:** Some infractions are due largely to ignorance and immaturity; others are committed with the intention of causing serious harm. Determining a student's intent is crucial in establishing the appropriate punishment.

- **The harm done to self, others, and the school:** Apart from the student's intent is the harm actually caused, and the two are not always the same. Some ill-intended plans are thwarted before they do any damage, and yet are deserving of punishment; other actions may be undertaken as earnest jokes or pranks, and yet cause serious damage. The worse the harm, the more serious the penalty.
- **The best interests of the student and the school:** While the goal is always to be fair and consistent in discipline – treating similarly situated students alike – there are often extenuating circumstances that ameliorate or heighten the severity of a disciplinary violation apart from, or in addition to, the considerations above. In order for true justice to occur, these circumstances must be accounted for in discipline decisions.

## 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. Incidents will be entered into FACTS and e-mailed home to parents.
- **Detention;** After school detentions are given for violation of classroom or minor school rules. They are held one to two days a week from 3:15-4:15pm. Parents must be given at least two (2) 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 or Principal.
- **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.

Detention to Suspension Steps	Total Detentions in one Semester*	Suspension Consequences
Step 1	4	Required meeting with parent(s) via phone or in-person
Step 2	8	1 day in-school suspension (ISS) / Parents notified / In-person/phone-call reinstatement meeting with parents / possible Disciplinary Probation
Step 3	12	2 days out- or in-school suspension / Parents notified / *Reinstatement meeting with parents / Disciplinary Probation
Step 4	16	5 day out-of-school suspension, Reinstatement meeting, and Probation for the remainder of the semester, or possible recommendation for dismissal from on-campus learning or expulsion

## 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.

## **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 Principals will notify the Superintendent as to his/her recommendation.
2. The Superintendent along with the Dean of Students and Principals will meet with the student and parent(s) to determine if an expulsion hearing is required.
3. The Superintendent will notify the Board of Regents.
4. The parent(s) and student will be notified as to the date and time of the hearing.
5. The Board will then meet with the administration, parent(s), and student for a hearing.
6. 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.

## **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.

## **Minor Infractions**

The following policy will be adhered to when administering discipline to students who are guilty of a minor infraction. Examples of minor infractions are: disrupting the classroom through talking out of turn; getting out of seat without permission; not obeying hall line rules; not being prepared for classroom work; disobedience of a general directive; dress code violations; etc. Minor infractions are typically addressed within the classroom, however multiple minor infractions (especially within a short period of time) can result in disciplinary action including being sent to the office, loss of privileges, writing assignments, being placed on a behavior contract, etc., and could eventually lead to detention or suspension.

## **Major Infractions**

Major infractions are infractions that are hurtful to oneself, other students, the school building, and the image of the school. Examples of major infractions include but are not limited to: use of profanity; fighting with or hitting another student; horseplay that leads to injury or property damage; cheating; stealing; continual disruption of class/learning environment; insubordination (refusal to comply with reasonable requests of school personnel or disrespect to school personnel); lying; talking back to a teacher or person of authority; bullying/harassment; degrading of others; racially motivated comments, personal displays of affection, leaving campus without permission, etc. Major infractions will result in the student being sent to the office for administrative intervention. Major infractions are taken very seriously and can result in detention, in or out of school suspension, completion of physical tasks inside or outside the building, etc.

## **Immediate Suspension**

Some examples of infractions which may lead to an immediate suspension include but are not limited to: willful destruction/defacement of school property or private property on school premises; racial slurs or racially motivated comments; pornography; theft; possession or distribution of tobacco products/vapes, alcohol or drugs on school property or at school-related activities; possession or use of fireworks or explosives; inciting to and/or contributing to the disruption of the school program; endangering the health or safety of others; behavior that is injurious to self, physical harm or injury to another; sexual assault; bringing of weapons of any kind (real or play) to school, and behavior that occurs on or off campus that is antagonistic to the basic goals and objectives of the school and has an adverse effect on the other students.

*For secondary students: Leadership positions may be subject to review/removal including but not limited to: NHS, Student Government, Athletics, and Fine/Performing Arts based on disciplinary action.*

## **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.

## Offenses Defined

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.

### 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

### 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.

### Bullying is defined as:

A person who willfully and repeatedly demonstrates a consistent and ongoing pattern of behavior exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group.) Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- **Physical**—hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- **Verbal**—taunting, malicious teasing, insulting, name-calling, making threats.
- **Psychological**—spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

- **Prohibited bullying** may also involve the use of information and communication technologies such as email, cell phone and other ECD messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and/or hostile behavior by an individual or group that is intended to harm others.
- **Intimidation includes**, but is not limited to, any threat or act intended to tamper, substantially damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of gender, race, color, religion, national origin, ancestry, disability, or age.
- **Definition of race** is not just identifying "White" or "African American", but it includes ancestry, physical characteristics, race-linked illness, cultural characteristics (such as grooming practices or manner of speech), perception of an individual's race, association with someone of a particular race, race plus another characteristic, and reverse race discrimination.
- **Definition of color** includes skin pigmentation (lightness or darkness of the skin), complexion, shade, or tone.

#### **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

#### **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.

#### **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.

#### **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.

#### **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.

#### **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.

### **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.

### **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.

### **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.

### **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/Principals/Superintendent/designee, who shall: (a) submit a report to the appropriate jurisdictional police authority, and (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

### **Student Action:**

Students who possess a weapon 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

### **Incident Reporting and Action:**

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

### **Canine / Drug / Alcohol / Prohibited Items Detection:**

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

### **Interrogations / Search and Seizure:**

- PCA administrators may search a student or student's property. Parents will be notified after the search has been conducted.
- 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 gender 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.

### **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 officers name and title shall be obtained and recorded by school officials
- The Dean of Students or the Principals 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.

### **Arrested Students:**

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

### **Physical Restraints:**

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

## **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. While students may carry cell phones in their pockets, book bags, purses, etc., throughout the school day, the device is to be:

- Powered off
- Concealed
- Not in use
- Placed in cell phone holders in each classroom

**Please note there is no cell phone use during passing time and lunch.**

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

Cell phones are only allowed with special permission from a faculty member or administrator.

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

Music/video devices can only be used on campus before or after school hours. Earphones must not be worn/used any time during the school day. The consequences for violations of the above policy are found in the Behavior Rubric.

## **HEALTH AND SAFETY**

## 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.

### 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.

### 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.

### Lockdown Procedure:

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

### 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.*

### Athletic Physicals:

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

### Communicable Diseases:

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

### School-Administered Medication:

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

- Parent and "licensed prescriber" must provide written authorization, giving permission to the school to administer medication. Medication includes prescription and non-prescription (Tylenol, cold medication, etc.)
- Signature must be in ink and dated.
- The authorization is valid for one school year or until medication is changed, whichever is first.
- Directions for administering medications should be in the form of written orders from the "licensed prescriber".

- "Licensed prescriber" includes: M.D., D.O., dentist, podiatrist, and R.N. or physician's assistant with delegation for the M.D. or D.O.

### **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.

### **Nut Policy:**

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

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

### **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.

### **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.
5. Students who are obviously ill will not be allowed to remain at school.

### **Communicable Diseases:**

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

**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. Failure to be responsible and respectful in this area will result in disciplinary action up to and including expulsion.

### **Student Mental Health:**

We take very seriously our obligation to ensure the safety of all of our students at PCA. Students who express an intent to harm themselves or others will immediately be sent to the counseling office so that a risk (harm to self) and/or threat (harm to others) assessment can be conducted to ensure the student's/other's safety. If determined that the threat is of concern, the student may be excluded from school until a qualified mental health professional can evaluate the student and release him/her to return to school. This evaluation will be conducted at the family's expense.

### **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 appropriate state agency in conjunction with school administration. This is the case whether the suspected abuse or neglect occurs on or off the school premises.

### **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, must submit a volunteer application each school year. Applications are available in both offices. 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.

During the first month of school, PCA families and friends are welcome to volunteer. 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.
- PTF, Athletic Booster Board, Fine Arts Boster Board

## **TECHNOLOGY AND COMMUNICATIONS**

### **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](http://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.

### **Purple Flag Alert After School Pick Up**

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

### **School Closing**

In the event of inclement weather, you will be notified via email and an automated text message. Announcements are also placed on the school website and social media. 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). PCA will usually close when the Plymouth-Canton schools are closed.

If school is dismissed during the day because of an emergency (i.e. because of snow), the buildings are closed, and activities will be canceled until further notice. Extra-curricular participants will be notified via email and phone as to the status of their activities. In addition, information will be posted on the website and will be sent out to parents via text message and email.

### **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".

## **Technology Policy / Acceptable Use Policy**

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. 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.

## **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.

## **General Security**

Never leave your computer device unsecured. Devices should be stored in your locker or kept with you. Devices should be locked whenever not in use by the student.

## **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. 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.
3. Outlets and power sources will be available for students to charge their devices during the school day; however chargers need to be brought from home as needed.
4. 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. PCA staff will not work on student devices beyond connecting to our network and PCA provided software.
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.

## **Parent Expectations**

In order for students to experience all of the benefits that this program can offer, PCA encourages parents to:

1. Discuss appropriate technology use with their child and set up technology guidelines at home.
2. Monitor their student's internet use.

## **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.

## **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.

## **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/her life, a student must treat others with respect, dignity, decency, appropriateness, courtesy and integrity in all forms of digital communication. 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.
- Students must honestly represent his/her own work and document any sources from which he/she acquires information to avoid plagiarism. Students will not use copyrighted material without authorization.

## **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.)

## **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 (Discord, 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.)

While we believe that participation in social media of any kind is not developmentally appropriate for elementary children, we know that opinions vary on this topic. For all students, inappropriate postings, using technology or social media, will result in consequences that range from warning to expulsion. The following, without limitation, are examples of inappropriate postings: unauthorized photos and recordings (audio or video), derogatory comments regarding the school, staff, or students or any other posting that negatively portrays PCA and its constituents. Inappropriate social media use will result in administrative disciplinary action. The administration and school board may, in their discretion, impose different or additional consequences in particular circumstances.

**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.

## **GENERAL POLICIES AND PROCEDURES**

## 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.

## 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.

## 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.

## 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. Parents should also make these changes in FACTS.

## Withdrawing From Plymouth Christian Academy

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

## 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.

## Gifts

### 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.

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

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

### **Gifts to Fellow Students**

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

## **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.

## **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.

## **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.

## **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.

## **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.

## **Tuition Reduction Incentive Program**

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 RaiseRight/SCRIP at [www.raiseright.com](http://www.raiseright.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/>. 21

(3) RaiseRight/SCRIP ([www.raiseright.com](http://www.raiseright.com)): **RaiseRight/SCRIP** ([www.raiseright.com](http://www.raiseright.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 a family **enrolled 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.

**By default, 100% of all rebates you earn are applied to the student(s) named in your profile for tuition reduction.** If you wish to change this default application, you may contact the PCA Tuition Coordinator to update your profile. Your rebates earned can be applied to your individual account, another family's account that you designate, as a cash refund or to the general PCA Scholarship Fund account as a tax-deductible charitable contribution (a year-end giving statement will be issued for any charitable contributions).

Keep in mind these are monies you would already be spending, but with a little planning you can significantly reduce your tuition. 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 here at the school. Some 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 certificates.

Rebates are applied three times per year:

- Rebates earned from **December - February** are applied the first week of **March**
- Rebates earned from **March - June** are applied the first week of **July**
- Rebates earned from **July - November** are applied the first week of **December**

## REGISTERING FOR SCRIP:

Families can register directly online by going to [www.raiseright.com](http://www.raiseright.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:

Order Direct: You are welcome to have gift cards shipped directly to your home, all year round. Remember, all e-gift cards (electronic gift cards and re-loadable gift cards) are sent instantly, with no shipping costs.

Order through PCA: If you choose, PCA generously offers to cover shipping costs on group orders weekly during the school year (August to June). ***We do not run the program during the summer break.***

Orders through PCA are placed weekly (**Mondays by 9:30 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 9:30 AM Monday mornings will be delivered to the school the next Wednesday. There is a minimal fee charged by SCRIP/RaiseRight for orders paid online.

- **OPTION 2: (Order online, pay in person) – Before Monday morning at 9:30 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](http://www.shopwithscrip.com), fill out an order form and print it. Your order will be ready the next Wednesday morning. Payment must be received before your order can be submitted.

## **ORDER DELIVER:**

**HOME:** All orders you place to ship to you directly will be received directly at your home address. Electronic orders are delivered instantly. Physical gift cards arrive based on the timing you select.

**PCA:** All orders placed through the school are received, processed, and sent home with the eldest child in the family. An email is sent to let the parent know to expect the delivery. If a parent notifies the SCRIP Coordinator, the order can be held for pick-up at the reception desk instead of being sent home with a student.

## **SCRIP POLICIES:**

1. Participation is only for families supporting a currently enrolled PCA student or the PCA scholarship program. PCA will not process orders for families without an active connection to our school.
2. All orders must be received and paid in full by 9:30 A.M. Monday morning. Any cards ordered that do not have payment attached with not be filled.
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 charged by SCRIP to PCA. 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 March) as the default designation. 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. If you choose not to apply 100% of your rebates against tuition reduction, please contact your SCRIP Coordinator to change your allocation. A percentage of your rebates earned, up to 100%, may be applied to another family's account that you designate, issued as a cash refund, or donated to the PCA Scholarship Fund for PCA families within 150% of the poverty line. Donations will receive a year-end giving statement for tax purposes.
8. SCRIP certificates are the same as cash. We will not accept responsibility for lost or misplaced cards. We cannot take back or refund any ordered certificates.
9. Any unused rebates will be credited to the general PCA scholarship fund as a tax-deductible charitable donation (a year-end giving statement will be issued for any charitable contributions).

## **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.**



Misconduct		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>Classroom Offenses</b> 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
<b>General Misconduct</b> 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
<b>Tardy</b> *per semester	<b>1<sup>st</sup> Hour</b>	1 <sup>st</sup> – 4 <sup>th</sup> tardies FACTS input Discipline notice to parents/students	5 <sup>th</sup> and 6 <sup>th</sup> tardies FACTS input Discipline notice to parents Conference with Student	7 <sup>th</sup> tardy FACTS input Discipline notice to parents Phone call with parents	8 <sup>th</sup> tardy FACTS input Discipline notice to parents Detention	Subsequent tardies FACTS input Discipline notice to parents Conference with parents Detention
	<b>2<sup>nd</sup> – 7<sup>th</sup> Hours</b>	1 <sup>st</sup> – 2 <sup>nd</sup> tardies FACTS input Discipline notice to parents/students	3 <sup>rd</sup> tardy FACTS input Discipline notice to parents Conference with Student	4 <sup>th</sup> tardy FACTS input Discipline notice to parents Phone call with parents	5 <sup>th</sup> tardy FACTS input Discipline notice to parents Detention	Subsequent tardies FACTS input Discipline notice to parents Conference with parents Detention
<b>Dress Code</b>		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
<b>Electronics</b> *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
<b>Major Offenses</b> 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