



**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

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Plano, TX 75093
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prestonwoodchristian.org

Prestonwood Christian Academy North

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Prestonwood Christian Academy Online

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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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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:

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

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

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

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

Parents/Guardians Statement of Support

- a. I/We have received and read the "Statements of Doctrinal Beliefs" of the School and are willing to have the Student educated in accordance with them.
- b. I/We will regularly and earnestly pray for PCA Online and Prestonwood Christian Academy.
- c. I/We will worship the Lord regularly at a Bible-believing church.
- d. I/We will fully cooperate in the educational activities of PCA Online and Prestonwood Christian Academy by doing my/our best to make Christian education effective in the life of the Student.
- e. I/We will require the Student to support the spiritual activities of the School (chapel, Bible classes, scripture memory, etc.).
- f. I/We agree to provide a home environment that does not conflict with the Biblical understanding of sexuality (As defined in the School's 'Sexual Ethics Policy'). I/We support the principle and practice of purity in singleness and fidelity in marriage, which is the union of one man and one woman (further defined in the School's 'Sexual Ethics Policy'). Specifically our home will affirm the Biblical teaching that all sexual conduct outside the sanctity of marriage, including both hetero and homosexuality, is a sin, a turning away from God's ideal as outlined in Scripture.
- g. I/We will pay all of our financial obligations to PCA Online and Prestonwood Christian Academy on or before the date due. If I/we are ever unable to do so, I/we will notify the School's Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
- h. I/We understand that the School has full discretion in the testing requirements and discipline of the Student in accordance with the "discipline policy" as published.
- i. I/We understand that the School reserves the right to place the Student at the appropriate grade level and designate the appropriate teacher(s).
- j. I/We understand that the School reserves the right to dismiss the Student when either the parents/guardians or the Student does not cooperate with (or counter witnesses against) the policies of the School.
- k. I/We will volunteer for duties and responsibilities for PCA Online

and Prestonwood Christian Academy as opportunities arise and God provides the time and strength.

- l. I/We will be faithful to attend all parent functions at PCA Online and Prestonwood Christian Academy as best we can.
- m. If I/we become dissatisfied with PCA Online and/or Prestonwood Christian Academy in any way, I/we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism. (Matthew 18:15-17; 5:23-24)
- n. I/We will seek to support and advance PCA Online and Prestonwood Christian Academy in every area possible – spiritually, academically, physically, and financially.
- o. I/We understand that it is the responsibility of the student and parents/guardians to ensure the student is college and NCAA eligible. I/We release the School from any responsibility and/or liability related to student college and NCAA eligibility.
- p. I/We understand that virtual science courses do not include teacher-supervised, hands-on laboratory components which some universities and colleges require, including University of California institutions.

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

School Personnel and Administrative Staff

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

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

Academics

Academic Policies

Students must achieve an average of 70% or higher in their coursework for each semester to earn credit. A failed course does not earn credit and must be repeated. (Although the student may not be permitted to repeat the failed semester through PCA Online.)

Credit Recovery

If a student fails the first semester of any full (1.0) credit class, the student may proceed to the second semester of the class with the permission of the 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 (the same foreign language)	3 Foreign Language (the same foreign language)
½ Health	½ Health
½ Test Prep	½ Test Prep
1 Physical Education	1 Physical Education
1 Fine Arts	1 Fine Arts
1 Technology	1 Technology
1 Elective	1 Elective
27 credits+	28 credits**

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

+ To qualify for a PCA Online 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.

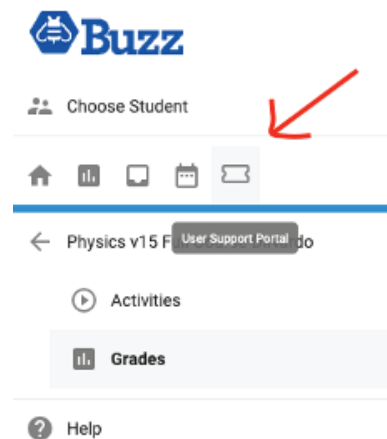
Enrollment in a course by a parent constitutes acceptance of these policies and the parent responsibilities.

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 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.

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.