



PRESTONWOOD

CHRISTIAN ACADEMY

2021-22
PCA Online Virtual Academy
Parent/Student Handbook



Christian Academy

• ESTABLISHED 1997 •

PCA Online

PCA Online Virtual Academy Parent/Student Handbook 2021-22

*An affiliate of Prestonwood Christian Academy and Ministry of Prestonwood Baptist Church
Accredited by AdvancED® and ACSI (Association of Christian Schools International)*

Prestonwood Christian Academy School System

Prestonwood Christian Academy

Plano Campus
6801 W. Park Blvd.
Plano, TX 75093
972-930-4107
prestonwoodchristian.org

Prestonwood Christian Academy

North Campus
1001 W. Prosper Trail
Prosper, TX 75078
972-798-6780
prestonwoodchristian.org/north

Prestonwood Christian Academy

Hybrid and Online
6801 W. Park Blvd.
Plano, TX 75093
972-930-4032
prestonwoodchristian.org

St. Timothy Christian Academy

6801 W. Park Blvd.
Plano, TX 75093
972-830-5460
staplano.org



PRESTONWOOD
CHRISTIAN ACADEMY

The King's Academy

1819 Martin Luther King Jr. Blvd.
Dallas, TX 75215
469-372-2502
tkadallas.org

prestonwoodchristian.org

A Ministry of Prestonwood Baptist Church

Prestonwood Christian Academy admits students of any race, color and national or ethnic origin.



**PCA Online Virtual Academy
Parent/Student Handbook
2021-22**

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A Message from the Superintendent of Prestonwood Christian School System

Dear Parents and Students,

Welcome to the Prestonwood Christian Academy 2021-22 school year! It is going to be an incredible year. We are thrilled to celebrate 25 years of partnering with parents as together we develop faith-filled lions who will impact the world for Christ.

I want to share pertinent information that will strengthen our partnership with you. This handbook provides guidance and clarity of Prestonwood Christian Academy and our culture of Kingdom education, which focuses on bringing the home, church and school together to form a partnership for training the next generation. This information will help guide our journey together, and we encourage you to take time to read and collectively support the items listed in this handbook.

Ultimately this handbook is meant to guide us together in a mutual understanding of our time together, and to provide clear expectations for us all. These guidelines are central to our decision-making process, which is designed to benefit the entirety, rather than the individual.

We are praying for you and your families. Thank you for the privilege of serving you.

In Him,



Michael Goddard, Ed. D.
Superintendent
Prestonwood Christian Academy School System



Vision, Mission, Core Values, and Doctrinal Statement

Vision Statement

To offer assistance to learners by providing virtual educational resources and/or classes of excellence through Kingdom education so that the generations to come will know the truth of God's Word and not forget His works, nor be taken captive by the vain philosophies of their day.

Mission Statement

In pursuit of educational excellence in assisting the community, the mission of PCA Online is: To extend Kingdom education, by using the digital learning environment, to assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence and model Christ-like leadership to influence their homes, churches and communities for Christ.

Core Values

In order to successfully fulfill this mission, PCA Online gives priority to seven core values. Each core value must have operating principles that allows PCA Online to put these core values into everyday practice in every aspect of its educational program.

Bible, Christ-likeness, Christian Family, Church, Excellence in Education, Service, Stewardship

Doctrinal Statement

We believe that a Christian school must be fully and equally committed to excellence in education and fidelity to biblical truth. PCA Online is unbending in its dedication to provide the very best educational opportunities for students entrusted to its care. Its administration, faculty, support staff and curriculum adhere to the precepts and principles of the Holy Scriptures, God's inspired Word for this and every age.

Purpose and Philosophy

An Academic Focus – A Christian Foundation

Purpose

The purpose of PCA Online is to assist Christian parents in providing a sound education for their children through the integration of faith and learning. PCA Online is committed to teaching a biblical view of God and the world through the development of basic spiritual, intellectual, physical and social skills.

Assisting Christian Parents

PCA Online endeavors to function as an extension of the Christian home, supporting parents in the biblical mandate giving them ultimate responsibility for the education of their children. Teachers, parents and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and common commitment to the work of education. In order to serve these families with biblical instruction and

godly examples, the school employs administrators, faculty and staff who serve as role models in their Christian walks, their professional lives and Christian faith.

Integration of Faith and Learning

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective. All truth is found in God and is derived from His revealed Word and from objective observation of the world He created. In all matters, the Scriptures are supreme. The integration of biblical faith and learning is the responsibility and a primary function of the online curriculum at PCA Online and the secondary function of the teacher. The school endeavors to select the best instructional materials available from secular and Christian publishers in order to reach its overall goals.

We, at Prestonwood Christian Academy, believe that we have the mission of enabling our students to live wholesome Christian lives in a harsh and demanding world. In cooperation with the parents, we will make the students aware that, while they are created in God's image, they are also blessed with distinctive personalities. They will also learn that they are endowed with special talents, which they will discover, and finally, that God has a purpose for each of them, and they can achieve that purpose. PCA Online provides an environment that balances a relationship with God through faith in Christ with intellectual and artistic pursuits. Academic excellence, coupled with the development of Christian character, will enable each student to recognize God's special plan for his or her life and to strive to attain that goal.

We are well aware that the primary responsibility for raising children rests with the parents. With that in mind, however, PCA Online believes that parents and the school should work in cooperation and harmony in nurturing, training, guiding, and expanding the child's mind and spirit. Such cooperation creates spiritually vital families and the foundation not only of our school, but also of our church, our community, and our nation.

Statement of Doctrine Beliefs

- a. **THE SCRIPTURES:** I/We believe that the entire Bible, all 66 books of the combined Old and New Testaments, are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice. (2 Timothy 3:16-17; 2 Peter 1:20-21)
- b. **GOD:** I/We believe that there is only one true, living, sovereign, holy and eternally existent God. He exists in three co-equal persons – Father, Son and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfection and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence and obedience. (Deuteronomy 6:4-5; Genesis 1:31)

- c. **JESUS CHRIST:** I/We believe that Jesus Christ is God. He was conceived by the Holy Spirit; born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, and ascended to the right hand of the Father; and will return literally, visibly and personally in glory and power. (John 1:13,14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11)
- d. **HOLY SPIRIT:** I/We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convicter of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life. (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9-11; Titus 3:5)
- e. **MANKIND:** I/We believe that in the beginning God created mankind in His image, and man is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory. (Genesis 1:27, 31) Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender, as predetermined by God and revealed at conception, is thus part of the goodness of God's creation.
- f. **SIN:** I/We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God. (Genesis 3:1-24; Romans 3:10-23, 5:12-21, 6:23)
- g. **SALVATION:** I/We believe the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death. (Ephesians 2:8-10; 2 Corinthians 5:21)
- h. **THE CHURCH:** I/We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25)
- i. **EVANGELISM:** I/We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and to seek to make growing disciples. (Matthew 28:18-20; Acts 1:8)
- j. **THE HOME:** I/we believe that God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption. Marriage is the uniting of one man and one woman in the covenant commitment. In addition to these important beliefs, I/we also believe that

God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord. (Ephesians 6:4; Proverbs 22:6) I/We believe that a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic concepts of life.

Student Code of Conduct and Agreement of Conduct

PCA Online is an affiliate of Prestonwood Christian Academy (the "School") a Christian school that is a ministry of Prestonwood Baptist Church. It is the School's desire that every student reflect a lifestyle pleasing to Jesus Christ. Because of this, who the Student is and what the Student does, both on and off campus, is extremely important. Since the testimony of our lives is so important, I/we and the Student have read and agree to the following section which pertains to Student's conduct both on and off campus, during and after school:

- a. Student agrees to strive for excellence as a student in all that he/she says and does.
- b. Student agrees to obey the Bible in speech and conduct.
- c. Student agrees to respect and cooperate with those in authority at the School.
- d. Student agrees to abstain from alcohol, drugs and tobacco.
- e. Student agrees to abstain from cursing, gossip, bullying, dissension and cheating.
- f. Student agrees to maintain sexual purity and abstain from sexual immorality (submitting to the School's 'Sexual Ethics Policy').
- g. Student agrees to the dress code that has been set by the School.
- h. Student agrees to submit to the testing requirements and discipline policy of the School.
- i. Student understands that once he/she enrolls at the School, he/she is a part of the School family wherever he/she is. Therefore, Student agrees to abstain from behavior (including counter witnessing), both on and off campus, which would dishonor Jesus Christ, the School, the church, his/her family, and himself/herself.
- j. Student understands that the School can hold himself/herself accountable for any negative behavior, both on and off campus, at any time during the year.

Since the School's inception, the School has had Students sign the Student Agreement of Conduct annually while attending Middle School or Upper School. The School's Code of Conduct requires students to honor these standards on and off campus, which upholds our highest commitment to Biblical principles. Character and moral absolutes do not stop when the School's students are dismissed at the end of the school day, or in the case of an online school, when the students log off from the system. Twenty-four hours a day, seven days a week, everyone is challenged to honor Christ. The School has been, and always will be, concerned about the behavior of students both on and off campus. In no way does the School want to usurp the parental authority or create a legalistic atmosphere; the School simply wants to

be a school that unapologetically advances Biblical standards, moral absolutes, and a personal commitment to our Savior and Lord. The School wants our students to internalize these Biblical principles.

If the School's parents/guardians and/or Student does not agree and cannot support these standards, then the parents/guardians and Student may want to reconsider whether the School is right for their family. Of course, the School realizes that there will be differences of opinion on certain issues, but the School does desire support as we continue to focus on advancing a genuine Christ-honoring school. The School is grateful to partner with parents/guardians as the School continues to advance an educational training center based on Biblical principles.

Parents/Guardians Statement of Support

- a. I/We have received and read the "Statements of Doctrinal Beliefs" of the School and are willing to have the Student educated in accordance with them.
- b. I/We will regularly and earnestly pray for PCA Online and Prestonwood Christian Academy.
- c. I/We will worship the Lord regularly at a Bible-believing church.
- d. I/We will fully cooperate in the educational activities of PCA Online and Prestonwood Christian Academy by doing my/our best to make Christian education effective in the life of the Student.
- e. I/We will require the Student to support the spiritual activities of the School (chapel, Bible classes, scripture memory, etc.).
- f. I/We agree to provide a home environment that does not conflict with the Biblical understanding of sexuality (As defined in the School's 'Sexual Ethics Policy'). I/We support the principle and practice of purity in singleness and fidelity in marriage, which is the union of one man and one woman (further defined in the School's 'Sexual Ethics Policy'). Specifically our home will affirm the Biblical teaching that all sexual conduct outside the sanctity of marriage, including both hetero and homosexuality, is a sin, a turning away from God's ideal as outlined in Scripture.
- g. I/We will pay all of our financial obligations to PCA Online and Prestonwood Christian Academy on or before the date due. If I/we are ever unable to do so, I/we will notify the School's Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
- h. I/We understand that the School has full discretion in the testing requirements and discipline of the Student in accordance with the "discipline policy" as published.
- i. I/We understand that the School reserves the right to place the Student at the appropriate grade level and designate the appropriate teacher(s).
- j. I/We understand that the School reserves the right to dismiss the Student when either the parents/guardians or the Student does not cooperate with (or counter witnesses against) the policies of the School.
- k. I/We will volunteer for duties and responsibilities for PCA Online and Prestonwood Christian Academy as opportunities arise and God provides the time and strength.
- l. I/We will be faithful to attend all parent functions at PCA Online and Prestonwood Christian Academy as best we can.
- m. If I/we become dissatisfied with PCA Online and/or Prestonwood Christian Academy in any way, I/we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism. (Matthew 18:15-17; 5:23-24)
- n. I/We will seek to support and advance PCA Online and Prestonwood Christian Academy in every area possible – spiritually, academically, physically, and financially.
- o. I/We understand that it is the responsibility of the student and parents/guardians to ensure the student is college and NCAA eligible. I/We release the School from any responsibility and/or liability related to student college and NCAA eligibility.
- p. I/We understand that virtual science courses do not include teacher-supervised, hands-on laboratory components which some universities and colleges require, including University of California institutions.

The School covenants to provide the best it can for the Student in the way of facilities, curriculum, faculty, athletics, social functions, and instruction. The School further pledges to do all possible to support your home in growing every student in the nurture and admonition of the Lord. As the legal parents or guardians of the Student, I/we covenant to support the School in its efforts at Christian education. I/We agree that it is my/our responsibility to strive diligently toward the observance of the "Parents/Guardians Statement of Support" as God enables me/us by the power of the Holy Spirit. If for some reason I/we become dissatisfied, I/we promise to handle the matter as privately and lovingly as possible. If support or resolution cannot be reached, I/we recognize it is my/our responsibility to leave the School and seek a school in alignment with our personal convictions. Together, as a school and as parents/guardians, I/we pledge to submit our lives to one another and to the final authority of the Word of God.

School Personnel and Administrative Staff

Outstanding Christian teachers and staff will make PCA Online an enjoyable and engaging educational experience for students, families, and school partners. Online teachers have: applied, been through an extensive hiring process including references checked, drug screening, and had a criminal background check. After this, teachers are trained, mentored and given continued staff development.

Executive Offices

Dr. Michael Goddard	Superintendent
Dr. Clarence Williams	Chief Vision Officer
John Klingstedt	Chief Operating Officer
Mary Carl Finkelstein	Director of Projects

Development Office

Angel De Leon	Sr. Director of Development
Kim McIntyre	Director of Annual Giving

Business Office

Susan Verhuel	Sr. Director of Business Administration
Amy Newton	Controller
Angela Startz	Accounts Payable Clerk

Communications

Deborah Johnson	Sr. Director of Marketing & Communications
Katie McDonald	Director of Communications & Web
Terri LaMendola	Communications Coordinator

PCA Online Office

Bill Wendl	Sr. Director of PCA Online
Chad Nichols	Director of PCA Online
Koko Carroll	Admissions & Events Associate
Courtney Willingham	Records & Student Services Associate

Technology Requirements

System Requirements

The following system requirements are needed to run the PCA Online Virtual Academy courses. However, depending on the class there may be other components that are required. This information can be found on each specific course homepage under "Course Information" and then "Materials."

Buzz System Requirements:

<https://support.agilix.com/hc/en-us/articles/205942165-Buzz-System-Requirements>

General Information

- Windows Vista or Newer Operating System.
- Mac OS X 10.7 (Lion) or Newer Operating System.
- Chromebooks will mostly work in all courses. However, courses that require the student to install software programs may not work with a Chromebook.
- An Internet connection at least 1.5Mbps or faster is highly recommended.
- Hardware support is not provided.
- All users are required to have, at a minimum, the computer requirements listed to work successfully within the online environment. Whether they use a PC, Macintosh, or Chromebook, a user's computer must meet or exceed the following specifications. The academy does not provide these items.

Desktop Browsers Supported

Buzz supports the following browsers:

- Google Chrome (latest 2 versions)
- Mozilla Firefox (latest 2 versions)
- Apple Safari (latest 2 versions)
- Microsoft Edge (latest 2 versions)

For the best Buzz experience, keep your browser updated.

Please turn off your pop up blocker and allow cookies:

<https://support.agilix.com/hc/en-us/articles/205942165-Buzz-System-Requirements>

Recommended Software

The most common plugin of these recommendations will be, Java, HTML5 and CSS2/3. Most common web browsers support these plugins directly or they can be downloaded and utilized with the browser. Additional plugins may be required. Each course has a materials section under course information, which lists the free plugins, or utilities, which may be helpful to complete the course. Please consult with the course material section or email support@sevenstar.org with specific questions on software requirements as needed.

Recommended Hardware

- Speakers or headphones
- Microphone

System Check

To see if your system is compatible, go to:

<https://partners.sevenstar.org/Default.aspx?OCC=PVA>

and click on the link, "Will this System Optimally Display on My Device?"

Policies

Student Progress and Pacing Policy

Students are expected to work consistently in courses and to submit assignments on time. A pace chart is located in each course under the "Grades" tab showing all due dates.

All courses are either one or two semesters long. **Semester courses may not be completed in less than six (6) weeks. Full-year courses may not be completed in less than twelve (12) weeks (six weeks per semester).** In order for a week to be counted toward this requirement, a student must submit at least 2 assignments within the given week. Weeks are defined as beginning Monday morning and ending Sunday night at 10:59 p.m. Central time. Please note, the system operates on Eastern time.

Only through continuous communication with their teachers and consistent progress can students be successful in an online course. Within each course the instructor outlines the weekly work requirements through the use of the student's pace charts. Students use these charts to effectively schedule their time around due dates and class assignments. Students may, of course, work faster than originally projected on the pace chart as long as a semester course is not completed quicker than the minimum of six weeks (with two assignments submitted each of those weeks), and a yearlong course is not completed quicker than the minimum of twelve weeks (a minimum of six weeks per semester with two assignments submitted each of those weeks).

Students may not work slower than the pace chart. An occasional late assignment (i.e., 2-3 a semester) is permitted but students are not permitted to submit work late on a regular basis. Students are required to work in the listed order of assignments.

Students may not skip assignments or work out of the assigned order, unless directed to do so by their teacher or PCA Online Office staff. Skipping assignments may result in the student receiving a permanent zero for the skipped assignment(s).

Late Work Policy

Students are expected to remain active in their course and regularly turn in completed assignments. For this reason, each course will automatically generate target due dates for each student, for all assignments, based on their start and end date of the course. We understand that students may have an unexpected illness, planned trips or other needs that prevent them from completing work. For this reason, the following late policy is generous in how it is applied to the student. We also understand that further flexibility may be needed in moments of emergency. If a student is experiencing a true emergency, he or she should contact the Director of PCA Online as soon as is reasonably possible and discuss the possible exceptions to the late policy.

All assignments may be turned in before the target due dates without penalty. Students turning in assignments early and utilizing the target dates can create a natural break in their course to use for vacations and planned breaks. An assignment turned in 14 days after the due date receives a grade reduced by 30%. The system operates on Eastern time.

If a student has not completed an assignment and takes a semester exam and/or a final exam, the student receives a permanent zero at that time on all assignments that were not submitted. No assignments for the semester may be turned in after the semester exam is accessed. Additionally, if the student begins work in the second semester, any assignments or exams not completed from first semester will receive a permanent zero. Once second semester is accessed, first semester is closed.

Once a student is either 10 assignments or 2 modules behind (whichever comes first) in a course, the student is reviewed by PCA Online Administration to be dropped from the course. If a student is dropped, there is no refund for the course. Additionally, if a student has a pattern of consistent late work in a course, the student risks being dropped from that course. Students are expected to work consistently in their course(s) and submit assignments on time.

Course Extension Policy

Parents should contact the PCA Online Office to inquire the likelihood of a student obtaining a course extension. Under limited circumstances students will be granted a course extension. Course extension requests must be made to the PCA Online Office at least 3 weeks prior to original end date of the course. Course extensions can be requested through email at PCAOnline@prestonwoodchristian.org. There is a \$150 application fee for a course extension. However, the application and the paid fee does not guarantee that an extension will be granted. Fees are non-refundable, should an extension not be granted or not needed.

Refund Policy

PCA Online knows there are times a student must withdraw during a course. However, because of the flexibility of the online classes and the fact that we pay for course costs upon enrollment, there is no refund.

Courses should be thoroughly examined using the course catalog and online demonstrations before students enroll. Access can be gained by logging into the system or creating a guest login account found on the PCA Online website. Once in the system, click "Demo Course Catalog" on the left-hand side of the screen. Once you have selected the course you would like to view, click on the magnifying glass to see the course information. In order to view the demonstration of the course, click on the link at the bottom of the course information pop-up screen. To view assignments, click on any of the folders on the left-hand side and any of the drop-down options available. Please understand the demonstration contains only assignments and not quizzes, tests, exams or rubrics.

Communication Policy

To be successful in the online world, students, parents and teachers must communicate frequently. If you have a question concerning the class or grade, please address them to the teacher directly. Students are required to email their teachers through Maestro, which tracks student communication. Text messages (if permitted by the teacher) and scheduled phone calls can supplement this email communication but should not replace it. Students should not contact their teachers via email outside of Maestro. Teachers are not obligated to respond to communication sent through means other than Maestro. Please be advised that teachers and PCA Online staff members may contact PCA Online parents and students through a variety of means, including but not limited to, email, phone, voice messages, text messages, video conferencing and in-person. Parents may request in writing to the Director of PCA Online for their student to not be contacted via text messaging.

PCA Online teachers typically return emails and phone calls within 24-48 hours, however this may occasionally be longer due to weekends, holidays, blackout dates, etc. If you have not received a response in 48 hours, you can contact the PCA Online Office at (PCAplus@prestonwoodchristian.org). Please note, students should address all communications to teachers and PCA Online Office staff respectfully and politely. For example: Dear Mrs. Johnson, I hope you are doing well. May I please schedule my 4.02 DBA with you? Thank you, Sam Smith.

Exam Procedures and Policy

Semester exams are password protected and require a proctor to monitor. Students are responsible to secure an approved proctor and submit the proctor form in their course by the assigned due date. Proctors should contact the teacher with the student name, course name and exam name (i.e. Semester 1, Semester 2) to request the exam password 3-4 days prior to when the student wants to take the exam. Proctors should monitor the student during the exam, ensuring that no materials (hard copy or electronic) are present. Students should have no other browser windows open while taking an exam. Clicking outside of the exam may result in the exam shutting down, forfeiting the student's opportunity to complete it. Since the system operates on Eastern Standard Time, courses will shut off on the assigned end date at 10:59 p.m. Central Standard Time. No work can be submitted after the end date. Once the exam is accessed, no other assignments can be submitted. Please ensure all work is submitted prior to taking your semester exam.

Should the proctor have a technical issue with the exam password, the proctor should email support@sevenstar.org. Should student have a technical issue during an exam, the student should take screenshots and immediately email support@seventar.org with the teacher and Director of PCA Online copied on the email explaining the technical issue with the screenshots attached. The student should not access any of the online course content until the issue is resolved.

Academics

Academic Policies

- Students must achieve an average of 70% or higher in their coursework for each semester to earn credit. A failed course does not earn credit and must be repeated. (Although the student may not be permitted to repeat the failed semester through PCA Online.)
 - Credit Recovery
 - If a student fails the first semester of any full (1.0) credit class, the student may proceed to the second semester of the class with the permission of the Director of PCA Online. If the average, of the first semester grade and the second semester grade equal a 70% or higher, the student receives credit for the entire class. However, if the student receives a passing grade for the first semester of a full (1.0) credit class but then receives a failing grade for the second semester, the student has not demonstrated content mastery and will, therefore, need to repeat the second semester.
- Report cards and transcripts may be requested from the PCA Online Office by submitting a Transcript Request Form found on MyPCA.
- Student grades may be obtained through the course Learning Management System on the "Performance" tab.
- PA calculations are multiplied by the earned credits, summed and then divided by attempted credits.
- Students considered full-time PCA Online students are required to enroll in a minimum of 5.0 core course credits each academic school year.

GPA Scale

Grade	Regular Course	Pre-AP/Honors Course	AP Course
A+ 98-100	4.00	4.50	5.00
A 93-97	3.75	4.25	4.75
A- 90-92	3.50	4.00	4.50
B+ 87-89	3.25	3.75	4.25
B 83-86	3.00	3.50	4.00
B- 80-82	2.75	3.25	3.75
C+ 77-79	2.50	3.00	3.50
C 73-76	2.25	2.75	3.25
C- 70-72	2.00	2.50	3.00
F 0-69	0.00	0.00	0.00

iReady Diagnostic Testing

PCA Online Virtual Academy strives to make sure its students are successful and are learning at a high level. In order to help us do this, we require students to take the iReady Diagnostic tests in math and in reading before they begin their coursework. Student scores are then measured against national percentiles and other students in their age range.

Transcripts

Parents have the ability to check their student's progress in each class on a weekly basis by utilizing the online grade system through the Maestro Student Information System. Transcripts may be requested at the end of every school year. Transcript request forms are located on MyPCA. Transcripts and diplomas will not be issued if an account balance is due.

Academic Probation

Students are placed on academic probation if they receive an F at the end of a semester grading period. Parents will be informed of the probationary status. Once students are notified of their probationary status, they will remain on the list for one calendar year (12 months/2 semesters). During this time, PCA Online faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive any F for a semester average during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to re-enroll for the following school year. Students who are asked to leave PCA Online for academic reasons may re-apply after one full calendar year. If they desire to return to PCA Online after the academic year, they must apply through the PCA Online Office and follow normal admissions procedures and show passing grades and credits in all classes from the previous year.

Honor Roll

Honor roll calculations are based on the average of the first semester and/or year-end grades for the current school year and do not reflect the cumulative GPA.

- Principal's Honor Roll - An average of semester grades that equals 4.0 and higher.
- Academic Excellence Honor Roll - An average of semester grades that equals 3.50 to 3.99.
- Academic Achievement Honor Roll - An average of semester grades that equals 3.00 to 3.49.

Class Scheduling

In the spring of each year, students are asked to notify the PCA Online Office of the courses desired for the following year. The course request is for the purpose of setting the student's graduation plan.

Dropping a Course

Students have 28 days to drop a course from the course start date without academic penalty. However, no refunds are given for a course once the student is enrolled. After the 28-day grace period, if a student drops a course and has a passing grade, W (withdraw) will be listed on the transcript. If the student has a failing grade in the course, WF (withdraw fail) will be listed on the transcript. Students requesting to withdraw from a course after the mid-point (assignment wise or date wise) will be issued the course numeric grade to date as opposed to a W/WF on the transcript.

Upper School Courses in Eighth Grade

Algebra I, Foreign Language I courses, and Health are courses that may be taken in 8th grade and are included on the Upper School transcript but not factored into the student's GPA. Other 9th grade courses may be taken during the 8th grade year if the 8th grade prerequisite course has been successfully completed and approval is received from the PCA Online Administration. However, the PCA Online Upper School cumulative GPA is based on grades earned through PCA Online and Prestonwood Christian Academy during grades 9-12. Upper School courses taken in Middle School for Upper School credit do not replace the requirement of school-of-record and graduation track students taking 4 credits of all 5 core courses (English, math, science, history and Bible) during grades 9-12.

Credit Transfer Guidelines

PCA Online Virtual Academy will accept credits from accredited high school programs. Transfer credits will not be included in the student's PCA Online Upper School GPA.

1. Specific transfer courses that meet PCA requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits.
2. Home-schooled students will be evaluated through credit by exam.

Advanced Placement Courses

Students in an AP course must maintain an 80% average in order to be eligible to take the AP Exam. By March 15, when AP Exams are ordered, any student who falls below the 80% average will not have an exam ordered. The PCA Online Office will order tests for students, but students are responsible for payment of all tests fees.

Graduation Requirements

PCA Online offers two programs of study for Upper School students. The College Preparatory Program consists of courses students must take to graduate from PCA Online. The Distinguished Diploma Program requires additional courses and advanced measures for students pursuing a more rigorous level of academics. In order to be considered for a PCA Online Virtual Academy diploma, students must successfully complete a minimum of 25% of their overall coursework with PCA Online Virtual Academy, complete a minimum of 5.0 Senior level core course credits through PCA Online (on-campus or virtual), meet all of the graduation requirements and have approval from the Academic Committee. Please note, PCA

Online courses taken in Middle School for Upper School credit do not apply toward the 25% of overall online coursework requirement. A two-semester course is equal to 1.0 credit. A semester course is equal to .5 credit. No credit by equivalent will be awarded other than a maximum of 1.0 P.E. credit. All other graduation requirements must be met by course completion.

Completion Date in Lieu of Graduation

Students may be eligible to receive a completion date from PCA Online if a graduation date is not desired or possible. Students who are not eligible for graduation with PCA Online will not receive a diploma, nor be permitted to participate in graduation activities and exercises. It is the responsibility of the student and parents to ensure that the university the student seeks to attend will accept a completion date in lieu of a graduation date and diploma.

Diploma Requirements

Required Program	Distinguished Diploma Program
4 Bible	4 Bible
4 English	4 English
4 Math	4 Math
4 Science	4 Science
4 Social Studies	4 Social Studies
2 Foreign Language (the same foreign language)	3 Foreign Language (the same foreign language)
½ Health	½ Health
½ Test Prep	½ Test Prep
1 Physical Education	1 Physical Education
1 Fine Arts	1 Fine Arts
1 Technology	1 Technology
1 Elective	1 Elective
27 credits+	28 credits*+

* Requires 4 AP measures (4 AP 1.0 credit courses or approved college credit)

+ To qualify for a PCA Online Virtual Academy diploma, students must complete a total of 24 volunteer service hours while in Upper School.

Please note: Upper School courses taken in Middle School for Upper School credit do not replace the requirement of school-of-record and graduation track students taking 4 credits of all 5 core courses (English, math, science, history and Bible) during grades 9-12.

Honor Graduates

Eligibility is based on the cumulative eight semester grade point average (GPA). The GPA qualifies the student for the following honors graduation levels:

Cum Laude GPA 3.0 to 3.49

Magna Cum Laude GPA 3.5 to 3.99

Summa Cum Laude GPA 4.0 and above

Service Hours

As part of graduation requirements, PCA Online students must complete a total of 24 volunteer service hours while in Upper School. Students are responsible to obtain and submit the required documentation to the PCA Online Office for review and recordkeeping. Service hours may be prorated at the discretion of the Academic Committee for students who enroll after 9th grade at PCA Online. Students should plan to obtain a minimum of 3 service hours a semester for each of the 8 semesters they are in Upper School to stay on track.

NCAA Eligibility

While many courses are NCAA eligible, it is the responsibility of the student and parents to ensure the student is college and NCAA eligible. Students should register on the NCAA Eligibility Center website and contact NCAA to learn requirements. Student-teacher meaningful two-way communication related to specific course content in the form of emails sent through Maestro are a component NCAA Eligibility Compliance Officers typically request. Students are responsible to ensure they are contacting their teacher multiple-times per semester to ask content-related questions through Maestro. Communication should be on-going and in-depth, more than on an "as needed" basis. For example, student- teacher communication through Maestro for NCAA purposes should be more than a quick question about an assignment.

While students may communicate frequently and in-depth with their teacher, if that communication is not sent as an email using Maestro, it won't be accessible if/when the student is audited by the NCAA. This could jeopardize the student's NCAA athletic eligibility, scholarships, college acceptance, etc.

Collaboration Assignment

Most courses have one collaboration assignment per semester. Please contact the teacher for specifics about this assignment. This is the only assignment that can be completed outside of the order listed in your course. However, it must be completed by the date the teacher instructs and prior to the semester exam being accessed. Sometimes the collaboration assignment will be waived in one of the two semesters of a two-semester course. Students are responsible for initiating contact with the teacher regarding the collaboration assignment requirements.

Student Expectations and Discipline Policies

Academic Integrity

Academic integrity is a crucial part of any student's education. PCA Online relies on students to give an accurate depiction of their ability and mastery of the material presented to them in each course, and also relies on parents to ensure there is appropriate supervision as the student is working through each course. It is our hope that students work through the curriculum by reading lessons, answering questions, communicating with instructors and classmates, studying for quizzes, tests and exams and then completing quizzes, tests and exams relying solely on their test preparations not using notes, lectures or previous assignments for assistance. Students are responsible for preventing the giving or receiving of assistance (written, oral, electronic or otherwise) on quizzes, tests, exams, final evaluation or class assign-

ments that are to be graded as the work of a single individual. However, if a student's academic integrity is questioned, parents will be contacted. Depending on the offense, consequences for enrolled courses might include a zero for the assignment(s) in question, failing a unit, failing the course or expulsion from PCA Online.

Plagiarism Policy

Plagiarism is defined as "committing literary theft; to present as new or original the idea, thought or product derived from an existing source." Examples of plagiarism are, but are not limited to:

- Copying from internet, book or someone else
- Cutting and pasting from a site
- Getting someone else to write a paper for you
- Working with someone on an assignment that is meant for the individual
- Changing or rearranging another's words
- Purchasing or downloading papers from the internet

If it is discovered that a student has plagiarized, he/she will be given a zero on the assignment in question and required to satisfactorily complete all outlined steps of the "Back on Track Assignment" prior to returning to work in that course. If a student plagiarizes after the first offense, he/she will be removed from the course. Substantive plagiarism offenses may result in expulsion from PCA Online.

Discipline Policy

PCA Online may use but is not limited to the following types of discipline for students who violate the student code of conduct.

- Saturday School at the Prestonwood Christian Academy campus with a fee
- Community Service hours documented by the organization and sent to PCA Online
- Removal from courses
- Dismissal from PCA Online
- Graduation ineligibility

Technology Acceptable Use Policy

PCA Online students and employees make regular use of computers and the Internet. There are wonderful online resources available and such resources need to be used wisely, and within the spiritual guidelines of the mission of PCA Online.

Acceptable Use of the Internet Policy

Students will access the Internet to complete PCA Online courses. Students and families must be aware that some material accessible via the Internet will contain items that are illegal, defamatory, inaccurate or offensive. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable. PCA Online views the parent's role in teaching about Internet resources and protecting the student as primary.

Outside of the student's school, families bear responsibility for the guidance on Internet use, as they do with information sources such as television, telephones, radio, movies, magazines, books, recordings and other possible offensive media. PCA Online suggests purchasing software that helps enforce acceptable use.

Network Etiquette

Network users are expected to observe the following network etiquette:

1. Use appropriate language: swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.
2. Pretending to be someone else when sending/receiving messages is prohibited.
3. Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually-oriented, or threatening materials or messages either public or private.
4. Revealing such personal information as addresses or phone numbers of users or others is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
6. Be polite and address the person being contacted by name. Messages typed in capital letters are the computer equivalent of shouting and are considered rude.

Security and Violations

Access to electronic resources is intended for the exclusive use of its authorized users. Any problems that arise from the misuse of an account are the responsibility of the account holder. This may include, but is not limited to:

- Trespassing in another's work or files
- Giving out any password
- Attempting to login to another user's account
- Failing to notify the supervising staff member of a security problem
- Disrupting the network intentionally
- Using the Internet inappropriately
- Playing recreational games, watching videos, accessing social media, browsing the internet, etc., during time the student is expected to be completing coursework

Consequences of Violations

Any violations of PCA Online policy and rules may result in loss of access to coursework, possible dismissal from the program (student), possible loss of job (employee). PCA Online may monitor any users' program-provided access to the courseware to ensure appropriate use. Such monitoring may include (but is not limited to) monitoring of websites visited, "chat room" conversations, and e-mail contents. Disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Disclaimer

PCA Online and Sevenstar (curriculum provider) make no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The program will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. PCA Online and Sevenstar will not be responsible for the accuracy, nature, or quality of information stored on academy servers; nor for the accuracy, nature, or quality of information gathered through academy-provided Internet access. The academy will not be responsible for personal property used to access academy computers or networks or for academy-provided Internet access. The academy will not be responsible for unauthorized financial obligations resulting from academy-provided access to the Internet.

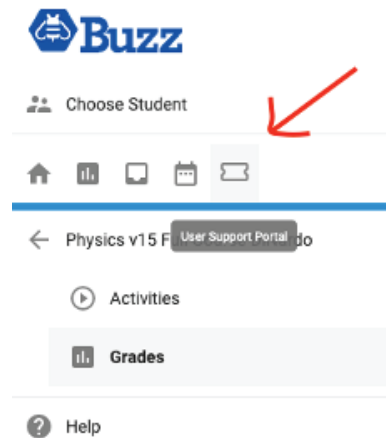
Enrollment in a course by a parent constitutes acceptance of these policies and the parent responsibilities.

Textbooks and Materials

When students gain entrance to the course, they should access the "Getting Started" link, then click on "Course Information" and then click on "Materials" to confirm what may be needed. Many courses are completely self-contained and no extra books are needed. Please note that English courses list many novels. The student usually chooses 2-3 novels for the course after reviewing the list of options in the course's information section.

Technology Support

If a student experiences any type of problem with course content, such as a link or video not working, the student should email support@sevenstar.org and copy the teacher, or submit a User Support Ticket through clicking on the User Support Portal in either Buzz or Maestro, and also email the teacher. In Buzz, the User Support Portal icon is located on the left-hand side of the home screen and looks like a movie ticket.



In Maestro, the User Support Portal is located on the left-hand side of the home screen under the "External Links" dropdown menu.

If a student believes an answer on an assignment, discussion, or assessment was not correct, the student may send a message to his/her teacher through Maestro with as much detail as possible, including the number or name of the assignment, a copy of the question and the answers, and what the student believes the correct answer should be and why. The teacher will review it and either explain to the student why the answer was in fact correct or advise the student to send an email to support@sevenstar.org with the teacher copied or submit a User Support Ticket through Maestro or Buzz to the course provider for review.

Final Grades and Transcripts

Upon completion of a course, the student receives his/her final grade. A transcript is issued for the course(s) taken through PCA Online. The transcript documents the coursework and GPA of the course(s) taken through PCA Online. A transcript request form is available on the PCA Online website. Transcripts and diplomas will not be issued if an account balance is due.