



# Parent/Student Handbook 2023-24

## Prestonwood Christian Academy School System

### Prestonwood Christian Academy Plano

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The Evangelical Council for Financial Accountability (ECFA)*

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

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## Plano Campus - Upper School

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# PCA Online Campus Parent/Student Handbook

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## General Information 2023-24

## ***Prestonwood Christian Academy Operating Constitution***

God has established Prestonwood Christian Academy for the purpose of impacting lives for eternity through biblically-based and Christ-centered education. This vision and mission statement articulates the purpose behind the school's existence. When coupled with seven core values and a series of operating principles, this mission statement provides Prestonwood Christian Academy with an operating constitution that will guide all of its policies, procedures, and practices. In addition, a complete explanation of what a Kingdom educator is (supported by seven core values and operating principles) and the biblical principles for achieving Kingdom education (supported by Scripture and application points) completes Prestonwood Christian Academy's Constitution.

### ***Prestonwood Christian Academy***

#### ***Vision Statement***

To advance a Christian school 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 excellence in education, the mission of Prestonwood Christian Academy is:

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, Prestonwood Christian Academy will give priority to seven core values. Each core value must have operating principles that will allow PCA 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*

## ***Personal Christ-likeness Assessment***

### ***Pursue Excellence***

Throughout the Bible, God has encouraged us as believers to always do our best (Colossians 3:23, Philippians 4:8, 1 Peter 2:12, 1 Peter 2:15, Hebrews 12:1-2, Ephesians 4:29).

### ***Christ First in All Things***

If we would apply the adage “JOY: Jesus, Others, then Yourself”, then Christ would always be the first thought of every moment. If we as PCA stakeholders put Jesus first in every decision we make, then every aspect of PCA are vertically aligned in a God-honoring way (Colossians 3:1, 15-17).

### ***Always Show Love***

If our decisions, and in turn, our actions always show love, we will truly reflect the love of Christ as individuals and as a collective body of believers (Philippians 2:1-5, Romans 12:9-13, 1 Peter 2:17, 1 John 4:7-11, 19, Ephesians 5:1-2, John 13:35, 1 Timothy 1:5).

If we, the PCA stakeholders:

***PURSUE excellence, put***

***CHRIST first in all things and***

***ALWAYS show love***

...then Christ is our focus and all that we do will glorify Him.

We believe that a Christian school must be fully and equally committed to excellence in education and fidelity to biblical truth. Prestonwood Christian Academy is unbending in its dedication to provide the very best educational environment 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.

## Statement of Doctrinal Beliefs

1. **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)
2. **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)
3. **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)
4. **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)
5. **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.

We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellow persons. (Psalm 139:13; Isaiah 49:1; Jeremiah 1:5)

6. **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)
7. **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)
8. **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)
9. **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)
10. **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 monogamous marriage, blood or adoption. Marriage is the uniting of one genetic man and one genetic 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.

## Purpose and Philosophy

An Academic Focus - A Christian Foundation

### Purpose

The purpose of Prestonwood Christian Academy is to assist Christian parents in providing a sound education for their children through the integration of faith and learning. PCA 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 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 teacher at PCA. 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.

Prestonwood Christian Academy 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, Prestonwood Christian Academy believes that parent and 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.

### PCA Crest

The primary colors for the PCA crest are navy and gold.

### Elements of the Crest

- **Lion:** The lion is a symbol of courage, strength, gracefulness, power and perseverance. As Christians, we should strive to incorporate each of these qualities in our daily walk as we pursue our various endeavors, all for the glory of Christ. The lion is printed in a metallic gold color to represent the precious metal of the same name. Gold is a symbol of wealth. It was a gift that was suitable for the Christ child.

"...The wicked flee when no one is pursuing, but the righteous are bold like a lion." Proverbs 28:1

"...and opening their treasures they presented Him gifts of gold." Matthew 2:1

"...and the gold of that land is good." Genesis 2:12

"...and the street of the city was pure gold." Revelation 21:21

- **Red Cross:** The cross represents Christ's ultimate sacrifice. The red cross represents the blood that He shed for each of us.

"...and He went out, bearing His own cross." John 19:17

"...He humbled Himself by becoming obedient to the point of death, even death on a cross." Philippians 2:8

"...But may it never be that I should boast, except in the cross of our Lord Jesus Christ." Galatians 6:14



- **Green Leaves:** Green symbolizes the everlasting quality of the characteristic of Christ.

"...the Everlasting God." Genesis 21:33

"...lead me in the everlasting way." Psalm 139:24

- **Shield:** The shield represents our protection in Christ by having a personal relationship with Him and living in His Word - the Holy Bible.

"...taking up the shield of faith with which you will be able to extinguish all the flaming missiles of the evil one." Ephesians 6:1

"...the Lord is my strength and shield." Psalm 28:7

"...His faithfulness is a shield." Psalm 91:4

- **Latin Inscription:** *Ad Majorem Dei Gloriam*  
- For the Greater Glory of God.

## The Portrait of a PCA Graduate

All schools, including PCA, proclaim goals of developing college preparatory skills as well as a certain level of fundamental life skills. Understandably, the portrait of an 18 year-old's character, work ethic, or academic prowess is far from being complete, knowing that one's mind, heart, and overall maturity continues over a lifetime. Scripture provides insight in that even Jesus matured in four areas as described in Luke 2:52. This holistic scriptural maturity paradigm provides a balanced picture, or portrait, for all of us to contemplate. Indeed, the maturity cycle does not end when one receives a diploma; however, there are foundational training strategies that certainly increase the probability of a child internalizing a desired belief system; developing learning habits; and, genuinely living out a Christ-like character trait. Although the primary molder of these "portraits" are the parents, the school's influence plays a significant part. Thus, what does the school aspire to produce? It is our prayer that our students graduate PCA with the following foundational desired outcomes--Portrait of a PCA Graduate:

1. **Reverence for God** is the beginning point of wisdom (Proverbs 9:10). Without reverence and recognition of God then education essentially is secular. Learning to think and discern (Hebrews 5:14) as a mature believer in Christ is undergirded by authentic respect and love for our Lord.
2. **An Eternal Perspective** is interdependent with reverence. This type of perspective gives us purpose in our work and it develops a strong work ethic because we know and understand that we are working to please and honor God (Colossians 3:23). The Latin phrase on our school crest, *Ad Majorem Dei Gloriam* (For the Greater Glory of God), frames our motives.
3. **Humility** is then cultivated when one recognizes that our life is about Him, we are 'serving-as-His leader'.

Recognizing that God has bestowed intellect, talents and gifts upon us takes the focus off of us and rightfully places it on our Lord. This compels us to demonstrate the love and attitude of Jesus Christ to all people, characterized by selflessness, servant-hood (Philippians 2:2-11) and a lifestyle of obedience to seeking first the kingdom of God (Matthew 6:33).

4. **The process of learning, or scholarship**, is conditioned by reverence, eternal perspective, and humility. The Christian liberal arts environment nurtures the mind to become eager to learn, think and analyze. All knowledge and every academic discipline is appreciated, and not for a 'grade' per se, but because the very process of learning—scholastic excellence becomes a commitment to disciple the mind. Using our mind to not only magnify God but to serve as His ambassador in areas of law, business, medicine, engineering, education, ministry and any assignment God calls us to is an act of obedience and reverence. The development of a biblical worldview is the fruit of this process.
5. **Rigor, high expectations, and accountability** complement the entire learning environment as students grow accustomed to striving for excellence. Problem-solving, thinking, critical analysis and synthesis strengthen the mind and become natural thought processes. The apostle Paul encouraged the Corinthians to strengthen their mind (II Corinthians 10:5), including all systems of philosophy, opinions, and powers of reason being subject to the Word of God. A culture of rigor serves as a catalyst to pursue excellence in every area of one's life.

## The PCA Code of Honor

The Prestonwood Christian Academy Code of Honor exists for one purpose. *Ad Majorem Dei Gloriam*, which means: "For the Greater Glory of God." It is this statement that unifies us in both perspective and purpose.

Recognizing, with Christ-like humility that our life's purpose is to live for God's Greater Glory inspires an environment of integrity, honor and character. It is the intrinsic inspiration that produces authentic school pride and cultivates an environment of self-governance that transcends rules and regulations. There are no mere words or a single document that can contain the way in which we are to conduct ourselves at all times - this is found in God's own Word, and written on our hearts. It is our heart, our identity.

Becoming a "pride" of Lions whose unified goal is to revere Christ in all things motivates us to treat people with dignity and respect, affirm our commitment to the school's mission statement that is eternal in perspective and emboldens students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership. Affirmation of our mission drives a deep sense of responsibility to preserve and pass on this culture to future generations.

There are no man-made rules greater in value than the internal resolve to uphold the principles that serve as the foundation of this institution. We respectfully rally around *Ad Majorem Dei Gloriam*, our individual duty and commitment as "iron sharpening iron" (Proverbs 27:17).



## The Five Tenets of the PCA Code of Honor Perspective

### Purpose

All stakeholders are challenged to focus on an eternal perspective. It is through this eternal perspective that one submits his or her attitude, rights and self to God and a cause that transcends self.

#### Key Concepts:

- We have an eternal mindset vs. a temporary, earthly mindset at all times,
- We possess a constant attitude of gratefulness,
- We are focused on being “others-centered,” selfless servants,
- We recognize that our transcendent cause is more important than our personal agenda.

### Purpose

Every member of the PCA community is challenged to understand and commit to the school’s Mission Statement. The core components of the Mission Statement are continually practiced.

In pursuit of excellence in education, the mission of Prestonwood Christian Academy is:

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.

#### Key Concepts:

- We recognize that our partnership with parents (family) is vital,
- We understand that embracing biblical Truth is much more than “knowledge,”
- We know that striving for academic excellence requires honesty, integrity and rigor, and
- We understand that modeling Christ-like Servant Leadership is about being “others-centered,” and serving as His leader to influence others.

### People

All people deserve to be treated with respect and dignity. Everyone has value, therefore our focus should be on serving others. This begins by respecting them.

#### Key Concepts:

- We treat all people with respect and dignity (teachers, custodians, visitors, classmates, other schools and local businesses),
- We recognize that simple actions such as a smile, friendly greeting, handshake and eye contact demonstrate respect, care and being “others-centered.”

### Programs

Active participation in the life and culture of the school’s programs is encouraged. Participation is a privilege and it is an honor to “wear the jersey.” Supporting other participants models our “others-centered” principle. Through participation and support, we are ambassadors for the King.

#### Key Concepts:

- We know that our out-of-classroom experiences during school hours, such as Chapel, service project day and Minimester mission trips are a major part of our curriculum and that understanding and supporting their purpose is demonstrated by respect, and
- We respect that God made some to love the arts, some to love athletics, and some to love academics or a combination of all. Supporting one another creates unity and friendship. It makes our school more complete when all of these programs succeed.

### Property

The environment, and in particular, the school’s facilities and equipment are to be maintained with the utmost care and respect. This stewardship principle carries over into all areas of one’s life.

#### Key Concepts:

- We recognize that one only has to travel to another part of the world to understand how PCA has been blessed with facilities,
- We never leave a space on campus until it is clean,
- We will stop to pick up trash whenever we see it, and
- PCA property is treated with respect therefore we do not do anything that could potentially leave damage to its grounds, facilities or contents therein.

## Joshua Plaza and the Divine Servant

The following document chronicles the historical account of naming Joshua Plaza, and the selection of the Divine Servant Statue as the symbolic marker to communicate Prestonwood Christian Academy's ultimate aspiration: to produce disciples of Jesus Christ. Several PCA administrators, faculty, and alumni contributed to the production of this document.

Joshua Plaza is Prestonwood Christian Academy's marker reminding past, present, and future generations of the school's covenant with God to remain fully committed to the Biblical principles of Kingdom education. PCA's culture has always been characterized by meaningful ceremonies, practices, and symbols. As is evident from the Latin phrase *Ad Majorem Dei Gloriam* (for God's greater glory) strategically placed on the school's crest, the Baccalaureate Coin Ceremony, the five distinct attributes of the Portrait of a PCA Graduate, and the annual commissioning of the senior class at their graduation ceremony, we have a profound respect for traditions and rituals. The origin of PCA's deep-rooted devotion to culture-preserving ceremonies is God's Word. Scripture illuminates the importance of markers honoring momentous events, sites and decisions.

Joshua Plaza was conceived in the school year 2006-07. PCA was celebrating its ten-year anniversary, and the school-wide theme for this celebratory year, *A Decade of Blessings*, was based on Joshua chapter 24. Joshua 24 is the concluding chapter in the narrative of Israel's pursuit and occupation of the Promised Land, as well as the subsequent renewal of the Israelites' covenant with God. This covenant renewal reminds the people of the historical faithfulness of God and the vow to serve and obey their Lord. After recording the Israelites' pledge, Joshua took a large stone and set it up under an oak tree (Joshua 24:22-28). The tree and stone constituted a tangible memorial to the people concerning the renewal of their covenant to faithfully serve God.

Similarly, the 2006-07 school year was a formative chapter in the narrative of PCA's pursuit and the establishment of a culture focused on Kingdom education. Throughout the year and in several special ceremonies, the PCA faculty and staff, board of trustees, pastors, students, parents, and alumni openly vowed to God to remain faithful to Him, to His Word, and to an educational philosophy and process whose goal was to produce disciples of Jesus Christ (this Biblically-based educational philosophy is articulated fully in PCA's Constitution). Connected with all of these ceremonial covenant proclamations was the selection of a specific site where the visible marker would someday be placed. Today's Joshua Plaza was the site selected in 2006-07 for this symbolic marker. The marker selected is the much-acclaimed Divine Servant statue of Jesus washing the feet of the Apostle Peter as recorded in John 13:1-17. Joshua Plaza represents PCA's acknowledgement that God has established this school for the purpose of Kingdom

education, and the statue exemplifies PCA's goal of producing disciples of Jesus Christ.

The statue displays an act of authentic humility in which Jesus models the selfless love that truly influences people. Humility is cultivated when we recognize that our lives are about Him—we are “serving-as-His-leader.” Acknowledging that God has bestowed intellect, talents, and gifts upon us takes the focus off of us and rightfully places it on our Lord. This compels us to demonstrate the love of Jesus Christ to all people, which is characterized by selfless servanthood (Philippians 2:2-11) and a lifestyle of obedience to Christ's command to seek first the Kingdom of God (Matthew 6:33). The word influence is acknowledged in the last nine words of PCA's mission statement: “...to influence their homes, churches, and communities for Christ.” It is our prayer and aspiration that the foundation from which our students and alumni influence the world consists of these attributes: a heart of humility, reverence for God, an eternal perspective, an attitude of boldness, and a mind that is regularly transformed by the power of God's Word and the Holy Spirit.

Although the statue is the most prominent feature of Joshua Plaza at first glance, it pales in comparison to the most renowned symbol in all of Christendom—the cross. Just across the Prestonwood Lake stands the magnificent and glorious cross. This large cross is actually our church's original cross; it was moved to this property when, out of obedience to God, Pastor Jack Graham relocated the church in 1999.

As humble as it was for Jesus to wash His disciples' feet, still His greatest act of humility and resolve was to wash mankind's sins through His blood shed on the cross. It is on the cross that the sacrificial Lamb of God died, and by His grace offers us salvation, the free gift of eternal life. We recognize that education, intellect, and acts of service do not in themselves transform hearts. Only the power of God can change hearts and minds.

We humbly bow and dedicate our school to God. We lay every individual and institutional accomplishment at the foot of the cross. Although every other school marker signifies its own meaningful chapter in the PCA story, none is more prominent than the cross. The amazing accomplishments of our sports teams mounted on the Wall of Champions all face northward towards the cross as if to recall the Apostle Paul's challenge to the Corinthians in 1 Corinthians 9:24-25, “Do you not know that those who run in a race all run, but one receives the prize? Run in such a way that you may obtain it. And everyone who competes for the prize is temperate in all things. Now they do it to obtain a perishable crown, but we for an imperishable crown.” We will always run and compete in such a way as to win these perishable crowns, but as followers of Christ, we will place the higher priority on the crowns that are of eternal value, those that are imperishable.

Our founding school trustees selected the lion as the school mascot and placed it on the school crest. The lion represents



honor, strength, and boldness (Proverbs 28:1)—characteristics we want our students to develop. The PCA lion statue is a marker in Gateway Plaza that stands tall, proud, and strong as it greets the thousands of people who enter our campus every year. But even this majestic lion’s posture is looking back towards the cross as if to yield its strength and regal status to the King of Kings and the Lord of Lords—Jesus Christ.

Statues, markers, and the names of facilities have no special power in themselves, but they do establish benchmarks that remind us of the transforming power of our Lord Jesus Christ. It is our prayer that Joshua Plaza serves as a visible exhortation for current and future generations of PCA stakeholders to maintain past covenants through constant renewal. May we hold fast to the unending goal to produce students who view their diploma as a commission—a charge to pick up their towel and serve others, bearing witness to the good news of Jesus Christ.



## Administrative Staff

### Executive Team

Michael Goddard, Ed.D.  
Toni Perdue  
Clarence Williams, Ed.D.

Anslie Dysart  
Shannon Cole, Ed.D.

Tayna Cooper  
Laura Anson  
Angie Gray  
Terry Rodgers, Ed.D.  
Gina Lineberger  
Jeremiah Johnston, Ed.D.

**Superintendent**  
Executive Assistant to Dr. Michael Goddard  
**Deputy Superintendent and North Campus Head of School**  
Executive Assistant to Dr. Clarence Williams  
**Assistant Superintendent and Plano Campus Head of School**  
Administrative Assistant  
**Chief Financial Officer**  
**Chief Enrollment and Marketing Officer**  
**Chief Operations Officer**  
Administrative Assistant  
**Dean of Spiritual Development**

### North Campus – Lower School (Grades Pre-K—4)

Katie Chretien, Ed.D.  
Becky Knight  
Jane Agee  
Daphne Key  
Lucia Rodriguez  
Sandy Matthews

Principal  
Assistant Principal  
Administrative Assistant  
Receptionist  
Extended Day Coordinator  
Nurse

### North Campus – Middle/Upper School (Grades 5—12)

Greg Wright  
Lydia Vestal  
Kristin Dysart  
Tasha Wilkinson  
April Thurman  
Sarah Grubbs  
Sandy Matthews

Principal  
Assistant Principal  
Guidance Counselor  
Administrative Assistant  
Administrative Assistant  
Guidance Administrative Assistant and Registrar  
Nurse

### Plano Campus - Lower School Grades Pre-K—4

Jan Jeffcoat  
Ruth Ann Patrick  
Debi Clark  
Amanda Henderson  
Susan McKillip  
Tasha Wrona  
Angella Fallin  
Janet Ludgar

Principal  
Assistant Principal  
Administrative Assistant  
Guidance Counselor  
Receptionist  
Extended Day Coordinator  
Extended Day Administrative Assistant  
Nurse

### Plano Campus - Middle School (Grades 5-8)

Kristan Williams  
Bill Doar  
\*\*\*\*\*  
Sandy Burrell  
Michelle Bedient  
Rachel Paape

Principal  
Assistant Principal  
Administrative Assistant  
Guidance Counselor  
Receptionist/Registrar  
Nurse

### Plano Campus - Upper School (Grades 9—12)

Chad Nichols, Ed.D.  
Leslie Norris  
Kristi Holden  
Alicia Guillen  
Nicole Hall  
Amber Beckles  
Erin Williams  
Lea Ann Beem  
Cindy Krummrey  
Koko Carroll  
Debbie Considine

Principal  
Assistant Principal  
Administrative Assistant  
Receptionist  
Nurse  
Director of Guidance/College and Career Counseling  
Upper School Counselor  
Guidance Counselor  
Guidance Counselor  
Registrar  
Guidance Office Manager

### PCA Online

Kathryn Beck, Ph.D.  
Courtney Willingham

Assistant Principal of PCA Online  
PCA Online Coordinator

### Admissions

Allison Taylor  
Joyce Kim  
Kathi Wagnon  
Jennifer Obholtz  
Mimi LaMendola

Admissions Lead – PCA Plano  
Admissions Associate – PCA Plano  
Admissions Associate – PCA Plano, PCA Hybrid, PCA Online  
Admissions Lead – PCA North  
Admissions Records Manager

### Athletics - School System

Todd Graham  
Sr. Director of PCA System Development and Athletics

### Athletics - Plano

Shanon Purcell  
Jillian Bryant  
Christeena Dyer

Boys Assistant Athletic Director  
Girls Assistant Athletic Director  
Athletic Coordinator

### Athletics – North

Shawn Purcell  
Heather Stewart  
April Thurman

Boys Assistant Athletic Director  
Girls Assistant Athletic Director  
Administrative Assistant

### Business Office

Kathryn Fondren  
Heidi Oosthuisen  
Jan Arrington  
Amy Newton  
Janet Fuller  
Sarah Harmon

Controller  
Accounting  
Accounts Payable  
Parent/Business Office Liaison  
Parent/Business Office Liaison  
Business Office Administration

### Curriculum & Instruction

Natalie Velez  
Jami Bicknell

Director of Curriculum and Instruction  
Coordinator of Curriculum

### Facility Services & Operations

Chris Schobey  
Brandon Jernigan  
Ted Dysart  
Taylor Farfan  
Kyle Mendoza  
Melissa Ketchand

Director of Facilities  
Director of Operations  
Facility Operations Associate  
Facility Operations Associate  
Facility Operations Associate  
Administrative Assistant

### Fine Arts

Joel Rutherford  
Anna Leicht

Director of Fine Arts  
Administrative Assistant

### Human Resources

Jodi Green  
Christine Moore  
Deanne Parker  
Ellie Todd  
Becky McLain

Sr. Director of Human Resources  
Payroll and Benefits Administrator  
Director of Talent Acquisition and Engagement  
Engagement and Support Associate  
Human Resources Assistant

### Marketing and Communications

Katie McDonald  
Toby Graham  
Alex Muirhead  
Teruko LaMendola  
Ashley Albertson  
Kenzie Venus

Sr. Director of Marketing and Communications  
Manager of Levi's Locker  
Digital Media Producer  
Communications Coordinator  
Marketing Specialist  
Communications Specialist

### Office of Development

Megan Rogers  
Brian Aulenbach  
Lauren Aulenbach  
Heather Smith  
Alex Bellamy  
Rachel Brewer

Interim Director of Development Operations  
Director of Major Gifts  
Director of Annual Funds  
Director of Corporate Sponsorships  
Director of Alumni Relations  
Administrative Assistant

### Program Support

Julie Pyle  
Faith Christensen  
Elaina Esty

Event Coordinator – Plano Campus  
Co-Curricular Coordinator – Plano Campus  
Event / Co-Curricular Coordinator – North Campus

### Special Programs

Dan Panetti  
Kim Stidham

Director of Parent Engagement & Ministry  
Director of Communication Arts

### Specialized Services

Rob Kelton  
Dena Goddard  
Angella Fallin

Director of Specialized Learning  
Dyslexia Coordinator  
Administrative Assistant

### Spiritual Development

Maria Bower  
Stephen Bryant  
Courtney Caldwell  
Josiah Isom

Director of Spiritual Development - Plano  
Spiritual Development Associate - Plano  
Spiritual Development Associate- Plano  
Director of Spiritual Development - North

### Technology Services

Barbara Brown  
Dee Immanuel  
Brad Hilton  
James Wilkinson  
Paul Locklin  
Doug Sanford  
Monica Palnau  
Angela Tutt  
Amy Villa  
Rachel Christopher  
Karin Porter

Sr. Director of Technology  
Administrative Assistant / Help Desk Support  
Technical Services Manager – Plano  
Technical Services Manager – North  
Technical Services Specialist  
Technical Services Specialist  
Instructional Digital Learning Specialist – Plano  
Instructional Digital Learning Specialist – North  
Director of Technology Information Services  
Database Administrator  
Technology Information Services Specialist



## Admissions

The admissions process involves submitting the following: an application, parents' personal testimonies, records from previous schools (if applicable), recommendations from current English teacher, math teacher, and principal, a pastor recommendation, and an admission assessment. Kindergarten and first grade applicants take an assessment of readiness skills given in a one-on-one setting in the Admissions office. Second through twelfth grade applicants take the Independent School Entrance Exam (ISEE). PCA also accepts PSAT, SAT, and ACT scores for ninth through twelfth grade applicants. Following the testing and when the applicant file is complete, parents are invited for a personal interview with an administrator.

Prestonwood Christian Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs. Admissions are contingent on space, abilities of the student, philosophy, and willingness of the family to participate within the school guidelines.

Provisional Acceptance: School records or admissions data that indicate a significant academic or behavioral problem may result in the student being admitted provisionally. If the student shows the ability to be successful at PCA, the provisional status may be lifted. If the student is not able to be successful, another placement may be recommended.

## Anti-Harassment Policy

The environment at PCA must be one in which all individuals are free to work, learn and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her actual perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers and staff members treat each other with due respect for rights, individuality and personal dignity.

## Attendance

Students enrolled at Prestonwood Christian Academy are expected to be in attendance a minimum of 90% each semester. Students falling below this percentage (including excused and unexcused absences) will have their attendance record reviewed by the Attendance Committee and a possible plan created to ensure required attendance is maintained for the remainder of the school year. Academic consequences and for excessive absences may be applied at the discretion of the division to which the student reports.

## Bullying Policy

Negative behavior exhibited by students is addressed in a fair and balanced manner. Bullying is characterized by an individual behaving in a certain way, whether physically, verbally, or through cyber means, to gain power or control over another person. Once the school is made aware of any such behavior, the situation is evaluated as to the seriousness of the behavior by using the guidelines below:

### Immature Behavior

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and/or their property

*Immature Behavior: Such behavior will primarily be addressed by the classroom teacher. Consequences for this type of behavior will require restitution and possible loss of privileges and/or detention.*

### Unkind Behavior

- Intent is to be unkind
- Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent
- Behavior duration is short

*Unkind Behavior: Such behavior may be addressed by the classroom teacher or school administration. Consequences for this type of behavior will require restitution and some type of detention. In addition, a Saturday School may be given. A parent conference will take place.*

### Bullying Behavior

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person.

- Intent is to be harmful (physically, emotionally, psychologically, or any combination of the three)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

*Bullying: Such behavior is determined and addressed by the classroom teacher and school administration. Consequences for this type of behavior will require restitution, a parent conference and a minimum of one day suspension.*

## Student Discipline

### General Guidelines

School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student's age;
  - c. The frequency of misconduct;
  - d. The student's attitude; and
  - e. The potential effect of the misconduct on the school environment
  - f. The impact of others
3. In the ideal structure of Kingdom education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student, and promote behavior consistent with biblical worldview. Whenever the student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students while protecting the overall safety and educational environment of PCA.

During the course of investigating actions and events concerning possible student incidents, the School may seek to question students alone or in groups. Administrators have full discretion in the questioning of students, and in the evaluation of events may conduct their investigation without parental notification or attendance. The administration strives to adapt individual discipline procedures and processes to the needs of the student, and communicate expectations and findings to parents in a timely manner.

Attending PCA is a privilege that is extended on the condition that students and parents accept and support school policies. The School, in its sole discretion, makes the final determination of whether there has been a violation of the School's Student Code of Conduct. If a student is suspended, expelled or withdrawn due to disciplinary actions, there is no refund of tuition or waiver of financial obligations.

### Student Code of Conduct

At the beginning of the school year and throughout the school year as needed, the Student Code of Conduct shall be made available on myPCA and/or as hard copy to students, parents, teachers, administrators and to others on request.

### Revisions

Revisions to the Student Code of Conduct included in the Parent/Student Handbook shall be made as needed and are approved by school administration. Revisions made during the year are communicated electronically.

### 'Parents' Defined

Throughout the Parent/Student Handbook, Student Code of Conduct and discipline policies, the term "parents" includes a parent, legal guardian or other person having lawful control of the child.

### Corporal Punishment

PCA prohibits the use of corporal punishment. Students shall not be spanked or paddled for violations of any kind.

### Physical Restraint

Within the scope of an employee's duties, a school employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

### Code of Conduct: 24/7/365

Students are expected to represent PCA in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Student Code of Conduct or draws attention to PCA in a negative manner which may result in disciplinary action or a student's dismissal from the school.

A student may be removed from participation in extracurricular activities or may be excluded from school honors or more for violation of extracurricular standards of behavior for an activity or for violation of Student Code of Conduct relating to 24/7/365.

### Video/Audio Monitoring

Video/audio equipment is to be used for safety purposes to monitor student behavior on the school campus.

### Use of Recordings

Recordings shall be reviewed as needed by the principal, and evidence of student misconduct shall be documented. A student found to be in violation of the school's Student Code of Conduct shall be subject to appropriate discipline.

## Access to Recordings

Video recordings obtained from surveillance cameras that contain images of students are student records. Video surveillance records will only be released to local law enforcement.

## Personal Electronic Devices

Personal electronic devices (including personal communication devices such as cellphones and computers) are discussed in the divisional sections of the handbook. Please note, audio or video recording may not be conducted anywhere on the PCA campus without the prior approval of PCA Administration. No audio or video recording is permitted in bathrooms or locker rooms under any circumstances.

## Parent/Staff Communication Guidelines

The beginning of PCA's Mission Statement points out the incredible opportunity for the school to "assist Christian parents" and that responsibility and privilege is taken very seriously. Understandably, there may be times when conflict will arise and issues must be resolved.

The Apostle Paul gives some words of wisdom for both parents and school personnel as each enters into this endeavor. Romans 12:10 says, "Love one another with brotherly affection. Outdo one another in showing honor." Let us remember this challenge not to avoid conflict that can bring clarity to a situation, but to prioritize the greater calling, which is to honor God with our words and actions, especially when those communications can be difficult and emotional. We "do our work heartily as unto the Lord, and not for man" (Col. 3:23), and we are encouraged as Christians to "do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others" (Phil. 2:3-4). With these verses and this mindset as our framework, the process of resolving issues of conflict or misunderstanding promises to be God-honoring and a witness to a watching world of how brothers and sisters in Christ seek to "live in harmony with one another" (Romans 12:16).

To that end, here are guidelines for parents to follow when addressing concerns with the faculty and staff of Prestonwood Christian Academy:

**Step 1: Contact Individual Staff Member** Experience has shown that the majority of concerns can be resolved through one-on-one conversation with the staff member directly connected with the parent concern. Parents are to first contact that staff member to discuss via email or phone conversation, or in a face-to-face meeting with the purpose of resolving the issue and both parties are in agreement with any next steps that are to be taken to ensure the success of the student in all areas. Every communication, parent to faculty/staff and vice versa, should be prayed through and presented with civility and "brotherly love" (Romans 12:10).

**Step 2: Contact Campus Administrator** If a concern is unable to be resolved through a conversation or meeting between parent and staff member, campus administrators are available to assist

in facilitating a resolution. Parents may contact the principal or assistant principal, after following Step 1, to request a meeting for the purpose of assisting to resolve the issue, aid in the development of a plan of action to ensure student success in all areas, and encourage restoration of the relationship between parent and staff member while adhering to the policies and procedures outlined in the PCA Parent/Student Handbook.

Only after Step 1 and Step 2 have been completed and documented should a parent request additional intervention at the next level by completing a Conflict Resolution Request Form found on the divisional tile of myPCA and submitting it to the appropriate campus Head of School office.

## PCA Dress Code

Prestonwood Christian Academy has chosen to implement the dress code policy by the adoption of a uniform program. The administration reserves the right to determine if a student is dressed and groomed appropriately. We require that all uniforms be purchased through Lands' End School Uniforms. Lands' End School Uniforms can assist you with the required components for each grade level.

There are clear biblical principles that ought to govern choice for dress:

1. Dress types are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally (1 Timothy 2:9-10).
2. Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5).
3. Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself (1 Corinthians 6:19-20).

## General Lower School Dress Code Guidelines

- Shirts are to be tucked in at all times.
- Only solid white I-shirts (without writing) may be worn under uniform shirts.
- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear.
- Belts must be worn with shorts or pants for students in grades 2nd and above only if belt loops are visible. If belt loops are covered by PCA outerwear, then no belt is required.
- Hats may not be worn inside the school building.

- Abnormal hairstyles/highlights/feathers are not permitted.
- Tattoos and/or body piercings (except ear-piercings for girls) are not permitted.
- Shoes must be a matching pair, and have a closed toe and heel. Lower School shoes must be predominantly white, navy, black, brown, or gray. No blinking lights or wheels are allowed.
- Socks must be a matching pair and be predominantly white, navy, black, or gray. Lower School fringed socks must match uniform.
- It is important that every uniform item be labeled with the owner's name. PCA is not responsible for misplaced items.
- Pants and shorts must be worn at the waist, above the hips.
- Middle and Upper School shoes must be a matching pair and have a closed toe and heel.
- Girls may also wear saddle oxfords or Mary Janes. Boys and girls may wear loafers or Sperrys that are solid color.
- At all before school and after school PCA events (sporting events, fine arts events, etc.) students do not need to be in uniform but must follow similar guidelines and dress standards of PCA.
- Lower School girls must wear modesty shorts under skirts, skorts or jumpers. Appropriate undergarments must be worn at all times and should not be visible.

### Field Trip Attire

Casual Attire: The monogrammed Prestonwood Christian Academy shirt with collar is worn with uniform shorts, slacks or denim pants. Denim shorts/skorts are not allowed. PCA sweatshirts and jackets are appropriate to wear with the monogrammed shirt. This collared shirt may also be worn with uniform shorts/pants on any school day, with the exception of chapel day when the chapel shirt should be worn. No baggy jeans or jeans with holes or frayed ends, denim shorts, or denim skirts are allowed. Belts must be worn if jeans have belt loops and shirts must be tucked in at all times. Uniform shoes should be worn on all field trips.

### Spirit Day Attire

Items purchased through Levi's Locker, which include PCA-branded t-shirts (not general t-shirts) or sweatshirts are acceptable to wear with uniform shorts, slacks and denim pants. Denim shorts / skorts are not allowed. No baggy jeans and no jeans with holes or frayed ends will be allowed. Belts are to be worn in adherence with the general dress code guidelines for boys. Shirts must be tucked in at all times. Non-uniform tennis shoes may be worn. Blinking lights, wheels or shoes that make noise are not allowed. Shoes must have a closed toe and heel.

## General Middle School Dress Code Guidelines

At all events held before or after school hours on campus, students are not required to be in school uniform, but they must be dressed modestly and appropriately for the event.

- Shirts are to be tucked in at all times.
- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear.
- Uniform polo shirt collar should be visible at all times under approved outerwear.
- Belts must be worn with shorts or pants for students only if belt loops are visible. If belt loops are covered by PCA outerwear, then no belt is required.
- Hats may not be worn inside the school building.
- Hairstyles that are deemed distracting to the school environment are not permitted.
- Tattoos and/or body piercing (except ear-piercings for girls) are not permitted while student is enrolled at PCA.
- Socks should match and be predominantly white, navy, black, or gray.
- It is important for every uniform item to be identified with the owner's name. PCA is not responsible for misplaced items.
- Pants and shorts must be worn at the waist, above the hips. Shoes must have a closed toe and heel.
- Shoes should be a matching pair, predominantly white, navy, black, brown, or gray. No blinking lights or wheels are allowed.
- Appropriate undergarments must be worn at all times and should not be visible.

At all before hour and after hour PCA events (sporting events, fine arts events, etc.), students do not need to be in uniform but must be dressed modestly. Dress code while on-campus and attending school-sponsored events such as: Retreat, Athletic and Fine Arts events, Athletic and School Competitions:

- Logos, images and sayings on shirts should be PCA appropriate.
- Shirts must cover the stomach, have sleeves (no tank tops) and not show cleavage.
- Shorts should be modest and have full coverage. If wearing a t-shirt, shorts should be visible at all times.
- When wearing leggings, a shirt should cover your backside at all times or shorts should be worn over the leggings. No spandex shorts.



**Field Trip Attire**

Students must wear required field trip attire (uniform shirt and uniform pants, skirt, or shorts) unless special permission has been obtained from an administrator. No baggy jeans, jeggings or jeans with holes, rips, frays or tears is allowed. Belts must be worn if jeans have belt loops and shirts must be tucked in at all times. All uniform sweaters, sweatshirts and jackets are appropriate to wear on field trips. Special dress guidelines for field trips may be communicated as needed depending on nature of trip.

**Spirit Day Attire**

Most items purchased through Levi's Locker, which include PCA-branded t-shirts, sweatshirts, and denim shirts, are acceptable to be worn with uniform shorts, slacks, denim pants and appropriate shoes. No denim shorts or skirts are allowed. No baggy jeans, jeggings or jeans with holes, rips, tears or frays or non-uniform shorts are allowed. Belts are to be worn in adherence with the general dress code guidelines for boys.

**General Upper School Dress Code Guidelines**

- Only solid white t-shirts (without writing) may be worn under uniform shirts.
- Uniform shirts are to be worn under PCA outerwear.
- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear.
- Belts must be worn with shorts or pants for students only if belt loops are visible. If belt loops are covered by PCA outerwear, then no belt is required.
- Socks should match and be predominantly white, navy, black, or gray.
- Hats may not be worn inside the school building. Abnormal hairstyles are not permitted.
- It is important for every uniform item to be identified with the owner's name. PCA is not responsible for misplaced items.
- Pants and shorts must be worn at the waist, above the hips.
- At all before school and after school PCA events (sporting events, fine arts events, etc.), students do not need to be in uniform but must follow similar guidelines.
- Appropriate undergarments must be worn at all times and should not be visible.

At all before hour and after hour PCA events (sporting events, fine arts events, etc.), students do not need to be in uniform but must be dressed modestly. Dress code while on-campus and attending school-sponsored events such as: Retreat, Athletic and Fine Arts events, Athletic and School Competitions:

- Logos, images and sayings on shirts should be PCA appropriate.
- Shirts must cover the stomach, have sleeves (no tank tops) and not show cleavage.
- Shorts should be modest and have full coverage. If wearing a t-shirt, shorts should be visible at all times.
- When wearing leggings, a shirt should cover your backside at all times or shorts should be worn over the leggings. No spandex shorts.

**Spirit Day Attire**

On spirit days, students may wear any PCA approved t-shirt with uniform shorts, pants or appropriate blue denim pants (denim shorts or skirts are not allowed) and appropriate shoes. No baggy jeans, jeans with holes, rips, tears or frays or non-uniform shorts!

**Definition of Campus**

The Prestonwood Christian Academy Plano Campus is encompassed within the boundaries formed by Midway Road, Plano Parkway, Marsh Lane and Hebron Parkway. The PCA North Campus is located at 1001 W. Prosper Trail, in Prosper, Texas. All buildings, athletic facilities/fields, parking areas and student lockers utilized by PCA students and/or faculty within the above mentioned perimeter are considered part of the PCA Campus as it relates to any school-related activities.

**Disaster Drills**

Practice drills are provided for fire and tornado safety precautions. Fire drill charts are posted in each classroom.

Evacuation practices are conducted and recorded in an orderly fashion. Fire drills are held throughout the year in conjunction with state and local requirements.

Pulling the fire alarm with undue cause results in reporting to the county fire department, and/or disciplinary action. Careless or malicious initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building.

Deliberate offenses are handled with the utmost severity. The student and his/her family become financially responsible for fees resulting from a false alarm.

**Extended Day**

Extended Day is committed to providing a safe, onsite environment for your student to receive after school care.

This service is offered exclusively to PCA students ranging in grades from PreK to 8th grade. The Extended Day staff is composed of PCA faculty and childcare professionals that align with our biblical beliefs and school mission. PCA is fortunate to be able to provide this service to our parents and attending Extended Day is considered a privilege. Students participating in this program are required to adhere to the PCA Code of Conduct. Discipline policies that pertain to the school day, also apply to the Extended Day program. An administrator at any time has the authority to remove a student and/or revoke their enrollment from the Extended Day program.

Registration is required. Program details, pricing, and enrollment information can be found on myPCA.

**Facilities Usage**

All school events taking place on or off the Prestonwood Christian Academy campus must be approved by the PCA administrative office. Only when the event is approved will it be placed on the school calendar.

## Financial Information

### Key Contacts

Centralized points of contact for PCA's Business Office are as follows:

### Student Billing

StudentBilling@prestonwoodchristian.org

### Tuition Assistance

FinancialAid@prestonwoodchristian.org

### Tuition and Fees

Tuition and annual fee payments are automatically debited from the method of payment registered in FACTS Tuition Management [hyperlink should remain the same] in accordance with the established payment plan.

Families are encouraged to enroll in FACTS Auto Pay for incidental and co-curricular charges. This enables payment to be debited from the method of payment registered in FACTS. Families not enrolled in FACTS Auto Pay for incidental and co-curricular charges will need to log in to FACTS to remit payment manually. Payments can also be made directly with FACTS by calling (866) 441-4637 Monday – Thursday 7am-7pm or Friday 7am-5pm.

If an account becomes more than 30 days delinquent, PCA reserve the right to limit or remove access to school resources and participation in school activities until the account is brought current. If the account remains delinquent, the student's enrollment may be revoked. Student records including report cards, testing results, academic transcripts, and diplomas are not released for delinquent accounts

### Withdrawal of a Student & Termination of Contractual Agreement

When you sign the enrollment contract, you pledge to PCA that you will pay tuition, fees and other relevant charges. If you find it necessary to withdraw your child from PCA, notify the admissions director or the administrative offices in your child's division and complete aq Student Withdrawal Form. Additional details regarding the termination of contractual agreement can be found in the annual contract of enrollment for each student."

## Medical Information

[Please note Medical Information guidelines are subject to change during the school year.](#)

### First Aid

We have a nurse on staff and teachers are provided first aid kits equipped with band-aids and antiseptic to assist students with the cleansing of cuts and abrasions. With the exception of an emergency, the student must have a pass from a teacher to be admitted to the clinic.

### Medication

We recognize that there are times when students will need to take medications during the school day. All medication brought to school must be in the original container and kept in the school nurse's office. If a prescription or over-the-counter medication (OTC) must be given during the school day, each must be accompanied by a note signed by the parent or legal guardian giving directions for its administration including date, time, dosage and reason for administration. Prescription medication which does not appear to be prescribed to the child will not be administered even with a parental consent form. A physician's signature is required to administer OTC medications for more than 10 consecutive days.

### Non-prescription PCA approved stock meds.

PCA health clinics maintain a limited supply of approved non-prescription medications for unexpected situations at school when no parent-provided non-prescription medication has been provided. These medications may be given by the nurse in accordance with the standing orders provided by the PCA's medical advisor and with appropriate written or electronic parent/guardian consent. Upon school enrollment, the parent/guardian is given the opportunity to electronically consent to the administration of these approved non-prescription medications. In the event a parent does not consent to these medications during enrollment, the parent may provide written consent by completing a medication request form. Verbal consent is not acceptable. Any other over-the-counter medication not included on the approved non-prescription stock medication list requires a separate medication request form to be filled out with the medication in its original container. The nurse reserves the right not to administer any medication which the nurse would deem unsafe. At any time, a nurse can request physician consent for student's needing non-prescription medication more than the occasional use. Dye-free medications will not be provided and must be supplied by the parent/guardian.

Texas State Law now allows students with asthma to carry and self-administer their own inhalers provided certain conditions are met. These conditions indicate that an asthma action plan developed and signed by the child's physician and signed by the parent or legal guardian must be on file with school health services.

### Illness Exclusion from School for Health Reasons

To protect all children from communicable illnesses, students infected with certain diseases are not allowed to come to school while they are contagious. Students should be symptom free for 24 hours before returning to school. Contact your campus nurse if you are unsure whether your child should return to school.

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases. These regulations are in compliance with requirements of the local health authority, and Prestonwood Christian Academy administrative guidelines.

A student with any of the following symptoms will be excluded from school until such time as the student is free of symptoms, has been satisfactorily treated or submits a signed physician's statement that he/she is not contagious.

- Temperature of 100 degrees or more. Student must be fever free for 24 hours, without medication, before re-entry.
- Swelling beneath the jaw in front of one or both ears.
- Undetermined rash over any part of the body accompanied by fever.
- Nausea, vomiting or diarrhea. Student must be symptom free for 24 hours without medication before re-entry.
- Red eyes with colored discharge and crusting around eyes.
- Open, draining lesion or blisters.

**For readmission, some diseases may require a statement from the student's physician affirming that the student is not contagious.**

Parents are expected to pick sick children up from school within one hour of contact by the nurse/school personal. Arrangements should be made in advance of illness so that if your child becomes ill at school during the school day, someone will be available to pick your child up within the hour. The school nurses are not on duty during extended care after the end of the school day.

Students diagnosed by their physician with strep throat must be fever free for 24 hours without fever reducers, have been on antibiotics for a minimum of 24 hours before returning to school and bring a physician's note documenting the date the student is permitted to return to school.

Parents of students who are sent home with illness and parents of students who are absent with illness must contact the school nurse before bringing the student to campus to verify that the child is permitted to return to on campus instruction.

In the event any student has been diagnosed with a communicable disease (Chicken pox, influenza, pertussis, strep pharyngitis, measles, COVID-19, etc.) the parents are expected to notify PCA, and the student will only be re-admitted to school once a medical provider has given written permission for the child to return to school and the illness guidelines have been followed.

## Returning to School After Hospitalization

Students will not be allowed to return to school following hospitalization for illness or injury until the school nurse has an official written release from the physician authorizing the student to return to school. The physician must indicate any restrictions, activity or otherwise, for the student.

### Other Infectious Conditions:

- **"Pink eye" bacterial conjunctivitis** – students presumed to have bacterial conjunctivitis will be sent home and they may not return to school until the student has been on antibiotic eye drops for a minimum of 24 hours, and symptoms have improved.
- **Head lice** – students found to have head lice will be sent home from school and will not be permitted to return to campus until cleared by the nurse. Students must be treated with the proper

lice-killing shampoo or an approved alternative treatment, and all eggs (nits) and live bugs have been combed out.

- **Molluscum Contagiosum** – a student diagnosed with molluscum on an area of the body that can come in contact with other students will be required to keep the lesions covered while at school.

## Routine Medication Administration

If your child needs routine medication first thing in the morning, please administer the medication before you leave your home. Routine medications will be administered by the nurse with the appropriate written documentation from the parent or physician, but will not be administered within the first 2 hours of the school day (with few exceptions).

## Immunizations

All new students are required to submit an official copy of the student's immunization records. To be considered official, the immunization records must have either a physician's signature or stamp. Parents are responsible for submitting updated immunization records to the school when they occur.

Students must be vaccinated as required by the State of Texas as follows:

- **DTP/DtaP:** Five doses, including one received on or after the child turns 4; must be received by Kindergarten entry. Four doses are required for Pre-K students.
- **MMR:** One dose received on or after the child turns one; must have a total of two doses by Kindergarten entry.
- **Hepatitis A:** All students in Pre-K 4 through 12<sup>th</sup> grades are required to have two doses. Students younger than 42 months are required to have one dose. The first dose must have been received on or after the first birthday.
- **Hepatitis B:** Three doses are required for all students in Pre-K through 12<sup>th</sup> grades. For students 11-15 years of age, two doses meet the requirement only if the adult vaccine was given AND if it is clearly documented that Recombivax was given at a dose of 10 mcg/1.0 ml.
- **Polio:** Four doses, including one received on or after the child turns four; all four doses must be received by K entry. Three doses for students younger than four.
- **Hib:** A complete series of Hib vaccine or one dose given on or after 15 months of age is required for all students under five years of age.
- **Prevnar/PCV:** Students in Pre-K are required to have had three doses of pneumococcal vaccine with one of the three doses having been given on or after 12 months of age. Two doses meet the requirement if both were given on or after 12 months of age. One dose meets the requirement if it was given on or after 24 months of age.
- **Varicella/Chicken Pox:** One dose is required for students in Pre-K. Two doses after the first birthday are required for all students in K through 12<sup>th</sup> grades. For students who have had chickenpox disease, an approximate month and year of chickenpox disease must be documented by the child's health care provider on the immunization record or by a parent signed statement stating the approximate date and year the child had chickenpox disease.



- **Tdap/Td booster:** All students entering 7<sup>th</sup> grade are required to have a booster dose of Tdap vaccine if it has been five years since their last dose of tetanus containing vaccine. Students in grades 8-12 are required to have a booster dose of Tdap if it has been 10 years since their previous dose of tetanus/diphtheria vaccine. Td is acceptable if a medical contraindication to pertussis exists.
- **Meningococcal Vaccine:** One dose of Meningococcal vaccine given on or after the 11th birthday for all students entering grades 7-12. If the vaccine was given at 10 years of age this also satisfies the requirement.

Students who are not in compliance with state immunization guidelines will not be allowed to attend school or participate in school-sponsored activities. All students must show proof that the above immunizations have been received before the first day of school. Current immunization records and non-expired original conscience exemption forms must be on file with the school nurse prior to school attendance.

## Exemption for Reasons of Conscience

Exemptions for reasons of conscience, including religious beliefs are allowable. To claim the Affidavit of Exemption from Immunizations for Reasons of Conscience form go to [www.immunizetexas.com](http://www.immunizetexas.com) then scroll down to School and Childcare Immunizations then click School Requirements and scroll down to Exemption Information. The parent or legal guardian must submit a request to obtain the Affidavit of Exemption from Immunizations for Reasons of Conscience form to the Department of State Health Services Immunization Branch. It will most likely take at least 3 weeks for the form to be mailed from Austin, so please allow sufficient time to receive it and get it notarized before school begins. You must submit the original non-expired completed, signed, dated and notarized form to the school nurse. Copies and expired forms are void and will not be accepted. Since proof of immunization status is required before the first day of school, to claim this exemption, this form must be submitted prior to the first day of school. A new original copy of this form is required to be resubmitted every 2 years. In the event of a disease outbreak, the Texas Department of State Health Services or state or local health authority may mandate that students having exemptions from immunizations be kept out of school until the outbreak is over as determined by the Texas Department of State Health Services.

If your child is on a delayed immunization schedule and is not meeting the above requirements, then it is expected that you will submit an Affidavit of Exemption from Immunizations for Reasons of Conscience until your student has received all of the immunization doses as required according to the immunization requirements above.

Comprehensive information about immunization requirements can be found at [www.immunizetexas.com](http://www.immunizetexas.com) under School Requirements K-12 and under Childcare Requirements for students who are attending PreK.

## Medication Consent

Any medications to be administered during the school day to any students must be kept in the nurse's office along with a completed Medication Consent Form informing the nurse of the dosage and the time to be given. Medication Consent Forms are available from the clinic. All medication must be in its original container with specific directions. No medications are administered without a completed Medication Consent Form.

Medications that are sent to school and must go home at the end of the school day are the responsibility of the parent. When bringing prescription medications to school, please have your pharmacist label a second bottle for school use.

Although it is best to time dosages of OTC medications to avoid dosages at school, the clinic will assist families by dispensing those types of medications (i.e. allergy medications) when absolutely necessary. At no time will the recommended dosages for OTC medications be exceeded without a written, signed request from the child's physician. The nurses reserve the right to refuse to administer any medication or treatment if their professional judgement deems it unsafe to do so.

## End of Year Medication Pick Up

All medications stored in the clinic must be picked up by the parent/guardian by the end of the last day of classes. Please be aware, the school nurse will destroy all medications remaining in the clinic the day after the last day of classes. If the parent/guardian wishes to make other arrangements, he/she should contact the school nurse.

## Student Emergency Contacts

Emergency contacts are required for every student. Parents are required to review and update the student's emergency contacts online on the student's *myPCA* contact card prior to the start of school. Changes to emergency contact information in *myPCA* will automatically be updated nightly in the Magnus, PCA's student health system. In an emergency, every attempt is made to reach the parents; however, if the parent cannot be reached, the contact person listed under emergency contacts is called.

## Fund Raising

Fund raising makes it possible to recruit and retain the most dedicated and stimulating teachers and to provide the highest-quality programming. All fund raising must be approved through the PCA Development Office.

Tuition and fees cover approximately 95% of the cost of a PCA education. The rest comes from voluntary, tax deductible donations from parents, faculty, staff, alumni, grandparents, parents of alumni and friends of PCA.

Fund raising at Prestonwood Christian Academy comes in a variety of events yearly, to support the current operations of PCA. These gifts help enhance the day-to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, the arts, athletics, technology and the Library Resource Center. We encourage the members of the school community to share their God-given treasures to permit the school to continue carrying out its mission.

## Inclement Weather

It may be necessary to close or delay the start of school because of ice, snow or other inclement weather. Additionally, school may need to dismiss early due to inclement weather. It is important that you tune in to a local radio, TV station or online news source when there is a question regarding inclement weather or dangerous road conditions. We will update the PCA website (please remember to refresh the page frequently for updates) and notify most major area radio and television media of any delays, closures or early dismissals. It is, however, the decision and responsibility of the area radio and television stations to air such notices.

## Legal Proceedings

If the school (or any of its employees, board members, volunteers, or agents) is involved in legal disputes between the Student's parents/legal guidance and/or other legal disputes any domestic or other legal disputes, the school shall be promptly reimbursed for all expenditures incurred. Additional information regarding reimbursement to PCA can be found in the enrollment contract.

## Library

It is the mission of the PCA Library is to prepare students in grades PreK—12 to be information literate in the 21<sup>st</sup> century as well as advancing them toward the premises of being life-long learners and seekers of God's truth. It is our goal to accomplish this by inspiring, motivating and challenging them through the use of technology and the printed word.

### North Campus Lower School (Pre-K—Grade 12)

#### Plano Campus Lower School (Pre-K—Grade 4)

Students in grades PK-4 will utilize the elementary Library facility for all their book needs as well as having the availability to do research. The Library has an open door policy for students but also operates from a planned schedule agreed upon by the faculty.

There is a set limit to the number of books each student can checkout and books must be returned before more can be checked out. A renewal system is available if a student needs an extension on his/her time limit. Charges are assessed for damaged or lost books and must be paid through the Business Office in order for the final report card to be released. The Library is open each day 7:50 a.m. - 3:30 p.m. with the exception of Wednesday when it closes at 2:30 p.m. for staff training.

### Plano Campus - Middle School (5-8)

Students in grades 5-8 will utilize the Middle School Library for their book needs and ability to do research. Students may check out up to (5) books at a time

### Plano Campus - Upper School (9-12)

Students in Grades 9-12 will utilize the Upper School Library for personal book selection, research needs, makerspace use, and as a place to study or collaborate with classmates. The Library is open from 7:30 a.m. - 3:30 p.m. each day with the exception of Wednesday when it will close at 2:30 p.m. for staff training. We have an open door policy with every student having the availability of checking out as many books as needed with the approval of staff. A set time limit is established with the availability of renewal if extension is needed. Charges are assessed for damaged or lost books which must be paid through the Business Office in order for the final report card to be released.

### Challenged Materials Policy

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the Library. Anyone hearing any concerns should refer that person to the campus Librarian and should be handled in a Scriptural manner, following the principles in Matthew 18:15-17. Anyone hearing any concerns should refer that person to the Librarian. Any parent, faculty or staff member may challenge materials he or she deems objectionable by following the procedures outlined herein.

PCA supports the rights of all parents to monitor their child's reading and instructional materials. However, those rights extend only to their

own children. Individuals are not free to define what is appropriate for all students or teachers to read, view or hear. The school retains the right for students to have availability to materials which have gone through the selection policy and chosen by the professionals as acceptable use.

If after discussion a concern still exists, the Librarian will connect the concerned party with the Worldview Director and provide a Request for Reconsideration of Library materials form. Note: Prior to submission of this form, the text in question must be read in its entirety by the person submitting the request.

When materials are challenged, the following procedure is to be followed:

1. Bring concern to the campus Librarian.
2. If after discussion a concern still exists, the Librarian will connect the concerned party with the Worldview Director and provide a Request for Reconsideration of Library materials form. Note: Prior to submission of this form, the text in question must be read in its entirety by the person submitting the request.
3. The form is then referred to the Literature Review Committee.
4. The Literature Review Committee then reviews the challenged materials based on the objections set forth in the Request for Reconsideration form. Based upon that review, the Literature Review Committee makes a decision whether to keep or remove the material from the curriculum collection.
5. The Literature Review Committee then sends the written notice to the concerned party regarding their decision.
6. All challenged materials shall remain in circulation during the challenge process period.
7. All final decisions would be approved by divisional administration.

## Lunch

SAGE Dining is the PCA premier school dining provider. SAGE uses organic and locally sourced produce whenever possible to support sustainable practices and feels strongly about fostering community at PCA through healthy dining.

PCA and SAGE Dining works to craft a comprehensive program with student safety and satisfaction in mind. Daily offerings satisfy most dietary needs, including nut-free and gluten-free, and students have the opportunity to create a meal tailored to them. There are procedures in place to alert parents and students of potential allergens and an executive chef will assist in the preparation of food, assuring recipes are followed according to directions with no added ingredients.

Throughout the school year, SAGE Dining coordinates "Educational Seasonings" where the menu will highlight food from a particular culture and historical context. Educational Seasonings provides students with the opportunity to learn about ingredients, cuisines and cooking methods with the philosophy that learning isn't just limited to the classroom. Students will have the opportunity to taste food and flavors from around the world.

Participation in the Dining Program is campus inclusive, and enrollment in the program is handled at time of re-enrollment or enrollment.

## Non-Discrimination Policy

Prestonwood Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education, employment, admissions policies, tuition assistance, athletic and other school-administered programs.

## Office Procedures

### Lost and Found

All personal articles, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, etc. should be labeled with the student's name. Lost and found items are kept in an area in the Library Resource Center at the Lower School and at the Upper School reception desk. At the end of each quarter, all items remaining are donated to the City Missions ministry of Prestonwood Baptist Church.

## Parental Involvement

Parental involvement at PCA is welcomed and encouraged. Parents are provided opportunities throughout the academic year to become involved within the classroom and in support activities.

Prestonwood Christian Academy has several Special Interest Groups parents can join to provide service and support to PCA. These Special Interest Groups include:

- Fine Arts Council
- Friends of the Library
- Learning Lab Partners
- Lions Den (Athletic Booster)
- Parent Teacher Fellowship (PTF) Prayer Ministry
- Grandparents' Association
- For additional volunteer opportunities, check with divisional areas or the Events Coordinator.

Parents have been given the responsibility by God for the education and upbringing of their children. It is the desire of our teachers to work together with parents in this endeavor. The best education can only be achieved when parents and teachers work together to support and encourage students.

## Security

### Closed Campus

Prestonwood Christian Academy maintains a closed campus. All visitors must enter the building at the main entrance. All other doors leading into the buildings must remain locked during the school day to provide maximum security for all students. Non-PCA guests are not allowed in the classroom or in the lunch room (including Main Street Café) without prior approval from administration.

PCA believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board, administrators, teachers, students, parents and community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure students' and staffs' welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons shall not be tolerated. Anyone who demonstrates such behavior shall be held accountable for his or her actions in accordance with the Parent/Student Handbook, the Student Code of Conduct, and civil and criminal law.

The Administration shall develop detailed procedures to be followed to implement school safety and security measures. Those measures shall include routine campus security procedures as well as directives to administrators to follow when responding to threats of serious harm.

The Administration shall develop detailed procedures to be followed to implement school safety and security measures. Those measures shall include routine campus security procedures as well as directives to administrators to follow when responding to threats of serious harm.

The routine campus security measures shall include, without limitation:

1. Controlled access to campuses
2. Additional staff training
3. Increased communication to students, parents and to the community
4. Increased student and community awareness
5. Physical inspections and monitoring using various means including canine security units

### Drugs/Substance Abuse/Alcohol/Tobacco

The possession, use, distribution of illegal drugs, controlled substances and/or misuse of over-the-counter drugs, alcohol and tobacco products is prohibited. Students connected to, in the presence of or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule is dealt with whether on or off campus. PCA is considered a drug, alcohol and tobacco **free zone and has a zero tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol and controlled substance on its campus.**



## Search of Students

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including, but not limited to, students' outer clothing, pockets, locker or belongings.

Students also understand and agree that PCA shall have the right to monitor or examine any electronic device at the school or any PCA activity. Additionally, PCA may monitor or examine any postings on the Internet or other electronic medium, which includes but is not limited to, text messages and postings on personal websites, social networking sites, or other private or public domains. Such monitoring includes, but is not limited to, all verbiage, pictures, depictions, graphics and videos.

Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

## Use of Third Party Security Enforcement

The school shall retain the right to utilize third party resources, including, but not limited to, security guards or canine units to further establish a secure zone on the PCA campus.

## Vehicle Use on Campus

Students and parents are required to follow all traffic signs while on the Prestonwood campus. Speed limit on campus is listed as 15 mph. Any student or parent that does not follow these traffic regulations may have their privileges to drive on campus revoked. All carpool lines are considered a cell phone-free zone. Cars belonging to students and of grades 7-12 staff must be registered through the vehicle registration form found at the receptionist desk of the Upper School building.

## Visitor Check-In

All visitors to the school campus must check in at the Lower School or Upper School reception areas. Upon checking in, each visitor will receive a visitor badge to be worn at all times.

## Weapons

The possession, use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives are expressly forbidden. Whether designed as a weapon or not, an object is considered a weapon if it is used as a weapon. Use of a toy designed to look like a weapon is prohibited on campus. Pending divisional administrative approval, exceptions for this may be granted for school projects.

## Sexual Harassment

Prestonwood Christian Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and PCA's policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the PCA community and is dealt with promptly by the administration. Report any harassment immediately to a teacher, principal or the administrative offices.

## PCA School-Wide Technology Acceptable Use Policy (AUP)

Prestonwood Christian Academy (PCA) has a commitment to the integration of technology into the academic programs of the school. The PCA network and computer equipment are available for students, faculty and staff to use for research, study and other educational purposes. The goal in providing access to these technological resources is to promote educational excellence and innovation and to facilitate communication and creativity in the expression of ideas and information.

Access to PCA technological resources and the Internet is a privilege that is tied to responsibilities. Students must use these resources in a legal, ethical, moral and responsible manner in accordance with the school's stated mission. The following guidelines are intended to help individual technology users understand appropriate use and apply to any device brought to or used at school or provided by the school. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for inappropriate use of technology.

## School-Owned Individual Devices

- All students in grades K-12 are assigned a computing device for use during the school day. Students in Pre-Kindergarten have access to shared devices.
- A school-owned device assigned to a student remains the property of PCA and is managed by PCA Technical Services. The device is labeled with a property identification tag that must not be removed for any reason. Upon graduation or withdrawal from PCA, each student's assigned device must be returned to PCA Technical Services in working order, with all assigned accessories such as power cords, cases, etc.
- Devices assigned to Lower School students remain at school each day. Devices will only be sent home with the students in situations that require remote learning or with the approval of the division principal and Chief Academic Officer.
- Middle and Upper School students may take their assigned device home at the end of the school day and are responsible for bringing it back to school with a fully charged battery.
- The assigned device needs periodic maintenance by PCA Technology Support. Students may not attempt to repair a school-owned device or allow anyone other than PCA Technology Support to repair the device.

- PCA retains ownership of software licenses and any content installed by the school on a school-owned device. Students may not duplicate or transfer school-owned software to other devices.
- If software/hardware problems arise, the assigned device may need to be restored to its original settings or be replaced. In this event, the school cannot be responsible for recovering a student's personal files including any software the student may have installed.
- Each teacher has the right to limit classroom use of any type of device, whether personally-owned or school-owned.

## Device Cases

Cases are essential to prevent scratched, dented and cracked devices. If a student's school-issued case breaks, the student must bring the broken case to the PCA Helpdesk for a replacement.

## Personally-Owned Devices

- Lower and Middle School students are not allowed to use personally-owned devices during the school day.
- Upper School students are allowed to bring their own device. The device must be connected to PCA Guest WIFI.
- The school monitors computer activities that take place on campus during the school day including logging website access, social media access, bandwidth and network use.
- Any computing device used at school, even if privately owned, is subject to all policies and consequences of the AUP including the right to view the content of the device at any time.
- A computing device may be removed from a student's possession if there is an infraction to the AUP that deserves that consequence. In this case, it will be necessary for a parent or guardian to reclaim the device from school administration.
- Any computing device used at school, even if privately owned, is subject to all policies and consequences of the AUP including the right to view the content of the device at any time.
- A computing device may be removed from a student's possession if there is an infraction to the AUP that deserves that consequence. In this case, it will be necessary for a parent or guardian to reclaim the device from school administration.

## Protocol for Damaged or Missing Devices

- Students are responsible for all maintenance on personal laptops and other personally-owned devices.
- It is the responsibility of each owner to be sure that all personally-owned equipment is insured.
- Students must notify the school immediately if a device is discovered missing while on school grounds. If a device is reported stolen and cannot be located within a reasonable period of time, the school may require a police report to be filed.

## School-Owned Shared Devices, Network and Printers

- Students have access to shared computing devices in designated locations, including Pre-Kindergarten through 6th grade classrooms and some Library Resource Centers including Pre-kindergarten through 6th grade classrooms and some Library Resource Centers.
- Personally-owned laptops and unapproved wireless routers may not be connected to the Prestonwood Ethernet (wired) network. Only school-owned devices may be connected to Prestonwood's wired network.
- Students are prohibited from accessing faculty, administration and staff computers as well as restricted file servers for any reason without explicit permission from the user or administrator of that computer. Student are prohibited from utilizing the command prompt interface or altering PCA Administration/Installation accounts.
- Students are prohibited from utilizing the command prompt interface or altering PCA Administration/Installation accounts. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are not to use another person's username or password to gain access to accounts owned by another individual.
- Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from using their account. **Students should not provide their password(s) to any other person.** If there is ever any concern about a password being compromised, the student should change their password used to access their laptop and PCA managed systems.
- No food or beverages should be in the vicinity of PCA-owned computing devices, including laptop and desktop computers.
- Families may be responsible for reimbursing the school for any misuse that leads to damage subject to the Accidental Damage, Loss and Theft Policy.

## Internet

- Students have filtered Internet access through all school-owned devices, whether on campus or off campus.
- Students' use of the Internet at school must be in support of education and research and be consistent with the educational objectives of PCA, whether that use is on a PCA computer or a student-owned device. Misuse of the Internet is prohibited, including production or use of threatening or obscene material, and infringement of copyrighted material or material protected by trade secrets.
- PCA reserves the right to monitor the Internet usage of all students through specialized software reporting as well as any other means available to teachers and administration. This includes school owned computers as well as any other computers or devices that access the Internet through PCA's



- Students may not use any social networking, instant messaging, blogging, chatting, photo-sharing or other collaboration method to communicate with others during the school day unless a teacher or administrator expressly authorizes this use for educational purposes.
- If a student inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, the student must notify the teacher or a campus administrator as quickly as possible so that such sites can be blocked from further access.
- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet, but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display or store this type of material.
- These policies and procedures apply to all computing devices used at PCA, including devices owned by the school as well as personal devices owned by the student. Teachers may set additional requirements for computer use in their classroom.

## Device Security

- If a student brings a computing device to school and then loans it to another student who uses it inappropriately, the student owner may also bear some responsibility for the inappropriate use.
- Students are responsible for all data on their device as well as taking care of their computing device and accessories such as the case, battery and charger.
- Student computing devices must not be left unattended at any time. Computing devices that are not being monitored by the student should be secured with the device passcode.
- Students are entirely responsible for saving their data to the cloud. Lost or damaged data is not the responsibility of the school. Device malfunctions are not an acceptable excuse for not submitting work.
- If students are participating in an afternoon activity, they must make prior arrangements to store their devices in a secure place.

## Software, Communications and Multimedia

- Students may not alter or remove the software or “apps” installed by PCA on any school-owned device and may only install apps from the PCA Self-Service Store.
- No computer programs (executables), pornography or copyrighted material may be distributed at any time. This rule prohibits sending files through email as well as setting up “servers” on a student’s device or by any other physical or electronic means.
- Unauthorized duplication of data or software is prohibited.
- Students are not to use electronic devices to send text messages, emails or other forms of electronic communication during class periods without teacher permission.
- The volume setting on computing devices should be muted when using the device in a setting that would be distracting to others unless required for the activity being conducted.
- No audio or video recording is permitted in bathrooms or locker rooms under any circumstances.
- Electronically posting data (including but not limited to audio recordings, video recording, images, and personal information) about others or oneself when it is not related to a class project and / or without the permission of all parties is prohibited.
- Sharing of music over the school network is strictly prohibited and is subject to appropriate consequences.
- Downloading music, videos or software from the Internet at PCA is prohibited unless specifically approved by a faculty or staff member.
- Using the district electronic communication systems for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking is strictly prohibited.
- Downloading of games and VPNs are prohibited. Playing games during class is prohibited.
- Violent games and computer images containing violence or pornographic material are not allowed on school grounds in any format. Any file found on a student’s device that is considered violent, obscene, vulgar or pornographic will result in immediate disciplinary action.
- Students are prohibited from disabling or attempting to disable any Internet filtering device, encrypting communications to avoid security review, or intentionally introducing a virus to the computer system.
- Downloading or using copyrighted information without permission from the copyright holder is a possible copyright infringement. Appropriate disciplinary action will be taken if it is discovered that a student has infringed a copyright holder’s rights and/or plagiarized material.
- PCA has installed anti-virus software on all school-owned devices. This software is configured to automatically scan removable devices for malware. Students must not alter or disable this automatic scanning.

## Email

- Student email accounts are provided for educational purposes **only**. The school issued email address is to be used only for academic purposes.
- Be polite. Do not become abusive in messages to others. Email accounts may not be used to harass others or send inappropriate or offensive messages.
- Email etiquette should be observed. In general, only messages that one would say verbally to the recipient in person should be written.
- Students who receive harassing or threatening messages must notify a faculty member as soon as possible.
- Grade-level and school-wide mailing lists are for school purposes only. Emails to the entire school are permitted only with permission from the Principal.
- The use of email during class, without teacher approval, is strictly prohibited.
- Do not send out bulk emails. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent.
- Students must not disclose personally-identifying information, such as home address or phone number, or those of other students or faculty.
- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Attempts to read, delete, copy or modify the electronic mail or other electronic documents of other users or deliberate interference with the ability of other users to send/receive email is prohibited.
- Any malicious attempt to harm, alter or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the Internet is prohibited.
- Email and any other use of the electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- School email addresses are not to be given to ANY website, company, or other third party without the explicit permission of PCA administration.

## Video Conferencing

- Mute your microphone when you are not speaking.
- Mute your video if you are eating, talking with someone else in the room, or anything else that might be distracting to others.
- Wear appropriate clothing when joining the conference.
- Close unneeded applications on your computer to keep the video optimally functioning.

- Using video conferencing tools to host a conference that is not for academic purposes and approved by the teacher is strictly prohibited.

## File Sharing

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing is only appropriate when approved by the teacher and for educational purposes.

## Special Note: Cyberbullying

Cyberbullying is defined as the use of an Internet-connected device for the purpose of bullying, harassing, or intimidating another student. Cyberbullying is strictly prohibited. This includes, but is not limited to:

- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Posting abusive comments on someone's blog or social networking site.
- Creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her.
- Making it appear that the victim is posting malicious comments about friends to isolate him or her from friends.
- Posting the victim's personally identifiable information on a site to put them at greater risk of contact by predators.
- Sending abusive comments while playing interactive games.
- Recording and distributing media with the intent to manipulate or embarrass others.

## Consequences for Violation of the Acceptable Use Policy

- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages.
- Loss or restriction of technology privileges.
- Parental notification.
- Revocation of the PCA electronic communications system account(s).
- Termination of System User Account: PCA may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user.
- Although not all-inclusive, violation of the above policy may result in a detention, suspension or immediate separation from the school. In all cases, the administrator reserves the right to make the final decision for any disciplinary action.
- Students are subject to a random check of the history and activity on school-owned devices that they have used.

**Students are to report any known violations of this AUP to appropriate administrative staff members.**

## Student Withdrawals

To withdraw a student, notify the admissions director or the administrative offices in your child's division and complete a Student Withdrawal Form. All textbooks and school-purchased materials must be turned in to the classroom teacher. Students in Grades 5 through 12 return technology and peripheral devices to the Technology Office.

Student records including grades, testing results and transcripts for any student withdrawing enrollment will be released when all relevant charges to the account have been paid in full.

## EPA Inspection

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the spring of 2006 we performed inspections and developed management plans for Prestonwood Christian Academy campus concerning asbestos-containing building materials (ACBM).

The AHERA management file is on file in the school administrative office.

No ACBM has been identified during this process. We will continue to monitor and update the management plan as required by applicable regulatory requirements.

Anyone is welcome to view these documents that are present in the management office anytime during normal school hours. The Asbestos Program Manager, Ron Johnson, is available to answer any questions you may have about asbestos at Prestonwood Christian Academy at 972-820-5120.

## Mediation and Arbitration

PCA believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private and within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20. In response to this belief, disputes and disagreements between PCA and its families should be handled directly and quickly to restore unity to the relationship.

For those times when the resolution of issues is not clear, disputes are handled through biblically-based mediation. As supported by the enrollment contract between PCA and its families, if resolution of the dispute and reconciliation does not result from mediation, families can then submit the dispute to a single independent and objective arbitrator for binding arbitration. If PCA and a family are unable to reach an agreement as to the selection of the arbitrator, the Institute for Christian Conciliation division of Peacekeeper Ministries of Billings, Montana, shall be asked to select a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemakers Ministries booklet, "Guidelines for Christian Conciliation."

Further information for this process is contained in the enrollment contracts for students, which indicates this is the sole remedy for any controversy or claim arising from the relationship between PCA, students, families and staff.

## Volunteers

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have an acceptable background check on file and be cleared by administration.

## 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 Prestonwood Christian Academy.
- c. I/We will worship the Lord regularly 7at a Bible-believing church.
- d. I/We will fully cooperate in the educational activities of 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 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 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 Prestonwood Christian Academy as best we can.
- m. If I/we become dissatisfied with 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 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.

## **PCA Statement of Support for Biblical Morality**

Prestonwood Christian Academy’s biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the <sup>1</sup>biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning <sup>2</sup>sexual immorality, <sup>3</sup>homosexual activity, or bisexual activity, transgender and/or non-binary identification and activism; promoting such practices; being unable to support the moral principles of the school (See Lev 20:13, 1 Corinthians 6:9, 1 Timothy 1:10 and Rom 1:27) or illegal use of drugs or alcohol, or violation of the law. Lifestyle choices not in agreement with scriptural guidelines or Prestonwood Christian Academy Missional beliefs are subject to administrative intervention and/or disciplinary consequences up to and including dismissal from the school or non-renewal for future academic years.

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<sup>1</sup>Acceptable sexual behavior is exclusively reserved to occur within the confines of a monogamous marriage union of a consenting man and woman (Matthew 5:28, 1 Corinthians 7:2-1, Hebrews 13:4). Any sexual behavior outside of this relationship is likewise outside of God’s design for human sexuality as prescribed by the word of God (Ephesians 5:3, 1 Thessalonians 4:3-5).

<sup>2</sup>We believe the Bible sets forth a clear precedent and upholds a description of God’s definition of marriage. At the outset of mankind’s existence, God established the institution of marriage as the union of one man and one woman (Genesis 1:27, Genesis 2:18-23). This model for marriage is exclusively maintained and endorsed throughout the biblical record (Matthew 19:4, Ephesians 5:22-28).

<sup>3</sup>We believe God created human beings as biologically male or female, and this gender distinction continues through the natural process of biological reproduction. (Genesis 1:27, Genesis 5:1-3) God’s design for these two distinct genders was to reproduce and fill the earth. (Genesis 1:28, Genesis 4:1) Jesus affirms this gender distinction in the New Testament. (Matthew 19:4, Mark 10:6)



**North Campus  
Lower School  
Pre-K3—Grade 4**

**Parent/Student Handbook**

**2023-24**



## Lower School (Pre-K—4) Administration

|                       |                          |
|-----------------------|--------------------------|
| Katie Chretien, Ed.D. | Principal                |
| Becky Knight          | Assistant Principal      |
| Jane Agee             | Administrative Assistant |
| Daphne Key            | Receptionist             |
| Lucia Rodriguez       | Extended Day Coordinator |
| Sandy Matthews        | Nurse                    |

## Academics Class Placement

It is our goal to balance each class with equal boy/girl ratios, but it is not always possible. Parental requests for specific teachers is not honored. Placement of students is an administrative and teacher decision.

## Grading Scale

The grading scales used by the Lower School are as follows:

Pre-K 3, 4, 5 and Kindergarten will receive a detailed developmental checklist indicating progress/mastery in academic, behavioral, social, and physical milestones.

### Grades 1-2

| Letter Grades:  | Letter Grades:                | Conduct Scale |
|-----------------|-------------------------------|---------------|
| A, B, C         | G-Good or N-Needs Improvement | +             |
| Reading         | Science                       | ✓ +           |
| Writing/Grammar | Social Studies                |               |
| Spelling        | Bible                         | ✓✓ -          |
| Math            | Penmanship                    | -             |

### Grades 3-4

|           |          |          |        |
|-----------|----------|----------|--------|
| A+ 98-100 | B+ 87-89 | C+ 77-79 | F 0-69 |
| A 93-97   | B 83-86  | C 73-76  |        |
| A- 90-92  | B- 80-82 | C- 70-72 |        |

## Homework

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework is a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment, or more in-depth attention to a given unit of study. We do not give homework on Wednesday nights. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Homework will take approximately 10 minutes per grade level (i.e. first grade = 10 minutes, second grade = 20 minutes, etc.) not including Bible memory, test preparation, projects and reading minutes. Please understand each child's ability is different. Therefore, whether a student spends less or more time depends on the organization, use of time, homework environment, and other

factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments. If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

## Missed/Late Work Policy

The policy listed below pertains to students in grades 3-4 only:

1. A student will have one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.
2. Parents of students with a pattern of missed assignments will be notified and a conference may be called.

## Physical Education Participation

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for the limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent.

## Elementary Sports Program

Working hand-in-hand with the Prestonwood Sports Organization, located at the Plano Campus, and other local leagues, students have opportunities to be involved in youth sports. Team sports, individual activities, summer camps, off-season training and personal coaching clinics are available. One of our goals is to develop our students for Middle/Upper School athletics. Competition and recognition coupled with character developing coaching complements our school mission, and is a great opportunity to become a part of the school community.

## Academic Probation

Students may be placed on academic probation at the discretion of the administration.

## Promotion to Next Grade

If a student is consistently struggling academically or socially, a parent conference is scheduled to discuss the possibility of retention for the following year. Students may not be promoted to the next grade if they have a failing yearly average in math, reading or both (failure is considered anything below a 70).

## Double Promotions

PCA typically does not practice promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children in light of what has been widely observed when children are promoted into a grade beyond their age mates. Generally the situation results in students experiencing difficulty in their social and/or academic development.

## Report Cards and myPCA (Grades 1-4)

Parents and students have the ability to check and monitor progress in each of the students academic classes through **myPCA**. This information is available on the student's progress tab. Report Cards will also be available at the end of each quarter on the progress tab. Parents and students are assigned an individual username and password to access **myPCA**. For questions regarding your myPCA account, contact [netcommunity@prestonwoodchristian.org](mailto:netcommunity@prestonwoodchristian.org).

## Student Assignment Notebook

Each teacher will explain the classroom schedule at the beginning of the school year. Homework assignments are recorded by students in their student assignment book in grades 2-4. In addition, students in grades 3-4 will keep a study skills notebook to aid in organization. Teachers in First Grade have individual methods for communicating assignments to the students and parents. Parents are encouraged to review assignments daily and to check with the teacher if there are questions about the classroom schedule. It is the parents' responsibility to carefully review what the student is actually accomplishing in the homework process and to sign the work or assignment notebook.

Parents are encouraged to review assignments daily and to check with the teacher if there are questions about the classroom schedule. It is the parent's responsibility to carefully review what the student is actually accomplishing in the homework process.

## Testing of Students

All students entering grades PreK—4 are tested prior to admission. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents are so advised.

## Textbooks

PCA assigns textbooks for a student to use throughout the year.

1. No writing or marking is to be done in any school-assigned textbook. Additional copies may be purchased for home use, if necessary, through the textbook publisher. Additional information is available on the PCA website.
2. Students pay for damages done to a textbook because of abuse or misuse.
3. Students pay for lost textbooks.
4. Report cards are held until such fines are paid or until your PCA account is billed.

## Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children biblical standards for behavior and attitudes. Prestonwood Christian Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student is sent to the appropriate administrator. **STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT PCA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL.** Students violating the student Code of Conduct outside of the school campus or in school activities are subject to disciplinary action.

Just as the family has rules to help children learn to get along with parents, brothers, sisters and others, our school has expectations for orderly daily operation in a setting with many students and activities. The following are rules by which PCA students agree to abide:

### Minor Infractions

The following is a non-comprehensive list of minor infractions:

1. Chewing gum while on school premises.
2. Electronic devices, toys, games (including cell phones/smart watches and cameras), posters and playing/trading cards are subject to confiscation by school personnel. No electronic devices that connect to the internet or take pictures are allowed during Extended Day. Cell phones and smart watches must also be turned off and put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones/smart watches and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos and depictions and appropriate disciplinary actions may result from inappropriate material or use. Cell phones will not be used for instruction during the school day.
3. Failure to comply with the PCA dress code.
4. Failure to obey playground rules given by teachers.
5. Failure to follow the instructions of school adults and students who serve as carpool safety supervisors.
6. Use of school equipment without a teacher's permission.
7. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
8. Failure to refrain from behavior that inhibits learning in classroom situations.

**Major Infractions**

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from the school:

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language and showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action.
2. Disruptive/Disrespectful Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
3. Bullying: Repeated use of ridicule, threats, intimidation or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Harassment Policy in General Section.
4. Cheating: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism or forgery.
5. Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco product(s) electronic cigarettes, vaping and/or misuse of over-the-counter or prescription drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule is dealt with whether on or off campus. PCA is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs or a controlled substance on its campus.
6. Electronic Device or Medium: A repeated misuse, as defined by the Acceptable Use Policy, of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of PCA administration.
7. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense.
8. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters or firecrackers, are considered serious offenses.
9. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden.
10. Immorality: Students are expected to maintain moral purity as is outlined in God's Word.
11. Stealing: Students are expected to refrain taking items that do not belong to them..
12. Truancy: Missing school or any part of a school day without parent or teacher permission is truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom.
13. Vandalism: Destruction or defacing of property belonging to the school, PBC or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages.
14. Possession of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object is considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.
15. Repeated violation of minor infraction is considered a major infraction.

**Discipline Method**

This process normally follows specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline.

If the behavior continues, a parent is contacted.

- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator becomes involved. At this time a phone call or conference with the parents, administrator and/or teacher and child are held to implement a plan of action to resolve the situation.
- Discipline referrals are given to the student and a copy is sent to the parent to be signed and returned to the office.

**Disciplinary Probation**

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation - see listing of infractions above. While on probation, the student's behavior is closely monitored by teachers and school administration. Methods to address behavioral change are recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period is determined by the administration. Parents are informed of the probationary status. Students who do not meet the criteria are required to withdraw from school.



## Suspension

A student may be suspended from school following parent communication. Specific changes in attitudes and actions are expected prior to readmission. A re-admission parent/administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Re-admitted students are placed on disciplinary probation upon their return to PCA. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension is one to five days as determined by the administrator. There are two types of suspensions:

**In-School Suspension:** Students who violate a major school rule may be assigned an in-school suspension. While excluded from participating in regular classes, students are able to complete class work in school.

**Out-of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up.

## Restoration

It is always PCA's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, some or all of the following guidelines govern the readmission of suspended students.

At the beginning of the suspension period, PCA staff and administration:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers of the suspension term.

At the end of the suspension period, PCA administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the PCA community.

Explain that the student is on disciplinary probation and its ramifications, if applicable. Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prayers for any whom they have offended as well as themselves. Staff encourage the student prior to and/or after re-admission to ease the discomfort/embarrassment of the student.

## Expulsion

Attendance at PCA is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of PCA are required to withdraw from the school.

Expulsion is required if it becomes apparent that the school is not able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school is set and the withdrawal procedure followed.

## Attendance

### Arrival and Dismissal

Following are the school day times for each grade:

- PreK-K                      8:15 a.m. - 2:30 p.m.
- Grades 1-4                8:15 a.m. - 3:15 p.m.
- All grade levels dismiss at 2:00 p.m. on Wednesday

We respectfully request that parents refrain from signing out their student during the last 15 minutes of the instructional day. All students are dismissed at 2:00 p.m. on Wednesdays. Only those students enrolled in Extended Day may stay past dismissal times. Any child not picked up by 3:30 p.m. on Monday, Tuesday, Thursday and Friday, or 2:20 p.m. on Wednesday, is sent to Extended Day and charged the appropriate fees. Students in Pre-Kindergarten and Kindergarten may utilize Extended Day until the 3:15 p.m. carpool. There is a nominal fee for this service and students must be officially enrolled in the program.

## Absences

The following procedures apply to absences:

1. Teachers and the PCA administrative office will maintain an accurate record of attendance and tardiness. The record appears on **myPCA** on the student's progress tab.
2. Parents must phone or email the Lower School receptionist and teacher to report any absence by 9:00 a.m. (972-798-6780)
3. Students returning after an absence must supply the teacher with a written excuse from the parent/guardian. Please note that a telephone call to the PCA receptionist regarding the absence is not sufficient notification.
4. Students may not miss more than 2 hours of the instructional to be counted present.
5. In case of illness, a homework assignment sheet is given to the student upon their return to class (for grades 3-4). Students in grades PreK-2 receive missed assignments directly from their teacher. Students have one day for each day they are absent to make up any work or test missed in class, provided the absence is excused. If missing work is not turned in, a late grade of 20 points a day will be taken off.
6. If a student is absent, parents may request and pick-up make-up work. The request for make-up work to be picked up at the end of the school day (4:00 p.m.) must be made by noon to the classroom teacher or receptionist.

### Excused and Unexcused Absences

- **Release from Class.** An absence which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, are not reported on the student's report card.
- **Excused Absences.** The following absences are considered excused if the school receives a note from the parent within three days after the student returns to school. If a note is not received within three days, the absence is considered unexcused which carries an academic penalty on course work missed. These absences include illness of student or a doctor's appointment, death in the family, unavoidable family emergency or a court appearance.
- **Pre-Approved Absences.** For the following absences to be excused, they must be cleared at least one week in advance with the principal or assistant principal. With advance notice, these absences are still counted on the report card, but without points deducted for make-up work or tests, if submitted on time. Make-up work must be requested at least two days prior to the pre-approved absence. Students are permitted five pre-approved absences. Absences exceeding this amount are at the principal's discretion. Pre-approved absences include family vacation, church retreat or a mission trip.
- **Make-up Work.** Students or parents are required to contact the teacher to make arrangements for missed work. Students must make up all work missed due to approved absences. Students or parents are required to meet with the teacher to make arrangements for missed work. A student who misses any portion of the day must have a note from the doctor or approval from the principal or assistant principal in order to participate in any extra-curricular activities that day. A student has one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.
- **Doctor Appointment.** A student who misses school due to a doctor's appointment is required to bring a doctor's note in order for the absence/tardy to be considered excused.
- **Unexcused Absences.** All other absences are unexcused and counted with the student's total absences recorded on the student's report card. Any absences on Grandparent's Day is counted as unexcused. Students must be in attendance a minimum of 90% of the school year or they run the risk of repeating the grade level. A letter is sent to parents after a student reaches ten absences. An attendance committee reviews any absences over ten per semester to determine the educational process of the student.

### Tardies

Students are expected to be in their classrooms and ready for the school day by the time the tardy bell rings at 8:15 a.m. In order to be on time. Students coming into the building after the 8:15 a.m. tardy bell must be accompanied by a parent to sign in with the receptionist. Excused tardies include: doctor/dental visits, illness and traffic situations that result in a large number of students being late. All other

tardies are considered unexcused. Three unexcused tardies count as one absence for the purpose of perfect attendance awards. In the event of excessive tardies, an administrator will notify the parents.

### Carpool

1. Students may not be dropped off at the carpool drop-off point prior to 8:00 a.m. Students arriving between 7:15 a.m. and 8:00 a.m. must be signed in with school personnel assisting with Early Morning Care. An exception to the above: If a Lower School student has a Middle School sibling whose school day begins at 8:00 a.m. the Middle School student may walk the sibling to Early Morning Care.
2. Afternoon carpool for PreK-K begins at 2:30 p.m. and 1<sup>st</sup> - 4<sup>th</sup> carpool begins at 3:15 p.m. To maximize our instructional day, we do not load cars until 3:15 p.m. All students are dismissed at 2:00 p.m. on Wednesdays and carpool begins at that time.
3. All families are assigned a carpool number. For student safety, children are only to be placed with a driver showing an official carpool sign issued by the school. If you are in the carpool line and do not have your number, you are required to park and come into the building. The receptionist can then identify you as a person on the official student Pick-Up and Release Form and you are then allowed to take the student.
4. Parents are expected to remain in their vehicles in order to expedite the dismissal process. Walk-ups, particularly during the afternoon carpool, delay the process and present a safety concern.
5. For safety reasons children must exit on the curb side of vehicle and not cross between vehicles
6. **For everyone's safety, our carpool lines are a cell phone free zone.**

### Birthdays and Special Occasions

A child's birthday is very special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however, a special treat is acceptable at lunchtime or at another time designated by the teacher. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. For birthday parties outside of school, please adhere to these guidelines:

1. Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.
2. After school carpool lines may not be used as pick up times for birthday parties. Flowers, balloons and/or gift baskets may not be delivered to students during the school day or at any school-sponsored event or program. The exception to this would be participation in the annual Friends of the Library carnation and popcorn sales.

## Classroom Visits

We want to minimize disruption to classroom instruction. Therefore, we ask that parents who wish to visit classes do so within the following guidelines:

1. Contact the teacher and administrator in advance to schedule your visit to coincide with the class you wish to visit. The teacher and/or administrator reserves the right to choose the time of the visit.
2. At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.
3. Any visitor/parent may be accompanied by a PCA employee during their visit.

## Closed Campus

Prestonwood Christian Academy maintains a closed campus. All visitors must enter the building at the main entrance and check-in with the receptionist. Non-PCA guests are not allowed in the classroom or in the lunch room without prior approval from administration.

## Dress Code

General Dress Code Guidelines for Lower School are located in the General Section (pg. 23-25).

### Dress Code Guidelines for Girls

- Dress, jumper, skirt, and skort length should not be shorter than four inches from the crease of the back of the knee. Shorts length should not be shorter than six inches from the crease in the back of the knee and must not be tight/form fitting.
- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear. Blue Polo dresses can be worn by PK-Fourth Grades.
- Shirts and blouses are to be tucked into slacks, shorts and skirts at all times.
- Lower School girls must wear modesty shorts under skirts, skorts or jumpers. Appropriate undergarments must be worn at all times and should not be visible.
- Shoes must be a matching pair and have a closed toe and heel. The first choice is tennis shoes for safety purposes during P.E. and recess.
- Shoes must be a matching pair, predominantly white, navy, black, brown, or gray. No blinking lights or wheels are allowed.
- Girls may also wear saddle oxfords or Mary Janes. Boys and

girls may wear loafers or Sperrys that are solid color. Socks must be worn with all shoes.

- No boots of any type, including UGG® type boots
- No flip-flops, clogs, Crocs®, sandals or moccasin-type footwear.
- No Tom® type slip on shoes
- Socks should be a matching pair and be predominantly white, navy, black, or gray only; solid color knee socks are permissible. Fringed socks must match uniform.
- Tights and ankle length leggings are acceptable and must be solid white, navy or black opaque weight. Leggings must be worn with socks. Athletic tights, warm-ups, long johns or stirrup pants are not acceptable.
- Belts must be worn with shorts or pants for students in grades 2nd and above only if belt loops are visible. If belt loops are covered by PCA outerwear, then no belt is required.
- Hair accessories should be limited to navy blue, forest green, black, brown, white, gold, yellow or black-watch plaid in color. Hair pieces and feathers are not allowed.
- Hair must be the natural color; highlighting or bleaching is not permitted.
- Make-up may not be worn during the school day.
- Hats may not be worn during the school day.

### Dress Code Guidelines for Boys

- Shorts length should not be shorter than six inches from the crease in the back of the knee and must not be tight/form fitting.
- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear. Shirts are to be tucked into slacks and shorts at all times.
- Shoes must be a matching pair and have a closed toe and heel. The first choice is tennis shoes for safety purposes during P.E. and recess.
- Shoes must be a matching pair, predominantly white, navy, black, brown, or gray. No blinking lights or wheels are allowed.
- Boys may wear loafers or Sperrys® that are solid color. Socks must be worn with all shoes and must be visible. "No-show" socks are not acceptable.
- Dress shoes and loafers - leather or suede, solid color in navy, black or brown.

- No boots of any type
- No Toms type slip on shoes
- No flip-flops, clogs, Crocs®, sandals or moccasin-type slipper footwear
- Socks should match and be predominantly white, navy, black, or gray.
- Belts must be worn with shorts or pants for students in grades 2nd and above only if belt loops are visible. If belt loops are covered by PCA outdoor wear, then no belt is required.
- Hair may not extend past the bottom of the collar or fall lower than the eyebrows or below the bottom of the ear lobe. Mohawks (shaved sides) are not allowed.
- Hats may not be worn during the school day.
- White t-shirts only are allowed under the uniform shirts.

### Chapel Dress Code for All Students

- Girls (PK-4th): plaid pleated jumper or plaid skirt with Peter Pan collar blouse.
- Boys (Pre-K-4): Navy or Khaki slacks or shorts with blue and white striped oxford.

### Extended Day

Extended Day is committed to providing a safe, onsite environment for your student to receive after school care.

This service is offered exclusively to PCA students ranging in grades from PreK to 8th grade. The Extended Day staff is composed of PCA faculty and childcare professionals that align with our biblical beliefs and school mission. PCA is fortunate to be able to provide this service to our parents and attending Extended Day is considered a privilege. Students participating in this program are required to adhere to the PCA Code of Conduct. Discipline policies that pertain to the school day, also apply to the Extended Day program. An administrator at any time has the authority to remove a student and/or revoke their enrollment from the Extended Day program.

Registration is required. Program details, pricing, and enrollment information can be found on **myPCA**.

### Field Trips

Field trips are taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of PCA. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. Any parent who wishes to drive on a field trip must be cleared by PCA to chaperone or drive on field trips, must be licensed and must be able to demonstrate that they are properly insured. Any parent interested, please submit your name to your child's teacher to begin the approval process.

1. PCA activities are for current PCA students only. No other students are allowed to attend. Siblings are not allowed to attend.
2. Any student on disciplinary probation may be excluded from the field trip.

3. School rules, regulations and policies are in effect on all field trips on or off campus.
4. The sponsoring teacher communicates the dress code.
5. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence is documented.
6. Parent chaperones are secured in advance for all field trips and must have the completed background check on file. Parents who do not have a completed background check on file will not be allowed to chaperone children other than their own on field trips.

### Parties

Because of the secularization of so many holidays, the following guidelines are used in the handling of class parties:

- All parties are to be held on campus. Parents are welcome to attend class parties but should make child care arrangements for siblings. This allows the focus to remain on the students in each classroom.
- Halloween: Halloween is not observed.
- Thanksgiving: Thanksgiving is celebrated with a Thanksgiving feast in certain grades.
- Christmas: Class parties may be planned with an emphasis on the birth of Christ.
- Valentines: Class parties may be planned. Valentines may be exchanged provided students bring them for all class members. Derogatory, negative or "putdown" cards are not acceptable and may not be used.
- Easter: Class parties are planned with an emphasis on the substitutionary death, burial and resurrection of our Lord Jesus Christ.
- End of the Year: Parties are held on the last week of school.

### Searches of Students

Students, their cubbies or desks shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, cubbies, desks or belongings, backpacks, purses and other cases designated to carry or that can conceal items.

### Use of Third Party Security Enforcement

The school shall retain the right to utilize third party resources such as security guards, canine units, etc. to further establish a secure zone on the PCA campus.

### Volunteers

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have an acceptable background check on file and be cleared by administration.



**North Campus  
Middle School  
Grade 5—Grade 8**

**Parent/Student Handbook**

**2023-24**



## Middle School (5—8) Administration

|                 |   |
|-----------------|---|
| Greg Wright     | Principal                                       |
| Lydia Vestal    | Assistant Principal                             |
| Kristin Dysart  | Guidance Counselor                              |
| Tasha Wilkinson | Administrative Assistant                        |
| April Thurman   | Administrative Assistant                        |
| Sarah Grubbs    | Guidance Administrative Assistant and Registrar |
| Sandy Matthews  | Nurse   |

### Arrival and Dismissal

Following are the school day times for grades 5-8:

- Monday, Tuesday, Thursday, and Friday  
8:00 a.m. - 3:20 p.m.
- Wednesday 8:00 a.m. - 2:00 p.m.

## Academics

### Ability Skills Grouping

Students in grades 7-8 are given individualized schedules based on academic skills grouping in math. Placement is determined using MAP assessment scores, skills assessment, yearly math average, and teacher recommendation. For students new to PCA, information obtained during the admissions process is used for placement.

### Class Scheduling

In the Spring of each year, students make course requests through MyPCA and their schedule is based upon these selections as closely as possible. Students may not request specific teachers or sections.

### Dropping Elective Courses

Students have approximately two weeks to make any change requests regarding elective classes once the semester (fall or spring) has begun. Approval is given by administration and dependent upon availability.

### Summer School for Failing Students

Students who are completing 8th grade will be required to attend summer school if they have earned a failing grade for the year (below 70) in English or Math.

### Upper School Courses in Seventh or Eighth Grade

Algebra I, Spanish I courses taken in grades 7-8 are included on the Upper School transcript, but not in the calculation of the student's cumulative Upper School GPA.

### Students with Learning Differences

If a student has been tested and diagnosed with learning differences within the past three years, he/she may qualify for special classroom or testing accommodations. A copy of the evaluation must be submitted to the Director of Specialized Learning.

## Grading Scale

The grading scales used by PCA for grades 5-8 students are as follows:

|           |          |          |        |
|-----------|----------|----------|--------|
| A+ 98-100 | B+ 87-89 | C+ 77-79 | F 0-69 |
| A 93-97   | B 83-86  | C 73-76  |        |
| A- 90-92  | B- 80-82 | C- 70-72 |        |

Semester Exams: Semester exam grades count 10 percent of the semester average in grades 7-8.

Anything below 70 indicates a lack of mastery.

## Minimester

Minimester is a time of specialized learning for each grade level that helps to prepare students for Upper School travel, service, and evangelism trips. Additionally, Minimester is part of the Middle School curriculum, with the potential for graded assignments connected to each trip; therefore, participation is required.

Students in 8th grade have a week-long trip focusing on their grade-level curriculum. There is a cost to parents above and beyond tuition for this trip. Parent meetings are held in the fall to provide more information, including a tentative itinerary and scheduled payment plan.

Students in 6th and 7th grades will attend an overnight, outdoor education experience which focuses on Biblical principles and service opportunities.

Students in 5th grade will have a time of specialized learning on and off-campus that complements the classroom curriculum and a service emphasis.

## Homework

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework is a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Middle School teachers will avoid assigning a new homework assignment on Wednesday that is due the next school day. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Whether or not a student spends less or more time depends on the organization, use of time, homework environment and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments.

If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

### Missed/Late Assignments Policy

The policy listed below pertains to students in grades 5-8 only:

- 15 points are deducted from an assignment (HW, classwork, or project/essay) that is turned one day late.
- 30 points are deducted for an assignment that is two days late.
- 50 points are deducted for an assignment that is three days late. A teacher may assign a zero for an assignment that is turned in more than three days late.

### Tests and Quizzes

As a result of an excused absence, it is the expectation that the student will have one day for each day missed to make up tests and/or quizzes. Extra time to make up tests and/or quizzes are at the discretion of the teacher. Additionally, teachers may contact the guidance office and parent if needed to assist in scheduling a make-up test and/or quiz.

### Physical Education

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent.

### Academic Probation

Students are placed on academic probation if they receive two "F" grades at the end of a semester grading period. Parents are informed of the probationary status. Once a student is notified of their probationary status, they remain on the list for one calendar year (12 months/two semesters).

During this time, PCA faculty makes every effort to ensure student success with regards to academic improvement. A student may not receive one "F" for a semester average in any subject 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 for academic reasons may reapply after one calendar year. If they choose to return to PCA after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

### Promotion to the Next Grade

Middle School students are not promoted to the next grade unless they attend the PCA Credit Recovery Program in the summer or a summer school program approved by PCA administration for any of the following reasons:

1. Student has failed math for the school year.
2. Student has failed language arts for the school year.
3. Student has failed a combination of any two subjects other than math or language arts for the school year. In all cases, the administration reserves the right to make the final decision for any academic actions.
4. In accordance with the Texas Education Code, students must be in attendance a minimum of 90% of the school year or they may be required to repeat the grade level.

### Double Promotions

PCA typically does not practice promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children in light of what has been widely observed when children are promoted into a grade beyond their age mates. Generally the situation results in students experiencing difficulty in their social and/or academic development.

### Report Cards and myPCA

Parents and students have the ability to check and monitor progress in each of the students academic classes through *myPCA*. This information is available on the student's progress tab. Report Cards will also be available at the end of each quarter on the progress tab. Parents and students are assigned an individual user name and password to access *myPCA*. *MyPCA* is one of the most important ways teachers communicate with parents and students, including assignments and due dates, test and quiz dates, and comments on grades as feedback. Utilizing *myPCA* and its resources regularly is essential to the family/school partnership. Parents are encouraged to review assignments daily and to check with the teacher if there are questions about the classroom schedule. It is the parent's responsibility to carefully review what the student is actually accomplishing in the homework process.

### Testing of Students

All students are tested prior to admission. In addition, Middle School students will demonstrate academic progress and mastery through Beginning, Middle, and End-of-Year administration of NWEA's MAP Growth assessment in, at minimum, Math and Language Arts/Reading. For 8th grade students, PCA administers the PSAT in the fall. The PSAT is a practice test for the College Board's Scholastic Aptitude Test (SAT). PCA offers these exams at no additional charge. Students are automatically registered for the exam and the exams are taken during the standard school day. Exam results are also used for PCA course level placement. Students who are re-enrolling are not normally expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a reenrollment decision, parents are so advised.

### Textbooks

Some textbooks will be accessed digitally, while others are physical copies provided to students either in class or as consumables to use for practice and assignments. If a physical textbook is assigned, students are expected to maintain them as directed by the teacher and have them ready for use in class when needed. If a physical textbook is lost or damaged beyond usability, the family of the student who lost or damaged the book will be responsible for its replacement. In ELAR classes, students will be provided with copies of the in-class novels for units of study, with the exception of summer reading books (when applicable).

### Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children biblical standards of behavior and attitudes. Prestonwood Christian Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student is sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT PCA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school campus or in school activities are subject to disciplinary action.

**Code of Conduct: 24/7/365**

Students are expected to represent Prestonwood Christian Academy in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration deals directly with any student who violates the Code of Conduct or draws attention to PCA in a negative manner which may result in disciplinary action or a student's dismissal from the school.

**Minor Infractions**

The following non-comprehensive list of minor infractions can be handled in class by teachers, depending on situation and severity. After a verbal warning and conversation with student, parents will be contacted and the infraction will be entered into MyPCA by the teacher. For subsequent or ongoing infractions, additional consequences include assignment of teacher detentions, office referral, and principal-assigned disciplinary actions.

The following is a non-comprehensive list of minor infractions:

1. All toys, electronic games or devices (including cell phones and cameras), and playing/trading cards are subject to confiscation by school personnel. Cell phones must also be turned off (not on silent or vibrate modes) and kept in backpack if on the North campus or Plano Campus) at all times. Cell phones are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics and depictions and appropriate disciplinary actions may result from inappropriate material or use.
2. Failure to comply with the PCA dress code.
3. Failure to obey all rules given by teachers.
4. Use of any school equipment without a staff member's permission.
5. If Middle School students bring cell phones, ear pods/airpods, headphones, earphones or smart watches to school, these devices should not be a distraction, and should be powered off or on silent. Devices may not be out during the day without permission from school staff.

**5th through 8th Grade** students are not allowed to use personal cell phones or other smart devices, ear buds/airpods, headphones, or smart watches during the school day unless they are specifically given permission by a staff member. These devices should be turned off and kept in the student's locker (Plano Campus - backpack if on North campus) at all times. If a student uses one of these devices without permission during school hours, either in a classroom, during lunch, or during a passing period, the device will be confiscated and the following steps are taken:

- 1st Offense - Item will be confiscated and can be picked up in the office at the end of the school day. Items confiscated at the end of the school day can be picked up at the end of the next school day.

- 2nd Offense - Device is confiscated. Parent picks up the device at the end of the school day and schedules student for Saturday School.
  - 3rd Offense, and any offense beyond this - Device is confiscated and student is assigned a Saturday School. Device will not be returned to the student until the student serves the Saturday School.
6. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
  7. Engaging in behavior that disrupts the learning environment or progress.

**Major Infractions**

Although not all-inclusive, the following may result in suspension or immediate separation from the school: **In all cases, the administrator reserves the right to make the final decision for any disciplinary action.**

**The following is a non-comprehensive list of major infractions.**

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language, and showing disrespect or insolence to teachers and classmates, is not tolerated and results in disciplinary action.
2. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations is not tolerated and will result in disciplinary action.
3. Bullying: see Anti-Harassment Policy in the General Section.
4. Cheating/Dishonesty: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery.
5. Drug Use/Substance Abuse: The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuse of over-the-counter drugs or prescription drugs, is prohibited. Students connected to, or associated with, any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Students in the presence of these substances may be disciplined as well. Violation of this rule is dealt with whether on or off campus.
6. PCA is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs or a controlled substance on its campus.
7. Tobacco Products: The possession, use, or distribution of tobacco product(s) such as but not limited to electronic cigarettes, cigars, chewing tobacco etc. is prohibited.

8. **Electronic Device or Medium:** A misuse, as defined by the Acceptable Use Policy of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action. These items are not allowed to be on or used during the school day. Additionally, inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of PCA administration. For safety reasons, all cell phones must be put away during afternoon carpool. Repeated failure to comply will result in disciplinary action.
9. **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting is not tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension.
10. **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, is considered serious offenses.
11. **Gambling:** Card playing for the purpose of gambling, or any other form of gambling, is forbidden.
12. **Immorality:** Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography, whether on or off campus. **Public Display of Romantic Affection:** Students are not allowed to show public display of romantic affection on campus.
13. **Insubordination/Disrespect:** Insubordination or disrespect, including lying to a staff member or administration; may result in the assignment of Saturday School, or possible suspension.
14. **Stealing:** Knowingly taking items that do not belong to you, constitutes stealing. **Minimum Suspension:** Saturday School or suspension.
15. **Truancy:** Missing school or any part of a school day without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom.
16. **Vandalism:** Destruction or defacing of property belonging to the school, PBC, or others, including textbooks will result in disciplinary action as well as assessing compensatory damages.
17. **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object is considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.

## 18. Repeated violation of minor infractions is considered a major infraction.

### Discipline Method

This process will normally follow specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline.

If the behavior continues, a parent is contacted.

- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator becomes involved. At this time a phone call or conference with the parents, administrator and/or teacher and child is held to implement a plan of action to resolve the situation.
- Discipline referrals are given to the student and a copy is sent to the parent.

### Detention and Saturday School

Detentions may be given when students fail to comply with school regulations and may be given before or after school, during lunch or Saturday mornings. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. If a student misses **a detention or Saturday School, he/she serves two. Parents are notified of a student's detention. Saturday School are from 7:00 to 10:00 a.m. Students attending Saturday School must:**

- Arrive in school uniform at 6:55 a.m.
- Pay \$25 upon arrival
- Bring supplies (pen, paper and school work) for a silent study hall. Students who arrive after 7:05 a.m. or fail to bring their \$25 payment are not permitted to stay for Saturday School.

### Suspension

A student may be suspended from school following parent communication. Specific changes in attitudes and actions are expected prior to re-admission. A re-admission parent/administrator conference is necessary for the student to return to school. Disciplinary probation may be invoked when a student is suspended from school. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension is determined by the administrator.

**Out-of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up over a reasonable time period as determined by administration.



### Restoration Plan

It is always the intention of Prestonwood Christian Academy to lovingly restore students after a period of suspension. “Loving them back onto the team” is the only Christ-like option. As a means to that end, the following guidelines will govern the re-admission of suspended students:

At the beginning of the suspension period, PCA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student’s teachers/coaches of the suspension term, but not the nature of the offense.

At the end of the suspension period, PCA staff and administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the PCA community.
- Explain that the student is on disciplinary probation and its ramifications, if applicable.
- Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves.
- In addition, staff are encouraged to call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

### Disciplinary Probation

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation [see listing of infractions.]. While on probation, the student’s behavior is closely monitored by teachers and school administration. Methods to address behavioral change is recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period is determined by the administration. Parents are informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined **under the section titled “Expulsion.”**

### Expulsion

Attendance at Prestonwood Christian Academy is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of Prestonwood Christian Academy is required to withdraw from the school. Expulsion is required if it becomes apparent that the school is not able to meet the needs of a student, or that the student’s behavior is preventing classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school is set and the withdrawal procedure followed.

### Loss of Privilege

In an effort to help guide our students in their behavior, the school administration may remove any school related privilege as a disciplinary consequence for a determined period of time. Campus administration determines the length of the removal of privileges according to the disciplinary consequence necessary.

### Attendance

#### Arrival and Dismissal

Following are the school day times for grades 5-8:

- Monday, Tuesday, Thursday, and Friday  
8:00 a.m. - 3:20 p.m.
- Wednesday 8:00 a.m. - 2:00 p.m.

Middle School students who are not involved in a school-related sport or other supervised activity should not be dropped off on campus before 7:30 a.m., and must be picked up no more than 20 minutes after dismissal time. Any Middle School student who remains on campus more than 20 minutes after school dismissal will be sent to Extended Care and parents will be subject to a drop-in charge.

### Carpool

1. We respectfully request that parents refrain from signing out their student during the last 15 minutes of the instructional day. Afternoon carpool begins following the 3:20 p.m. dismissal. To maximize our instructional day, we do not load cars until after the 3:20 p.m. dismissal.
2. Parents are expected to remain in their vehicles in order to expedite the dismissal process.
3. No cell phone use by drivers is permitted in the carpool line.



## Absences

When your child is absent from school, please call or email the school receptionist. The following procedures apply to absences:

1. Teachers and the receptionist maintain an accurate record of attendance and tardiness. The attendance record appears on report cards.
  2. Please call (972)798-6786 or email the receptionist by 9:00 a.m. on the day of the absence.
  3. Attendance is recorded by class period. Students must be present for more than half of the class in order to be counted present.
  4. Students who are not present for three full academic subjects of the school day may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
  5. Students that are absent are responsible for obtaining homework assignments utilizing *myPCA*, fellow classmates or email the teacher requesting the assignments. It should be noted that teachers do not always check their emails during the school day, resulting in some responses to emails being delayed.
  6. Students have one day for each day absent to make up work, provided the absence is excused. A plan for making up work for an extended absence should be arranged with each teacher.
  7. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. In accordance with the Texas Education Code, students must be in attendance a minimum of 90% of the school year. A student may not miss more than 9 class periods per semester. Once a student has missed 5 or more days, a doctor's note is required. An attendance committee reviews absences over 9 per semester to determine the educational progress of the student. Saturday School may be assigned for credit recovery.
- Pre-Approved Absences: For the following absences to be excused, they must be cleared in advance with the principal or assistant principal. Students should use the Pre-Approved Absence form, found on myPCA on the MS/US Resource Board or in the school office, to schedule a pre-approved absence. With advance notice, these absences are counted on the report card, but without penalty for make-up work or tests, if submitted on time. Students are permitted five pre-approved absences during the school year. Absences exceeding this amount are at the principal's discretion. **Pre-approved absences include family vacation, church retreat or a mission trip.** Students must be in good academic standing to be granted pre-approved absences.
  - Make-up Work: Students must make up all work missed due to approved absences. Students are required to meet with the teacher to make arrangements for missed work. A student who misses any portion of the day must have a note from the doctor or approval from the principal or assistant principal in order to participate in any extra-curricular activities that day. A student has one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.
  - Doctor Appointment: A doctor's note is required in order for the absence/tardy to be considered excused.
  - Unexcused Absences: All absences not meeting the criteria listed for Excused Absences are unexcused and are counted with the student's total absences and recorded on the student report card. Examples of unexcused absences:
    - a. Staying home to study.
    - b. Oversleeping
    - c. Tired from previous day's activities
    - d. Choosing not to come to school
    - e. Absences without parent permission

Additionally, a student cannot miss more than nine of a particular class period per semester. If a student misses more than one-half of any one period, he/she is counted as having been absent for the whole period. If a student has more than nine absences in any one period, the student may be assigned to School Attendance Recovery.

## Excused and Unexcused Absences

**Release from Class:** An absence which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, are not reported on the student's report card.

**Excused Absences:** The following absences are considered excused if the school receives a note from the parent within three days after the student returns to school. If a note is not received within three days, the absence is course work missed. These absences include illness of student or a doctor's appointment, death in the immediate family, unavoidable family emergency, or a court appearance.

- When a student is absent from school because of illness, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. Five parent notes are allowed per semester to receive an excused absence. Once the student has exceeded the allowable amount of parent notes, all subsequent absences are unexcused unless a doctor's note is provided.
- In conjunction with Texas State Law, our attendance policy requires that a student not incur more than nine absences that are excused, unexcused or pre-approved (10%) of a particular period per semester. If a student has more than nine absences, he or she is assigned School Attendance Recovery time (before school, after school for individual class periods or on Saturday

for full days missed) in order to make up time missed during the semester. You are notified if your student reaches nine absences for any period, along with the appropriate action that is taken.

- We would ask that you please refrain from picking your child up early as it affects our instruction time.

### Tardies to School

Students are expected to be in their seat and ready for the start of the school day by the time the tardy bell rings at 8:00 a.m. In order to be on time, students should be dropped off no later than 7:50 a.m. Students coming into the building after the 8:00 a.m. tardy bell are required to sign in with the receptionist. Excused tardies include doctor/dental visits, illness (limit 3 without doctor note) and traffic situations that result in a large number of students being late. All other tardies are considered unexcused. Three unexcused tardies count as one unexcused absence for the purpose of perfect attendance awards.

In the event of excessive tardies, an administrator will notify the parents.

- 1st Tardy - Warning with parent contact
- 2nd Tardy - Warning with parent contact
- 3rd Tardy - Lunch detention with parent contact
- 4th Tardy - 2 lunch detentions with parent contact
- 5+ Tardies - Saturday School

### Tardies to Class

Students are expected to be in their seats when the bell rings.

Arriving more than 5 minutes late to class unexcused (unless there is an extenuating circumstance determined at the discretion of administration) is considered excessive tardiness and result in additional consequences. Repeated tardies to class that are less than 5 minutes will result in discipline action administered by the teacher.

- 1st Tardy - Warning
- 2nd Tardy - Parent contact
- 3rd Tardy - Lunch detention with parent contact
- 4th Tardy - 2 Lunch detentions
- 5+ Tardies - Week of Lunch detentions

Students begin each semester with zero tardies in each class.

### Co-curricular Programs *(athletics, fine arts, academics)*

In order for students to participate in Middle School athletics, a physical by a physician is required. The appropriate forms must be on file with the Athletic Office prior to the first practice of the sport in which the student is participating. Middle School athletic wear, must be worn by all athletes during practices unless otherwise specified by the coaches.

### Eligibility

Competitive sports and other co-curricular activities (Academics and Fine Arts competitions) can contribute to a well-rounded education; however, being that such activities are co-curricular, they require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education.

Students failing more than one course are considered ineligible for a minimum of two weeks. The first day of ineligibility begins on the

date the official report card is posted on *myPCA* and runs for 14 consecutive days. On the first day after the 14-day ineligibility period ends, the student is considered eligible for full participation in co-curricular activities if they are no longer failing more than one course.

A student who continues to fail more than one course (not limited to the initial courses they were failing at the start of the 14-day ineligibility date) shall remain ineligible on a week-to-week basis until such time as the student is failing no more than one course. These weeks are considered to be a seven-day period beginning on the day following the 14-day ineligibility time period and continuing seven consecutive days. Upon the end of the seventh day, grades are checked by administration to determine eligibility.

All eligibility and ineligibility requirements stated above are in compliance with Article V and Subchapter K, Section 77 as stated in the Texas Association of Private and Parochial Schools (TAPPS) governance handbook. Middle School co-curricular activities are not governed by TAPPS, but follow the same guidelines as Upper School for eligibility.

### Sportsmanship Code of Conduct

All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent PCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards face disciplinary action or be removed from athletic participation.

### Fees

Fees are required for most co-curricular activities. Access to grades is withheld for unpaid fees or items that are not returned.

### Birthdays and Special Occasions

A child's birthday is very special. If you would like to provide birthday refreshments at the school, this must be done during the lunch time. School birthday celebrations are not an occasion to exchange gifts. For children with summer birthdays, please contact the front office for prior approval to determine a day and time to celebrate the summer birthday. Should a parent wish to provide lunch for a grade level, please contact the Middle School offices prior to the date of the lunch. For birthday parties outside of school, please adhere to these guidelines:

1. Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.

After school carpool lines may not be used as pick up times for birthday parties. As children age, they should have certain things to anticipate upon entering Upper School. Because of this, flowers and/or gift baskets may not be delivered to students during the school day or at any school-sponsored event or program. The only exception is participation in the annual Friends of the Library fundraiser.

## Classroom Visits

We welcome visitors to our classrooms. However, we want to minimize disruption to classroom instruction. Parents who wish to observe classes must do so within the following guidelines:

1. Contact the teacher or an administrator in advance to schedule your visit to coincide with the class you wish to observe.
2. At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.
3. Visitors (other than parents) who wish to visit PCA must get prior written permission from the school administration. This includes lunch visits with current PCA students.

## Closed Campus

Prestonwood Christian Academy maintains a closed campus. All visitors to PCA North Middle School must enter at the PCA North Middle School (Portable 2/Pride Rock) entrances and check in with the receptionist. Prior approval from an administrator is required to visit a classroom or lunch. Visitors to campus who wish to have lunch with a PCA North Middle School student must have prior approval and a printed visitor badge from the PCA North Middle School reception desk before entering the lunch area. Non-PCA guests are not allowed in the classroom or in the lunch room without prior approval from administration.

## Dress Code

General Dress Code Guidelines for Middle School are located in the General Section (pg. 23-25).

### Dress Code Guidelines for Girls

- Skirt and skort length should not be shorter than four inches from the crease of the back of the knee. Shorts length should not be shorter than six inches from the crease in the back of the knee and must not be tight/form fitting.
- Students may only wear sweatshirts, hoodies, sweaters, and jackets in PCA colors (solid navy, gray, or black) with no logos other than PCA branded logos (purchased at Levi's Locker) during the school day. These items cannot extend longer than the hips and/or cover the uniform skirt.
- Shirts and blouses are to be tucked into slacks, shorts and skirts at all times.
- Appropriate undergarments and modesty shorts are to be worn under skirts at all times and should not be visible.
- Girls have the option of wearing the approved Lands' End Stretch Pencil or Plain Front Stretch Chino Pants.
- Only solid white T-shirts (without writing) may be worn under uniform shirts.

- Camisoles worn under uniform, field trip or spirit shirts must be white and not visible.
- Shoes must be a matching pair and have a closed toe and heel.
- Socks must be a matching pair and should be predominantly white, navy, black, or gray. No boots of any type, except on Spirit Days.
- No flip-flops, clogs, sandals or moccasin-type footwear including slippers/house shoes or shoes with wheels.
- Tights should be white, navy or black. Athletic tights, warm-ups, long Johns or stirrup pants are not acceptable. Leggings may be worn but must be solid navy or black.
- Belts must be worn with shorts or pants for students only if belt loops are visible. If belt loops are covered by PCA outerwear, then no belt is required.
- Hair accessories should be modest and coordinate colors with uniform; hair pieces are not allowed.
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color.
- For girls in grades 5-6, make-up may not be worn during the school day. For girls in grades 7-8, make-up may be worn in moderation.
- Hats may not be worn during the school day.

### Dress Code Guidelines for Boys

- Shorts length should not be shorter than six inches from the crease in the back of the knee and must not be tight/form fitting.
- Students may only wear sweatshirts, hoodies, sweaters, and jackets in PCA approved colors (solid navy, gray, white or black) with no logos other than PCA branded logos (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear.
- Shirts are to be tucked into shorts or pants at all times.
- Only solid white T-shirts (without writing) may be worn under uniform shirts.
- Uniform polo shirt collar should be visible at all times under approved outerwear.
- Shoes must be a matching pair and have a closed toe and heel.
- Socks must be a matching pair and should be predominantly white, navy, black, or gray.
- No boots of any type, except on Spirit Days.
- No flip-flops, clogs or sandals or moccasin-type footwear including slippers/house shoes or shoes with wheels.

- Belts must be worn with shorts or pants for students only if belt loops are visible. If belt loops are covered by PCA outwear, then no belt is required.
- Hair may not extend past the bottom of the collar or fall lower than the eyebrows or below the bottom of the ear lobe. Mohawks (shaved sides) are not allowed.
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color.
- No facial hair is permitted. Boys should be clean-shaven at all times. Sideburns may not extend below the earlobe.
- Hats may not be worn during the school day.
- Students are not permitted to wear pants with the hems torn or ripped.

### **Dress Code for Physical Education**

All students in grades 7-8 are required to dress out for their Athletics or PE classes. Students in grades 5-6 stay in school uniform for PE.

### **Extended Day**

Extended Day is committed to providing a safe, onsite environment for your student to receive after school care.

This service is offered exclusively to PCA students ranging in grades from PreK to 8th grade. The Extended Day staff is composed of PCA faculty and childcare professionals that align with our biblical beliefs and school mission. PCA is fortunate to be able to provide this service to our parents and attending Extended Day is considered a privilege. Students participating in this program are required to adhere to the PCA Code of Conduct. Discipline policies that pertain to the school day, also apply to the Extended Day program. An administrator at any time has the authority to remove a student and/or revoke their enrollment from the Extended Day program.

Registration is required. Program details, pricing, and enrollment information can be found on **myPCA**. Extended Day begins at 3:20 p.m. for students in grades 5-8. Extended Day ends at 6:00 p.m. each school day.

### **Field Trips**

Field trips are taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of PCA. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. Any parent who wishes to drive on a field trip must be cleared by PCA to chaperone or drive on field trips. Any parent interested, please submit your name to the Middle School Administrative offices to begin the process.

1. PCA activities are for current PCA students only. No other

students are allowed to attend. Siblings are not allowed to attend.

2. Any student on disciplinary or academic probation may be excluded from the field trip.
3. School rules, regulations, and policies are in effect on all field trips on or off campus.
4. The sponsoring teacher communicates the dress code.
5. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence is documented.
6. Parent chaperones are secured in advance for all field trips. Parents deciding to attend a field trip at the last minute require approval from the PCA administrative office.

### **Guidelines for Field Trips**

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, PCA, our families, ourselves and Prestonwood Baptist Church.
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Girls and boys are to be in separate seats on the bus. This rule may not apply in personal vehicles being used for transportation, but whenever possible, girls and guys are separated while traveling.
- Students are to be supervised at all times. Students cannot wander off. Students are responsible for being where they are supposed to be on time and doing what they is expected.
- Students are not permitted to bring cell phones with them on field trips. The staff leaders and chaperones are responsible for making necessary phone calls. Parents are provided with a leader's cell number in case of an emergency.
- Students are not allowed to leave early without a PCA staff member approval.

### **Music and Dancing**

The appreciation for beauty and the ability to create works of art are uniquely human traits which give strong witness to the biblical view that God created man in His own likeness. As such, PCA places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at PCA. It is the desire of PCA that students learn to make choices in the areas of music, drama,



visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory. Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given, creative nature of fallen man. Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite, or is sexually suggestive does not reveal the image of God created in us. It is the desire of PCA that students refrain from choosing the types of music and dancing that are worldly in nature and that brings glory to self instead of bringing glory to God.

### ***Searches of Students***

Students and their belongings shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, locker or belongings.

Students also understand and agree that PCA shall have the right to monitor or examine any electronic device at the school or any PCA activity. Additionally, PCA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

### ***Use of Third Party Security Enforcement***

The school shall retain the right to utilize third party resources such as security guards, canine units, etc., to further establish a secure zone on the PCA campus.

### ***Volunteers***

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have a completed background check on file.





**North Campus  
Upper School  
Grade 9—12**

**Parent/Student Handbook**

**2023-24**

## Upper School Administration

|                 |   |
|-----------------|---|
| Greg Wright     | Principal                                       |
| Lydia Vestal    | Assistant Principal                             |
| Kristin Dysart  | Guidance Counselor                              |
| Tasha Wilkinson | Administrative Assistant                        |
| April Thurman   | Administrative Assistant                        |
| Sarah Grubbs    | Guidance Administrative Assistant and Registrar |
| Sandy Matthews  | Nurse   |

## Academics

### Report Cards and *myPCA*

Parents and students have the ability to check and monitor progress in each of the students academic classes through *myPCA*. This information is available on the student's progress tab. Report Cards are available at the end of each quarter on the progress tab. Parents and students are assigned an individual username and password to access *myPCA*. Parents and all students in Grades 9-12 can retrieve their username and password using the "Forgot Login" feature.

### Grade/GPA Calculations

Quarter grades are calculated based on test, quizzes and daily work grades. AP class grades consist of 70% tests, 20% quizzes and 10% daily work. Honors class grades consist of 60% tests, 25% quizzes and 15% daily work. College Prep class grades consist of 50% tests, 30% quizzes and 20% daily work.

Semester grades are calculated based on the quarter grades and semester exams. Each quarter in a semester is weighted as 40% and semester exams are weighted at 20%. For example, semester 1 is 40% Quarter 1, 40% Quarter 2 and 20% Semester 1 Exam. If exempted from final, the grade calculation is 50% for each quarter.

A student's GPA is calculated at the end of each semester. To calculate the GPA, each numeric grade is converted to a GPA point value (refer to the point values on the GPA scale). The GPA point values are multiplied by the earned credits, summed and then divided by attempted credits. The student's cumulative GPA includes all semester grades for all courses taken at PCA North in 9th-12th grade. Only grades for classes taken at PCA North in 9th-12th grade are calculated into the GPA. Pass/Fail classes and any class taken through PCA Online or taken at any other school including PCA North Middle School are not included in a student's GPA.

### GPA Scale

| Grade     | College Prep Course | Honors Course | AP Course |
|-----------|---------------------|---------------|-----------|
| A+ 98-100 | 4.00                | 4.50          | 5.0       |
| 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      |

### Semester Exam Exemptions

Exemption policy for fall and spring semester finals:

- Seniors are exempt from finals in all classes in which a 90% or above average is obtained.
- Juniors are exempt from finals in three classes in which a 90% or above average is obtained.
- Sophomores are exempt from finals in two classes in which a 90% or above average is obtained.
- Freshmen are exempt from a final in one class in which a 90% or above average is obtained.
- Students can be absent no more that two excused or unexcused absences in a particular class during...does not include exempt absences or absences due to school activities...See Attendance section of handbook for more details on absence types.
- Students cannot exempt the semester one final in any AP class. Students are exempt from the semester two final as long as they take the AP exam. If a student does not take the AP exam, they must take the semester final.

### Credit Recovery

Students must achieve an average of 70% or higher in their course work for each semester to earn credit. A failed course does not earn credit and must be successfully retaken if the course is required to graduate.

If a student fails a course that is required to graduate, the student must repeat the course for credit recovery. If a student fails the first semester of any two-semester class, the student may proceed to the second semester of the class with permission of the instructor.

If the required course is a semester course, the student must repeat the failed course. If the course is a two semester course, the student may have to repeat the failed semester(s) based on the rules outlined below:

If the student fails the first semester, but receives a passing grade for the second semester and the first semester and second semester grades average above 70, the student earns full credit for the averaged grade. This is referred to as credit-by-averaging.

If the student fails the first semester, but receives a passing grade for the second semester and the first semester and second semester grade average is below 70, the student is required to recover first semester.

If the student receives a passing grade for the first semester but then receives a failing grade for the second semester, the student has not demonstrated content mastery and therefore repeats the second semester.

When a student needs credit recovery for a failed course, the Upper School administration notifies the family and identifies a credit recovery plan for the student. PCA North students have three options to recover a failed PCA North course:

1. If the course is not a pre-requisite for a course to be taken the following academic year, the student can repeat the course the following academic year at PCA North.
2. Repeat the course during the summer through PCA Online Virtual Academy.
3. Repeat the course during the summer through their public home district school.

Any courses taken for credit recovery outside of PCA North must be pre-approved by Upper School administration.

### Academic Probation

Students are placed on academic probation if they receive two "F" grades at the end of a semester grading period. Parents are informed of the probationary status. Once students are notified of their probationary status, they remain on the list for one calendar year (12 months/2 semesters). During this time, PCA North faculty makes 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 reenroll for the following school year. Students who are asked to leave PCA North for academic reasons may re-apply after one full calendar year. If they choose to return to PCA North after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

### Honor Roll

Honor Roll recognizes and encourages academic excellence in the class room. Honor Roll calculations are based on the average of quarter grades for the current school year and do not reflect the cumulative GPA.

- Principal's Honor Roll - An average of quarter grades that equal 4.0 and higher.

- Academic Excellence Honor Roll - An average of quarter grades that equal 3.50 to 3.99.
- Recognition Honor Roll - An average of quarter grades that equal 3.00 to 3.49.

### Upper School Incentive Program

The PCA North Upper School Incentive Program is an academic program for all PCA North Upper School students. It is administered at the end of quarter one, quarter two and quarter three. To be included in the incentive program, students must achieve "A" grades in all classes and have zero disciplinary referrals for the quarter. Students will be rewarded with a dessert from the principal and a week of spirit dress.

### Ranking Top Ten Percent

PCA North is a non-ranking school. Students are ranked solely to identify students who fall within the top ten percent of each grade level (per Texas HB 588) and to determine valedictorian and salutatorian. Students are ranked based on their cumulative GPA. A student must have at least three consecutive semesters in PCA North Upper School before a student can qualify for the top ten percent ranking.

Top ten students in grades 9-12 are recognized at a luncheon in the spring of each academic year. The recognition is based on the standing at the end of semester one of that academic year. For the purpose of college ranking, the Top 10% distinction will be determined by the 6th semester GPA. The valedictorian and salutatorian are determined at the end of the second semester in 12th grade.

An accompanying documentation of noting a student's Top 10% ranking will be sent with the student's transcript following the 6th semester GPA.

- Due to smaller class sizes at North, the Academic Achievement Luncheon serves in place of the Top 10% Luncheon to honor the top students in each grade level. Once a grade level reaches 40 students, PCA North will honor the Top 10% as outlined above.

### National Honor Society

Students can qualify for National Honor Society during 10th, 11th and 12th grade based on their cumulative GPA at the end of semester one. Students must have at least a 3.5 cumulative GPA to qualify for National Honor Society.

In addition to the student maintaining a GPA of 3.5 or higher, a student must demonstrate leadership, character and service. The student's leadership and character are evaluated by teachers and administrators with a particular emphasis on any suspensions the student receives during the student's time in high school. The student's service is evaluated by the National Honor Society's faculty sponsor based upon the student's participation in required National Honor Society service projects.

**Class Scheduling**

Students at PCA North are required to have a minimum of six (6) graded courses in their schedule each semester of the academic school year. One of the six courses may be a pass/fail course or a PCA Online course.

In the spring of each year, students who are re-enrolled make course requests for the next academic year. Students may not request specific teachers or sections of a course. Course requests are reviewed and approved based on grades, standardized test scores and teacher recommendations. Students have until the designated date to make any changes to their requested courses. No changes are accepted after this date unless justifiable and approved.

**Justifiable changes include:**

1. Administrative request.
2. Student was assigned to a teacher with whom he/she failed a course the previous year.
3. Student was scheduled for a course in which the student has inadequate background.
4. Student was scheduled for a course without completing the required prerequisite(s).
5. Student was recommended for a course but was not scheduled into it.
6. Student was scheduled into a course but he/she already received credit for course.
7. A senior requires a specific course as a graduation requirement.
8. A physical disability prevents a student from adequate participation in a course.
9. The change must be initiated by an instructor. (This typically happens at the end of the first semester).

**Dropping Courses**

Students have approximately two weeks to make any changes to their elective classes once the school term (Fall or Spring) has begun. Once the two week period to amend the student schedule has passed, if a student is approved to drop a class, the grade is listed on the transcript as either WF (withdrawn failing) or WP (withdrawn passing) depending on the student's grade at time of withdrawal.

**Upper School Courses in Seventh or Eighth Grade**

Some courses taken in PCA North Middle School earn high school credit (e.g., Algebra I, Spanish I, etc.) and are included on the PCA North Upper School transcript. The numeric grade is not included in the student's PCA North Upper School GPA. For a list of PCA North Middle School Courses that can earn PCA North Upper School credit please refer to the PCA North Curriculum Guide.

**Non-PCA Courses**

All classes required to graduate must be taken at PCA North. If a student wishes to take a course outside of PCA North for Upper School credit, written permission must be first be obtained from the Guidance Office. This includes any course taken through any online (e.g., PCA Online), correspondence or other accredited program. Grades must be turned in to the Guidance Office upon completion of the course. Credit is granted to the student, but the numeric grade is not included in the student's PCA North Upper School GPA.

**PCA Online Courses**

PCA North Students may enroll in online courses through PCA Online Virtual Academy. Students taking a class through PCA Online must also be scheduled for at least five graded (non-pass/fail) classes through PCA North each semester. Unless noted in the PCA North Curriculum Guide (e.g., PCA Online Marine Science), PCA Online courses cannot be taken to fulfill the minimum graduation requirement or as a substitute for an existing PCA North course. Similar to other non-PCA North courses, PCA Online classes are transcribed on the PCA North transcript but are not calculated into the student's GPA.

A student taking a PCA Online class must be enrolled in at least one study hall. This designates time during the school day for the student to work on the virtual course.

PCA North students may request a PCA Online class during online course registration in early spring. The course request is then reviewed and approved by the PCA North Guidance Office. Once the course is approved, the family is required to complete the PCA Online application and make payment to the PCA Online Virtual Academy. Failure to submit the application or make payment results in the student being placed in an alternate PCA North course.

**Credit Transfer Guidelines**

PCA will accept credits from accredited high school programs. Transfer credits are not included in the student's PCA North Upper School GPA.

1. Specific transfer courses that meet PCA requirements are credited as such. Other miscellaneous transfer credits are acknowledged as elective credits.
2. Under special circumstances homeschool students are evaluated through credit by exam.

### Summer School

Some PCA North Upper School classes are offered for credit over the summer through PCA's Summers at Prestonwood program. These for-credit classes are graded and are calculated in the student's GPA.

Students who wish to take courses not offered at PCA North for credit must first receive written permission from the Guidance Office. This may include courses taken through PCA Online or through the student's local public school for credit recovery. Grades must be turned into the PCA North Guidance Office upon completion of the course. If a class is taken at another school for credit, credit may be granted to the student but the grade is not calculated into the student's GPA.

### Minimester/Mission Requirements

All students are required to participate in Minimester activities each year they are enrolled at PCA Plano. Students are encouraged to choose activities that fuel their interests and enthusiasm. As a part of the Minimester requirement, each student must participate in Mission activities during their Upper School career. Students who begin Upper School in the ninth or tenth grade must earn one (1) mission credit to graduate. Students enrolling in the Upper School beginning in the eleventh or twelfth grade must earn one-half (1/2) mission credit to graduate. Mission credit will be based on the ability of a trip's service plan meeting the IRS tax deductibility guidelines for a full or half credit. Credit will be determined at the time the trip's itinerary is set and will be communicated when Minimester opportunities are announced to students and parents.

Mission credit is tracked and assessed through the PCA North Guidance Office. Additionally, students who participate in a non-PCA sponsored mission trip may earn credits towards their mission requirements. The credit earned for a non-PCA North mission trip is determined by the PCA North Guidance Office and is based on the destination and number of hours spent on evangelism and service.

### Students with Learning Differences

If a student has been tested and diagnosed with learning differences within the past three years, he/she may qualify for special classroom or testing accommodations through registration in the Learning Lab program. A copy of the evaluation must be submitted to the Director of Specialized Learning.

### Advanced Placement Courses

Students enrolled in an Advanced Placement (AP) course are taking a college-level academic course. **It is critical the student and family understand and are willing to commit to the college-level work and class attendance expectations required for an AP course and readiness for the culminating AP exam.** Given the necessary academic and attendance commitment, the course is intended to prepare students to take the College Board AP exam in the spring semester. College Board AP exams are administered by PCA North on the PCA North campus. Students have the potential to earn college credit based on their AP exam score. AP Exams are scored 1-5, with 3-5 considered passing scores. The actual college credit earned

is dependent on the college the student attends and the degree program the student pursues.

Based on past trends, students who fall below 80% class average in an AP class typically have not been successful in passing the given AP exam. Accordingly, faculty would recommend such students not pursue the AP exam. A final decision on AP exam "readiness" and commitment is made no later than October 1.

Students who do not take the AP exam are required to take a semester final for the AP course. The semester final is administered at the same time as the AP exam.

Once the exams are over, the class is complete. The student has the option to either attend the class as a study hall or to not attend school during that class period. Students who do not attend the AP class study hall cannot be on the PCA North campus during that time.

### Distinguished AP Measure

For an AP course to qualify as an AP Measure for the Distinguished Diploma, the student must take the AP exam. The student must also score either a 3 or higher on the exam or achieve 80% or higher semester average at the end of semester one in the AP Course. AP courses taken at another school (PCA Online or other transfer course) may count towards the "four Distinguished AP measure requirement" for the distinguished diploma. In order for the class to count, the student must meet the same qualifications as a PCA AP course (see above requirements).

### Dual Enrollment/Dual Credit Courses

PCA North students have the potential to earn college credit by taking the dual credit course option available for some PCA North courses. PCA North dual credit courses are taught on the PCA North campus by PCA North faculty during the regularly scheduled school day.

PCA North dual credit courses require concurrent enrollment in the college offering the dual credit. There are separate application and registration fees payable to the college. The college defines the fee structure, eligibility and the grading requirements for the dual credit portion of the courses. Please see the PCA North Guidance Office for more detailed information about each dual credit course option offered at PCA North.

PCA North may offer a dual credit option for either a Honors or AP level course level. No additional GPA points are awarded for taking the dual credit option for the course. Honors level dual credit courses do not count as distinguished AP measures for the distinguished diploma.

PCA North does not offer credit for college courses taken outside of the PCA North curriculum.

### Standardized Testing

PCA North administers the PSAT in the fall to all students in grades 9-11. The PSAT is a practice test for the College Board's Scholastic Aptitude Test (SAT). PCA North also administers the Pre-ACT exam practice for the ACT exam to students in grades



9-10. PCA North offers these exams at no additional charge. Students are automatically registered for the exam and the exams are taken during the standard school day. Exam results are also used for PCA North course level placement.

## Graduation Requirements

PCA North offers two programs of study for Upper School students. The Recommended Diploma Program consists of courses students must take to graduate from PCA North. The Distinguished Diploma Program offers additional courses and advanced measures for students pursuing a more rigorous level of challenge.

| College Preparatory Diploma 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<br>(the same foreign language) | 3 Foreign Language<br>(the same foreign language) |
| 0.5 Speech  | 0.5 Speech  |
| 1 Physical Education                              | 1 Physical Education                              |
| 1 Fine Arts                                       | 1 Fine Arts                                       |
| 1 Technology                                      | 1 Technology                                      |
| <b>26.5 +</b>                                     | <b>27.5+*</b>                                     |

\* Requires 4 Distinguished AP measure +Mission Requirement please see Minimester/Mission Requirements section.

## Math Requirements

Students who receive a Math credit in Middle School are still required to earn four sequential Math credits in Upper School as they must be enrolled in a Math course each year of Upper School. Students transferring into Prestonwood Christian Academy during any high school year are required to take a Math selection each year they are enrolled, regardless of Math credits earned at previous schools.

## Valedictorian/Salutatorian

Senior class valedictorian and salutatorian are determined based upon the cumulative grade point average (GPA) and are finalized at a designated cut-off date each year. Students must have consecutively attended Prestonwood Christian Academy North for all courses their junior and senior years to be eligible for this honor.

## Honor Graduates

Eligibility for graduation honors is based on cumulative grade point average (GPA), and enrolled in PCA North since the Junior year.

Cum Laude GPA 3.0 to 3.49

Magna Cum Laude GPA 3.5 to 3.99

Summa Cum Laude GPA above 4.0

## Homework Policy

The primary purpose for homework is to reinforce class content and instruction. It is assumed that homework is a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Whether or not a student spends less or more time on homework depends on organization, study skills, use of time, homework environment and other factors. If a student does not turn in an assignment on time, 30 percent per class period is deducted from the assignment. After three periods a zero is recorded. Unless prior arrangements have been established with the teacher, late projects receive a deduction of 30 percent per class period.

## Textbook Care

All students enrolled in an AP® course are responsible for purchasing their textbooks by the first day of school. PCA North assigns textbooks for a student to use throughout the year.

- No writing or marking is to be done in any textbook unless the textbook is purchased in advance or is consumable.
- Students pay for damaged or lost textbooks. Please note that if a student returns a book that is damaged, the following charges are applied.
  - If the book is significantly damaged or damaged to a point where it cannot or should not be reissued next year (broken binding, pages missing, etc.), the full price of the book is charged.
  - If the book is damaged, but the damage is minimal (torn pages, partially broken binding, damaged cover, etc.), half of the price of the book is charged. The administration may hold a student's report card at the end of the year until all books are returned or charges are assessed.

## Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. PCA North provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student is sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT PCA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the

student Code of Conduct outside of the school campus or in school activities are subject to disciplinary action.

### Code of Conduct: 24/7/365

Students are expected to represent PCA North in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration deals directly with any student who violates the Code of Conduct or draws attention to PCA North in a negative manner which may result in disciplinary action or a student's dismissal from the school.

### Minor Infractions

The following is a non-comprehensive list of minor infractions:

1. Minor classroom disruption.
2. Failure to comply with the PCA North dress code.
3. Failure to participate in class.
4. Loud or disorderly conduct while in hallways and restrooms.
5. Unauthorized elevator use.
6. Wearing AirPods/headphones in the hallway.

Repeated minor offenses may result in disciplinary probation.

Although not all-inclusive, the following may result in a detention, a Saturday School, suspension or immediate separation from the school: In all cases, the administrator reserves the right to make the final decision for any disciplinary action.

### Major Infractions

The following is a non-comprehensive list of major infractions:

1. Use of Abusive, Profane and Disrespectful Language: Using abusive or profane language, and/or showing disrespect or insolence to teachers and classmates is not tolerated and results in disciplinary action. Non-directed profanity results in a minimum of one Saturday School. Directed profanity results in a minimum of 3 days In-School Suspension for 1st Violation. 2nd Violation minimum 2 days Suspension.
2. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in classroom situations is not tolerated and results in disciplinary action.
3. Bullying: Repeated use of ridicule, threats, intimidation

or causing bodily harm to any person results in certain disciplinary action depending on details. See also: Anti-Harassment Policy in General Section.

4. Cheating/Dishonesty: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, academic dishonesty, or forgery. In addition, students receive a "0" on the assignment in question. 1st offense: minimum 3 days ISS. 2nd offense: minimum 2 days OSS.
5. Drug Use/Substance Abuse: The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuses of over-the-counter or prescription drugs, is prohibited. Students connected to, or associated with, any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Students in the presence of these substances may be disciplined as well. Violation of this rule is be dealt with whether on or off campus. PCA North is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs or controlled substances on its campus. Minimum Suspension: Five (5) Days out of school suspension with possible expulsion.
6. Tobacco Use: The possession, use or distribution of tobacco or tobacco/nicotine products such as but not limited to electronic cigarettes, cigars, chewing tobacco, etc., is prohibited. PCA North is considered a tobacco/nicotine free zone. Minimum Suspension: Three (3) Days In School Suspension. Off-campus tobacco use - minimum 3 days ISS. On- campus tobacco use - minimum 3 days suspension..
7. Electronic Device or Medium: If Upper School students bring cell phones, ear pods/airpods, headphones/earphones to school, these devices must be kept off (not on silent or vibrate modes) and put away during the school day. 7:45 a.m. - 3:20 p.m. , M, T, Th, F and 8:00 a.m. - 2:30 p.m. W. Smartwatches may be worn, but should be on silent and not be a distraction in class. A misuse, as defined by the Acceptable Use Policy, of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Cell phones maybe used during lunch only. It is considered a cell phone violation if the cell phone is seen or heard during class or in hallways. Classroom or additional use is at the teacher's/administrator's discretion.

Usage Violations (using device when or where prohibited)

- 1<sup>st</sup> Violation - One Saturday School
- 2<sup>nd</sup> Violation - Two Saturday School

- 3<sup>rd</sup> Violation - Minimum 3 day In-School Suspension
- 4<sup>th</sup> Violation - 2 days Out of School Suspension

Students begins each semester with zero electronic device violations.

8. Communication Violation (including social media, texts, emails): Students are responsible for their communication stated or posted on social media accounts. Posting profane, vulgar, and/or inappropriate comments directly or indirectly to students and/or personnel are prohibited. Minimum 5 Days ISS. 2nd Violation: 2 Days OSS.
9. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting is not tolerated. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense. 1st Violation: Minimum 5 days ISS. 2nd Violation: Minimum 3 days OSS.
10. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters or firecrackers, is considered serious offenses. 1st Violation: Minimum 3 days ISS. 2nd Violation: Minimum 1 day suspension.
11. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden. 1st Violation: Minimum 3 days ISS.
12. Immorality: Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography, whether on or off campus. Minimum 5 days suspension.
13. Insubordination/Disrespect: Insubordination results in an automatic Saturday School, with possible suspension. Sleeping or eating in class is classified as disrespect and result in a detention or Saturday School. Minimum of Detention or Saturday School.
14. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. 1st Violation: Minimum 3 days ISS. 2nd Violation: Minimum 2 days OSS..
15. Tattoos and/or body piercing: Tattoos, including Henna tattoos or body art, are to be covered by PCA approved uniforms, spirit wear, or outer wear at all times. Ear-piercings may be worn by girls only. Students in violation of this policy will receive Saturday School for the first violation, followed by ISS

for subsequent violations.

16. Truancy: Missing school or any part of a school day without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom. On campus truancy - Saturday School, Off campus truancy: 1st Violation: Minimum 3 days ISS. 2nd Violation: Minimum 1 day OSS.
17. Vandalism: Destruction or defacing of property belonging to the school, PBC or others, including textbooks, results in disciplinary action as well as assessing compensatory damages. 1st Violation: Minimum 3 days ISS plus full restitution, including and cost of repairs. 2nd Violation: Minimum 2 days OSS.
18. Possession of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, pepper spray, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object is considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons. Minimum 5 days suspension with possible expulsion. This policy applies to all campus property, including parking lots, as well as school-sponsored events occurring off campus.
19. Repeated violations of minor infractions are considered a major infraction.

#### **Tardies (per class)**

Students are expected to be in their seat when the bell rings. Students who are tardy unexcused receive the following:

- 3<sup>rd</sup> Tardy - One detention.
- 4<sup>th</sup> Tardy - Two detentions.
- 5<sup>th</sup> Tardy - Saturday School.
- 6<sup>th</sup> Tardy - Two Saturday Schools.
- 7<sup>th</sup> Tardy - Parent conference and possible suspension.

Parents are responsible for checking *myPCA* on the student's progress tab to monitor their student's tardies.

#### **Discipline Method**

This process normally follows specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline.
- If the behavior continues, a parent is contacted.
- If there is still no resolution of the problem and parents have

been notified of a discipline problem, a school administrator becomes involved. At this time the administrator contacts the parent with the disciplinary action on the part of the school.

- Discipline referrals are given to the student and a copy is emailed to the parent.

### **Detention and Saturday School**

Detentions may be given when students fail to comply with school regulations and may be given before or after school, during lunch or Saturday mornings. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. Saturday School is from 7:00 a.m. to 10:00 a.m. in the Upper School building. Students attending Saturday School must:

- Arrive in school uniform at 6:55 a.m.
- Pay \$25 upon arrival
- Bring supplies (pen, paper and school work) for a silent study hall. Students who arrive after 7:05 a.m. or fail to bring their \$25 payment may not be permitted to stay for Saturday School and will serve two Saturday Schools as additional consequences.

### **Public Display of Romantic Affection**

Students are not allowed to show public display of romantic affection on campus.

- 1st Offense - Verbal warning
- 2nd Offense - Parent Conference
- 3rd Offense - Saturday School

After the 3rd Offense - Principal's discretion for consequences for any further occurrences.

### **Missed Detention**

- First Missed Detention: The student is assigned a double detention and any other missed detentions may result in Saturday School. Extenuating circumstances must be discussed with the PCA North Upper School Administration prior to the detention.
- A student receives two Saturday Schools if a Saturday School is missed. Extenuating circumstances must be discussed with the Upper School Administration prior to the Saturday School.

### **Suspension**

Suspension from school is a result of repeated minor infractions or a major infraction of the PCA North Code of Conduct. An administrator at all times has the authority to suspend a student. The length of suspension is determined by the administration. All work missed during the suspension is to be made up. Very specific changes in attitudes and actions are expected prior to re-admission. Disciplinary probation may be invoked when a student is suspended from school. Suspended students are not allowed to be on campus during the period of their suspension without administrative approval. Students are not permitted to participate in or attend co-curricular activities while on suspension. Students suspended are not allowed to exempt any

finals for the semester in which the suspension occurred.

### **There are two types of suspensions:**

**In-School Suspension:** Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are to complete class work as they are able.

**Out-of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up over a reasonable time period as determined by administration.

### **Restoration Plan**

It is always the intention of PCA North to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, the following guidelines govern the re-admission of suspended students: At the beginning of the suspension period, PCA staff and administration:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers/coaches of the suspension term, but not the nature of the offense.
- At the end of the suspension period, PCA North staff and administration:
- Follow-up with the student to welcome back to campus.
- Remind the student of their importance in the PCA North community.

### **Disciplinary Probation**

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation. [See listing of infractions] While on probation, the student's behavior is closely monitored by teachers and school administration. Methods to address behavioral change are recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period is determined by the administration. Parents are informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined under the section titled "Expulsion" below.

### **Expulsion**

Attendance at PCA North is a privilege. Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school are dismissed or asked to withdraw. A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance. Expulsion is recommended if it becomes apparent that the school is not able to meet the needs of a student, or that the student's behavior is preventing a conducive, academic environment. Expulsion



may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school is set and the withdrawal procedure followed. The expulsion date may be immediate.

### Loss of Privilege

In an effort to help guide our students in their behavior, the school administration may remove any school related privilege as a disciplinary consequence for a determined period of time. Campus administration determines the length of the removal of privileges according to the disciplinary consequence necessary.

## Attendance

### Arrival and Dismissal

Students should be picked up by 3:30 p.m.

1. PCA North Upper School students may not be dropped off prior to 7:15 a.m. unless they are meeting a teacher for tutorials.
  2. Students who are not picked up by 3:30 p.m. are asked to go to Extended Care. This excludes students participating in athletics or other school activities. PCA is not liable for students who remain on campus after the above stated times and locations.
  3. When a student needs to depart from school early for an appointment, the parent must send a note, email or call the receptionist as early in the day as possible. Students need to sign out at the receptionist's desk. Students are responsible for missed work when leaving early.
  4. Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration. Upon arrival, students may not miss any class, assembly, lunch or any other scheduled event for any reason without prior administrative approval.
  5. If students become ill during the day, they are to get a pass from their teacher and report to the clinic where the nurse contacts the parent to determine if it is necessary for the student to go home early.
  6. Please note the section below entitled "Pre-Approved Absences" for guidelines that govern students leaving town for any reason. Pre-approved absence request forms are available at the receptionist's desk and on the school web site under "Online Forms."
2. Please call (972-798-6786) or email the receptionist by 9:00 a.m. on the day of the absence.
  3. Attendance is recorded by class period. To be counted as present, the student must be in class for more than half the period.
  4. Students who are not present for two full academic subjects may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
  5. If an absent student needs homework assignments, the best method of obtaining the homework assignments is from another student. Otherwise, the student or parent should email the teacher requesting the assignments. Teachers do not always check their emails during the school day, resulting in some responses to emails late in the afternoon or the next day.
  6. Students have one class period for each day absent to make up work, provided the absence is excused. A plan for making up work for an extended absence should be arranged with each teacher. If a student misses the day of a previously announced test or quiz, he/she is required to take the test or quiz the day of return to that class.
  7. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all work missed in these situations and should turn in assignments the day that they return. If a student misses the day of a previously announced test or quiz, he/she is required to take the test or quiz the day of return.
  8. Students must be in attendance a minimum of 90% of the school year or they may be required to repeat the grade level. Saturday School may be assigned for credit recovery.

### Academically Excused, Exempt and Unexcused Absences

- **Excused Absences:** The following absences are considered academically excused if the school receives a note, phone call or email from the parent. These absences are still reported with the student's total absences on the report card, but without penalty for makeup work or tests if made up during the designated period of time. These absences DO count in the total for exam exemptions absences.  
Examples of academically excused absences:
  - a. Not feeling well; colds; allergies; headache; any sickness that does not include a fever or stomach issues;
  - b. In court
  - c. Pre-approved absences
- **Exempt Absences:** The following absences are considered

### Absences

When your child is absent from school, please call or email the Upper School receptionist. The following procedures apply to absences:

1. Teachers and the receptionist maintain an accurate record of attendance. The attendance record appears on **myPCA** on the student's progress tab.



academically excused IF the school receives a doctor's note (for sickness). These absences DO NOT count in the total for exam exemptions absences.

- a. Doctor's appointment with a doctor's note turned in within one week. After one week, we no longer accept a note and the absence is changed to an excused absence.
  - b. Death in the immediate family.
  - c. An illness that includes a fever above 100 degrees or stomach problems (vomiting or diarrhea).
  - d. A migraine headache IF the school has on file a note from the doctor documenting that the student has a history of migraine.
  - e. An injury or illness with a note from a doctor stating when the student may return to school
  - f. Pre-approved college visits (for Juniors and Seniors only)
  - g. Getting your driver's license/permit or passport
  - h. In court due to circumstances beyond the student's control
- **Pre-Approved Absences:** For pre-approved absences to be excused, they must be cleared with the administration at least five days in advance. These are counted on the report card as absences, but without academic penalty. Students are allowed five pre-approved absences if in good academic standing. Of these five pre-approved absences, Juniors and Seniors may use three of them for college visits. Pre-approved college visits DO NOT count against the student in terms of exam exemptions, but ALL other pre-approved absences DO count in terms of exam exemptions. If the student does NOT turn in a pre-approved absence form BEFORE a college visit, the date COUNTS as an excused absence in terms of exam exemptions. Pre-approved absences exceeding the five allowed are at the discretion of the administration. Students may obtain a pre-approved absence form from the Upper School receptionist or download it from myPCA. Students who do not obtain a pre-approved absence form receive a warning the first time. Any repeat violations after the warning make the absences count as Unexcused Absences.
  - **Unexcused Absences:** All absences not meeting the criteria listed for Excused Absences and Exempt Absences are unexcused and are counted with the student's total absences and recorded on the student report card. An unexcused absence of a whole day may result in other disciplinary consequences to be determined by the Administration. Work missed during an unexcused absence will be due the next meeting day of that class. Additionally, a student cannot miss more than five of a particular period per semester. If a student misses more than one-half of any one period, he/she is counted as having been absent for the whole period. If a student has more than five absences in any one period, the student may be assigned to attend Saturday School for credit recovery. Students who do not attend the required Saturday School to make up the time missed may not get credit for the class for the semester.

## Co-curricular Programs *(athletics, fine arts, academics)*

### Eligibility

Competitive sports and other co-curricular activities (Academics and Fine Arts competitions) can contribute to a well-rounded education; however, being that such activities are co-curricular, they require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education.

Students failing more than one course are considered ineligible for a minimum of two weeks. The first day of ineligibility begins on the date the official report card is posted on **myPCA** and runs for 14 consecutive days. On the first day after the 14-day ineligibility period ends, the student is considered eligible for full participation in co-curricular activities if they are no longer failing more than one course.

A student who continues to fail more than one course (not limited to the initial courses they were failing at the start of the 14-day ineligibility date) shall remain ineligible on a week-to-week basis until such time as the student is failing no more than one course. These weeks are considered to be a seven-day period beginning on the day following the 14-day ineligibility time period and continuing seven consecutive days. Upon the end of the seventh day, grades are checked by administration to determine eligibility.

All eligibility and ineligibility requirements stated above are in compliance with Article V and Subchapter K, Section 77 as stated in the Texas Association of Private and Parochial Schools (TAPPS) governance handbook. Sportsmanship Code of Conduct

All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent PCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards face disciplinary action or be removed from athletic participation. All students participating on a PCA-sponsored team (including summer athletic programs) must comply with the applicable sections of the dress code and the appearance guidelines outlined by the athletic department.

### Fees

All fees are billed by the PCA Business Office. Access to grades are withheld for unpaid fees or items that are not returned.

## Upper School Schedules

For updated schedules, please refer to the Calendars tab on the Resource Page in myPCA.

## Campus Visitation

Parents are welcome on our campus. We want to minimize disruptions to the classroom instruction; therefore, we ask that those who

wish to visit classes do so within the following guidelines:

- Please contact the school in advance to schedule your visit to coincide with the classes you wish to observe.
- At the time of your visit, sign in at the reception desk located at the main entrance where a visitor's badge provided.
- Students are not allowed to have friends visit during lunch or during the school day.

### **Closed Campus**

PCA North maintains a closed campus. All visitors must enter the building at the main entrance and check-in with the receptionist. Non-PCA guests are not allowed in the classroom or in the lunch room without prior approval from administration.

### **Dress Code**

General Dress Code Guidelines for Upper School are located in the General Section (pg. 23-25).

#### **Dress Code Guidelines for Girls**

- Skirt and skort length should not be shorter than four inches from the crease of the back of the knee. Shorts length should not be shorter than six inches from the crease in the back of the knee and must not be tight/form fitting.
- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear.
- Appropriate undergarments and modesty shorts are to be worn under skirts at all times and should not be visible.
- Shoes must be a matching pair and have a closed toe and heel.
- Socks must be a matching pair and should be predominantly white, navy, black, or gray.
- No boots of any type - except on Spirit Day.
- No flip-flops, clogs, sandals or moccasin-type footwear.
- No house shoes/slippers including fur-lined shoes or shoes with wheels.
- Tights should be white, navy or black. Athletic tights, warm-ups, long johns or stirrup pants are not acceptable. Leggings may be worn but must be solid navy or black.
- Hair accessories should be modest and coordinate colors with uniform; hair pieces are not allowed.
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color.
- Polo shirts and Senior rugbys may be worn untucked.

#### **Dress Code Guidelines for Boys**

- Shorts length should not be shorter than six inches from the crease in the back of the knee and must not be tight/form fitting.
- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear.
- Uniform shorts should be no shorter than 6 inches from the crease in the back of the knee and must not be tight/form fitting.
- Shoes must be a matching pair and have a closed toe and heel.
- Socks must be a matching pair and should be predominantly white, navy, black, or gray.
- No flip-flops, clogs, sandals or moccasin-type footwear.
- No house shoes/slippers may be worn including fur-lined shoes or shoes with wheels.
- No boots of any type except on Spirit Days.
- Belts must be worn with shorts or pants for students only if belt loops are visible. If belt loops are covered by PCA outwear, then no belt is required.
- Hair may not extend past the bottom of the collar or fall lower than the eyebrows or below the bottom of the ear lobe. Mohawks (shaved sides) are not allowed.
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color.
- No facial hair is permitted. Boys should be clean-shaven at all times. Sideburns may not extend below the earlobe.
- Earrings may not be worn while a student at PCA. (see major violations)
- Students are not permitted to wear pants with the hems torn or ripped.
- Polo shirts and Senior rugbys may be worn untucked.

#### **Dress Code Violations**

- 1st Violation – Reminder of Dress Code expectations
- 2nd Violation – Verbal warning of violation
- 3rd Violation - Detention
- 4th Violation - Detention
- 5th Violation – Office referral for defiant behavior
- Student will not be penalized more than once in a day for the same violation.

Students begin each semester with zero dress code violations.

### **Field Trips**

Field trips are taken during the school year. They are learning experiences, primarily designed to enrich the curriculum of PCA North. The Parent Authorization Form, which must be on file before your student begins school, releases the school from any liability.

1. PCA North field trips are for current PCA North students only. No other students are allowed to attend. In most cases siblings that are not enrolled in PCA North are not allowed to attend.
2. Any student on disciplinary or academic probation may be excluded from a field trip.
3. School policies are in effect on all field trips on or off campus.
4. Students who attend activities (field trips, after-school sports, etc.) must have attended school the day of the activity.
5. Students are responsible for any academic material missed while on a school field trip or school activity.
6. If a student misses a scheduled test because of a field trip or school activity, the student is responsible to take the test the next day.

### Guidelines for Field Trips

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, PCA North, our families, ourselves, and Prestonwood Baptist Church.
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Girls and boys are to be in separate seats on the bus. This rule may not apply in personal vehicles being used for transportation, but whenever possible, girls and guys are separated while traveling.
- Students are to be supervised at all times. Students cannot wander off. Students are responsible for being where they are supposed to be on time and doing what is expected.
- Students are not allowed to leave early without a PCA North staff member approval.
- Students must wear required field trip attire (uniform shirt and uniform pants, skirt, or shorts) unless special permission has been obtained from an administrator.
- All chaperones supervising students must have a background check on file.

### Music and Dancing

The appreciation for beauty and the ability to create works of art are uniquely human traits which give strong witness to the biblical view that God created man in His own likeness. As such, PCA North places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic

creativity during their years at PCA North. It is the desire of PCA North that students learn to make choices in the areas of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory. Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given, creative nature of fallen man. Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite, or is sexually suggestive, does not reveal the image of God created in us. It is the desire of PCA that students refrain from choosing the types of music and dancing that are worldly in nature and that brings glory to self instead of bringing glory to God.

### Search of Students

Students and their motor vehicles shall be subject to searches by school officials including but not limited to student's outer clothing, pockets or belongings.

Students also understand and agree that PCA North shall have the right to monitor or examine any electronic device at the school or any PCA North activity. Additionally, PCA North may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, for example "Instagram" and "TikTok", or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

### Student ID Policy

PCA Upper School students will be issued a Student Identification Badge (ID) which they will wear around their neck on a school approved lanyard at school and school events. These IDs will be used to easily identify students for safety and security as well as taking attendance for events such as chapel, Biblical Worldview Conference, Texas Stomp, etc.

- Students will be issued their initial ID and lanyard free of charge.
- Should the student lose, or deface their ID a replacement will be issued at the Upper School Office at a cost of \$5.00 billable to the student's account.
- Students not wearing their ID will receive the following consequences:

**1st Offense**—Warning and required to immediately wear ID or get a replacement if necessary.

**2nd Offense**—Warning and required to immediately wear ID or get a replacement if necessary.

**3rd Offense**—Detention and required to immediately wear ID or get a replacement if necessary.

**4th Offense**– 2 Detentions and required to immediately wear ID or get a replacement if necessary.

**Subsequent Offenses**–Saturday School, required to immediately wear ID or get a replacement if necessary, and parent conference.

**Ongoing Offenses**–Classified as Insubordination/Disrespect carrying the consequences associated with that offense in the PCA-Plano Upper School Handbook

In the event a student is withdrawn from Prestonwood Christian Academy, they will relinquish any IDs in their possession to PCA as a part of the withdrawal process.

Students may use the school issued lanyard or a PCA lanyard purchased through Levi's Locker.

Seniors may use a lanyard representing the college/university of their choice.

### **Use of Third Party Security Enforcement**

The school shall retain the right to utilize third party resources such as security guards, canine units, etc. to further establish a secure zone on the PCA campus.

### **Vehicle Use on Campus**

1. Students who drive without a valid driver's license may have their key confiscated and the vehicle towed. This action may result in suspension or expulsion.
2. Students who drive to school must register their vehicle with the Upper School office by the end of the second week of school or immediately upon receiving their license.
3. Students may park only in their assigned PCA North parking area.
4. Reckless or careless driving is not tolerated.
5. Vehicles are not to be moved during the school day without administrative approval.
6. The speed limit is 15 mph on school property.
7. Students are not permitted to go to their vehicle during school hours unless they receive permission from an administrator.
8. No writing, pictures, or symbols shall be displayed on any vehicle which promotes a philosophy contrary to the philosophy of PCA North.
9. No loud music is permitted in the vehicles while on school property or at school activities.
10. Students are not allowed to stay in their cars when they arrive on campus.

Violation of any of the above Vehicle Regulations may result in not being able to drive on school property for a specified period of time and/or other disciplinary action

### **Non-PCA Guest Policy for School-Sponsored**

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### **Events**

It is understood that the guest of the PCA student would be their date to the event. PCA sponsored events at which non-PCA students are allowed as guests requires adherence to the following guidelines:

- PCA students may bring no more than one guest.
- The guest must be a student in good standing at their school of record.
- The guest must submit an outside guest form signed by the administrator from their school of record along with a business card from the administrator one week prior to the event.
- The guest must be the opposite gender of the PCA student as indicated on both parties' birth certificates.
- If, for some reason, the guest is not a student, the guest must be of the same age as students attending PCA Upper School (14-18).

Middle School students are not permitted to be guests at Upper School Functions. Any deviation from the aforementioned guidelines is at the discretion of Administration. Administration reserves the right to deny admittance to any outside guest.





**Plano Campus  
Lower School  
Pre-K3—Grade 4**

**Parent/Student Handbook**

**2023-24**

## Lower School (Pre-K—4) Administration

|                  |                                       |
|------------------|---------------------------------------|
| Jan Jeffcoat     | Principal                             |
| Ruth Ann Patrick | Assistant Principal                   |
| Debi Clark       | Administrative Assistant              |
| Amanda Henderson | Guidance Counselor                    |
| Susan McKillip   | Receptionist                          |
| Tasha Wrona      | Extended Day Coordinator              |
| Angella Fallin   | Extended Day Administrative Assistant |
| Janet Ludgar     | Nurse                                 |

## Academics

### Class Placement

It is our goal to balance each class according to academic and social needs and equal boy/girl ratios when possible. Parental requests for specific teachers is not honored. Placement of students is an administrative and teacher decision. Educational and social needs are carefully and closely considered when making class assignments.

## Grading Scale

The grading scales used by the Lower School are as follows:

### Pre-K 3, 4 & 5 Year Olds

These classes provide a detailed checklist so you can see precisely what skills your child is learning and mastering.

### Kindergarten

| Grading Scale         | Conduct |
|-----------------------|---------|
| E - Excellent         | +       |
| G - Good              | ✓ +     |
| N - Needs Improvement | ✓       |
| U - Unsatisfactory    | ✓ -     |

### Grades 1-2

| Letter Grades:  | Letter Grades:                | Conduct Scale |
|-----------------|-------------------------------|---------------|
| A, B, C         | G-Good or N-Needs Improvement | +             |
| Reading         | Science                       | ✓ +           |
| Writing/Grammar | Social Studies                | ✓             |
| Spelling        | Bible                         | ✓ -           |
| Math            | Penmanship                    | -             |

### Grades 3-4

|              |             |             |           |
|--------------|-------------|-------------|-----------|
| A+<br>98-100 | B+<br>87-89 | C+<br>77-79 | F<br>0-69 |
| A<br>93-97   | B<br>83-86  | C<br>73-76  |           |
| A-<br>90-92  | B-<br>80-82 | C-<br>70-72 |           |

### Enrichment

#### Academic and Conduct - K-Grade 2

|   |     |
|---|-----|
| Exceptional                                       | +   |
| Regularly beyond expectations                     | ✓ + |
| Progressing within expectations                   | ✓   |
| Experiencing difficulty;<br>inconsistent progress | ✓ - |
| Below expectations                                | -   |

## Homework

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework is a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment, or more in-depth attention to a given unit of study. We do not give homework on Wednesday nights. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Homework will take approximately 10 minutes per grade level (i.e. first grade = 10 minutes, second grade = 20 minutes, etc.) not including Bible memory, test preparation, projects and reading minutes. Please understand each child's ability is different. Therefore, whether a student spends less or more time depends on the organization, use of time, homework environment, and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments. If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

### Missed/Late Work Policy

The policy listed below pertains to students in grades 3-4 only:

1. A student will have one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.
2. Parents of students with a pattern of missed assignments will be notified and a conference may be called.

### **Physical Education Participation**

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for the limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent.

### **Elementary Sports Program**

Working hand in hand with the Prestonwood Sports Organization and other local leagues, students have opportunities to be involved in youth sports. Team sports, individual activities, summer camps, off-season training and personal coaching clinics are available. One of our goals is to develop our students for Upper School athletics. Competition and recognition coupled with character developing coaching complements our school mission, and is a great opportunity to become a part of the school community.

### **Academic Probation**

Students may be placed on academic probation at the discretion of the administration.

### **Promotion to Next Grade**

If a student is consistently struggling academically or socially, a parent conference is scheduled to discuss the possibility of retention for the following year. Students may not be promoted to the next grade if they have a failing yearly average in math, reading or both (failure is considered anything below a 60).

### **Double Promotions**

PCA typically does not practice promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children in light of what has been widely observed when children are promoted into a grade beyond their age mates. Generally the situation results in students experiencing difficulty in their social and/or academic development.

### **Report Cards and myPCA**

Parents with students in grades 1-4 have the ability to check their student's progress as well as view the class newsletter on a weekly basis by utilizing the on-line grade system through **myPCA**. Parents with students in grades PreK-K may reference their child's newsletter weekly through **myPCA**. A user name and password are required to set up an account in order to access student grades. Detailed information for setting up these accounts is provided to parents at the beginning of the school year. Report cards are posted every quarter on **myPCA**.

### **Student Assignment Notebook**

Each teacher will explain the classroom schedule at the beginning of the school year. Homework assignments are recorded by students in their student assignment book in grades 3-4. In addition, students in grades 3-4 will keep a study skills notebook to aid in organization. Teachers in grades 1-2 have individual methods for communicating assignments to the students and parents. Parents are encouraged to review assignments daily and to check with the teacher if there are questions about the classroom schedule. It is the parents' responsibility to carefully review what the student is actually accomplishing in the homework process and to sign the work or assignment notebook.

### **Testing of Students**

All students entering grades PK-4th are tested prior to admission. In addition, student academic progress and mastery are measured three times per year through NWEA's MAP Growth assessment for Math and Language Arts/Reading/Fluency. For second-grade students, PCA also administers the CogAT. PCA offers these exams at no additional charge. Students who are re-enrolling are not normally expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents are so advised.

### **Textbooks**

PCA assigns textbooks for a student to use throughout the year.

1. No writing or marking is to be done in any school-assigned textbook. Additional copies may be purchased for home use, if necessary, through the textbook publisher. Additional information is available on the PCA website.
2. Students pay for damages done to a textbook because of abuse or misuse.
3. Students pay for lost textbooks.
4. Report cards are held until such fines are paid or until your PCA account is billed.

## Discipline

We believe it is God-ordained that parents bare the primary responsibility for teaching their children right behavior and attitudes. Prestonwood Christian Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student is sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT PCA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school campus or in school activities is subject to disciplinary action.

Just as the family has rules to help children learn to get along with parents, brothers, sisters and others, our school has expectations for orderly daily operation in a setting with many students and activities. The following are rules by which PCA students agree to abide:

### Minor Infractions

The following is a non-comprehensive list of minor infractions:

1. Chewing gum while on school premises.
2. Electronic toys, games or devices (including cell phones/smart watches and cameras), posters and playing/trading cards are subject to confiscation by school personnel. No electronic devices that connect to the internet or take pictures are allowed during Extended Day. Cell phones/smart watches must also be turned off and put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones/smart watches and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos and depictions and appropriate disciplinary actions may result from inappropriate material or use. Cellphones will not be used for instruction during the school day.
3. Failure to comply with the PCA dress code.
4. Failure to obey playground rules given by teachers.
5. Failure to follow the instructions of school adults and students who serve as carpool safety supervisors.
6. Use of school equipment without a teacher's permission.
7. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
8. Failure to refrain from behavior that inhibits learning in classroom situations.

### Major Infractions

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from the school:

1. Use of Offensive Language. Using abusive or profane language directed or non-directed to teachers and classmates is not tolerated and results in disciplinary action. Such language includes, but is not limited to, profanity, slurs, or offensive language related to gender, race, age & ability, culture, and ethnicity.
2. Disruptive/Disrespectful Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
3. Bullying: Repeated use of ridicule, threats, intimidation or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Harassment Policy in General Section.
4. Cheating: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism or forgery.
5. Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco product(s) electronic cigarettes, vaping and/or misuse of over-the-counter or prescription drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule is dealt with whether on or off campus. PCA is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs or a controlled substance on its campus.
6. Electronic Device or Medium: A repeated misuse, as defined by the Acceptable Use Policy, of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of PCA administration.
7. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded



that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense.

8. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters or firecrackers, is considered serious offenses.
9. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden.
10. Immorality: Students are expected to maintain moral purity as is outlined in God's Word.
11. Stealing: Students are expected to refrain from taking items that do not belong to them.
12. Truancy: Missing school or any part of a school day without parent or teacher permission is truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom.
13. Vandalism: Destruction or defacing of property belonging to the school, PBC or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages.
14. Possession of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object is considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.
15. Repeated violation of minor infraction is considered a major infraction.

#### Discipline Method

This process normally follows specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline.

If the behavior continues, a parent is contacted.

- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator becomes involved. At this time a phone call or conference with the parents, administrator and/or

teacher and child is held to implement a plan of action to resolve the situation.

- Discipline referrals are given to the student and a copy is sent to the parent to be signed and returned to the office.

#### Disciplinary Probation

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation - see listing of infractions above. While on probation, the student's behavior is closely monitored by teachers and school administration. Methods to address behavioral change are recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period is determined by the administration. Parents are informed of the probationary status. Students who do not meet the criteria are required to withdraw from school.

#### Suspension

A student may be suspended from school following parent communication. Specific changes in attitudes and actions are expected prior to readmission. A re-admission parent/administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Re-admitted students are placed on disciplinary probation upon their return to PCA. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension is one to five days as determined by the administrator. There are two types of suspensions:

**In-School Suspension:** Students who violate a major school rule may be assigned an in-school suspension. While excluded from participating in regular classes, students are able to complete class work in school.

**Out-of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up.

#### Restoration

It is always PCA's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, some or all of the following guidelines govern the readmission of suspended students.

At the beginning of the suspension period, PCA staff and administration:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.

- Notify the student's teachers of the suspension term.

At the end of the suspension period, PCA administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the PCA community.

Explain that the student is on disciplinary probation and its ramifications, if applicable. Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves. Staff will encourage the student prior to and/or after re-admission to ease the discomfort/embarrassment of the student.

### Expulsion

Attendance at PCA is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of PCA are required to withdraw from the school. Expulsion is required if it becomes apparent that the school is not able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school is set and the withdrawal procedure followed.

## Attendance

### Arrival and Dismissal

Following are the school day times for each grade:

- PreK-K                    8:15 a.m. - 2:30 p.m.
- Grades 1-4                8:15 a.m. - 3:15 p.m.
- All grade levels dismiss at 2:00 p.m. on Wednesday

We ask that you refrain from picking your child up early as it affects instructional time. We respectfully request parents refrain from checking out students during the last 15 minutes of the instructional day. All students are dismissed at 2:00 p.m. on Wednesdays. Only those students enrolled in Extended Day may stay past dismissal times. Any child not picked up by 3:30 p.m. on Monday, Tuesday, Thursday and Friday, or 2:20 p.m. on Wednesday, are sent to Extended Day and charged the appropriate fees. Students in Pre-Kindergarten and Kindergarten may utilize Extended Day until the 3:15 p.m. carpool. There is a nominal fee for this service and students must be officially enrolled in the program.

### Absences

The following procedures apply to absences:

1. Teachers and the PCA administrative office will maintain an accurate record of attendance and tardiness. The record appears on **myPCA**.

2. Parents must phone or email the Lower School receptionist desk and teacher to report any absence by 9:00 a.m. (972-930-4055).
3. Students returning after an absence must supply the teacher with a written excuse from the parent/guardian. Please note that a telephone call to the PCA receptionist regarding the absence is not sufficient notification.
4. A student may not miss more than 2 hours of the instructional day to be counted present.
5. In case of illness, a homework assignment sheet is given to the student upon their return to class (for grades 3-4). Students in grades PreK-2 receive missed assignments directly from their teacher. Students have one day for each day they are absent to make up any work or test missed in class, provided the absence is excused.
6. If a student is absent, parents may request and pick-up make-up work. Make-up work requests requires a 24 hour school day notice.

### Excused and Unexcused Absences

- Release from Class. An absence which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, are not reported on the student's report card.
- Excused Absences. The following absences are considered excused if the school receives a note from the parent within three days after the student returns to school. If a note is not received within three days, the absence is considered unexcused which carries an academic penalty on course work missed. These absences include illness of student or a doctor's appointment, death in the family, unavoidable family emergency or a court appearance.
- Pre-Approved Absences. For the following absences to be excused, they must be cleared at least one week in advance with the principal or assistant principal. With advance notice, these absences are still counted on the report card, but without points deducted for make-up work or tests, if submitted on time. Make-up work must be requested at least two days prior to the pre-approved absence. Students are permitted five pre-approved absences. Absences exceeding this amount are at the principal's discretion. Pre-approved absences include family vacation, church retreat or a mission trip.
- Make-up Work. Students must make up all work missed due to approved absences. Students or parents are required to

meet with the teacher to make arrangements for missed work. A student who misses any portion of the day must have a note from the doctor or approval from the principal or assistant principal in order to participate in any extra-curricular activities that day. A student has one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.

- **Doctor Appointment.** A student who misses school due to a doctor's appointment is required to bring a doctor's note in order for the absence/tardy to be considered excused.
- **Unexcused Absences.** All other absences are unexcused and counted with the student's total absences recorded on the student's report card. Any absences on Grandparent's Day is counted as unexcused. Students must be in attendance a minimum of 90% of the school year or they run the risk of repeating the grade level. A letter is sent to parents after a student reaches ten absences. An attendance committee reviews any absences over ten per semester to determine the educational process of the student. If missing work is not turned in, a late grade of 20 points a day will be taken off.

### Tardies

Students are expected to be in their classrooms and ready for the school day by the time the tardy bell rings at 8:15 a.m. In order to be on time, students should be dropped off no later than 8:05 a.m. Students coming into the building after the 8:15 a.m. tardy bell must be accompanied by a parent to sign in with the receptionist. Excused tardies include doctor/dental visits, illness and traffic situations that result in a large number of students being late. All other tardies are considered unexcused. Three unexcused tardies count as one absence for the purpose of perfect attendance awards. In the event of excessive tardies, an administrator will notify the parents.

### Carpool

1. Students may not be dropped off at the carpool drop-off points prior to 7:50 a.m. Students arriving between 7:15 a.m. and 7:50 a.m. must be accompanied to the Cafetorium and signed in by a parent.
2. Afternoon carpool for PreK-K begins at 2:30 p.m. and 1<sup>st</sup> - 4<sup>th</sup> carpool begin following the 3:15 p.m. dismissal bell. To maximize our instructional day, we do not load cars until 3:15 p.m. All students are dismissed at 2:00 p.m. on Wednesdays and carpool begins at that time.
3. All families are assigned a carpool number. For student safety, children will only be placed with a driver showing an official carpool sign issued by the school. If you are in the carpool line and do not have your number, you are required to park and come into the building. The receptionist can

then identify you as a person on the official student Pick-Up and Release Form and you are then allowed to take the student.

4. Parents are expected to remain in their vehicles in order to expedite the dismissal process. Walk-ups, particularly during the afternoon carpool, delay the process and present a safety concern.
5. For safety reasons children must exit on the curb side of vehicle and not cross between vehicles
6. **For everyone's safety, our carpool lines are a cell phone free zone.**

### ***Birthdays and Special Occasions***

A child's birthday is very special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however, a special treat is acceptable at lunchtime or at another time designated by the teacher. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. For birthday parties outside of school, please adhere to these guidelines:

1. Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.
2. After school carpool lines may not be used as pick up times for birthday parties. Flowers, balloons and/or gift baskets may not be delivered to students during the school day or at any school-sponsored event or program. The exception to this would be participation in the annual Friends of the Library carnation and popcorn sales.

### ***Classroom Visits***

We want to minimize disruption to classroom instruction. Therefore, we ask that parents who wish to visit classes do so within the following guidelines:

1. Contact the teacher and administrator in advance to schedule your visit to coincide with the class you wish to visit. The teacher and/or administrator reserves the right to choose the time of the visit.
2. At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.
3. Any visitor/parent may be accompanied by a PCA employee during their visit.
4. Any parent on campus supervising students must complete a background check.

## Closed Campus

Prestonwood Christian Academy maintains a closed campus. All visitors to the Lower School must enter the building at the Lower School main entrance facing Midway Road. All doors leading into the building will remain locked during the school day to provide maximum security for all students. Lower School students are not permitted to remain on campus after school hours unless enrolled in the Extended Day program for grades PreK-4. All students must be accounted for at all times.

## Dress Code

General Dress Code Guidelines for Lower School are located in the General Section (pg. 23-25).

### Dress Code Guidelines for Girls

- Skirt and skort length should not be shorter than four inches from the crease of the back of the knee. Shorts length should not be shorter than six inches from the crease in the back of the knee and must not be tight/form fitting.
- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear.
- Blue Polo dresses can be worn by PK-Fourth Grades.
- Shirts and blouses are to be tucked into slacks, shorts and skirts at all times.
- Lower School girls must wear modesty shorts under skirts, skorts or jumpers. Appropriate undergarments must be worn at all times and should not be visible.
- Shoes must be a matching pair and have a closed toe and heel. The first choice is tennis shoes for safety purposes during P.E. and recess.
- Shoes must be a matching pair, predominantly white, navy, black, brown, or gray. No blinking lights or wheels are allowed.
- Girls may also wear saddle oxfords or Mary Janes. Boys and girls may wear loafers or Sperrys that are solid color. Socks must be worn with all shoes.
- No boots of any type except on Spirit Days.
- No flip-flops, clogs, Crocs®, sandals or moccasin-type footwear.
- No Tom® type slip on shoes
- Socks must be a matching pair and be predominantly white, navy, black, or gray only; solid color knee socks are permissible. Fringed socks must match uniform.
- Tights and ankle length leggings are acceptable and must be solid white, navy or black opaque weight. Leggings must be worn with socks. Athletic tights, warm-ups, long johns or stirrup pants are not acceptable.
- Belts must be worn with shorts or pants for students in grades 2nd and above only if belt loops are visible. If belt loops are covered by PCA outerwear, then no belt is required.
- Hair accessories should be limited to navy blue, forest green, black, brown, white, gold, yellow or black-watch plaid in color. Hair pieces and feathers are not allowed.
- Hair must be the natural color; highlighting or bleaching is not permitted.
- Make-up may not be worn during the school day.
- Hats may not be worn during the school day.

### Dress Code Guidelines for Boys

- Shorts length should not be shorter than six inches from the crease in the back of the knee and must not be tight/form fitting.
- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear.
- Shirts are to be tucked into slacks and shorts at all times.
- Shoes must be a matching pair and have a closed toe and heel. The first choice is tennis shoes for safety purposes during P.E. and recess.
- Shoes must be a matching pair, predominantly white, navy, black, brown, or gray. No blinking lights or wheels are allowed.
- Dress shoes and loafers - leather or suede, solid color in navy, black or brown.
- No boots of any type except on Spirit Days.
- No Toms type slip on shoes
- No flip-flops, clogs, Crocs®, sandals or moccasin-type slipper footwear
- Socks should match and be predominantly white, navy, black, or gray.
- Belts must be worn with shorts or pants for students in grades 2nd and above only if belt loops are visible. If belt loops are covered by PCA outerwear, then no belt is required.
- Hair may not extend past the bottom of the collar or fall lower than the eyebrows or below the bottom of the ear lobe. Mohawks (shaved sides) are not allowed.
- Hats may not be worn during the school day.
- White t-shirts only are allowed under the uniform shirts.

## Dress Code for Chapel Attire

- Girls (PreK-4): Plaid jumper or plaid skirt with Peter Pan shirt.
- Boys (Pre-K-4<sup>th</sup>): Navy or Khaki pants or shorts with blue and white striped oxford.



## Extended Day

Prestonwood Christian Academy provides Extended Day for an additional fee. Extended Day will begin at 2:30 p.m. for students in grades Pre-K3-Kindergarten. Grades 1-4 Extended Day hours begin at 3:15 p.m. and 2:00 p.m. on Wednesdays. Extended Day ends at 6:00 p.m. each school day unless otherwise noted. Parents will be notified if hours are adjusted. Sign-up for Extended Day is available through the PCA website.

## Field Trips

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of PCA. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. Any parent who wishes to drive on a field trip must be cleared by PCA to chaperone or drive on field trips. Any parent interested, please submit your name to your child's teacher to begin the approval process.

1. PCA activities are for current PCA students only. No other students are allowed to attend. Siblings are not allowed to attend whether the parent is a chaperone or not. We want the focus to be on our students and the activities provided to them.
2. Any student on disciplinary probation may be excluded from the field trip.
3. School rules, regulations and policies are in effect on all field trips on or off campus.
4. The sponsoring teacher will communicate the dress code.
5. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
6. Parent chaperones are secured in advance for all field trips and must have the completed background check on file. Parents who do not have a completed background check on file will not be allowed to chaperone children other than their own on field trips.

## Parties

Because of the secularization of so many holidays, the following guidelines will be used in the handling of class parties:

- All parties are to be held on campus. Parents are welcome to attend class parties but should make child care arrangements for siblings. This will allow the focus to remain on the students in each classroom.
- Halloween: Halloween will not be observed.

- Thanksgiving: Thanksgiving is celebrated with a Thanksgiving feast in certain grades.
- Christmas: Class parties may be planned with an emphasis on the birth of Christ.
- Valentines: Class parties may be planned. Valentines may be exchanged provided students bring them for all class members. Derogatory, negative or "putdown" cards are not acceptable and may not be used.
- Easter: Class parties will be planned with an emphasis on the substitutionary death, burial and resurrection of our Lord Jesus Christ.
- End of the Year: A class party is held on the last day of school.

## Searches of Students

Students, their cubbies or desks shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, cubbies, desks or belongings, bookbags, purses and other cases designated to carry or that can conceal items.

## Use of Third Party Security Enforcement

The school shall retain the right to utilize third party resources such as security guards, canine units, etc. to further establish a secure zone on the PCA campus.

## Volunteers

We welcome parent volunteers to assist in various classroom/ school activities. Any parent wishing to volunteer must have the completed background check on file and be approved by teacher and/or administrator.



**Plano Campus  
Middle School  
Grade 5-8**

**Parent/Student Handbook**

**2023-24**

## Middle School (5—8) Administration

|                  |                          |
|------------------|--------------------------|
| Kristan Williams | Principal                |
| Bill Doar        | Assistant Principal      |
| Takiyah Allums   | Administrative Assistant |
| Sandy Burrell    | Guidance Counselor       |
| Michelle Bedient | Receptionist/Registrar   |
| Rachel Paape     | Nurse                    |

## Academics

### Ability Skills Grouping

Students in fifth through eighth grades are given individualized schedules based on academic performance and mastery of content. Placement is determined using NWEA MAP performance, skill assessment, exam scores from tests in the current grade level and the previous grade level, and teacher recommendation. For students new to PCA, information obtained during the admissions process is used for placement.

### Class Scheduling

In the spring of each year rising seventh and eighth grade students will have an opportunity to request elective choices. Individual guidance is given if requested as well as class guidance prior to scheduling. Student's elective schedule will be based on the choices requested as closely as possible. Students may not request specific teachers or sections of a course.

### Elective Courses Schedule Changes

A student may request a change in enrichment course within the first week of the new course under the following guidelines:

1. Parents have met with the current elective teacher in an effort to resolve the reasons for requesting the schedule change.
2. There is the availability of another elective class.

### Summer School for Failing Students

Students who are completing 8th grade will be required to attend summer school if they have earned a failing grade for the year (below 70) in English or Math.

### Upper School Courses in Seventh or Eighth Grade

Honors Algebra I, Spanish I and French I courses taken in grades 7-8 are included on the Upper School transcript, but not in the calculation of the student's cumulative Upper School GPA.

### Students with Learning Differences

If a student has been diagnostic testing and diagnosed with learning differences within the past three years, he/she may qualify for special classroom or testing accommodations. A copy of the evaluation must be submitted to the Director of Specialized Learning.

### Grading Scale

The grading scales used by PCA for grades 5-8 students are as follows:

|    |        |    |       |    |       |   |      |
|----|--------|----|-------|----|-------|---|------|
| A+ | 98-100 | B+ | 87-89 | C+ | 77-79 | F | 0-69 |
| A  | 93-97  | B  | 83-86 | C  | 73-76 |   |      |
| A- | 90-92  | B- | 80-82 | C- | 70-72 |   |      |

Semester Exams: Semester exam grades count 10 percent of the semester average in grades 7-8.

An Average below 70 indicates a lack of mastery.

## Report Cards and myPCA

Parents and students have the ability to check and monitor progress in each of the student's academic classes through myPCA. This information is available on the student's progress tab. Report Cards will also be available at the end of each quarter on the progress tab. Parents and students are assigned an individual username and password to access myPCA. Parents and students can retrieve their username and password using the "Forgot Login" feature. For questions regarding your myPCA account, contact [netcommunity@prestonwoodchristian.org](mailto:netcommunity@prestonwoodchristian.org).

Parents are encouraged to review myPCA and check with the teacher if there are questions about the classroom schedule.

## Homework

The primary purpose of homework is to develop responsibility and accountability. It is assumed that homework is a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment, or more in-depth attention to a given unit of study. Middle School teachers will avoid assigning a new homework assignment on Wednesday that is due the next school day. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Whether or not a student spends less or more time depends on the organization, use of time, homework environment, and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments. Unless prior arrangements have been established with the teacher, late projects follow the same guidelines as late assignments.

### Missed/Late Assignments Policy

The policy listed below pertains to students in grades 5-8 only:

1. Thirty percent is taken off of an assignment (homework, class work or projects) that is one class period late. Ten points are taken off for each class period after that.
2. After the third class period, a zero is given on the assignment.
3. A student will have one day for each day he/she is absent to make up any assignments provided the absence is excused.

### Tests and Quizzes

As a result of an excused absence it is the expectation that the student will have one day for each day missed to make up tests and/or quizzes. Extra time to make up tests and/or quizzes are at the discretion of the teacher.

## Minimester

Minimester is a time of specialized learning for each grade level. Students in eighth-grade have a week-long trip focusing on their grade-level curriculum. Seventh-grade students will have a week-long trip that is gender specific focusing on God's call for spiritual maturity into becoming godly men and women. Sixth-grade students attend an overnight, outdoor education program that is taught from a biblical perspective. Fifth-grade students will have a time of specialized learning on and off campus that complements the classroom curriculum and a mission emphasis that includes a service day at a local charity. There is a cost to parents for all trips.

Parent meetings are held in the fall to provide more information including a tentative itinerary and scheduled payment plan. Since Minimester is part of the Middle School curriculum with assignments given during the course of each trip that is graded, participation is required.

### **Physical Education**

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation due to illness, a note is required from a doctor. If a student is ill and needs to miss for a short-term of one week or less, a parent may send a written note or email to the school nurse.

### **Academic Probation**

Students are placed on academic probation if they receive two "F" grades at the end of a semester grading period. Parents are informed of the probationary status. Once a student is notified of their probationary status, they remain on the list for one calendar year (12 months/two semesters).

During this time, PCA faculty makes every effort to ensure student success with regards to academic improvement. A student may not receive one "F" for a semester average in any subject 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 for academic reasons may reapply after one calendar year. If they choose to return to PCA after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

### **Promotion to the Next Grade**

Middle School students are not promoted to the next grade unless they attend a summer school program approved by PCA administration for any of the following reasons:

1. Student failed math for the school year.
2. Student failed language arts for the school year.
3. Student failed a combination of any two core subjects other than math or language arts for the school year. In all cases, the administration reserves the right to make the final decision for any academic actions.
4. In accordance with the Texas Education Code, students must be in attendance a minimum of 90% of the school year or a committee may convene to determine to repeat the grade level.

### **Double Promotions**

PCA typically does not practice promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children in light of what has been widely observed when children are promoted into a grade beyond their age mates. Generally the situation results in students experiencing difficulty in their social and/or academic development.

### **Testing of Students**

All students are tested prior to admission. In addition, student academic progress and mastery are measured three times per year through NWEA's MAP Growth assessment for Math and Language Arts/Reading. For eighth-grade students, PCA also administers the PSAT in the fall as a practice test for the College Board's Scholastic Aptitude Test (SAT). PCA offers these exams at no additional charge. Students are automatically registered for the exam and the exams are taken during the standard school day. Exam results are also used for PCA course-level placement. Students who are re-enrolling are not normally expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents are so advised.

### **Textbooks**

PCA assigns textbooks for a student to use throughout the year.

1. No writing or marking is to be done in any textbook unless the textbook is purchased in advance or is consumable.
2. Students pay for damaged or lost textbooks. Please note that if a student returns a book that is damaged, the following charges is applied.
  - If the book is significantly damaged or damaged to a point where it cannot or should not be reissued next year (broken binding, pages missing, etc.), the full price of the book is charged.
  - If the book is damaged, but the damage is minimal (torn pages, partially broken binding, damaged cover, etc.), half of the price of the book is charged.
3. Administration may hold a student's report card at the end of the year until all books are returned or charges are assessed.



## Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children biblical standards and attitudes. Prestonwood Christian Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student is sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT PCA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school campus or in school activities are subject to disciplinary action.

### Code of Conduct: 24/7/365

Students are expected to represent Prestonwood Christian Academy in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration deals directly with any student who violates the Code of Conduct or draws attention to PCA in a negative manner which may result in disciplinary action or a student's dismissal from the school.

### Minor Infractions

The following is a non-comprehensive list of minor infractions:

1. Chewing gum while on school premises is not allowed.
2. All toys, electronic games or devices (including smart watches, cell phones and cameras), and playing/trading cards are subject to confiscation by school personnel. Cell phones must also be turned off (not on silent or vibrate modes) and put away in lockers. Cell phones are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics and depictions and appropriate disciplinary actions may result from inappropriate material or use.
3. Failure to comply with the PCA dress code.
4. Failure to obey all rules given by teachers.
5. Failure to follow the instructions of school adults who serve as carpool safety supervisors.
6. Use of whiteboards, marker boards, Promethean Board or other school equipment without a teacher's permission.

7. If Middle School students bring cell phones, ear pods/airpods, headphones, earphones or smart watches to school, these devices should not be a distraction, and should be powered off or on silent. Devices may not be out during the day without permission from school staff.

**5th through 8th Grade** students are not allowed to use personal cell phones or other smart devices, ear buds/airpods, headphones, or smart watches during the school day unless they are specifically given permission by a staff member. These devices should be turned off and kept in the student's locker (Plano Campus - backpack if on North campus) at all times. If a student uses one of these devices without permission during school hours, either in a classroom, during lunch, or during a passing period, the device will be confiscated and the following steps are taken:

- 1st Offense - Item will be confiscated and can be picked up in the office at the end of the school day. Items confiscated at the end of the school day can be picked up at the end of the next school day.
  - 2nd Offense - Device is confiscated. Parent picks up the device at the end of the school day and schedules student for Saturday School.
  - 3rd Offense, and any offense beyond this - Device is confiscated and student is assigned a Saturday School. Device will not be returned to the student until the student serves the Saturday School.
8. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
  9. Engaging in behavior that disrupts the learning environment or progress.
  10. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
  11. Failure to refrain from behavior that inhibits learning in classroom situations.
  12. Unauthorized elevator use.

**Although not all-inclusive, the following may result in Saturday School, suspension, or immediate separation from the school: In all cases, the administrator reserves the right to make the final decision for any disciplinary action.**

## Major Infractions

The following is a non-comprehensive list of major infractions.

1. Use of Offensive Language. Using abusive or profane language directed or non-directed to teachers and classmates is not tolerated and results in disciplinary action. Such language includes, but is not limited to, profanity, slurs, or offensive language related to gender, race, age & ability, culture, and ethnicity.
2. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations are not tolerated and results in disciplinary action.
3. Bullying: Repeated use of ridicule, threats, intimidation or causing bodily harm to any person result in certain disciplinary action. See also: Anti-Harassment Policy in General Section.
4. Cheating/Dishonesty: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery. In addition, students receive a "0" on the assignment in question, and a possible suspension.
5. Drug Use/Substance Abuse: The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuse of over-the-counter or prescription drugs, is prohibited. Students connected to, or associated with, any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Students in the presence of these substances may be disciplined as well. Violation of this rule is dealt with whether on or off campus. Minimum Suspension: Five (5) Days with possible expulsion.  
  
PCA is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs or a controlled substance on its campus.
6. Tobacco Products: The possession, use, or distribution of tobacco product(s) such as but not limited to electronic cigarettes, cigars, chewing tobacco etc. is prohibited. Minimum suspension: two (2) days. PCA is considered a tobacco-free zone.
7. If Middle School students bring cell phones, ear pods/airpods, headphones, earphones or smart watches to school, these devices should not be a distraction, and should be powered off or on silent. Devices may not be out during the day without permission from school staff.

**5th Grade** phones and smart watches must be turned off (not on silent or vibrate modes) and placed in the student's backpack.

**6th Grade** phones and smart watches must be turned off (not on silent or vibrate modes) and stored in the student's backpack during the school day.

**5th through 8th Grade** students are not allowed to use personal cell phones or other smart devices, ear buds/airpods, headphones, or smart watches during the school day unless they are specifically given permission by a staff member. These devices should be turned off and kept in the student's locker (Plano Campus - backpack if on North campus) at all times. If a student uses one of these devices without permission during school hours, either in a classroom, during lunch, or during a passing period, the device will be confiscated and the following steps are taken:

8. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting is not tolerated on or near school grounds or at any school-sponsored activity.  
  
Students are reminded that fighting may result in suspension, following by a parent conference in order to return to school.
9. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, is considered serious offenses. Minimum Suspension: One (1) day.
10. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden. Minimum Suspension: One (1) Day.
11. Immorality: Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography, whether on or off campus. Minimum Suspension: Five (5) Days.
12. Public Display of Romantic Affection: Students are not allowed to show public display of romantic affection on campus.  
  
1st Offense - Verbal warning  
2nd Offense - Parent Conference  
3rd Offense - Saturday School  
  
And after the 3rd Offense - Principal's discretion for consequences for any further occurrences
13. Insubordination/Disrespect: Insubordination or disrespect, including lying to a staff member or administration; may result in the assignment of Saturday School, or possible suspension.
14. Stealing: Knowingly taking items that do not belong to you, constitutes stealing. Minimum Suspension: Saturday School or suspension.

15. **Truancy:** Missing school or any part of a school day without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom. On campus truancy - Saturday School, off campus truancy - One (1) Day Suspension.
16. **Vandalism:** Destruction or defacing of property belonging to the school, PBC, or others, including textbooks, and lockers, results in disciplinary action as well as assessing compensatory damages. Minimum Suspension: One (1) Day, plus full restitution, including labor and cost of repairs.
17. **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons. Minimum Suspension: Five (5) Days with possible expulsion.
18. **Repeated violation of minor infractions are considered a major infraction.**

#### Discipline Method

This process will normally follow specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline.
- If the behavior continues, a parent is contacted.
- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator becomes involved. At this time a phone call or conference with the parents, administrator and/or teacher and child is held to implement a plan of action to resolve the situation.
- Discipline referrals are given to the student and a copy is sent to the parent.

#### Detention and Saturday School

Detentions may be given when students fail to comply with school regulations and may be given before or after school, during lunch or Saturday mornings. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. If a student misses a **detention or Saturday School, he/she serves two. Parents are notified of a student's detention. Saturday School is from 7:00 to 10:00 a.m. Students attending Saturday School must:**

- Arrive in school uniform at 6:55 a.m.

- Pay \$25 upon arrival
- Bring supplies (pen, paper and school work) for a silent study hall. Students who arrive after 7:05 a.m. or fail to bring their \$25 payment are not permitted to stay for Saturday School.

#### Suspension

A student may be suspended from school following parent communication. Specific changes in attitudes and actions are expected prior to re-admission. A re-admission parent/administrator conference is necessary for the student to return to school. Disciplinary probation may be invoked when a student is suspended from school. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension is determined by the administrator.

There are two types of suspensions:

**In-School Suspension:** Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are to complete class work as they are able.

**Out-of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up over a reasonable time period as determined by administration.

#### Restoration Plan

It is always the intention of Prestonwood Christian Academy to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, the following guidelines will govern the re-admission of suspended students:

At the beginning of the suspension period, PCA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers/coaches of the suspension term, but not the nature of the offense.

At the end of the suspension period, PCA staff and administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.

- Remind the student of their importance in the PCA community.
- Explain that the student is on disciplinary probation and its ramifications, if applicable.
- Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves.
- In addition, staff is encouraged to call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

### Disciplinary Probation

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation [see listing of infractions.]. While on probation, the student's behavior is closely monitored by teachers and school administration. Methods to address behavioral change is recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period is determined by the administration. Parents are informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined **under the section titled "Expulsion" below.**

### Expulsion

Attendance at Prestonwood Christian Academy is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of Prestonwood Christian Academy is required to withdraw from the school. Expulsion is required if it becomes apparent that the school is not able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school is set and the withdrawal procedure followed.

### Loss of Privilege

In an effort to help guide our students in their behavior, the school administration may remove any school related privilege as a disciplinary consequence for a determined period of time. Campus administration determines the length of the removal of privileges according to the disciplinary consequence necessary.

## Attendance

### Arrival and Dismissal

Following are the school day times for grades 5-8:

- Monday, Tuesday, Thursday, and Friday  
8:00 a.m. - 2:50 p.m.
- Wednesday  
8:00 a.m. - 2:00 p.m.

All students may be picked up immediately upon dismissal through designated carpool lines, unless they are involved in a school-sponsored activity or sport. Students are not allowed to go to Main Street Café, Levi's Locker, or the Sports and Fitness Center. Doing so results in disciplinary action by the administration.

### Carpool

1. Morning carpool for middle school is supervised from 7:50 until 7:55. The Middle School building will open daily at 7:15. Students should not be dropped off prior to 7:15 as there is no adult supervision on campus. Students arriving between 7:15 and 7:30 will be supervised in the library. Student are not permitted in the hallways without adult supervision prior to 7:40. At 7:30, the hallways open and students moved to their grade level collaboration space. All students should arrive on campus by 7:55 in order to visit their locker and be in their seat by 8:00.
2. Parents are expected to remain in their vehicles in order to expedite the arrival and dismissal process. If there is a situation that warrants additional time to load or unload, a parent can park in a parking space to provide the time needed.
3. Students not picked up within 10 minutes of dismissal must go to Extended Day until parents arrive and will be charged accordingly. (See section on Extended Day)

### Absences

When your child is absent from school, please call or email the school receptionist. The following procedures apply to absences:

1. Teachers and the receptionist maintain an accurate record of attendance and tardiness. The attendance record appears on report cards.
2. Please call (972-820-5028) or email the receptionist by 9:00 a.m. on the day of the absence.
3. Attendance is recorded by class period. Students must be present for more than half of the class in order to be counted present.



4. Students who are not present for three full academic subjects of the school day may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
  5. Students that are absent are responsible for obtaining homework assignments utilizing *myPCA*, fellow classmates or email the teacher requesting the assignments. It should be noted that teachers do not always check their emails during the school day, resulting in some responses to emails being delayed.
  6. Students have one day for each day absent to make up work, provided the absence is excused. A plan for making up work for an extended absence should be arranged with each teacher.
  7. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. In accordance with the Texas Education Code, students must be in attendance a minimum of 90% of the school year. A student may not miss more than 9 days per semester. Once a student has missed 5 or more days, a doctor's note is required. An attendance committee reviews absences over 9 per semester to determine the educational progress of the student. Saturday School may be assigned attendance recovery.
- Make-up Work: Students must make up all work missed due to approved absences. Students are required to meet with the teacher to make arrangements for missed work. A student who misses any portion of the day must have a note from the doctor or approval from the principal or assistant principal in order to participate in any extra-curricular activities that day. A student has one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.
  - Doctor Appointment: A doctor's note is required in order for the absence/tardy to be considered excused.
  - **Unexcused Absences:** All absences not meeting the criteria listed for Excused Absences are unexcused and are counted with the student's total absences and recorded on the student report card. Examples of unexcused absences:
    - a. Staying home to study.
    - b. Oversleeping
    - c. Tired from previous day's activities
    - d. Choosing not to come to school
    - e. Absences without parent permission

Additionally, a student cannot miss more than nine of a particular class period per semester. If a student misses more than one-half of any one period, he/she is counted as having been absent for the whole period. If a student has more than nine absences in any one period, the student may be assigned to School Attendance Recovery.

### Excused and Unexcused Absences

**Release from Class:** An absence which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, are not reported on the student's report card.

**Excused Absences:** The following absences are considered excused if the school receives a note from the parent within three days after the student returns to school. If a note is not received within three days, the absence is considered unexcused which may result in an academic penalty on course work missed. These absences include illness of student or a doctor's appointment, death in the immediate family, unavoidable family emergency, or a court appearance.

**Pre-Approved Absences:** For the following absences to be excused, they must be cleared in advance with the principal or assistant principal. With advance notice, these absences are counted on the report card, but without penalty for make-up work or tests, if submitted on time. Students are permitted **a total of five pre-approved absence days** during the school year **if submitted in advance**. Absences exceeding this amount are at the principal's discretion. **Pre-approved absences include family vacation, church retreat or a mission trip.** Students must be in good academic standing to be granted pre-approved absences.

- Students should use the Pre-Approved Absence form, found on myPCA on the MS/US Resource Board or in the school office, to schedule a pre-approved absence.
- When a student is absent from school because of illness, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. Five parent notes are allowed per semester to receive an excused absence. Once the student has exceeded the allowable amount of parent notes, all subsequent absences are unexcused unless a doctor's note is provided.
- In conjunction with Texas State Law, our attendance policy requires that a student not incur more than nine absences that are excused, unexcused or pre-approved (10%) of a particular period per semester. If a student has more than nine absences, he or she is assigned School Attendance Recovery time (before school, after school for individual class periods or on Saturday for full days missed) in order to make up time missed during the semester. You are notified if your student reaches nine absences for any period, along with the appropriate action that is taken.



- We would ask that you please refrain from picking your child up early as it affects our instruction time.

### Tardies to School

Students are expected to be in their seat and ready for the start of the school day by the time the tardy bell rings at 8:00 a.m. In order to be on time, students should be dropped off no later than 7:50 a.m. Students coming into the building after the 8:00 a.m. tardy bell are required to sign in with the receptionist. Excused tardies include doctor/dental visits, illness (limit 3 without doctor note) and traffic situations that result in a large number of students being late. All other tardies are considered unexcused.

In the event of excessive tardies, an administrator will notify the parents. [Recovery program here for "5 absences + below 70%".](#)

- 1st Tardy - Warning; Parent notified by school official
- 2nd Tardy - Warning; Parent notified by school official
- 3rd Tardy - One detention; parents notified
- 4th Tardy - Two detentions; parents notified
- 5th Tardy - One Saturday School
- 6th Tardy - Two Saturday Schools
- 7th Tardy - Parent conference and possible suspension

### Tardies to Class

Students are expected to be in their seats when the bell rings.

Arriving more than 5 minutes late to class unexcused (unless there is an extenuating circumstance determined at the discretion of administration) is considered excessive tardiness and result in additional consequences. Repeated tardies to class that are less than 5 minutes will result in discipline action administered by the teacher.

- 1st Tardy - One detention; parents notified
- 2nd Tardy - Two detentions; parents notified by teacher
- 3rd Tardy - One Saturday School
- 4th Tardy - Two Saturday Schools
- 5th Tardy - May result in suspension

Students begin each semester with zero tardies in each class.

### Co-curricular Programs *(athletics, fine arts, academics)*

In order for students to participate in grades 7-8 athletics, a physical by a physician is required. The appropriate forms must be on file with the Athletic Office prior to the first practice of the sport in which the student is participating.

#### Eligibility

Competitive sports and other co-curricular activities (Academics and Fine Arts competitions) can contribute to a well-rounded education; however, being that such activities are co-curricular, they require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education.

Students failing more than one course are considered ineligible for a minimum of two weeks. The first day of ineligibility begins on the date the official report card is posted on **myPCA** and runs for 14 consecutive days. On the first day after the 14-day ineligibility period ends, the student is considered eligible for full participation in co-curricular activities if they are no longer failing more than one course.

A student who continues to fail more than one course (not limited to the initial courses they were failing at the start of the 14-day ineligibility date) shall remain ineligible on a week-to-week basis until such time as the student is failing no more than one course. These weeks are considered to be a seven-day period beginning on the day following the 14-day ineligibility time period and continuing seven consecutive days. Upon the end of the seventh day, grades are checked by administration to determine eligibility.

All eligibility and ineligibility requirements stated above are in compliance with Article V and Subchapter K, Section 77 as stated in the Texas Association of Private and Parochial Schools (TAPPS) governance handbook. Middle School co-curricular activities are not governed by TAPPS, but follow the same guidelines as Upper School for eligibility.

#### Sportsmanship Code of Conduct

All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent PCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards face disciplinary action or be removed from athletic participation.

#### Fees

Fees are required for most co-curricular activities. Access to grades is withheld for unpaid fees or items that are not returned.

## **Birthdays and Special Occasions**

If you would like to provide birthday refreshments at the school, this must be done during Wednesday Advisory. School birthday celebrations are not an occasion to exchange gifts. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. For birthday parties outside of school, please adhere to these guidelines:

1. Students are not permitted to share food. Families may only drop off lunch for their personal child and may not bring food for other students.
2. For birthday parties outside of school: Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.

After school carpool lines may not be used as pick up times for birthday parties. As children age, they should have certain things to anticipate upon entering Upper School. Because of this, flowers and/or gift baskets may not be delivered to students during the school day or at any school-sponsored event or program.

## **Classroom Visits**

We welcome visitors to our classrooms. However, in order to minimize disruption to classroom instruction. Parents who wish to observe classes must do so within the following guidelines:

1. Contact the teacher or an administrator in advance to schedule your visit to coincide with the class you wish to observe.
2. At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.
3. Visitors (other than parents) who wish to visit PCA must get prior written permission from the school administration. This includes lunch visits with current PCA students.

## **Closed Campus**

Middle School students are not permitted to remain on campus after school hours unless enrolled in Extended Day or attending a school function under the direct supervision of a teacher or coach. All students must be accounted for at all times.

## **Dress Code**

General Dress Code Guidelines for Middle School are located in the General Section (pg. 23-25).

### **Dress Code Guidelines for Girls**

- Skirt and skort length should not be shorter than four inches from the crease of the back of the knee. Shorts length should not be shorter than six inches from the crease in the back of the knee

- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear.
- Shirts and blouses are to be tucked into slacks, shorts and skirts at all times.
- Girls have the option of wearing the approved Lands' End Stretch Pencil or Plain Front Stretch Chino Pants.
- Appropriate undergarments and modesty shorts are to be worn under skirts at all times and should not be visible.
- Only solid white T-shirts (without writing) may be worn under uniform shirts.
- Camisoles worn under uniform, field trip or spirit shirts must be white and not visible.
- Shoes must be a matching pair and have a closed toe and heel.
- No boots of any type.
- No flip-flops, clogs, sandals or moccasin-type footwear including slippers/house shoes or shoes with wheels.
- Socks must be a matching pair and should be predominantly white, navy, black, or gray.
- Tights should be white, navy or black. Athletic tights, warm-ups, long johns or stirrup pants are not acceptable. Leggings may be worn but must be solid navy or black.
- Belts must be worn with shorts or pants for students only if belt loops are visible. If belt loops are covered by PCA outerwear, then no belt is required.
- Hair accessories should be modest and coordinate colors with uniform; hair pieces are not allowed.
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color.
- Make-up may be worn in moderation.
- Hats may not be worn during the school day.
- No facial piercings

### **Dress Code Guidelines for Boys**

- Shorts length should not be shorter than six inches from the crease in the back of the knee
- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear. Shirts are to be tucked into slacks and shorts at all times.
- Shirts worn under uniform shirts must be same color as uniform shirt or white.
- Shoes must be a matching pair and have a closed toe and heel.
- Socks must be a matching pair and should be predominantly white, navy, black, or gray.
- No flip-flops, clogs or sandals or moccasin-type footwear

- including slippers/house shoes or shoes with wheels.
- Belts must be worn with shorts or pants for students only if belt loops are visible. If belt loops are covered by PCA outdoorwear, then no belt is required.
- Jewelry - should be modest and not over-sized; no piercings.
- Hair may not extend past the bottom of the collar or fall lower than the eyebrows or below the bottom of the ear lobe. Mohawks (shaved sides) are not allowed.
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color.
- No facial hair is permitted. Boys should be clean-shaven at all times. Sideburns may not extend below the earlobe.
- Hats may not be worn during the school day.
- Students are not permitted to wear pants with the hems torn or ripped.

### **Extended Day**

Extended Day is committed to providing a safe, onsite environment for your student to receive after school care. Students not picked up within 10 minutes following dismissal must go to Extended Care until parents arrive.

This service is offered exclusively to PCA students ranging in grades from PreK to 8th grade. The Extended Day staff is composed of PCA faculty and childcare professionals that align with our biblical beliefs and school mission. PCA is fortunate to be able to provide this service to our parents and attending Extended Day is considered a privilege. Students participating in this program are required to adhere to the PCA Code of Conduct. Discipline policies that pertain to the school day, also apply to the Extended Day program. An administrator at any time has the authority to remove a student and/or revoke their enrollment from the Extended Day program.

Registration is required. Program details, pricing, and enrollment information can be found on **myPCA**.

### **Field Trips**

Field trips are taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of PCA. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. Any parent who wishes to drive on a field trip must be cleared by PCA to chaperone or drive on field trips. Any parent interested, please submit your name to the Middle School Administrative offices to begin the process.

1. PCA activities are for current PCA students only. No other students are allowed to attend. Siblings are not allowed to attend.
2. Any student on disciplinary or academic probation may be excluded from the field trip.

3. School rules, regulations, and policies are in effect on all field trips on or off campus.
4. The sponsoring teacher communicates the dress code.
5. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence is documented.
6. Parent chaperones are secured in advance for all field trips. Parents deciding to attend a field trip at the last minute requires approval from the PCA administrative office.

### **Guidelines for Field Trips**

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, PCA, our families, ourselves and Prestonwood Baptist Church.
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Girls and boys are to be in separate seats on the bus. This rule may not apply in personal vehicles being used for transportation, but whenever possible, girls and guys are separated while traveling.
- Students are to be supervised at all times. Students cannot wander off. Students are responsible for being where they are supposed to be on time and doing what is expected.
- Students are not permitted to bring cell phones with them on field trips. The staff leaders and chaperones are responsible for making necessary phone calls. Parents are provided with a leader's cell number in case of an emergency.
- Students are not allowed to leave early without a PCA staff member approval.

## ***Music and Dancing***

The appreciation for beauty and the ability to create works of art are uniquely human traits which give strong witness to the biblical view that God created man in His own likeness. As such, PCA places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at PCA. It is the desire of PCA that students learn to make choices in the areas of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory. Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given, creative nature of fallen man. Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite, or is sexually suggestive does not reveal the image of God created in us. It is the desire of PCA that students refrain from choosing the types of music and dancing that are worldly in nature and that brings glory to self instead of bringing glory to God.

## ***Searches of Students***

Students and their lockers shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, locker or belongings.

Students also understand and agree that PCA shall have the right to monitor or examine any electronic device at the school or any PCA activity. Additionally, PCA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

## ***Use of Third Party Security Enforcement***

The school shall retain the right to utilize third party resources such as security guards, canine units, etc., to further establish a secure zone on the PCA campus.

## ***Volunteers***

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have an acceptable background check on file and be cleared by administration.





**Plano Campus  
Upper School  
Grade 9-12**

**Parent/Student Handbook**

**2023-24**

## Upper School (Grades 9—12) Administration

|                     |  |
|---------------------|--|
| Chad Nichols, Ed.D. | Principal  |
| Leslie Norris       | Assistant Principal                                |
| Kristi Holden       | Administrative Assistant                           |
| Alicia Guillen      | Receptionist                                       |
| Nicole Hall         | Nurse  |
| Amber Beckles       | Director of Guidance/College and Career Counseling |
| Erin Williams       | Upper School Counselor                             |
| Lea Ann Beem        | Guidance Counselor                                 |
| Cindy Krummrey      | Guidance Counselor                                 |
| Koko Carroll        | Registrar  |
| Debbie Considine    | Guidance Office Manager                            |

## Academics

### Report Cards and myPCA

Parents and students have the ability to check and monitor progress in each of the students academic classes through **myPCA**. This information is available on the student's progress tab. Report Cards are also available at the end of each quarter on the progress tab. Parents and students are assigned an individual username and password to access **myPCA**. Parents and all students in Grades 9-12 can retrieve their username and password using the "Forgot Login" feature. For questions regarding your **myPCA** account, contact [netcommunity@prestonwoodchristian.org](mailto:netcommunity@prestonwoodchristian.org).

### Grade/GPA Calculations

Quarter grades are calculated based on test, quizzes and daily work grades. AP class grades consist of 70% tests, 20% quizzes and 10% daily work. Honors class grades consist of 60% tests, 25% quizzes and 15% daily work. College Prep class grades consist of 50% tests, 30% quizzes and 20% daily work.

Semester grades are calculated based on the quarter grades and semester exams. Each quarter in a semester is weighted as 40% and semester exams are weighted at 20%. For example, semester 1 is 40% Quarter 1, 40% Quarter 2 and 20% Semester 1 Exam. If exempted from final, the grade calculation is 50% for each quarter

A student's GPA is calculated at the end of each semester. To calculate the GPA, each numeric grade is converted to a GPA point value (refer to the point values on the GPA scale). The GPA point values are multiplied by the earned credits, summed and then divided by attempted credits. The student's cumulative GPA includes all semester grades for all courses taken at PCA Plano in 9th-12th grade. Only grades for classes taken at PCA Plano in 9th-12th grade are calculated into the GPA. Pass/Fail classes and any class taken through PCA Online Virtual Academy or taken at any other school including PCA Plano or PCA North Middle School are not included in a student's GPA.

### GPA Scale

| Grade     | College Prep Course | Honors Course | AP Course |
|-----------|---------------------|---------------|-----------|
| A+ 98-100 | 4.00                | 4.50          | 5.0       |
| 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      |

### Semester Exam Exemptions

Exemption policy for fall and spring semester finals:

- Seniors are exempt from finals in all classes in which a 90% or above average is obtained.
- Juniors are exempt from finals in three classes in which a 90% or above average is obtained.
- Sophomores are exempt from finals in two classes in which a 90% or above average is obtained.
- Freshmen are exempt from a final in one class in which a 90% or above average is obtained.
- Students can be absent no more than two times in a particular class during the semester in order to be eligible to be exempt from the final. This includes excused absences, but this does not include absences due to school activities. Students who have been suspended and completed conditions related to that suspension will qualify for final exam exemption. However, two or more suspensions would cause a student to be ineligible for exam exemption.
- Students cannot exempt the semester one final in any AP class. Students are exempt from the semester two final as long as they take the AP exam. If a student does not take the AP exam, they must take the semester final.

### Credit Recovery

Students must achieve an average of 70% or higher in their course work for each semester to earn credit. A failed course does not earn credit and must be successfully retaken if the course is required to graduate.

If a student fails a course that is required to graduate, the student must repeat the course for credit recovery. If a student fails the first semester of any two-semester class, the student may proceed to the second semester of the class with permission of the instructor.

If the required course is a semester course, the student must repeat the failed course. If the course is a two semester course, the student may have to repeat the failed semester(s) based on the rules outlined:

If the student fails the first semester, but receives a passing grade for the second semester and the first semester and second semester grades average above 70, the student earns full credit for the averaged grade. This is referred to as credit-by-averaging.

If the student fails the first semester, but receives a passing grade for the second semester and the first semester and second semester grade average is below 70, the student is required to recover first semester.

If the student receives a passing grade for the first semester but then receives a failing grade for the second semester, the student has not demonstrated content mastery and therefore repeats the second semester.

When a student needs credit recovery for a failed course, the Upper School administration notifies the family and identifies a credit recovery plan for the student. PCA Plano students have three options to recover a failed PCA Plano course:

1. If the course is not a pre-requisite for a course to be taken the following academic year, the student can repeat the course the following academic year at PCA Plano.
2. Repeat the course during the summer through PCA Online Virtual Academy.
3. Repeat the course during the summer through their public home district school.

Any courses taken for credit recovery outside of PCA Plano must be pre-approved by Upper School administration.

### Academic Probation

Students are placed on academic probation if they receive two "F" grades at the end of a semester grading period. Parents are informed of the probationary status. Once students are notified of their probationary status, they remain on the list for one calendar year (12 months/2 semesters). During this time, PCA faculty makes 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 reenroll for the following school year. Students who are asked to leave PCA Plano for academic reasons may re-apply after one full calendar year. If they choose to return to PCA Plano after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

### Honor Roll

Honor Roll recognizes and encourages academic excellence in the class room. Honor Roll calculations are based on the average of quarter grades for the current school year and do not reflect the cumulative GPA.

- Principal's Honor Roll - An average of quarter grades that equal 4.0 and higher.

- Academic Excellence Honor Roll - An average of quarter grades that equal 3.50 to 3.99.
- Academic Achievement Honor Roll - An average of quarter grades that equal 3.00 to 3.49.

### Ranking Top Ten Percent

PCA Plano is a non-ranking school. Students are ranked solely to identify students who fall within the top ten percent of each grade level (per Texas HB 588) and to determine valedictorian and salutatorian. Students are ranked based on their cumulative GPA. A new student must have at least three consecutive semesters in Upper School before the new student can qualify for the top ten percent ranking.

Top ten students in grades 9-12 are recognized at a luncheon in the spring of each academic year. The recognition is based on the standing at the end of semester one of that academic year. At the conclusion of the 11th-grade year, students are ranked for college application status. The valedictorian and salutatorian are determined at the end of the second semester in 12th grade.

For graduating seniors, a notation indicating the student falls in the top 10% is placed on all qualifying senior transcripts. No other ranking designations appears on the transcript. Students qualify based on the cumulative GPA and rank at the end of the summer session prior to the student's senior year. This note is updated at the end of semester one of the senior year.

### National Honor Society

Students can qualify for National Honor Society during 10th, 11th and 12th grade based on their cumulative GPA at the end of semester one. Students must have at least a 3.5 cumulative GPA to qualify for National Honor Society.

In addition to the student maintaining a GPA of 3.5 or higher, a student must demonstrate leadership, character and service. The student's leadership and character are evaluated by teachers and administrators with a particular emphasis on any suspensions the student receives during the student's time in high school. The student's service is evaluated by the National Honor Society's faculty sponsor based upon the student's participation in required National Honor Society service projects.

### Class Scheduling

Students at PCA Plano are required to have a minimum of six (6) graded courses in their schedule each semester of the academic school year. One of the six courses may be a pass/fail course or a PCA Online Virtual Academy course.

In the spring of each year, students who are re-enrolled make course requests for the next academic year. Students may not request specific teachers or sections of a course. Course requests are reviewed and approved based on grades, standardized test scores and department recommendations. Students have until the designated date to make any changes to their requested courses. No changes are accepted after this date unless justifiable and approved.

**Justifiable changes include:**

1. Administrative request.
2. Student was assigned to a teacher with whom he/she failed a course the previous year.
3. Student was scheduled for a course in which the student has inadequate background.
4. Student was scheduled for a course without completing the required prerequisite(s).
5. Student was recommended for a course but was not scheduled into it.
6. Student was scheduled into a course but he/she already received credit for course.
7. A senior requires a specific course as a graduation requirement.
8. A physical disability prevents a student from adequate participation in a course.
9. The change must be initiated by an instructor. (This typically happens at the end of the first semester).

**Dropping Courses**

Students have approximately two weeks to make any changes to their elective classes once the school term (Fall or Spring) has begun. Once the two-week period to amend the student schedule has passed, if a student is approved to drop a class, the grade is listed on the transcript as either WF (withdrawn failing) or WP (withdrawn passing) depending on the student's grade at time of withdrawal.

**Upper School Courses in Seventh or Eighth Grade**

Some courses taken in Middle School earn high school credit (e.g., Honors Algebra I, Spanish I, etc.) and are included on the Upper School transcript. The numeric grade is not included in the student's Upper School GPA. For a list of Middle School Courses that can earn Upper School credit please refer to the PCA Curriculum Guide.

**Non-PCA Courses**

All classes required to graduate must be taken at PCA Plano. If a student wishes to take a course outside of PCA Plano for Upper School credit, written permission must be first be obtained from the Guidance Office. This includes any course taken through any online (e.g., PCA Online Virtual Academy), correspondence or other accredited program. PCA Online courses taken for credit (not for credit recovery) will be included in the student's PCA Plano Upper School GPA. Credit earned by through other avenues will be granted to the student, but the numeric grade is not included in the student's PCA PLano Upper School GPA.

**PCA Online Courses**

PCA Plano Students may enroll in online courses through PCA Online Virtual Academy. Students taking a class through PCA

Online Virtual Academy must also be scheduled for at least five graded (non-pass/fail) classes through PCA Plano each semester. Unless noted in the PCA Curriculum Guide (e.g., PCA Online Virtual Academy Marine Science), PCA Online Virtual Academy courses cannot be taken to fulfill the minimum graduation requirement or as a substitute for an existing PCA course. PCA Online Virtual Academy classes are transcribed on the PCA transcript and are calculated into the student's GPA provided the course is not being taken for credit recovery.

A student taking a PCA Online Virtual Academy class must be enrolled in at least one study hall. This designates time during the school day for the student to work on the virtual course.

PCA Plano students may request a PCA Online Virtual Academy class during online course registration in early spring. The course request is then reviewed and approved by the PCA Guidance Office. Once the course is approved, the family is required to complete the PCA Online Virtual Academy application and make payment to the PCA Online Virtual Academy. Failure to submit the application or make payment results in the student being placed in an alternate PCA Plano course.

**Credit Transfer Guidelines**

PCA Plano will accept credits from accredited high school programs. Transfer credits are not included in the student's Upper School GPA.

1. Specific transfer courses that meet PCA Plano requirements are credited as such. Other miscellaneous transfer credits are acknowledged as elective credits.
2. Under special circumstances homeschool students are evaluated through credit by exam.

**Summer School**

Some Upper School classes are offered for credit over the summer through PCA's Summers at Prestonwood program. These for-credit classes are graded and are calculated in the student's GPA.

Students who wish to take courses not offered at PCA Plano for credit must first receive written permission from the Guidance Office. This may include courses taken through PCA Online or through the student's local public school for credit recovery. Grades must be turned into the Guidance Office upon completion of the course. If a class is taken at another school for credit, credit may be granted to the student but the grade is not calculated into the student's GPA.

**Minimester/Mission Requirements**

All students are required to participate in Minimester activities each year they are enrolled at PCA Plano. Students are encouraged to choose activities that fuel their interests and enthusiasm. As a part of the Minimester requirement, each student must participate in Mission activities during their Upper School career. Students who begin Upper School in the ninth or tenth grade must earn one (1) mission credit to graduate. Students enrolling in the Upper School beginning in the eleventh or twelfth grade must earn one-half (1/2) mission credit to graduate. Mission credit will be based on the ability of a trip's service plan meeting the IRS tax deductibility



guidelines for a full or half credit. Credit will be determined at the time the trip's itinerary is set and will be communicated when Minimester opportunities are announced to students and parents.

Mission credit is tracked and assessed through the Guidance Office. Additionally, students who participate in a non-PCA sponsored mission trip may earn credits towards their mission requirements. The credit earned for a non-PCA mission trip is determined by the Guidance Office and is based on the destination and number of hours spent on evangelism and service.

### Students with Learning Differences

If a student has been tested and diagnosed with learning differences within the past three years, he/she may qualify for special classroom or testing accommodations through registration in the Learning Lab program. A copy of the evaluation must be submitted to the Learning Lab Director.

### Advanced Placement Courses

Students enrolled in an Advanced Placement (AP) course are taking a college-level academic course. It is critical the student and family understand and are willing to commit to the college-level work and class attendance expectations required for an AP course and readiness for the culminating AP exam. Given the necessary academic and attendance commitment, the course is intended to prepare students to take the College Board AP exam in the spring semester. College Board AP exams are administered by PCA Plano on the PCA Plano campus. Students have the potential to earn college credit based on their AP exam score. AP Exams are scored 1-5, with 3-5 considered passing scores. The actual college credit earned is dependent on the college the student attends and the degree program the student pursues.

Based on past trends, students who fall below 80% class average in an AP class typically have not been successful in passing the given AP exam. Accordingly, faculty would recommend such students not pursue the AP exam. A final decision on AP exam "readiness" and commitment is made no later than October 1.

Students who do not take the AP exam are required to take a semester final for the AP course. The semester final is administered at the same time as the AP exam.

Once the exams are over, the class is complete. The student has the option to either attend the class as a study hall or to not attend school during that class period. Students who do not attend the AP class study hall cannot be on the PCA Plano or Prestonwood Baptist Church (Main Street) campus during that time.

### Distinguished AP Measure

For an AP course to qualify as an AP Measure for the Distinguished Diploma, the student must take the AP exam. The student must also score either a 3 or higher on the exam or achieve 80% on semester 1 and 2 for grades 9th, 10th, 11th and the first semester of 12th grade. AP courses taken at another school (PCA Online or other transfer course) may count towards the "four Distinguished AP measure requirement" for the distinguished diploma. In order for the class to count, the student must meet the same qualifications as a PCA Plano AP course (see above requirements).

### Dual Enrollment/Dual Credit Courses

PCA Plano students have the potential to earn college credit by taking the dual credit course option available for some PCA Plano courses. PCA Plano dual credit courses are taught on the PCA Plano campus by PCA Plano faculty during the regularly scheduled school day.

PCA Plano dual credit courses require concurrent enrollment in the college offering the dual credit. There are separate application and registration fees payable to the college. The college defines the fee structure, eligibility and the grading requirements for the dual credit portion of the courses. Please see the PCA Plano Guidance Office for more detailed information about each dual credit course option offered at PCA.

PCA Plano may offer a dual credit option for either an Honors or AP level course level. No additional GPA points are awarded for taking the dual credit option for the course. Honors level dual credit courses do not count as distinguished AP measures for the distinguished diploma.

PCA Plano does not offer credit for college courses taken outside of the PCA Plano curriculum.

### Standardized Testing

PCA Plano administers the PSAT in the fall to all students in grades 9-11. The PSAT is a practice test for the College Board's Scholastic Aptitude Test (SAT). PCA also administers the Pre-ACT exam practice for the ACT exam to students in grades 9-10. PCA offers these exams at no additional charge. Students are automatically registered for the exam and the exams are taken during the standard school day. Exam results are also used for PCA Plano course level placement.

## Graduation Requirements

PCA Plano offers two programs of study for Upper School students. The Recommended Diploma Program consists of courses students must take to graduate from PCA Plano. The Distinguished Diploma Program offers additional courses and advanced measures for students pursuing a more rigorous level of challenge.

| College Preparatory Diploma 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<br>(the same foreign language) | 3 Foreign Language<br>(the same foreign language) |
| 0.5 Speech  | 0.5 Speech  |
| 1 Physical Education                              | 1 Physical Education                              |
| 1 Fine Arts                                       | 1 Fine Arts                                       |
| 1 Technology                                      | 1 Technology                                      |
| <b>26.5 +</b>                                     | <b>27.5+*</b>                                     |

\* Requires 4 Distinguished AP measure +Mission Requirement please see Minimester/Mission Requirements section.

### Math Requirements

Students who receive a Math credit in Middle School are still required to earn four sequential Math credits in Upper School as they must be enrolled in a Math course each year of Upper School. Students transferring into Prestonwood Christian Academy during any high school year are required to take a Math selection each year they are enrolled, regardless of Math credits earned at previous schools.

### Valedictorian/Salutatorian

Senior class valedictorian and salutatorian are determined based upon the cumulative grade point average (GPA) and are finalized at a designated cut-off date each year. Students must have attended PCA Plano for their junior and senior years to be eligible for this honor.

### Honor Graduates

Eligibility for graduation honors is based on cumulative 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 above 4.0

### Homework Policy

The primary purpose for homework is to reinforce class content and instruction. It is assumed that homework is a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Please be aware that no tests are given on Thursdays because we strongly encourage our families to be actively involved in their local church. Whether or not a student spends less or more time on homework depends on organization, study skills, use of time, homework environment and other factors. If a student does not turn in an assignment on time, 30 percent per class period is deducted from the assignment. After three periods a zero is recorded. Unless prior arrangements have been established with the teacher, late projects receive a deduction of 30 percent per class period.

### Textbook Care

PCA Plano assigns textbooks for a student to use throughout the year.

1. No writing or marking is to be done in any textbook unless the textbook is purchased in advance or is consumable.
2. Students pay for damaged or lost textbooks. Please note that if a student returns a book that is damaged, the following charges are applied.
  - If the book is significantly damaged or damaged to a point where it cannot or should not be reissued next year (broken binding, pages missing, etc.), the full price of the book is charged.
  - If the book is damaged, but the damage is minimal (torn pages, partially broken binding, damaged cover, etc.), half of the price of the book is charged. The administration may hold a student's report card at the end of the year until all books are returned or charges are assessed.

### Discipline

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. PCA Plano provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student is sent to the appropriate administrator. STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT PCA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school campus or in school activities are subject to disciplinary action.

### Code of Conduct: 24/7/365

Students are expected to represent Prestonwood Christian Academy in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration deals directly with any student who violates the Code of Conduct or draws attention to PCA in a negative manner which may result in disciplinary action or a student's dismissal from the school.

### Minor Infractions

The following is a non-comprehensive list of minor infractions:

1. Minor classroom disruption.
2. Failure to comply with the PCA Plano dress code.
3. Failure to participate in class.
4. Loud or disorderly conduct while in hallways and restrooms.
5. Unauthorized elevator use.
6. Wearing AirPods/headphones in the hallway.

Repeated minor offenses may result in disciplinary probation.

Although not all-inclusive, the following may result in a detention, a Saturday School, suspension or immediate separation from the school: In all cases, the administrator reserves the right to make the final decision for any disciplinary action.

### Major Infractions

The following is a non-comprehensive list of major infractions:

1. Use of Offensive Language. Using abusive or profane language directed or non-directed to teachers and classmates is not tolerated and results in disciplinary action. Such language includes, but is not limited to, profanity, slurs, or offensive language related to gender, race, age & ability, culture, and ethnicity. Violations: Saturday School up to and including expulsion.
2. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in classroom situations is not tolerated and

results in disciplinary action.

3. **Bullying:** Repeated use of ridicule, threats, intimidation or causing bodily harm to any person results in certain disciplinary action depending on details. See also: Anti-Harassment Policy in General Section.
4. **Cheating/Dishonesty:** Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism or forgery. In addition, students receive a "0" on the assignment in question. For the 1st offense a grade of "0" will be entered and the assignment will be completed. The 2nd offense will result in a grade of "0" and 2-days ISS. The 3rd offense will be given a "0" and 1-day OSS & 2-days ISS.
5. **Drug Use/Substance Abuse:** The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuses of over-the-counter or prescription drugs, is prohibited. Students connected to, or associated with, any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Students in the presence of these substances may be disciplined as well. Violation of this rule is dealt with whether on or off campus. PCA Plano is considered a drug/alcohol-free zone as it relates to the possession, use and/or distribution of illegal drugs or controlled substances on its campus. Minimum Suspension: Five (5) Days out of school suspension with possible expulsion.
6. **Tobacco Use:** The possession, use or distribution of tobacco or tobacco/nicotine products such as but not limited to electronic cigarettes, cigars, chewing tobacco, etc., is prohibited. PCA Plano is considered a tobacco/nicotine free zone. Minimum Suspension: Three (3) Days In School Suspension. Off-campus tobacco use - minimum 3 days ISS. On- campus tobacco use - minimum 3 days suspension.
7. **Electronic Device or Medium:** A misuse, as defined by the Acceptable Use Policy, of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Cell phones may be used during passing periods, lunch and activity period. It is considered a cell phone violation if the cell phone or smart device is seen or heard during class and/or chapel/assembly Classroom or additional use is at the teacher's/administrator's discretion.
 

Usage Violations (using device when or where prohibited)

  - 1<sup>st</sup> Violation - One Saturday School
  - 2<sup>nd</sup> Violation - Two Saturday School
  - 3<sup>rd</sup> Violation - Minimum 3 day In-School Suspension
  - 4<sup>th</sup> Violation - 2 days Out of School Suspension
8. **Communication Violation** (including social media, texts, emails): Students are responsible for their communication stated or posted on social media accounts. Posting profane, vulgar, and/or inappropriate comments directly or indirectly to students and/or personnel are prohibited. Minimum 5 Days ISS Suspension. 2nd Violation: 2 Days OSS.
9. **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting is not tolerated. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense. 1st Violation: Minimum 5 days ISS. 2nd Violation: Minimum 3 days OSS.
10. **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters or firecrackers, is considered serious offenses. 1st Violation: Minimum 3 days ISS. 2nd Violation: Minimum 1 day suspension.
11. **Gambling:** Card playing for the purpose of gambling, or any other form of gambling, is forbidden. 1st Violation: Minimum 3 days ISS.
12. **Immorality:** Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography, whether on or off campus. Minimum 5 days suspension.
13. **Insubordination/Disrespect:** Insubordination results in an automatic Saturday School, with possible suspension. Sleeping or eating in class is classified as disrespect and result in a detention or Saturday School. Minimum of Detention or Saturday School.
14. **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. 1st Violation: Minimum 3 days ISS. 2nd Violation: Minimum 2 days OSS..
15. **Tattoos and/or body piercing:** Tattoos, including Henna tattoos or body art, are to be covered by PCA approved uniforms, spirit wear, or outer wear at all times. Ear-piercings may be worn by girls only. Students in violation of this policy will receive Saturday School for the first violation, followed by ISS for subsequent violations.
16. **Truancy:** Missing school or any part of a school day without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom. On campus truancy - Saturday School. Off campus truancy: 1st Violation: Minimum 3 days ISS. 2nd Violation: Minimum 1 day OSS.

17. **Vandalism:** Destruction or defacing of property belonging to the school, PBC or others, including textbooks, results in disciplinary action as well as assessing compensatory damages. 1st Violation: Minimum 3 days ISS plus full restitution, including and cost of repairs. 2nd Violation: Minimum 2 days OSS.
18. **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, pepper spray, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object is considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons. Minimum 5 days suspension with possible expulsion. This policy applies to all campus property, including parking lots, as well as school-sponsored events occurring off campus.
19. Repeated violations of minor infractions are considered a major infraction.

### Discipline Method

This process normally follows specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline.
- If the behavior continues, a parent is contacted.
- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator becomes involved. At this time the administrator contacts the parent with the disciplinary action on the part of the school.
- A discipline referral notification is emailed to the student and parent via **myPCA**.

### Detention and Saturday School

Detentions may be given when students fail to comply with school regulations. Detentions are before school from 7:00 – 7:30 a.m. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. Saturday School is from 7:00 a.m. to 10:00 a.m. in the Upper School building. Students attending Saturday School must:

- Arrive in school uniform at 6:55 a.m.
- Pay \$25 upon arrival
- Bring supplies (pen, paper and school work) for a silent study hall. Students who arrive after 7:05 a.m. or fail to bring their \$25 payment may not be permitted to stay for Saturday School and will serve two Saturday Schools as additional consequences.

### Public Display of Romantic Affection

Students are not allowed to show public display of romantic affection on campus.

- 1st Offense - Verbal warning
- 2nd Offense - Parent Conference
- 3rd Offense - Saturday School

After the 3rd Offense - Principal's discretion for consequences for any further occurrences.

### Missed Detention

- **First Missed Detention:** The student is assigned a double detention and any other missed detentions may result in Saturday School. Extenuating circumstances must be discussed with the Upper School Administration prior to the detention.
- A student receives two Saturday Schools if a Saturday School is missed. Extenuating circumstances must be discussed with the Upper School Administration prior to the Saturday School.

### Suspension

Suspension from school is a result of repeated minor infractions or a major infraction of the PCA Code of Conduct. An administrator at all times has the authority to suspend a student. The administration determines the length of suspension. All work missed during the suspension is to be made up. Very specific changes in attitudes and actions are expected prior to re-admission. Disciplinary probation may be invoked when a student is suspended from school. Students suspended are not allowed to exempt any finals for the semester in which the suspension occurred.

### There are two types of suspensions:

**In-School Suspension:** Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are to complete class work as they are able.

**Out-of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up over a reasonable time period as determined by administration.

Suspended students are not allowed to be on campus during the period of their suspension without administrative approval. Students are not permitted to participate in or attend co-curricular activities.

### Restoration Plan

It is always the intention of Prestonwood Christian Academy to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, the following guidelines govern the re-admission of suspended students: At the beginning of the suspension period, PCA Plano staff and administration:

- Clearly identify the offense at both the beginning and end of the suspension.



- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers/coaches of the suspension term, but not the nature of the offense.
- At the end of the suspension period, PCA Plano staff and administration:
- Follow-up with the student to welcome back to campus.
- Remind the student of their importance in the PCA Plano community.

### Disciplinary Probation

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation. [See listing of infractions] While on probation, the student's behavior is closely monitored by teachers and school administration. Methods to address behavioral change are recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period is determined by the administration. Parents are informed of the probationary status. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined under the section titled "Expulsion" below.

### Expulsion

Attendance at PCA Plano is a privilege. Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school are dismissed or asked to withdraw. A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance. Expulsion is recommended if it becomes apparent that the school is not able to meet the needs of a student, or that the student's behavior is preventing a conducive, academic environment. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school is set and the withdrawal procedure followed. The expulsion date may be immediate.

### Loss of Privilege

In an effort to help guide our students in their behavior, the school administration may remove any school related privilege as a disciplinary consequence for a determined period of time. Campus administration determines the length of the removal of privileges according to the disciplinary consequence necessary.

## Attendance

### Arrival and Dismissal

The following procedures are in place to ensure the safety of your student on the Upper School campus:

1. Students who are not picked up by 3:50 p.m. are asked to wait inside the Upper School and a parent/guardian are contacted. This excludes students participating in athletics or other school activities. PCA Plano is not liable

for students who remain on campus after the above stated times and locations. Students may not wait for parents in Main Street or in the Church's Sports and Fitness Center.

2. When a student needs to depart from school early for an appointment, the parent must send a note, email or call the receptionist as early in the day as possible. Students need to sign out at the receptionist's desk. Students are responsible for missed work when leaving early.
3. Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration. Upon arrival, students may not miss any class, assembly, lunch or any other scheduled event for any reason without prior administrative approval.
4. If students become ill during the day, they are to get a pass from their teacher and report to the clinic where the nurse contacts the parent to determine if it is necessary for the student to go home early.
5. Please note the section below entitled "Pre-Approved Absences" for guidelines that govern students leaving town for any reason. Pre-approved absence request forms are available at the receptionist's desk and on the school web site under "Online Forms."

### Absences

When your child is absent from school, please call or email the Upper School receptionist. The following procedures apply to absences:

1. Teachers and the receptionist maintains an accurate record of attendance. The attendance record appears on *myPCA*.
2. Please call (972-930-4056) or email the receptionist by 9:00 a.m. on the day of the absence.
3. Attendance is recorded by class period. To be counted as present, the student must be in class for more than half the period.
4. Students who are not present for two full academic subjects may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
5. If an absent student needs homework assignments, the best method of obtaining the homework assignments is from another student. Otherwise, the student or parent should email the teacher requesting the assignments. Teachers do not always check their emails during the school day, resulting in some responses to emails late in the afternoon or the next day.
6. Students have one class period for each day absent to make up work, provided the absence is excused. A plan for making up work for an extended absence should be arranged with each teacher. If a student misses the day of a previously announced test or quiz, he/she is required to

- take the test or quiz the day of return to that class.
7. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all work missed in these situations and should turn in assignments the day that they return. If a student misses the day of a previously announced test or quiz, he/she is required to take the test or quiz the day of return.
  8. Students must be in attendance a minimum of 90% of the school year or they may be required to repeat the grade level. Saturday School may be assigned for credit recovery.

### Academically Excused, Exempt and Unexcused Absences

- **Excused Absences:** The following absences are considered academically excused if the school receives a note, phone call or email from the parent. These absences are still reported with the student's total absences on the report card, but without penalty for makeup work or tests if made up during the designated period of time. These absences DO count in the total for exam exemptions absences.  
Examples of academically excused absences:
  - a. Not feeling well; colds; allergies; headache; any sickness that does not include a fever or stomach issues;
  - b. Pre-approved absences
- **Exempt Absences:** The following absences are considered academically excused IF the school receives a doctor's note (for sickness). These absences DO NOT count in the total for exam exemptions absences.
  - a. Doctor's appointment with a doctor's note turned in within one week. After one week, we no longer accept a note and the absence is changed to an excused absence.
  - b. Death in the immediate family.
  - c. An illness that includes a fever above 100 degrees or stomach problems (vomiting or diarrhea).
  - d. A migraine headache IF the school has on file a note from the doctor documenting that the student has a history of migraine.
  - e. An injury or illness with a note from a doctor stating when the student may return to school
  - f. Pre-approved college visits (for Juniors and Seniors only)
  - g. Getting your driver's license/permit or passport
  - h. In court due to circumstances beyond the student's control
- **Pre-Approved Absences:** For pre-approved absences to be excused, they must be cleared with the administration at least five days in advance. These are counted on the report card as absences, but without academic penalty. Students are allowed five pre-approved absences if in good academic standing. Of these five pre-approved absences, Juniors and Seniors may use three of them for college visits. Pre-approved college visits DO NOT count against the student

in terms of exam exemptions, but ALL other pre-approved absences DO count in terms of exam exemptions. If the student does NOT turn in a pre-approved absence form BEFORE a college visit, the date COUNTS as an excused absence in terms of exam exemptions. Pre-approved absences exceeding the five allowed are at the discretion of the administration. Students may obtain a pre-approved absence form from the Upper School receptionist or download it from myPCA. Students who do not obtain a pre-approved absence form receive a warning the first time. Any repeat violations after the warning make the absences count as Unexcused Absences.

- **Unexcused Absences:** All absences not meeting the criteria listed for Excused Absences and Exempt Absences are unexcused and are counted with the student's total absences and recorded on the student report card. An unexcused absence of a whole day may result in other disciplinary consequences to be determined by the Administration. Work missed during an unexcused absence will be due the next meeting day of that class. Additionally, a student cannot miss more than five of a particular period per semester. If a student misses more than one-half of any one period, he/she is counted as having been absent for the whole period. If a student has more than five absences in any one period, the student may be assigned to attend Saturday School for credit recovery. Students who do not attend the required Saturday School to make up the time missed may not get credit for the class for the semester.
- Additionally, a student cannot miss more than five of a particular period per semester. If a student misses more than one-half of any one period, he/she is counted as having been absent for the whole period. If a student has more than five absences in any one period, the student may be assigned to attend Saturday School for credit recovery. Students who do not attend the required Saturday School to make up the time missed may not get credit for the class for the semester.

### Tardies (per class)

Students are expected to be in their seats when the bell rings. Students who have an unexcused tardy in any one period will receive the following:

- 3<sup>rd</sup> Tardy - One detention.
- 4<sup>th</sup> Tardy - Two detentions.
- 5<sup>th</sup> Tardy - Saturday School.
- 6<sup>th</sup> Tardy - Two Saturday Schools.
- 7<sup>th</sup> Tardy - Parent conference and possible suspension.

Parents are responsible for checking **myPCA** to monitor their student's tardies.

### Co-curricular Programs *(athletics, fine arts, academics)*

**Eligibility**

Competitive sports and other co-curricular activities (Academics and Fine Arts competitions) can contribute to a well-rounded education; however, being that such activities are co-curricular, they require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education.

Students failing more than one course are considered ineligible for a minimum of two weeks. The first day of ineligibility begins on the date the official report card is posted on **myPCA** and runs for 14 consecutive days. On the first day after the 14-day ineligibility period ends, the student is considered eligible for full participation in co-curricular activities if they are no longer failing more than one course.

A student who continues to fail more than one course (not limited to the initial courses they were failing at the start of the 14-day ineligibility date) shall remain ineligible on a week-to-week basis until such time as the student is failing no more than one course. These weeks are considered to be a seven-day period beginning on the day following the 14-day ineligibility time period and continuing seven consecutive days. Upon the end of the seventh day, grades are checked by administration to determine eligibility.

All eligibility and ineligibility requirements stated above are in compliance with Article V and Subchapter K, Section 77 as stated in the Texas Association of Private and Parochial Schools (TAPPS) governance handbook. Sportsmanship Code of Conduct

**Sportsmanship Code of Conduct**

All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent PCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards face disciplinary action or be removed from athletic participation. All students participating on a PCA-sponsored team (including summer athletic programs) must comply with the applicable sections of the dress code and the appearance guidelines outlined by the athletic department.

**Fees**

All fees are billed by the PCA Business Office. Access to grades are withheld for unpaid fees or items that are not returned.

**Upper School Schedules**

For updated schedules, please refer to the Calendars tab on the Resource Page in myPCA.

**Campus Visitation**

Parents are welcome on our campus. We want to minimize disruptions to the classroom instruction; therefore, we ask that those who wish to visit classes do so within the following guidelines:

- Please contact the school in advance to schedule your visit to coincide with the classes you wish to observe.

- At the time of your visit, sign in at the reception desk located at the main entrance where a visitor's badge is provided.
- Students are not allowed to have friends visit during lunch or during the school day.

**Closed Campus**

PCA Plano maintains a closed campus. All visitors to the Upper School must enter the building at the main entrance. All other doors leading into the buildings must remain locked during the school day to provide maximum security for all students. Non-PCA guests are not allowed in the classroom or in the lunch room (including Main Street) without prior approval from administration. Only Juniors and Seniors are allowed to leave campus for lunch on Wednesdays.

**Dress Code**

General Dress Code Guidelines for Upper School are located in the General Section (pg. 23-25).

**Dress Code Guidelines for Girls**

- Skirt and skort length should not be shorter than four inches from the crease of the back of the knee. Shorts length should not be shorter than six inches from the crease in the back of the knee and must not be tight/form fitting.
- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear.
- Girls have the option of wearing the approved Lands' End Stretch Pencil or Plain Front Stretch Chino Pants.
- Appropriate undergarments and modesty shorts are to be worn under skirts at all times and should not be visible.
- Shoes must have a closed toe and heel.
- No flip-flops, clogs, sandals or moccasin-type footwear.
- No house shoes/slippers including fur-lined shoes or shoes with wheels.
- No boots of any type - except on Spirit Day with jeans.
- Socks should match and be predominantly white, navy, black, or gray.
- Tights should be white, navy or black. Athletic tights, warm-ups, long johns or stirrup pants are not acceptable. Leggings may be worn but must be solid navy or black.
- Hair accessories should be modest and coordinate colors with uniform; hair pieces are not allowed.
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color.
- Polo shirts and Senior rubgys may be worn untucked.

**Dress Code Guidelines for Boys**

- Shorts length should not be shorter than six inches from the crease in the back of the knee and must not be tight/form fitting.

- Students may only wear PCA sweatshirts, hoodies, sweaters, and jackets (purchased at Levi's Locker) during the school day. Uniform polo shirt collar should be visible at all times under approved outerwear.
- Uniform shorts should be no shorter than 6 inches from the crease in the back of the knee and must not be tight/form fitting.
- Shoes must have a closed toe and heel.
- No boots of any type - except on Spirt Day with jeans.
- No flip-flops, clogs, sandals or moccasin-type footwear.
- No house shoes/slippers may be worn including fur-lined shoes or shoes with wheels.
- Socks should match and be predominantly white, navy, black, or gray.
- Belts must be worn with shorts or pants for students only if belt loops are visible. If belt loops are covered by PCA outerwear, then no belt is required.
- Hair may not extend past the bottom of the collar or fall lower than the eyebrows or below the bottom of the ear lobe. Mohawks (shaved sides) are not allowed.
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color.
- No facial hair is permitted. Boys should be clean-shaven at all times. Sideburns may not extend below the earlobe.
- Earrings may not be worn while a student at PCA Plano. (see major violations)
- Students are not permitted to wear pants with the hems torn or ripped.
- Polo shirts and Senior rugbys may be worn untucked.

### Dress Code Violations

- 1st Violation – Reminder of Dress Code expectations
- 2nd Violation – Verbal warning of violation
- 3rd Violation - Detention
- 4th Violation - Detention
- 5th Violation – Office referral for defiant behavior
- Student will not be penalized more than once in a day for the same violation.

Students begin each semester with zero dress code violations.

### Field Trips

Field trips are taken during the school year. They are learning experiences, primarily designed to enrich the curriculum of PCA. The Parent Authorization Form, which must be on file before your student begins school, releases the school from any liability.

1. PCA Plano field trips are for current PCA Plano students only. No other students are allowed to attend. In most cases siblings that are not enrolled in PCA Plano are not allowed to attend.
2. Any student on disciplinary or academic probation may be excluded from a field trip.

3. School policies are in effect on all field trips on or off campus.
4. Students who attend activities (field trips, after-school sports, etc.) must have attended school the day of the activity.
5. Students are responsible for any academic material missed while on a school field trip or school activity.
6. If a student misses a scheduled test because of a field trip or school activity, the student is responsible to take the test the next day.

### Guidelines for Field Trips

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, PCA, our families, ourselves, and Prestonwood Baptist Church.
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Girls and boys are to be in separate seats on the bus. This rule may not apply in personal vehicles being used for transportation, but whenever possible, girls and guys are separated while traveling.
- Students are to be supervised at all times. Students cannot wander off. Students are responsible for being where they are supposed to be on time and doing what they are expected.
- Students are not allowed to leave early without a PCA Plano staff member approval.
- Students must wear required field trip attire (uniform shirt and uniform pants, skirt, or shorts) unless special permission has been obtained from an administrator.
- All chaperones supervising students must have a background check on file.

### Music and Dancing

The appreciation for beauty and the ability to create works of art are uniquely human traits which give strong witness to the biblical view that God created man in His own likeness. As such, PCA places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at PCA. It is the desire of PCA that students learn to make choices in the areas of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory. Dance may be evaluated



in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given, creative nature of fallen man. Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite, or is sexually suggestive, does not reveal the image of God created in us. It is the desire of PCA that students refrain from choosing the types of music and dancing that are worldly in nature and that brings glory to self instead of bringing glory to God.

### **Search of Students**

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, locker or belongings.

Students also understand and agree that PCA shall have the right to monitor or examine any electronic device at the school or any PCA activity. Additionally, PCA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, for example "SnapChat" and "FaceBook", or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

### **Student ID Policy**

PCA Upper School students will be issued a Student Identification Badge (ID) which they will wear around their neck on a school approved lanyard at school and school events. These IDs will be used to easily identify students for safety and security as well as taking attendance for events such as chapel, Biblical Worldview Conference, Texas Stomp, etc.

- Students will be issued their initial ID and lanyard free of charge.
- Should the student lose, or deface their ID a replacement will be issued at the Upper School Office at a cost of \$5.00 billable to the student's account.
- Students not wearing their ID will receive the following consequences:

**1st Offense**—Warning and required to immediately wear ID or get a replacement if necessary.

**2nd Offense**—Warning and required to immediately wear ID or get a replacement if necessary.

**3rd Offense**—Detention and required to immediately wear ID or get a replacement if necessary.

**4th Offense**— 2 Detentions and required to immediately wear ID or get a replacement if necessary.

**Subsequent Offenses**—Saturday School, required to immediately wear ID or get a replacement if necessary, and parent conference.

**Ongoing Offenses**—Classified as Insubordination/Disrespect carrying the consequences associated with that offense in the PCA-Plano Upper School Handbook

In the event a student is withdrawn from Prestonwood Christian Academy, they will relinquish any IDs in their possession to PCA as a part of the withdrawal process.

Students may use the school issued lanyard or a PCA lanyard purchased through Levi's Locker.

Seniors may use a lanyard representing the college/university of their choice.

### **Use of Third Party Security Enforcement**

The school shall retain the right to utilize third party resources such as security guards, canine units, etc. to further establish a secure zone on the PCA Plano campus.

### **Vehicle Use on Campus**

1. Students who drive without a valid driver's license may have their key confiscated and the vehicle towed. This action may result in suspension or expulsion.
2. Students who drive to school must register their vehicle with the Upper School office by the end of the second week of school or immediately upon receiving their license.
3. Students may park only in their assigned PCA parking area.
4. Reckless or careless driving is not tolerated.
5. Vehicles are not to be moved during the school day without administrative approval.
6. The speed limit is 15 mph on school property.
7. Students are not permitted to go to their vehicle during school hours unless they receive permission from an administrator.
8. No writing, pictures, or symbols shall be displayed on any vehicle which promotes a philosophy contrary to the philosophy of PCA.
9. No loud music is permitted in the vehicles while on school property or at school activities.
10. Students are not allowed to remain in vehicles after arriving.

Violation of any of the above Vehicle Regulations may result in not being able to drive on school property for a specified period of time and/or other disciplinary action.

## ***Non-PCA Guest Policy for School-Sponsored Events***

It is understood that the guest of the PCA student would be their date to the event. PCA sponsored events at which non-PCA students are allowed as guests requires adherence to the following guidelines:

- PCA students may bring no more than one guest.
- The guest must be a student in good standing at their school of record.
- The guest must submit an outside guest form signed by the administrator from their school of record along with a business card from the administrator one week prior to the event.
- The guest must be the opposite gender of the PCA student as indicated on both parties' birth certificates.
- If, for some reason, the guest is not a student, the guest must be of the same age as students attending PCA Upper School (14-18).

Middle School students are not permitted to be guests at Upper School Functions. Any deviation from the aforementioned guidelines is at the discretion of Administration. Administration reserves the right to deny admittance to any outside guest.

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**Prestonwood Christian Academy Online  
Parent/Student Handbook  
2023-24**



# Prestonwood Christian Academy Online Parent/Student Handbook

## 2023-24

*An affiliate of Prestonwood Christian Academy and Ministry of Prestonwood Baptist Church  
ACSI Exemplary Accredited ~ Accredited by Cognia™  
The Evangelical Council for Financial Accountability (ECFA)*

## Prestonwood Christian Academy School System

### Prestonwood Christian Academy Plano

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

### Prestonwood Christian Academy North

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

### Prestonwood Christian Academy Online

6801 W. Park Blvd.  
Plano, TX 75093  
972-930-4437  
pcaonline@prestonwoodchristian.org

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[prestonwoodchristian.org](http://prestonwoodchristian.org)

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





**Christian Academy**  
 ESTABLISHED 1997  
**PCA Online**

# PCA Online Parent/Student Handbook 2023-24

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**Christian Academy**  
ESTABLISHED 1997  
**PCA Online**

# PCA Online Parent/Student Handbook 2023-24

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## 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 convictor 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:

- Student agrees to strive for excellence as a student in all that he/she says and does.
- Student agrees to obey the Bible in speech and conduct.
- Student agrees to respect and cooperate with those in authority at the School.
- Student agrees to abstain from alcohol, drugs and tobacco.
- Student agrees to abstain from cursing, gossip, bullying, dissension and cheating.
- Student agrees to maintain sexual purity and abstain from sexual immorality (submitting to the School's 'Sexual Ethics Policy').
- Student agrees to the dress code that has been set by the School.
- Student agrees to submit to the testing requirements and discipline policy of the School.
- 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.
- 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.

### PCA Online Office

|                     |                                   |
|---------------------|-----------------------------------|
| Chad Nichols, Ed.D. | Upper School Principal            |
| Kathryn Beck, Ph.D  | Assistant Principal of PCA Online |
| Courtney Willingham | PCA Online Coordinator            |

See page 22 of the *General Information* section for complete Administrative Staff list for the Prestonwood Christian Academy School System.

## Technology Requirements

### System Requirements

To access courses and complete assignments students should have an up-to-date computer that can utilize the Google Chrome Browser. This will allow students to access My Course Portal, the student information system, and Buzz, the learning management system. Additionally students should have access to standard office applications allowing for the use of word processing, spreadsheets, and presentations.

## 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).

Students are not permitted to submit more than nine assignments per class, per week, without getting prior permission in advance from the teacher in writing via email. Failure to get prior permission will result in assignments exceeding the nine assignment limit receiving a grade of zero.

### 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%. Assignments turned in more than 30 days beyond the target date will receive a grade of zero. 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](mailto: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 My Course Portal, 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 My Course Portal. Teachers are not obligated to respond to communication sent through means other than My Course Portal. 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. 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](mailto:support@sevenstar.org). Should student have a technical issue during an exam, the student should take screenshots and immediately email [support@seventar.org](mailto: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 Assistant Principal 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.

1. Report cards and transcripts may be requested from the PCA Online Office.
2. Student grades may be obtained through the course Learning Management System on the "Performance" tab.
3. PA calculations are multiplied by the earned credits, summed and then divided by attempted credits.
4. 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 & Dual Credit 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

iReady is an excellent tool that is used in supporting our student's academic learning, showing growth for the students, and assists PCA Online with our ongoing accreditation. Every PCA Online student, including shared students, are required to complete both the Reading and Math iReady tests each year prior to starting their new courses in the fall. Students will be provided with an email informing them the tests are open for them to complete. Tests need to be completed between May and July. Tests do not have to be taken at the same time but students need to allow an hour and a half for each test.

### 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 My Course Portal 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 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.

### Dual Credit Courses

Students taking dual credit courses are subject to all policies and procedures of the university awarding the credit. In the event that a university academic policy is in conflict with a PCA Online academic policy, the university policy will take priority.

### 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 diploma, students must successfully complete a minimum of 25% of their overall coursework with PCA Online, 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

| <i>Required Program</i>                           | <i>Distinguished Diploma Program</i>              |
|---|---|
| 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<br>(the same foreign language) | 3 Foreign Language<br>(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 diploma, students must complete a total of 40 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 12 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 My Course Portal 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 My Course Portal. Communication should be on-going and in-depth, more than on an "as needed" basis. For example, student-teacher communication through My Course Portal 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 My Course Portal, 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 expectation 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 assignments 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. 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 their 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 their provider 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.

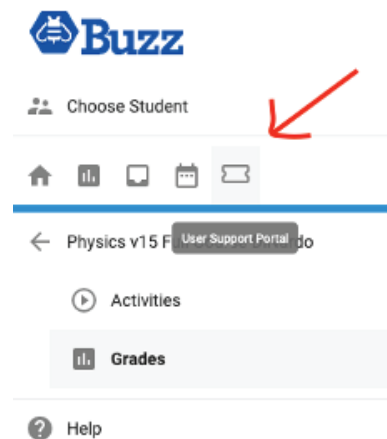
Enrollment in a course by a parent constitutes acceptance of these policies and the parent responsibilities.

## 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 My Course Portal, 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 My Course Portal, 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 My Course Portal 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 My Course Portal or Buzz to the course provider for review.



In My Course Portal, 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 My Course Portal 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](mailto: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.

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## PCA Online Shared Policies

### Academics

6-8–2 electives or specials

9-12–Maximum of three courses based on space available. PCA prerequisites must be met to enroll in all courses.

### Time on Campus

PCA Online on-campus students may only be on the Prestonwood Christian Academy campus for their class times, unless prior arrangements are approved through the PCA Online Office (exceptions are to attend chapel and advisory). Special arrangements to stay on campus cannot be made through a teacher but only through the PCA Online Office. Prestonwood Christian Academy cannot be held responsible for students left on campus before or after their designated class time.

### Policies Regarding Prestonwood Christian Academy (PCA Programs/Activities)

PCA Online on-campus students are welcome to participate in the following PCA activities based upon division. All stated participation is contingent upon current on-campus course enrollment. Additional fees incurred by PCA will be paid by PCA Online students. PCA students are given first consideration for participation. For any PCA activity, event, group, program, etc. not addressed, please contact the PCA Online Office for clarification.

### Spiritual

- Chapel
- Advisory (7th-12th Grade) – (retreat & service project participation required)
- Retreat (7th-12th Grade) – if student commits to attend chapel and advisory regularly and all service project days
- Biblical Worldview Institute
- All School Worship
- Student Ministry Team
- Service Project Days (required with retreat participation)
- Minimester–PCA Online On-campus students who have participated in retreat, service project, chapel (on a regular basis), and advisory (on a regular basis) may participate in minimester on a space-available basis. PCA Online students will sign up for available trips in descending grade order following the last day for PCA On-Campus trip changes. PCA Online students will pay all associated fees for minimester trips as well as an additional 20% to cover the underwritten associated costs of the trip covered by PCA On-Campus tuition.

### Academic

–Activity Period for tutoring

–Field Trips if enrolled in particular on-campus course

### Social

- Homecoming Parade and Dance
- Pep Rallies
- Prom (Junior/Senior)
- Texas Stomp

- Lunch – if opted in for dining fee (Grades 9-12 only)\*

\*Only students opted in for the dining fee may be in the lunch area during lunch.

### Fine Arts

- Marching Band – must be enrolled in the PCA Band course
- PCA Art Show Only – must be enrolled in a PCA Art course
- Yearbook – must be enrolled in the PCA Yearbook course (PCA Online students can be on yearbook staff if a PCA On-Campus student is rejected for enrollment by advisor with cause)
- Newspaper – must be enrolled in the PCA Newspaper course (PCA Online students can be on newspaper staff if a PCA On-Campus student is rejected for enrollment by advisor with cause)
- Theatre Productions – See below
- Choir – must be enrolled in the PCA Choir course

### Graduation Events

PCA Online Seniors who are eligible to graduate with PCA Online may participate in the Senior class event with the Board and Head of School in the fall, Senior Family Breakfast, Baccalaureate, Graduation and the Graduation Party. Online Shared Seniors may participate with the Senior Scholarship Recognition Chapel, Senior Wills Chapel, Senior Run, Senior Graduation Day Class Picture, and Senior Ads in Yearbook. PCA Online Juniors who will graduate with PCA Online or PCA can participate in the Senior Trip, and Graduation Commissioning. PCA Online students do not attend JSB.

### College Guidance

PCA Online graduation track school-of-record students have access to SCOIR, support submitting college applications through SCOIR, and receive a college letter of recommendation from the Director of PCA Online. Additionally, PCA Online graduation track school-of-record students may have one scheduled session with a PCA College Guidance Counselor in the spring semester of junior year or during senior year.

### School Pictures and Yearbook

PCA Online on-campus students may participate with school individual pictures for the yearbook (virtual only students do not).

### Competitive Cheer

PCA Online students must currently be enrolled in an on-campus course(s) to participate with competitive cheer.

#### Athletic Training

PCA Online students taking an on-campus course(s) can participate with PCA Athletic Training as long as:

1. The PCA Online student may apply to be an athletic trainer and be considered for participation on an equal basis with all other



## Athletic Training

PCA Online students taking an on-campus course(s) can participate with PCA Athletic Training as long as:

1. The PCA Online student may apply to be an athletic trainer and be considered for participation on an equal basis with all other applicants. They will be selected based on the advisor's discretion. PCA Online students may not be given preferential consideration over PCA On Campus students. PCA On Campus students may not be given preferential consideration over PCA Online Students.
2. The PCA Online student is charged for any costs associated with Athletic Training (i.e., gear, uniforms, travel, etc.).
3. The PCA Online student pays Athletic Training participation tuition to PCA Online equivalent to the cost of a yearlong on-campus course since a P.E. equivalent credit is earned. Every year the PCA Online student wants to participate with Athletic Training, the on-campus tuition for P.E. must be paid, regardless of whether the student needs the P.E. equivalent credits.
4. Athletic Training can be purchased in addition to the 3 on-campus courses.

## Future Problem Solvers

1. PCA Online students taking Honors, Pre-AP or AP English on-campus are eligible for their scenarios that are written in their English course to advance to FPS competitions. They will pay all costs associated with advancing but will not participate with FPS beyond scenario writing (without purchasing the "add on" option listed below).
2. PCA Online students taking Honors, Pre-AP or AP English on-campus may purchase the FPS "course" as an "add on," which meets during Activity Period, for \$100 (payable as tuition to the PCA Online Office) for fall semester. Should an Upper School student qualify to continue to second semester of the course and desire to do so, an additional \$100 tuition will be charged. The FPS "add-on" course to an on-campus advanced English course does not count as 1 of the 3 on-campus courses PCA Online students may take. PCA Online students enrolled in the FPS "add on" course may participate in FPS competitions beyond scenario writing.
3. The FPS Upper School course offered during Activity Period earns students 0.25 elective credit per semester.
4. PCA Online Upper School students may not purchase the FPS "add on" course unless enrolled in Honors, Pre-AP or AP English on-campus.
5. PCA Online Middle School students may participate in FPS if enrolled in the FPS course. The student will pay all costs associated with advancing.

## Honor Choir (Grades 4-6)

PCA Online students are subject to the following policies as it relates to participation in PCA's Honor Choir:

1. Admittance to PCA's Honor Choir is based solely on audition. There are no minimum or maximum participants for Honor Choir.
2. All interested students must audition.
3. Honor Choir director will notify all participants of final decision.
4. Students must be enrolled in the corresponding Choir course or Music specials course.

## All-State Band/Choir

PCA Online students who wish to audition for the TPSMEA All-State Band/Choir must be enrolled in the Upper School Band/Choir course during the academic year of participation as stipulated by TPSMEA's Handbook of rules and regulations.

## Chapel Band

PCA's Upper School chapel band is made up of a group of students that rotate in and out and share worship-leading duties in Upper School chapel services from week to week. PCA Online students who wish to participate in PCA's Upper School chapel band must be enrolled in the PCA Upper School Choir course during the academic year of participation. Inclusion in PCA's chapel band is based on audition. With the rotating schedule, a PCA Online student may not participate more than a PCA student.

## Praise Team

PCA's Praise Team helps lead worship at approximately five All-School Worship services annually and is comprised of Upper School students with an interest in worship leading and a high degree of musical ability. Full-time PCA students are given priority for participation on the Praise Team. PCA Online students who wish to participate in PCA's Praise Team must be enrolled in the Upper School Choir course during the academic year of participation. Inclusion in PCA's praise team is based on audition.

## International Thespian Society/ Jr. International Thespian Society (ITS/Jr. ITS)

Any student participating in ITS must be a member of PCA's ITS Troupe. Membership in ITS is based on points accumulated through participation in various theatre activities and is subject to requirements specified by the Educational Theatre Association. PCA Online students wanting to participate in ITS activities must be enrolled in a PCA Theatre or Choir course during the academic year of participation.

PCA Online students are permitted to participate in ITS activities under the following circumstances:

1. Group Musical – PCA Online students may audition for and participate in the Group Musical entry. Admittance to Group Musical is based on audition, as well as, the need to fill all performance slots in each category. There is a limit of participants in this category.
2. One-Act Play – PCA Online students may audition for and participate in the One-Act Play entry.
3. Other Categories – PCA Online students are considered for performance spots in other categories based on the discretion of the director.
4. Other categories – include Solo Musical, Duet Musical, Monologue, Duet Acting, Group Acting, Theatre Marketing, Costume Design, and Set Design.

## Theatre Productions

PCA Online students who audition for PCA musicals or dramas are subject to the following policies:

1. To audition for a play, the student must be enrolled in a PCA Theatre course during the academic year of participation. To audition for a musical, the student must be enrolled in a PCA Theatre or Choir course during the academic year of participation.
2. PCA Online students will pay an additional 20% over the amount of any production fees required for participation in the production.
3. Auditions are required for any part in a PCA production.
4. PCA Online students may work backstage on a PCA production.

## PCA Online Students Do Not Participate with the following Prestonwood Christian Academy (PCA) Programs/Activities

### Athletics

Prestonwood Christian Academy athletics is governed by Texas Association of Private and Parochial Schools (TAPPS) which requires all student athletes to be full-time students in the participating school of record. Because PCA online is a separate school of record from Prestonwood Christian Academy, PCA Online students cannot participate in any Prestonwood Christian Academy athletics even though they are students within the Prestonwood Christian Academy System of Schools.

### Competitions

Prestonwood Christian Academy participates in several outside competitions throughout the school year in Lower, Middle, and Upper School. Due to the fact that the number of participants is limited, and many organizations require participants to be full-time students, PCA Online students may not participate in these competitions, unless specified that they may do so through enrollment in the on-campus course associated with the competition.

### Awards

PCA on-campus awards are given exclusively to PCA On-Campus students. PCA Online students are eligible for awards (subject and others) that PCA Online gives at the PCA Online awards ceremony. A department, such as Fine Arts, may opt to invite PCA Online on-campus students/parents to an awards ceremony, or mention the PCA Online students for participation or non-PCA earned awards.

### Programs and Clubs

PCA Online students participate in select PCA programs and clubs based on the stipulations that follow. These may include, but are not limited to:

- Color Guard–All associated fees plus an additional 20%
- Destination Imagination–All associated fees plus an additional 20%
- Fashion and Design Club–All associated fees plus an additional 20%
- Fury
- Future Business Leaders–All associated fees plus an additional 20%

- Future Problem Solvers (see policy above)
- GRACE Council\*–All associated fees plus an additional 20%
- Great Books Programs–All associated fees plus an additional 20%
- Great Thinkers Club–All associated fees plus an additional 20%
- Honor Guard–Cannot Participate
- Jr. Statesman Club–All associated fees plus an additional 20%
- Lion Scholar Program–Cannot Participate
- Math Olympics–Cannot Participate
- Mock Trial (unless enrolled in corresponding on-campus course)–(PCA Online students must apply/audition with all PCA On Campus Students. PCA Online students will not receive preferential consideration over PCA On Campus Students. PCA On Campus students will not receive preferential consideration over PCA Online Students.)
- Pride of Brothers–6th grade only if signed up for spiritual formation activities. Students will pay all associate fees for Pride of Brothers plus an additional 20%
- Pro Life Club
- Science Olympiad (unless enrolled in an on-campus Science course)
- Soccer Appreciation Club–All associated fees plus an additional 20%
- Society of Sisters–6th grade only if signed up for spiritual formation activities. Students will pay all associate fees for Society of Sisters plus an additional 20%
- Spanish Club–All associated fees plus an additional 20%
- Speech and Debate Club–All associated fees plus an additional 20%
- Speech Meet (unless enrolled in on-campus Speech course)–(PCA Online students must apply/audition with all PCA On Campus Students. PCA Online students will not receive preferential consideration over PCA On Campus Students. PCA On Campus students will not receive preferential consideration over PCA Online Students.)
- Spelling Bee–Cannot Participate
- STEM\*
- Student Government–Cannot Participate
- Student Leadership Institute\*

\*PCA Online students may attend Student Leadership Institute, STEM and GRACE Council sessions with guest speakers when the sessions are open to the public.

### Other

PCA Online students do not participate in school sponsored class parties (including JSB, etc.), programs or clubs. Prestonwood Christian Academy and PCA Online review policies and procedures at the end of every school year. The school reserves the right to alter or change procedures before the next school year. Please contact the PCA Online Office with questions.