

PLAINVIEW CHRISTIAN ACADEMY / PLAINVIEW CHRISTIAN HIGH
SCHOOL STUDENT HANDBOOK

Welcome new and returning students to Plainview Christian Academy and High School. We are excited about having you as a part of a community dedicated to Christian education. We offer an education that ensures spiritual and academic excellence that is rooted in the Word of God. We thank God for the opportunity to grow together at school. Please take time to read this handbook carefully. It will answer many important questions. Pray with us for God's blessings on our school.

MISSION STATEMENT

To provide academic excellence from a Biblical perspective, security in the learning environment, promote student success, and prepare students to influence culture and society for Christ.

	SCHOOL HOURS	LUNCH HOURS
Pre-K/Kindergarten	8:25-3:20	11:00
1 st & 2 nd	8:20-3:25	11:40
3 rd & 4 th	8:20-3:25	11:15
5 th & 6 th Grade:	8:15-3:30	11:30
Junior High/High School:	8:10-3:40	12:25

CONTACT INFORMATION

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NON-DISCRIMINATION POLICY

Plainview Christian Schools admit students of any race, color, national or ethnic origin, or religious affiliation, to all rights, privileges, programs and activities available to students at the school. It does not discriminate on the basis of gender, race, creed, color, national or ethnic origin in administration of its education policies, scholarship, athletic, or other school-administered programs.

ACCREDITED BY:

Texas Educators Private Commission: Accrediting Commission Texas Association of Baptist Schools
Member: Association Christian Schools International/Association Christian Schools of Texas; Texas Association of Private and Parochial Schools

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INTRODUCTION

Plainview Christian Academy and High School has been established to provide quality Christian education. Our academic goal is to provide an atmosphere of learning wherein achievement in studies can be attained. The school utilizes a Christ-centered curriculum and exists to provide programs of instruction, which meet the needs of the individual child. We believe that parents have the primary responsibility for educating and training their children.

“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6:6-7

Teachers are to assist parents in this task by working closely with them. Teachers can only reinforce good home training and teaching. Both parents and teachers must be in harmony, setting complimentary goals and examples for the children.

HISTORY

Plainview Christian Academy/High School was founded in 1985 on a step of faith. PCA/PCHS began with 27 students of parents that were given the vision of Christian education in all areas of their children’s lives. PCA/PCHS originally occupied the facilities of North Side Baptist Church. In 1989 a new building was acquired and with God’s blessing, parent volunteers transformed a racquetball facility into the building that now houses Plainview Christian Academy and Plainview Christian High School.

Administrators and classroom teachers follow all state-certification guidelines. PCA/PCHS is an independent corporation, operating strictly from tuition and individual gifts. Tuition money received does not cover the expense of operating the school. There is a need for financial support in the form of gift income from parents and friends. Plainview Christian Academy is a 501(c)(3) nonprofit corporation. Gifts are tax-deductible to the full extent allowed by the law.

WHAT IS CHRISTIAN EDUCATION?

Plainview Christian Academy is an interdenominational Christian School with a conservative Bible orientation. Teachers pledge to uphold the deity of Christ and the inspiration of the Old and New Testaments; they do not promote minor issues that tend to divide the body of believers.

A Christian education is, however, more than a good academic education taught by Christian teachers with Bible, chapel, etc., added to the schedule. In every subject, the instructors attempt to teach that God's Word is truth in all aspects of life (John 17:17).

Christian education is Christ-centered as opposed to being world-oriented or society-controlled. The education program and the methods of instruction in PCA/PCHS are dependent on Bible philosophy to provide the viewpoint, truth, and principles for interpreting the facts encountered in this study of any subject.

EDUCATIONAL PHILOSOPHY

Plainview Christian Academy believes in:

1. Spiritual Growth and Development
"The fear of the Lord is the beginning of wisdom" (Psalm 111:10).
Plainview Christian Academy's goal is to lead the student to an understanding of God's purpose for his/her life and the resulting responsibilities that will be his/hers as a mature Christian.
2. Academic Development
We are committed to excellence in academics. All areas of instruction reinforce Christian principles as they present life, past and present, from a Biblical perspective.
3. Social Development
Social development is a highly significant aspect of education. Relationships are the foundation of effective Christian modeling and are exemplified by Christian teachers. The goal of PCA/PCHS is to lead the students to an understanding of freedom in Christ. Freedom in Christ empowers one to live toward others as unto Christ and thereby enjoy the full potential in human relations for which man was created.
4. Physical Development
Each student is led to an appreciation of the value of his body as a "temple holy unto God." Physical education contributes to a well-balanced educational program.

DOCTRINAL STATEMENT

1. The Scriptures

The Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man. It reveals the principles by which God judges us and the person of Jesus Christ who is and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions will be tried.

2. God

There is one and only one living and true God. The eternal God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, existence, or being.

3. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by his own blood obtained eternal redemption for the believer.

4. Educational

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the preeminence of Jesus Christ, by the distinct purpose for which the school exists.

SCHOOL UNITY

Even though a variety of denominations are represented among our staff and school families, God has blessed PCA with unity. We are exhorted in Ephesians 4 to walk worthy of the position that we have in Christ, "endeavoring to keep the unity of the Spirit in the bond of peace." Our goal is to keep Jesus Christ at the center of everything we do.

We are aware that, as a group of believers, differences in beliefs exist. It is important for parents to realize that when "particular issues" are raised at school, teachers are instructed to refer students to the Holy Bible and their parents for discussion and guidance.

COMPLAINT PROCEDURE

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.” (**Matthew 18: 15-17**) If a complaint against a teacher, administrator, or student arises, please use these guidelines.

1. **Pray about it** - Ask God to help you make your complaint in such a way that it will result in the improvement of our school and, thus, in the glory and growth of His Kingdom. Read and think about such passages as Eph. 4:1-3 and Col. 3:12-13.
2. **Express it Promptly** - Internalizing ill feelings and friction decreases effectiveness in our Christian walk. Jesus says that we cannot properly worship or serve God if there is a disagreement between others and ourselves. Express it promptly, but...
3. **Tell it to the Right Person** - Complaints about school policy or operations should be expressed directly to the school administration. Complaints against specific individuals should be expressed first to the individual in question and should be expressed to the administration only if you cannot work it out.
4. **Express it Clearly** - Make sure the person to whom you are expressing your complaint knows all the details of the situation and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.
5. **Don't Broadcast it** - Express your complaint only to the person who should hear it. Unnecessary worry, harm and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem, and an impression of disharmony is presented.
6. **Resolution** – Harmony and peace must exist for the school to accomplish its purpose. If parents and/or students continue to resist using these peaceful measures to resolve conflict, it will be in the best interest of the student and the school if the student is no longer allowed to attend Plainview Christian Academy.

CHAIN OF COMMAND

The school has developed a very simple but very important chain of command. Any question or complaint should be handled at the level of occurrence. If, for example, a parent has a question or complaint with the classroom teacher about their child, then the parent should go to the teacher to settle the issue. If satisfaction is not gained, then and only then, should the parent go to the next highest level of authority. In order, the next level is the school administrator, and then the school board. Each level must be addressed before moving to the next highest level.

Student	Athlete	Parent
Teacher	Coach	Teacher
Principal / Administrator	Athletic Director	Principal / Administrator
School Board	Administrator	School Board
	School Board	

I. ARTICLE 1 - STATEMENT OF GUIDING PRINCIPLES FOR ADMISSIONS

To be admitted and retained as a student at PCA, the student's parents must support the philosophy and objectives of the school as well as their implementation. Also, students should be enthusiastic about entering a Christian school. The tone of the parents and students is vital to the success of the school.

It is a matter of moral integrity on the part of the school to admit only those students whose educational needs can be met by the school. The process of admission requires testing, interviewing, references, etc. and depends upon God's wisdom to undergird all admissions work. For transfer students, a seven day waiting period will be required after the admissions procedure (interviewing, testing, etc.) has been completed.

ADMISSIONS PROCEDURE:

- A. To apply, the student and/or parent should:
 - 1. Schedule an interview (student is included in 3rd grade and up)
 - 2. Turn in standardized testing records and completed application (can be picked up at the office or downloaded from the website)
 - 3. Take entrance tests
 - a. Math (3rd grade and up)
 - b. English (3rd grade and up)
 - c. Reading (1st-2nd grade)
- B. Upon acceptance, the parent should turn in the following documents:
 - 1. Shot record
 - 2. Latest Report Card
 - 3. Transcript (high school only)
 - 4. Birth Certificate
 - 5. Social Security Card
 - 6. Applicable fees and tuition

II. ARTICLE 2 - FINANCIAL POLICIES AND PROCEDURES

A. TUITION

1. The total annual tuition can be paid at the beginning of the year or over a 10-month payment plan. The payment plan divides the total amount into 10 equal amounts due from August through May. The first payment is due the first day of school.
2. Tuition accounts are due on the first of each month unless an alternate date has been established. The account is delinquent if not paid before 10 days after the due date. Delinquent accounts are charged a \$25 late fee.
3. Tuition accounts must be kept current. Students whose accounts remain delinquent for 45 days will be suspended from extra-curricular activities. After 60 days students will be suspended from the classroom. If a payment will be late, please make arrangements with the bookkeeper. Students may not start a new school year until the previous year's balance is cleared.
4. Tuition payments may be mailed or dropped off at the Business Office. Credit cards are also accepted.
5. If you pay with cash, please make your payment directly to the PCA Business Office. Please bring the correct amount since change is not always available. You may pay with a credit card in person.
6. Do not include miscellaneous costs such as yearbook, school pictures, school trips, Mom's Cafeteria, athletic fees, etc., with your tuition. Separate checks are required.
7. More than two insufficient checks returned from your bank may result in your account being put on a "cash only" basis.

If you have any questions regarding your tuition costs and/or payment schedule, please feel free to call the bookkeeper in the Business Office at 296-6034.

B. MISCELLANEOUS FEES

Expenses for field trips, yearbook, athletics, and extra-curricular trips are not included in the Registration or Tuition Fee.

C. STUDENT ACCIDENT INSURANCE

PCA provides Student Accident Insurance. Benefits are SUPPLEMENTAL to family medical coverage. Call the Business Office regarding coverage and/or claim procedures. School insurance will be filed only after the family coverage has been filed.

D. WITHDRAWAL PROCEDURES

Should you decide to withdraw your student during the school year, please notify the School Office and the Business Office in person seven (7) to ten (10) days in advance. A verbal notice to a teacher is not acceptable. A parent/guardian is required to officially withdraw a student by signing a Parent Authorization to Withdraw Form. Tuition is due for every day that a student attended school during the last month of attendance. The amount is pro-rated for that month. Families using the 10-month payment option may have a “balance due” or a “refund” at the time of withdrawal. Records will not be released until balance is paid or a notarized payment plan is in place.

III. ARTICLE 3 - PARKING / DROP-OFF AND PICK-UP PROCEDURES

A. MORNING ARRIVALS

1. Students are expected to be either outside if weather permits or in the gym before school begins. Students are not allowed to go to the lockers before school, but must go immediately to the designated area. A staff member will be on duty by 7:45 a.m.
2. Students are not to be in a car in the parking lot after arriving at school.
3. Once students arrive at school, they are under the jurisdiction of the school and are not to leave the school without permission from school personnel.

B. AFTERNOON PICKUP

1. Students are expected to be picked up at designated times, as written under the hours of operation.
2. Incoming traffic is to enter on the north side of the parking lot. There should be three lanes of traffic, with the middle lane staying open for through traffic.
3. Students may not hang out waiting for friends/siblings to complete athletics.
4. The teachers' school day ends at 4:00. The school is not responsible for students left at the school after 4:00 that are not under the direct supervision of a coach or teacher in a specific after-school activity.
5. Parents must notify the front office by phone or memo if someone other than the parent will be picking up the child that day. The teacher on afternoon duty will verify with the front office concerning any changes for the day. If the teacher does not know the person, an identification card is required.
6. Parents have the option of filing with the school administrative assistant a memo stating that certain people are never allowed to pick up a child.

C. TRAFFIC RULES

1. Practice rules of caution and courtesy at all times.
2. Students have designated parking spaces. Parents should not park in numbered parking spaces between the hours of 7:45 a.m. and 4:00 p.m. These paid spaces are designated for the high school students.

3. Do not leave your car unattended to enter the school when you are in the flow of traffic. Park in designated spaces if you have business in the school.
4. Do not park on the street during normal school hours. There are signs posted and city police will issue a traffic violation.
5. When picking up students allow the middle of the driveway to remain open for through traffic.

D. STUDENT PARKING/DRIVING RULES

Licensed students who drive cars may park in designated areas. Cars must be registered with the school office, and the student must show proof of insurance to receive a parking tag. Registration tag fees are \$25.00 per vehicle. Once a student arrives at school, the student should not remain in his/her vehicle or return to the car (except with permission) until departing campus.

IV. ARTICLE 4 - GENERAL DISCIPLINE GUIDELINES

A. CONDUCT

In order that Christian young people might clearly understand that certain conduct will bring reproach upon the name of Christ, we will endeavor to list some of these actions. We believe the Word of God condemns in principle:

Disrespect	Fighting	Cheating
Dissension	Complaining	Vulgarity
Envious Rivalry	Stubbornness	Unkindness
Profanity	Hatred	Offensive Slang
Lying	Gossiping	

B. GENERAL SCHOOL RULES

Below is a list of possible offenses. For Pre-Kindergarten-4th grade elementary students, teachers give warnings and green/yellow/red marks (see elementary discipline section below). For 5th grade and up, tallies are given with the possible range of possible number of tallies given below. These apply to on-campus as well as off- campus activities. Students should follow the honor code at all times. Classroom teachers and administrators have the final authority regarding the number of warnings and tallies issued for any offense.

1. Classes are to be orderly when lining up in the hallways. The amount of talking will be tailored to the maturity of the group ranging from none in the early grades to self-disciplined conversation in higher grades. (1-2 tallies)
2. Students should be respectful of school property and other's rights and property. Students should not enter another student's desk or handle his/her personal belongings. (1-2 tallies)
3. Students should at all times respect the authority of all teachers, school personnel, and parents. (2 tallies-1 demerit)

4. No food items should be eaten in class without special permission of the teacher. Elementary students are restricted to drinks with a lid. Any student can have water at any time. (1 tally)
5. Students are not to use radios, CDs, DVDs, iPods, cameras, phones, or any electronic games, etc. during school hours. The privilege to use them after school or on school trips will be revoked if inappropriate usage or activities is detected. Usage needs to reflect the mission statement and vision of PCA/PCHS. (1 tally)
6. Balls can be used in the building only during teacher-directed games. (1 tally)
7. Students need to listen when others are speaking in the classroom. They should raise a hand to get permission to speak. (1-2 tallies)
8. Students should WALK to the playground area as a class and stay in an orderly line. When the class is crossing the street, the line should be kept intact and students should cross only when a teacher is standing in the center of the street. Elementary students should not walk across the street alone. (1 tally)
9. When returning to the building from play, students should remain outside and wait for the teacher to lead them into the building quietly. (1-2 tallies)
10. Students will be instructed to use playground equipment safely. They are not to stand on swings. (1-2 tallies)
11. Body contact in games is permissible only during supervised play. Otherwise, students are not to engage in aggressive play. Teachers have discretion as to what is appropriate play. (1 tally-1 demerit)
12. Guns, toy guns, and weapons are not allowed on school grounds. Pocket knives are allowed unless the privilege is abused. (confiscation)
13. Bullying of teachers or students including cutting down another student whether it is in school or online is unacceptable. (2 tallies-ISS)
14. Come to class prepared with appropriate materials: textbook, notebook, paper, pens and pencils, and assignment book. (1 tally)
15. Be in your seat before the bell rings—Junior High/High School. (tardy)
16. Do not throw items in the classroom. (1-2 tallies)
17. Cheating:
 - a. Peer tutoring is working together toward a solution where all students involved have major input. Some teachers allow peer tutoring; please check with teachers to see if this is allowable on specific assignments.
 - b. Cheating in elementary classes will result in a red for the day, a zero on the assignment, and the parents will be called.
 - c. For JH/HS, cheating on homework consists of copying answers (1 demerit and a zero on the assignment by all voluntary parties involved). Cheating on a test (2 demerits and a zero on test). Cheating on a final (2 demerits and no credit given for the course).
18. No public displays of affection between students (i.e. kissing or unwarranted touching). (1-3 tallies)
19. No unprovoked fighting (2 tallies-ISS)
20. Profanity or possession of pornography is banned at any school activity (1 demerit-expulsion)

21. If cell phones are used during school hours, they will be confiscated. They will be returned after 5 days or when a \$25 fine is paid, whichever comes first. No pro-rations will be made.
22. Inappropriate Internet usage (inappropriate wallpaper, website visits, pornography) (3 tallies-1 demerit)

Each teacher will explain his/her specific class rules. Disobedience in class or general school rules will result in tallies or demerits depending on the offense. Any Teacher or staff member of Plainview Christian Academy/High School may give direction to a student. The student is expected to comply.

C. ELEMENTARY DISCIPLINE (Pre-K through 4th Grade)

Plainview Christian Academy wants parents to be aware of good behavior as well as inappropriate behavior on a daily basis. Positive behavior will be encouraged through color-coded charts. The chart will be stapled in the student's folder that the student brings home daily to be initialed by the parents and returned.

The color codes will be as follows:

- Green “go” stamp – excellent behavior, no warnings.
- Yellow “caution” stamp – 2nd warning issued, behavior should be correct for three days. (After 3 cautions in a six-weeks period, morning recess privileges will be withheld for 3 days.)
- Red “stop” stamp – behavior needs to stop. Two prior warnings will have been issued before a “stop” is given. After 3 red stops (on the 4th one), the Earned Field Trip Day for the six weeks will be forfeited. EFT for grades 4th and under is one-half day. The following justifies an instant “stop”:
 - Fighting
 - Talking back
 - Directly disobeying a teacher
 - Inappropriate language
 - Refusal to heed prior warnings

At the discretion of the teacher and principal, for these more serious offenses, a call may be made to the parent to come to the school to spank the child or give permission to the principal to administer the spanking along with a witness.

- Blue stamp – Folder was unsigned or forgotten. On the second morning of a blue mark, morning recess privileges will be withheld for the day. For every blue given thereafter recess will be withheld.

D. ELEMENTARY DISCIPLINE (5th & 6th Grades)

2 tallies in one week	No break privileges for two days Tallies must be signed by parent
3 tallies in one week	Afternoon work detention (immediately after school for one hour on Tue.) plus a parent conference.
1 demerit	Demerit to be signed by parent and 1 week of cafeteria duty. One swat* or 2 days campus cleanup duty.
2 demerits	Two swats* (or 4 days campus cleanup duty) + conference with parents and 1 week of cafeteria duty.
ISS	1-3 Days of complete isolation from other students with no classroom time. A \$40 fee is due the day of ISS to help cover substitute's costs.

* Procedure for administering swats to students will be outlined in the Corporal Punishment Form signed by parents at the beginning of the year.

E. PCHS DISCIPLINE (7th-12th Grades)

The following is the discipline system that has been adopted by PCHS for students in 7th through 12th grade:

2 tallies in one week	Afternoon work detention (immediately after school for one hour on Tuesday)
3 tallies in one week	Afternoon work detention (immediately after school for one hour on Tue. and Wed.)
4+ tallies in one week	Student receives a demerit + punishment listed for 3 tallies. Student may not leave for Friday lunch.
1 demerit in 6 weeks	Conference with parent and 1 week of cafeteria duty. Two swats* or 4 days campus cleanup duty. Student forfeits EFT and Friday lunch.
2 demerits in 6 weeks	Student is in ISS for one day and forfeits EFT and the next Friday lunch.

ISS 1-3 Days of complete isolation from other students with no classroom time. There will be a \$40 per day fee assessed to the student's parents for supervision for the student. Student forfeits EFT and the next Friday lunch.

2 instances of ISS Student is expelled from school.

* Procedure for administering swats to students will be outlined in the Corporal Punishment Form signed by parents at the beginning of the year.

1. The following punishments will be used as tallies and demerits accumulate:

a. Work Detention

The detention slip will indicate the day and the hour detention is to be served. If detention is missed, the result is an additional two days detention. A second missed detention will result in a demerit.

b. Corporal Punishment

Physical discipline is advocated in the Book of Proverbs as a sound method of correction. This school reserves the right to use this form of punishment for boys and girls when it is necessary. Paddling is a rare occurrence and is only done after proper counseling and warning. Fathers will be phoned and asked to come to PCA to administer this punishment. Mothers will be asked when a father is not in the home. Administrative staff will administer punishment if parents agree, with a witness present, and away from other students.

c. In-School Suspension

In-School Suspension (ISS) is a serious offense and will be treated as such. It is 1-3 days of complete isolation from other students with no classroom time. There will be a \$40 per day fee assessed to the parents to pay for a substitute teacher to cover ISS. A student also forfeits the next EFT day. These are offenses that warrant automatic ISS:

1. Initiating fighting, bullying
2. Verbal assault toward any teacher or student
3. Personal attacks on anyone's property
4. Cheating on tests
5. Actions outside of school that reflect on the image of PCA/PCHS (i.e. arrests, etc.)

d. Expulsion

1. The following are grounds for immediate expulsion: physical assault on a teacher, sexual immorality, the use of drugs, alcoholic beverages, tobacco whether they occur on or away from the campus. Students expelled will be considered for readmission only after the School Board determines that ample time has passed, and there is satisfactory evidence of repentance.
2. Students exhibiting frequent and continuous disobedient behavior after the above methods of discipline have been served, risk review by the administration and the School Board for indefinite expulsion.
3. PCA/PCHS reserves the right to dismiss a student for actions not listed above but deemed serious by the administration. Irreconcilable differences between parents and the school officials is also grounds for student expulsion (see page 6 of this handbook).

F. PROBATION POLICY

All students new to PCA are automatically put on probation for the first semester of school or the first three six-weeks that a student is new to the school. Any current PCA students can be put on probation by the administration for three six-weeks periods, at their discretion, if excessive absences, low grades, or discipline become a problem. Probation means that students can be released from the school if passing grades, attendance requirements, or discipline requirements are not met. Adequate attendance for the probationary time requires missing 5 or fewer days. Discipline requirements include having 2 or fewer after-school detentions. Review of adherence to these requirements will be done at the end of each six-weeks grading period.

G. PROPERTY SEARCH

PCA administrators may conduct locker searches, book bag searches, car searches, and personal item searches if reasonable suspicion of wrongdoing or alarm of any kind exists.

V. ARTICLE 5 - LUNCHES/LUNCHROOM RULES

Hot lunches are available through Mom's Cafeteria Monday, Tuesday, Wednesday, and Thursday. Prices for lunches are set by Mom's Cafeteria. All High School students are allowed to leave campus for lunch on Friday, unless the student has not met discipline requirements. Drink and snack machines are available. Microwave ovens are provided to heat lunch items.

Rules for the cafeteria:

1. Students are to enter the cafeteria in an orderly manner.
2. No throwing items in the cafeteria.
3. Students may talk quietly during lunch.
4. Students may not get up and walk around the lunch room randomly.
5. Parents may take their own children off-campus to lunch during the regular lunch time, however students must return to class on time following lunch.
6. If a student leaves the campus for Friday lunch when they do not have permission, that student will be required to spend the next three (3) consecutive Friday lunches on campus.
7. Please see school rules concerning leaving campus on page 19 for further details.

VI. ARTICLE 6 - ATTENDANCE

Regular attendance and promptness are required of all students. Students are to demonstrate responsibility and dependability through their attendance. Both attendance and tardiness are recorded. Compiled records of attendance are kept on file for reference. As stated under Texas Education Code 25.092 a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. PCA's policy is that students may miss 12 days before incurring penalties. Students missing more than 12 days may go before the board to request receiving credit for the year. The board may grant the request in circumstances such as prolonged illness, etc. Attending one EFT day may make up an absence. School-related activities as well as stock shows may be attended without penalty. For elementary grades, a student must be present for at least two hours to receive a half-day credit. RenWeb is updated on a weekly basis so that you may monitor your child's attendance.

Failure to have a student attend school is a Class C misdemeanor, as stated under Texas Education Code 25.093.

Students who are ill must be kept home from school. Students must be fever-free for 24 hours before attending school. Students with a stomach bug must be symptom-free for 18 hours before returning to school. No children with any signs of pink-eye or any other contagious disease will be allowed to attend unless a physician indicates it is safe to do so. Students cannot take medication without a permission note from the parent and must do so in the presence of school personnel.

In case of absence, students will be required to complete the necessary make-up work. The primary responsibility in this matter lies with the student and parent, not the teacher. Arrangements for make-up work must be made by contacting the teacher after school hours or during conference hours. Parents are asked NOT to call the office to receive make-up assignments. A homework sheet will be made for each student who has called in sick and requests one.

A. TARDIES

1. Tardies are sometimes unavoidable. Therefore, the first two tardies in first period in a six-week period will not be given a tally. Beginning with the third one, each tardy for the rest of the six-week period will result in work detention. However, after the first tardy for all other class periods, a work detention will be assigned.
2. A student who misses 10 minutes or more of a class will be considered absent from that class.

B. TRUANCY

Truancy is defined as being absent from school all or part of day from the classroom for 10 minutes or more without proper authorization. Truancy is considered most serious and may result in up to three days suspension on the first

occasion. Repeated truancy will result in expulsion. If a student is suspended for truancy, he/she will not be allowed to make up work and will receive zeros in the classes missed. Students who are truant under the terms of the Family Code 51.03 (b) (2) commit a Class C misdemeanor under Texas Educational Code 25.094.

C. MEDICAL/DENTAL APPOINTMENTS

Appointments should be scheduled outside of school hours, if at all possible. Recurring appointments should not be scheduled during the same class period every month. Try to avoid missing academic classes if the appointment must be made during the day. Junior High and High School students must check in through the office when returning to school.

D. LEAVING THE CAMPUS

Elementary Students

Students are not permitted to leave the campus during school hours except by parental arrangement and office approval. If students are to leave campus after school with anyone other than a parent or designated person, notice must be sent to the office. ALL STUDENTS MUST CHECK OUT THROUGH THE OFFICE WHEN LEAVING FOR ANY REASON. PARENTS MUST SIGN OUT AT THE FRONT DESK BEFORE A STUDENT LEAVES.

Freshmen and Sophomores:

Freshmen and Sophomores do not ever have the privilege of checking themselves out of school except for leaving campus for Friday lunch. For Friday lunch, they may either drive themselves or ride with another high school student. Also, they may either drive themselves or ride with another student if their whole class is doing something off-campus during the day. Examples of this type of activity would include: the entire Bible class going out for breakfast, an elective class going out for lunch, or an in-town class field trip. Parents do not receive notification of these types of activities ahead of time, so if you do not want your student participating in such activities, please let the school know. During finals, freshmen and sophomores must wait until the end of the exam time to leave campus. Lunch during finals follows the same rules as Friday lunch.

Juniors:

Juniors may check themselves into school at the beginning of the day by themselves after a Wayland class. Juniors may only check themselves out of school under the following circumstances: Friday lunch (where they may either drive themselves or ride with another high school student), for an in-town field trip that an entire class attends (this includes activities such as an entire Bible class going out for breakfast, an elective class going out for lunch, etc.), when they must buy supplies for Friday lunch, or at the end of the day if they either have a Wayland class or a study hall the last period of the day. Juniors may leave if they only have a study hall as the last class of the day. If they have a study hall during 7th period, they are not allowed to leave during that one class. Specific students may have different rules than these based upon special circumstances

surrounding a Wayland class. During finals, juniors may leave immediately after finishing their test but must leave campus, not hang around the school or parking lot. Lunch during finals follows the same rules as Friday lunch.

Seniors:

Seniors obviously have the most freedom. Seniors may check themselves out of school at any time for any reason. They leave during the day for such things as Wayland classes, off-campus lunch on any day, study time at home, buying supplies for pizza day, off-campus Bible classes, and field trips. They have full discretion to either drive themselves or ride with another student.

E. MAKE-UP WORK

1. When parents call the school to notify the office of an absence a homework sheet is filled out if requested. Parents may come by the school after classes are dismissed in the afternoon and receive the homework sheet from the school office. It is still the responsibility of the student to verify with each teacher that the make-up work is complete.
2. Students are allowed two days for each day absent for make-up work, with a maximum of one week for all make-up work to be turned in. This pertains to work assigned or completed in class during the absence. Any work assigned before the absence (including a test) is due upon return. Major projects are due on the assigned dates even if the student is unable to attend due to illness, etc. The project may be delivered to the office.

VII. ARTICLE 7 - ACADEMIC ASSESSMENT

Student achievement in academics is reported online through the school's RenWeb program. Parents may monitor grades throughout the six-week grading period. However, only averages at the end of the six-week period are considered permanent averages. Students in grades 7-12 receive percentage grades accord to the following distribution:

A=100-90 B=89-80 C=79-70 F=69-below

Parents can expect response to communication to teachers concerning academic or discipline issues within 24 hours. Grades will be posted on a weekly basis, although sometimes sooner. Homework and tests will be returned in a reasonable amount of time. Parents may request the opportunity to see a test their student has taken. Teacher conference times are listed on the website.

A. ACADEMIC REQUIREMENTS

1. Students should maintain above an 80 comprehensive cumulative average in all subjects. Students who do not meet this requirement on a weekly basis will not have off-campus lunch on Friday.
2. Teachers will turn in grades every Thursday. Parents will be notified by phone if their child/children have grades below an 80. Discrepancies can exist concerning grades due to timing of posting grades on RenWeb. RenWeb is the standard as of 8 a.m. Thursday mornings.

B. HONOR ROLL

A student receiving "A" grades will be placed on the "A" Honor Roll. Students earning "A's" and "B's" will be on the "A-B" Honor Roll.

C. NATIONAL HONOR SOCIETY

Students maintaining a 90 or better cumulative grade point in academic courses will be considered for the National Honor Society. Students are considered for the National Honor Society starting their sophomore year and must maintain their average throughout their high school career in order to remain in the NHS. For a student to be considered, they must have exemplary behavior and meet all NHS character guidelines.

D. CUMULATIVE SEMESTER EXAMS

Cumulative semester exams are given at the high school level in academic subjects. These exams count as 25% of the final semester grade. An "A" average in a class will exempt SENIORS from the spring exams in that class.

E. PROMOTION

JUNIOR HIGH

To be eligible for promotion to the next grade, students in 7th and 8th grade will need to:

1. Maintain an overall average of 70 or above for the year in all courses.
2. Maintain a subject average of 70 or above in three of the following subjects: English, Mathematics, History, and Science.

A student who fails a language art or math class must take and pass a summer school to qualify for promotion to the next grade. A student who fails any two or more subjects must attend summer school to make up the work or repeat the grade.

HIGH SCHOOL

High school students (grades 9-12) are graded on semester basis and must pass all subjects required for graduation. Credit is awarded as ½ credit for each completed semester course; a two-semester course is awarded one (1) credit for each completed course. In order to graduate the following class requirements must be met:

F. GRADUATION REQUIREMENTS

<u>COURSE</u>	<u>RECOMMENDED</u>	<u>DISTINGUISHED</u>
Biblical Studies	4.0	4.0
English	4.0	4.0
Math	4.0	4.0
Science	4.0	4.0
Social Studies	3.5	3.5
Foreign Language (same)	2.0	3.0
Economics	.5	.5
Physical Education	1.0	1.0
Computer Science	1.0	1.0
Fine Arts	1.0	1.0
Speech	.5	.5
General Electives	4.5	3.5
Total:	30.00	30.00

All students must take the ACT OR SAT prior to graduation.

G. GRADUATION EXERCISES

1. Commencement exercises are held every year. A student must meet all graduation requirements to receive a diploma.
2. All tuition and fees must be paid.
3. All PCA/PCHS parents, students, relatives, and friends, are invited.

4. Summer graduates may participate in graduation exercises, but will not receive their diploma until all graduation requirements are completed.
5. Homeschoolers are not allowed to participate in graduation ceremonies.

H. VALEDICTORIAN/SALUTATORIAN

To be selected Valedictorian or Salutatorian of the graduating class, one must have been enrolled at PCHS at least six consecutive semesters before graduation. Grades from all subjects are included except for office aid and study hall. Grades in dual-credit classes from an approved university count towards the GPA or numeric average while concurrent classes do NOT. Transfer correspondence classes will only count as honors credit if they are offered as honors classes at PCHS.

I. HONOR GRADUATES

Work taken the senior year through the 6th six-week period counts when computing the numeric average. Grades are computed by Numeric Average for all high school work, beginning with courses at the 9th grade level. This includes any class taken during the 8th grade year that was considered a high school credit class. All classes taken as honors classes receive an additional 5 points if at least a grade of 70 is made. Honor graduates are those students who have a Cumulative Numeric Average of 90 or better and have taken at least 12 honors classes.

J. DUAL / CONCURRENT ENROLLMENT

Plainview Christian High School students are eligible for dual / concurrent enrollment at Wayland Baptist University if they have the following:

- 16 High School Credits
 - An ACT score of 18 or higher or SAT 509 or higher in Verbal, and 410 in Math
 - Numeric Average of 85 or better
 - Acceptance by Wayland Baptist University
 - Acceptable behavior record
 - Schedule at PCA with three classes
1. Students may enroll in dual-credit courses to receive a maximum of two credits per semester that are any core courses to be counted toward PCHS graduation requirements. These courses will be identified as Honors classes and receive 5 points added to their final average of any semester class.
 2. Students may enroll in a maximum of 7 hours per semester. All classes will need to be approved the semester prior to enrollment by PCHS Administration.

3. PCHS tuition fees and curriculum will remain the same during dual / concurrent enrollments.
4. Additional costs are assessed by Wayland Baptist University.
5. Grades in dual-credit classes from an approved university count towards the GPA or numeric average. Concurrent classes do NOT count towards the GPA or numeric average.
6. Students who are involved in sports must be enrolled in 4 classes at PCA.

K. STANDARDIZED TESTING

PCHS has adopted the Stanford 10 Achievement Test for our standardized achievement test. Students in grades K-8 will be required to take this test each year in the spring. Students in grades 9-11 will be given the PSAT in October. Before graduation students are required to take the ACT or SAT. Each student is responsible for signing up; packets are available in the office.

L. SPECIAL EDUCATIONAL NEEDS

For students displaying symptoms that indicate a possible learning difference, appropriate measures will be administered. Referral for testing may be made to the guardian if symptoms persist. Plainview Christian High School will assist in helping parents/guardians locate professional help for their children.

M. LATE PAPER POLICY

Students are expected to turn in work on time. To encourage students to not get behind in their work, the following late paper policy is in place. If a paper is one day late, then 10 points will be deducted from that paper's grade. If a paper is two days late, then 50 points will be deducted from that paper's grade. On the third day, a grade of "0" will be given. Any grade of "0" causes the student to forfeit the EFT day for that 6-weeks period. After 3 late papers in any one class (junior high or high school), the student forfeits their Earned Field Trip Day. On the 4th late paper and on each one after that, 2 swats will be given to the student.

N. HONORS CLASSES

Honor classes will have an appropriate level of strenuous academic requirements. Students are encouraged to discipline themselves to work on the projects throughout the semester. All honors assignments must be submitted on the due date regardless of illness, etc. Once a student has signed-up for an honors course, they must complete it. Rarely an exception may be made by the administrator for prolonged illness, etc. The grade for the honors project will be half of the semester test grade. For all students who sign-up for an honors class, 5 points will be added to their class average at the end of the year. These 5 points are only awarded if the semester average is at least a 70.

VIII. ARTICLE 8 - TRIPS

If a student attends a school-sponsored event, the student is under the authority of the school and must comply with all rules. This includes overnight trips, with or without parents. If a student has serious discipline problems occurring within the year, they will not be allowed to attend overnight school trips. If a student has discipline problems during an out-of-town trip and needs to be sent home, the parents or guardians are responsible for the traveling expenses (via bus).

A. SENIOR TRIP

Each graduating class may plan and participate in a senior trip during the school year. This trip will be planned by the parents of this class. Two free days will be given by the school on which students may take this trip without incurring absences.

B. HOMESCHOOLERS

Homeschoolers who want to attend a field trip must be accompanied by their parent or guardian. Homeschoolers are not permitted to attend senior trips.

C. ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

1. Sports and choir performances
 - a. Grades will be checked each Thursday. All students with less than an 80 average in any class will be placed on a warning status, and the parents will be notified. Students cannot have a grade below 70 in any subject to be eligible for any extra-curricular activities for the week. The week is from Saturday through Friday. Those students diagnosed with learning problems who have testing results on file in our office may be granted leniency at the teacher's discretion. Leniency is granted for grades only, NOT INCOMPLETE WORK.
 - b. Papers that are due on Tuesday may be turned in during class time on Wednesday for 10 points off. However, if it is turned in after that, it is 2 days late for 50 points off. For it to count for the week's eligibility, then it must be turned in before 4:00 on Wednesday. This allows the teachers time to grade and average the papers before eligibility grades are due. No assignments either done in class on Wednesday or assigned to be turned in on Wednesday will count for that week's eligibility.
 - c. The student will receive a note on Friday informing them that they will not participate the following week. This form must be signed by parent and returned.
 - d. The student will be removed from participating in the games or performances (not practice) until ALL grades meet proper requirements.
 - e. When a student is ineligible to perform because of grades or disciplinary procedures they are to attend home games and activities but will not be allowed to go on out of town trips.

- f. When a student is ineligible to perform because of grades or disciplinary procedures for two consecutive weeks or any three weeks during any season, they may be dismissed from the team for the remainder of the season.
 - g. Students participating in All Region or TAPP Associated Contests will follow the guidelines set by the organization.
2. Student Council
- a. Student Council Officers must maintain an 80 or above average in each subject to participate in any student council activities.
 - b. Student Council Representatives must maintain an 80 or above cumulative average to participate in any student council activities.

D. EARNED FIELD TRIP DAY

The Earned Field Trip Day is a regularly scheduled school day. The Earned Field Trip Day is a privilege students EARN by maintaining positive behavior throughout the six weeks. The Earned Field Trip Day will NOT be earned if they have:

- 1. Any grade of "0" in any class.
- 2. Four days or more of afternoon work detention has been served in a six-week period.
- 3. A demerit is earned during the six-week period.
- 4. In School Suspension has been served during the six-week period.

IF THIS PRIVILEGE IS NOT EARNED, THE STUDENT WILL BE REQUIRED TO ATTEND SCHOOL ON THE EARNED FIELD TRIP DAY FROM 8:30 until 3:30. For the last six weeks, the EFT is on the last afternoon of school from 12:30-3:30.

Please do not plan vacations or other activities before you know for certain the student has earned the Earned Field Trip Day.

IX. ARTICLE 9 - DRESS CODE AND PERSONAL APPEARANCE

As a Christian, we must concern ourselves with our appearance. By our dress we represent the feelings and thoughts of our hearts. This being the case, our clothing and the way we wear it should represent our desire to please God and honor Him.

Key items to the PCA dress code are: neatness, modesty, and not drawing attention to one's self. On occasion there very well could be situations where something not listed may have to be brought to the attention of the student. If any questions arise, on any issue, the decision of the school prevails.

A. GENERAL DRESS CODE:

1. T-shirts – Logos and insignias will not be allowed that advertise beer, drugs, violent or grotesque pictures, foul language, negative comments or are offensive or controversial. No band t-shirts are allowed. If this proves to be a problem, the school will adopt a “plain shirt” policy, which allows no logos or insignias of any type.
2. Performance attire for athletics, choir, PTF meetings – Student must follow directions of teacher or coach.
3. Swimsuits – No “Speedo” type swimsuits for boys. Girls must wear modest swimsuits. No thongs, bikinis, French-cut, or low-cut swimsuits. Tankinis are permitted, however no more than 2” of stomach may show.
4. Formal Attire – Banquets or other occasions where formal attire might be worn, backless dress should not be lower in back than the waist, no plunging front, cleavage may not show, dresses should not be shorter than 6 inches above the knee when sitting. No mid-drift can show in part or whole. Dresses must have a built in bra or a bra must be worn with the dress. Junior/Senior Banquet dresses must be approved by administration.
5. Other Activities – Field trips, fund raising events, school sponsored trips, or anywhere that the student is associated with PCHS, dress code standards will be enforced by sponsors, teachers, or administration staff.
6. No ragged clothing that exposes skin, no visible tattoos (permanent or washable). No bandanas, caps, or hats may be worn in the building.

B. BOYS:

1. Tops – Shirts with neat finished shirt tails and not excessively long may be left un-tucked. Tops must lap the waistband by two (2) inches. No muscle shirts, No WWF shirts. Mesh or see through shirts must have another shirt, which meets above stated dress code standards. No sleeveless shirts allowed.
2. Bottoms – pants should rest on or above hips, no “sagged” pants or shorts. No undergarments should show at any time.
3. Shoes – Shoes must be worn at all times during the school day.
4. Hair – Hair should be neat and clean. Hair should not fall below the bottom of the collar on a collared shirt and cannot touch the top of a t-shirt collar. After shaking the hair into its natural position, the sides must be short enough that the earlobes can be seen and the front short enough that the eyebrows can

be seen. The administration has full discretion of what is appropriate. If a student is given notice that their hair is too long, they will have until the next school day or extra-curricular event to bring the length into compliance. Admittance into school or the extra-curricular event will be denied until this requirement is met.

5. No numbers, letters, patterns, or designs shaved or cut in the hair. No unnatural color variations, no ponytails, no dreadlocks, or rat-tails. No facial hair except for Senior boys who may have neatly trimmed mustaches or goatees.
6. Jewelry – No body pierced jewelry or earrings. Finger rings and appropriate neck chains are permitted. No heavy chains on clothing or wallets.

C. GIRLS:

1. Tops – Shoulder straps must be at least two inches wide. Shirts with neat finished shirt tails and not excessively long, may be left un-tucked. Tops must lap the waist by at least two inches. No Muscle shirts. Mesh or see through shirts must have another shirt underneath, which meets dress code standards. No under-garments should show at any time. No WWF shirts or Mid-drifts.
2. Bottom – Pants must rest on or above the hips. No “sagged” pants. Shorts, skirts, and dresses must be no more than six (6) inches from the floor when kneeling on the floor. For the longer legged girls a six-inch inseam is required. Pants should not be overly tight. You should be able to pinch an inch of material at mid-thigh. Big-legged nylon shorts should be worn with biker shorts that meet the dress code length. Leggings must have a top that meets dress code length for dresses.
3. Hair – Hair should be neat and clean. No designs, numbers, patterns, etc. shaved or cut in the hair.
4. Jewelry – No Jewelry in pierced body parts with exception of earrings in the ear (maximum of 2 per ear). No heavy chains on clothing or wallet.

D. ENFORCING THE DRESS CODE

The PCHS dress code is enforced. The following is the system used to enforce the dress code:

- A. If a student violates the dress code, a tally will be issued to the offender and appropriate clothes will be provided.
- B. If student continues to violate the dress code and refuses to adhere to the rules above, the administration will administer discipline at their discretion according to the PCHS discipline system.

X. ARTICLE 10 – USE OF COMPUTERS AND INTERNET

A. BACKGROUND

Plainview Christian Academy/High School is pleased to offer students access to a computer network. Should a parent prefer that a student not have e-mail and Internet access, use of computers is still possible for more traditional purposes such as word processing.

B. WHAT IS POSSIBLE?

While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. Plainview Christian Academy will offer access to filtered Internet that will help prevent students from accessing unwanted materials. A teacher will also be on duty to help monitor the use of technology. Ultimately, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

C. RULES

1. Privacy: Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity. This will insure that students are using the system responsibly.
2. Illegal capacity: Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work nor intrude into other people's files.
3. Inappropriate Material or Language: No profane, abusive or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
4. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the school property.

D. GUIDELINES:

1. Notify an adult immediately if by accident you encounter materials that violate the guidelines of appropriate use.
2. Do not use a computer to harm other people or their work.
3. Do not damage the computer or network in any way.

4. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
5. Do not violate copyright laws.
6. Do not view, send, or display offensive messages or pictures.
7. Do not share your password with another person.
8. Do not waste limited resources such as disk space or printing capacity.
9. Do not trespass in another person's folders, work, or files.
10. Be prepared to be held accountable for your actions and for the loss of privileges if the rules are broken. Additional disciplinary action may be determined if rules and regulations are broken.

XI. ARTICLE 11 - MISCELLANEOUS

A. VISITORS

Visitors from off-campus must receive prior approval from the office. PCA/PCHS is a “closed campus” and does not allow students from other schools on our campus during school hours. Out of town guests, youth pastors, or ex-students may visit the campus with prior office approval. **ALL VISITORS AND PARENTS MUST CHECK IN AT THE FRONT DESK.** Volunteers that are under the age of 21 must be approved by the administration, under the supervision of a teacher, and must work after school hours. Volunteers over the age of 21 must be approved by the office.

B. TELEPHONE USE

Students may use the office telephone once a semester. In the case of emergency the teacher/coach will contact the parents. **FORGOTTEN HOMEWORK IS NOT AN EMERGENCY.** Cell phone use is not permitted during school hours. If a cell phone is used during school hours, the phone will be confiscated for five days or until a \$25 fine is paid, whichever comes first. No pro-rations will be made.

C. WEATHER

In the event of bad weather (icy roads, snow, etc.) check the school website at www.pcaeagles.org, KLBK-11, or KAMC-28 for notification about school closings or delays. If no announcement is made, we are open.

D. PUBLISHING OF PHOTOGRAPHS

Parents/Guardians must sign a release form allowing PCA/PCHS to allow any publication of their child in newsletters, newspaper, TV, or websites.

E. PARENT VOLUNTEER HOURS

Plainview Christian Academy/High School was founded on the premise that parents are their child’s primary teacher and should be involved in their ongoing formal education. We ask the parents to volunteer ten hours per year per family or pay the current minimum wage hourly rate for 10 hours.

F. COMMUNICATION TO PARENTS

1. Parent/Teacher Fellowships (PTF) – every six weeks. These allow parents and teachers the opportunity to fellowship, as well as receive report cards and communicate to each other how the student is doing in class.
2. RenWeb—Online access to grades and discipline reports
3. Calendar – The yearly and monthly calendar is posted on the school website. Also a paper copy is available in the office or insider the folder of all elementary students.

4. Web site – www.pcaeagles.org. Several aspects of our school’s life are posted on the website.
5. All teachers will have parent-teacher conferences once a year.

G. ANNUAL FUND

All parents are asked to contribute to PCA’s Annual Fund in order to keep tuition down. Any level of commitment is acceptable. This fund replaces all calendar and cookie sales, etc., so a minimum contribution could be what a parent would have bought when buying the previous fundraiser items. We know as a school that when all contribute what they can, it will be more than enough.

XII. ARTICLE 12 - ATHLETIC POLICY

Plainview Christian Academy offers interscholastic sports, which compete in the Texas Association of Private and Parochial Schools (TAPPS) in the following areas:

GIRLS: Volleyball, Cross-Country, Basketball, Tennis, Track, Cheerleading, and Golf

BOYS: Six-Man Football, Basketball, Tennis, Golf, Track and Cross-Country

A. PURPOSE

At PCHS we believe the purpose of the athletic program is to enhance our total curriculum in teaching Godly principles and Christian character to our students. The goal of our Athletic Program is to field the best possible team comprised of our students. We feel that winning is important and should be the goal every time a team is fielded (I Cor. 9:24). We do maintain, however, that winning on a physical level does not produce lasting results. Our goal is primarily to pursue winning on a spiritual level where each player can experience success because he knows he did his best with abilities that God gave him. We feel the advantages of a competitive program are that students develop a sense of pride and teamwork with one another. A lesson learned early in life is that everyone does not possess the same gifts and athletic ability as well as talents. While it is our goal to build self-esteem, it is also our goal to prepare our students to function in society developing their own personal skills to the fullest, whether academic or athletic.

B. POLICIES AND GUIDELINES

1. Academic priorities.
 - a. Students are given one week of practice to decide whether they wish to participate in a sport. After a commitment is made to that sport, it must last for the entire season.
 - b. Academics are the first priority at PCHS. However, finishing projects, and doing homework are not acceptable excuses for missing practices and games. Students need to learn to organize their time in order to fulfill their commitments to the team and to the coaches. Students who violate

this standard should expect consequences that are issued by the coach, i.e. extra running, a zero for the day, extra practice, etc.

- c. The student must have above a 70 cumulative average in academic core courses of Math, Language Arts, Social Studies, Science, and Foreign Languages. Those students diagnosed with special learning problems who have testing on file in our office may be granted leniency at the teacher's discretion. Leniency is granted for grades only, not incomplete work.
- d. Grades will be checked each Thursday. Students with grades below a "70" cumulative average will not be allowed to play the following week. The student will receive a note that must be signed by the parent or guardian stating that the student will not participate Saturday through Friday of the following week.
- e. Students who are ineligible to play because of grades or disciplinary procedures for two consecutive weeks or any three weeks in a season may face possible dismissal from the team.
- f. Students will be removed from participating in the games (not practice) until grades meet proper standards.
- g. When a student is ineligible to play because of grades or disciplinary procedures, he/she is expected to be at home games but will not be allowed to go on out of town trips. The student may not suit up or sit on the the bench with the team. Instead they are expected to show their support from the stands.
- h. The student must attend half of the school day in order to participate in a game on the same day (unless student has a doctor or dentist appointment that requires that student to leave school for a period of time). Student may participate in a game if they have been absent all day, if and only if, they have been gone due to an extra-curricular activity or a school sponsored trip. This includes stock shows, field trips, choir competitions, etc.
- i. No athlete will be allowed to ride home with another adult or student unless the parents have notified the coach in writing. No athlete may leave with another student.
- j. If a player, coach, or fan gets kicked out of a game, there will be an automatic one game suspension. \$75 will be charged to the individual due to the fee that PCHS will be required to pay to TAPPS for such actions. With each reoccurring offense, the number of games suspended as well as the amount of the fine increases.

1st Offense- One game suspension and \$75 fine

2nd Offense- Two game suspension and \$150 fine

3rd Offense- Three game suspension and a \$225 fine

If a player, coach, or fan acquires three individual offenses, or if the PCHS Athletic Program as a whole has three offense, TAPPS will provide mandatory sportsmanship training.

2. Behavior of players on the field, court, and in the classroom must be exemplary. The following guidelines must be followed:
 - a. Any talking back to coaches or arguing may result in extra practice and limited playing time, dismissal from the team, or corporal punishment.

- b. Any display of temper of unsportsmanlike behavior, any bad language, profanity or derogatory remarks during practice, games or after games can require removal from game and practice and a conference with the Coach and Athletic Director. Unsportsmanlike conduct may result in limited playing time as well as punishment as seen appropriate by the coach, and could result in dismissal from the team.
 - c. Any Technical Foul in response to unsportsmanlike behavior may result in suspension up to one game as well as punishment as seen appropriate to the coach. In addition, it will result in an automatic demerit.
 - d. Any misbehavior in the vehicles providing transportation will result in an assigned seat on future trips in addition to discipline as stated in the school handbook.
 - e. Three conferences within the school year may prohibit students from participating in sports.
 - f. Due to their responsibility to their teammates, players are expected to be at all practices and games. They may not leave practice early unless prior arrangements have been made with the coaches.
 - g. If a player is to miss a practice for illness or any other reason, he/she is responsible for contacting his/her coach. Students missing practices should expect a reduction of playing time on return. Missing practice may result in missing the following game or tournament.
 - h. If an athlete quits coming to practice in an attempt to be kicked off the team, they will receive a zero for each day of practice missed throughout the remainder of the season.
3. Athletic equipment and team uniforms issued to students are the responsibility of the individual athlete. Uniforms not turned in or damaged at the conclusion of the season must be replaced. Parents will, therefore, be billed for the athletic equipment and/or uniforms not returned.
 4. PCHS/PCA seeks to provide all students who desire to participate in athletic events the safest condition of participation. Every child seeking to participate in athletics will therefore be required to submit to a physical examination by a physician. Such physical examinations shall be at the expense of the students, or his/her parents or guardian. Should the physician's report reveal any medical problems experienced by the prospective athlete that might be determined to be life or health threatening, participation will be denied. Any athlete who has sustained an injury, must be released by physician in writing before returning to athletic participation.
 5. An activity fee per sport must be paid before practice begins for that sport. This fee is for utilities of athletic facilities, officiating expenses, and the use of uniform and athletic equipment. This fee does not guarantee your child playing time during games. Other expenses that athletes will encounter are traveling expenses (hotel, food, gas), and insurance.

6. Parental Involvement. PCA/PCHS feels that parent support of Christian goals and discipline is of great importance, and ask that they agree to abide by the following guidelines.
 - a. Give permission for their son/daughter to participate in competitive sports at Plainview Christian Academy/High School
 - b. Encourage good sportsmanship. Parents/Guardians must understand that if they or their child does not exhibit good sportsmanship at all times, their child will not participate in practice or games. If persistent inappropriate behavior occurs, their child will not be allowed to continue participating in the athletic program
 - c. Parents/Guardians must read the rules and consequences of disobeying the rules, and they must agree to support the coaches and administration when their child is disciplined. Failure to do so could result in their child being dismissed from the team.
 - d. Parents understand that they fall under the fan category of the new guidelines set by TAPPS. If the new mandates are violated, the parent agrees to pay all fines, honor the number of games suspended, and attend the required sportsmanship training.
 - e. The parent understands that badgering of a referee, coach, or a player from any team could result in being banned from attending games.
 - f. They will support the coaches by following the guidelines below:
 - g. Parents may only visit with a coach during the coach's conference period, never before or after a game.
 - h. Parents must keep comments in the stands positive and encouraging showing sportsmanlike conduct at all times toward other teams, coaches, and officials. They must keep in mind that they are to be a role model for PCA/PCHS students in Christian-like conduct.
 - i. Parents are strongly encouraged to help drive players to games.

7. Dress Code

PCA Handbook dress code guidelines must be followed at all times. The athletic dress code may be stricter but never more relaxed than the dress code for all students. The athletic director and administrator give final approval in apparel. Athletes will remain in dress code at all school functions either at PCA or out of town. Travel out of town will require a travel uniform designated by the athletic director.

8. Letter Policy

In order for students to letter in a sport, they must follow the following standards.

Cross Country

1. Participate in at least half of the meets and district
2. Finish in the top ½ of all district participates.

Football

1. Varsity participant for at least the district schedule
2. Must play at least 50% of the contests suited up for.

Basketball

1. Varsity participant for at least the district schedule

2. Must play at least 50% of the contests suited up for.

Tennis

1. Win at least one (1) varsity match at a district meet

Golf

1. Place in the top ten at the district golf tournament or qualify for state as a team member

All Sports

1. Remain eligible for the entire season
2. Turn in all school equipment at the conclusion of the season
3. Pay for any equipment lost or destroyed during the season.
4. Clear account for equipment purchased on credit from the athletic department (ex: uniforms).
5. No serious discipline problems during the season

If minimum standards are met or extenuating circumstances exist, the final decision still rests with the head coach of the sport.

**Plainview Christian Academy/High School
Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, Peter 1:20-21).
2. We believe there is only one God, eternally existent in three persons, Father, Son and Holy Spirit (Genesis 1:26, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 1:14); His virgin birth (Isaiah 7:14; Matthew 1:23); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7); His resurrection (John 11:25); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration of the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified by the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 5:24; Romans 3:23; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (1 Corinthians 12:12-13; Galatians 3:26-28; Acts 4:32).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enable to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19; Ephesians 4:30).

Student Signature: _____

Parent/Guardian Signatures: _____

**PLAINVIEW CHRISTIAN HIGH SCHOOL
STUDENT HONOR CODE**

By signing the Student Honor Code, I fully recognize that Plainview Christian High School (PCHS) was founded to be, and is committed to being, a Christian ministry teaching a lifestyle or commitment to Jesus Christ as personal Savior and Lord. It is therefore my personal commitment to be a person of Christian integrity in my attitude and actions while enrolled at Plainview Christian High School.

1. I pledge to do my best to apply myself wholeheartedly to my academic pursuits and to use my mind for the glory of God.
2. I pledge to grow spiritually developing my own relationships with God through Jesus Christ.
3. I pledge to develop my body with sound health habits through the required physical education program and by participating in wholesome physical activities.
4. I pledge to keep my total being under subjection from all immoral and illegal acts and habits, whether on or off campus. I will not engage in other behavior that is contrary to the rules and regulations listed in the Student Handbook.
5. I pledge to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie, steal, or curse, and I will not be a talebearer.
6. I pledge to attend class punctually, chapel services reverently, and to attend regularly the church of my choice where God is honored and lifted up.

Student Signature: _____ Date: _____