

## **SCHOOL STUDENT HANDBOOK**

Welcome to Plainview Christian Academy and High School. We are excited about having you as a part of a community dedicated to Christian education. We have a rich heritage of academic excellence, athletic success, and spiritual emphasis. We thank God for the opportunity to grow together at school, keeping God and His Word at the center of everything that is done. Please take time to read this handbook carefully. The handbook does not create a contract, is subject to change at any time, and answers many important questions. Pray with us for God's blessings on our school.

### **MISSION STATEMENT**

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

### **SCHOOL HOURS**

Pre-K/Kindergarten	(enter at 8:05) 8:10-3:45
1 <sup>st</sup> -3 <sup>rd</sup>	(enter at 8:00) 8:05-3:52
4 <sup>th</sup> -6 <sup>th</sup>	(enter at 7:55) 8:00-3:57
Junior High/High School:	(enter at 7:55) 8:00-3:57

### **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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## TABLE OF CONTENTS

Introduction, School Background, School Unity .....	page 3
Christian Education, Philosophy .....	page 4
Doctrinal statement, School Board .....	page 5
Complaint Procedure .....	page 6
Chain of Command.....	page 7
Article I—Statement of Guiding Principles for Admissions .....	page 8
Article II—Financial Policies and Procedures.....	page 9
Article III—Parking/Drop-off and Pick-up Procedures.....	page 10
Article IV—General Discipline Guidelines.....	page 11
Article V—Lunches/Lunchroom Rules .....	page 18
Article VI—Attendance .....	page 18
Article VII—Academic Assessment.....	page 21
Article VIII—Volunteerism.....	page 28
Article IX—Trips.....	page 28
Article X—Dress Code and Personal Appearance .....	page 30
Article XI—Use of Computers and Internet.....	page 32
Article XII—Athletic Policy.....	page 33
Article XIII—Asbestos Management Plan .....	page 36
Article XIV—Miscellaneous.....	page 37
Statement of Faith and Honor Code.....	page 39

## **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 great 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 complementary goals and examples for the children.

## **SCHOOL BACKGROUND**

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.

## **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 divisive issues are raised at school, teachers are instructed to refer students to the Holy Bible and their parents for discussion and guidance.

## **WHAT IS CHRISTIAN EDUCATION?**

PCA 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, not world-oriented or society-controlled. The education program and methods of instruction are dependent on Bible philosophy to provide the viewpoint, truth, and principles for interpreting the facts 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 BOARD**

Plainview Christian Academy School Board is a self-perpetuating board made up of seven voting board members and two school administrators. The board functions as a policy-making board, an advisory board to the administrator, and as final authority in any legal and financial matters. For purposes of the school's faith, doctrine, practice, policy, and discipline, the board is the final interpretive authority on the Bible's meaning and application.

School board meetings are not open to the public. Anyone can attend a school board meeting to address a specific topic as long as all chain-of-command policies have been followed. Under that circumstance, a request to be added to the next scheduled board meeting should be made to the administrator. This request must be made at least forty-eight hours before the meeting. A questionnaire must be completed and returned to the board secretary at least 24 hours before the meeting.

## COMPLAINT PROCEDURE

If a complaint against a teacher, administrator, or student arises, please use these guidelines. “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)

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. The school does not tolerate any physically, emotionally, or verbally abusive behavior or bullying of any school employee. If such actions occur, the emotionally distraught person will be asked to leave the school until a later time. If this behavior were to be a pattern, the family would be asked to no longer be a part of the school.

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  
Teacher  
Principal / Administrator  
School Board

Athlete  
Coach  
Athletic Director  
Administrator  
School Board

Parent  
Teacher  
Principal / Administrator  
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.

Plainview Christian School is a religious institution providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing a homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school.

Also, 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, up to a seven day waiting period can be required after the admissions procedure (interviewing, testing, etc.) has been completed to finish all background checks.

### **ADMISSIONS PROCEDURE:**

- A. To apply, the student and/or parent should:
  - 1. Schedule an interview (student is included in 3<sup>rd</sup> grade and up)
  - 2. Turn in completed application (can be picked up at the office or downloaded from the website)
  - 3. Take entrance tests
    - a. Math (3<sup>rd</sup> grade and up)
    - b. English (3<sup>rd</sup> grade and up)
    - c. Reading (1<sup>st</sup>-2<sup>nd</sup> reading)
  
- 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 with 10 equal amounts due monthly from August through May. The first payment is due at school registration in August.
2. Tuition is due on the first of each month unless an alternate date has been established. A late fee of \$25 will be charged ON the 10<sup>th</sup> day that it is late (no matter if it is a holiday or weekend.)
3. Tuition accounts must be kept current. Students whose accounts remain delinquent for 90 days can be suspended from extra-curricular activities, and after one semester students can 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 in person as well as cash and checks. Credit cards are charged an extra 3% processing fee. For cash, please bring the correct amount since change is not always available.
5. Do not include miscellaneous costs such as yearbook, school pictures, school trips, Mom's Cafeteria, etc., with your tuition. Separate checks are required.
6. More than two insufficient checks returned from your bank may result in your account being put on a "cash only" basis.
7. Accounts delinquent for over 30 days will incur an interest rate of 7.25% each month. (The rate will be reviewed every January 1<sup>st</sup> and July 1<sup>st</sup> and will be 2 points higher than the school's interest rate if borrowing.)
8. Family Referral Credit. If you refer one new family to attend PCA, you will receive a \$300 credit to be applied to your April and May statement of that school year. Refer 2 families and the amount is doubled. You can use the free tuition yourself or share it with the new family. The family must pay full tuition which is kept current. Volunteer time must be fulfilled. The new family must be enrolled for the entire school year. If a family start after school has begun, but before January, a \$200 credit is given.

Details concerning non-refundable and current fees, please see the Financial Sheet on the school website or obtain one from the school office. If you have any questions regarding your tuition costs and/or payment schedule, please feel free to call or e-mail the bookkeeper in the Business Office.

## B. MISCELLANEOUS FEES

Expenses for field trips, yearbooks, athletics, and extra-curricular trips are not included in the Registration or Tuition Fee. Students will be charged for any damage that they cause to laboratory equipment, microwaves, school property, or books. Charges will be made based on the amount of damage done at the discretion of the administrator.

## C. STUDENT ACCIDENT INSURANCE

PCA provides Student Accident Insurance. Benefits are SUPPLEMENTAL to family medical coverage. Contact 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 7-10 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. If withdrawing before the end of the year, tuition is due for the entire last semester for which the student was enrolled. Records will not be released until the 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 or cafeteria 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 **7:40 a.m.**
2. Incoming traffic is to enter through the north entrance of the parking lot. Drivers should pull up to the appropriate drop-off (gym, playground, or school) in one lane. After drop-off, parents should proceed slowly through the parking lot.
3. Students are not to wait in a car in the parking lot after arriving at school.
4. 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 through the north entrance of the parking lot. There should be three lanes of traffic, with the middle lane staying open for

through traffic. Teachers will walk students in grades 6<sup>th</sup> and down to their cars. Drivers may then proceed into the middle lane to exit.

3. Students may not hang out waiting for friends/siblings to complete athletics.
4. The school is not responsible for students left at the school after 4:15 that are not under the direct supervision of a coach or teacher in a specific after-school activity. Afternoon personnel will remain with all students 6<sup>th</sup> grade and down until picked-up.
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 caution and courtesy at all times.
2. Students have designated parking spaces. Parents should not park in numbered parking spaces between the hours of 7:40 a.m. and 4:15 p.m. These 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. Signs are posted, and city police can 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. 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

For Pre-Kindergarten-4<sup>th</sup> grade elementary students, teachers give warnings and green/yellow/red marks (see elementary discipline section below). For 5<sup>th</sup> grade and up, tallies are given with the range of possible number of tallies given below. These apply to on- and 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. Each teacher will explain his/her specific class rules. Any teacher or staff member of PCA may give direction to a student with the student expected to comply.

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 others' rights and property. Students should not enter another student's desk or locker 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 need to listen when others are speaking in the classroom. They should raise a hand to get permission to speak. (1-2 tallies)
6. Students should WALK to the playground area as a class and stay in an orderly line. (1 tally)
7. 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)
8. Students will be instructed to use playground equipment safely. They are not to stand on swings. (1-2 tallies)
9. 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)
10. Guns, toy guns, and weapons are not allowed on school grounds. Pocket knives are allowed unless the privilege is abused. (confiscation)
11. Bullying of teachers or students including cutting down another student whether it is in school or online is unacceptable. (2 tallies-ISS)
12. Students should come to class prepared with appropriate materials: textbook, notebook, paper, pens and pencils, and assignment book. (1 tally)
13. All should be in their seats before the bell rings—Junior High/High School. (tardy)
14. Students should not throw items in the classroom. (1-2 tallies)
15. Lying to any teacher or administrator is unacceptable. (1 demerit)
16. Cheating:
  - 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.
  - Cheating in elementary classes will result in a red for the day, a zero on the assignment, and the parents will be called.
  - For JH/HS, cheating consists of copying answers or utilizing online resources without pre-approval (1 demerit and a zero on the assignment by all voluntary parties involved). Cheating involves all involved parties, whether being the receiver or giver of information.
18. No public displays of affection between students (i.e. kissing or unwarranted touching). (1 tally-demerit)
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, smart watches, or other electronics are used without permission 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. No inappropriate Internet usage (inappropriate wallpaper, website visits, pornography). (3 tallies-1 demerit)
23. Students will not engage in verbal or physical harassment of a sexual nature directed toward any person at any time. Such actions may result in immediate disciplinary action and/or prosecution by the appropriate law enforcement agency. Sexting may be considered sexual harassment.
24. PCA feels that the following activities do not promote the spiritual growth of students; therefore, each student must refrain from these activities, at all times, as long as they are enrolled. Students involved in the following practices may not be permitted to attend PCA.
  - a. Using tobacco in any form
  - b. Drinking alcoholic beverages
  - c. Using illegal drugs of any kind, including marijuana
  - d. Involvement in serious moral offenses, including premarital sex or homosexuality
  - e. Illegal activities which result in arrest and prosecution
  - f. Involvement in gang activity
  - g. Leaving a parent's supervision for an extended period
  - h. Involvement in the cult
  - i. Sexting
  - j. Harassment of any person in person or online

C. ELEMENTARY DISCIPLINE (Pre-K through 4<sup>th</sup> Grade)

Plainview Christian Academy wants parents to be aware of good behavior as well as inappropriate behavior on a daily basis. 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 – 2<sup>nd</sup> warning issued, behavior should be corrected
- Red "stop" stamp – behavior needs to stop. Two prior warnings will have been issued before a "stop" is given. Student will lose 3 days of morning recess time. 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. Also, blue stamps are given after the 3<sup>rd</sup> tardy. After the 3<sup>rd</sup> blue stamp, morning recess is withheld. On the 7<sup>th</sup> tardy, a red stamp is given, and a red stamp will be given to for each tardy thereafter until the end of the grading period.

D. ELEMENTARY DISCIPLINE (5<sup>th</sup> & 6<sup>th</sup> Grades)

2 tallies in one week	No break privileges for two days Tallies must be signed by parent
3 tallies in one week	1 D-Hall plus a parent conference.
1 demerit	Demerit to be signed by parent and 1 week of cafeteria duty + one swat
2 demerits	Two swats + parent conference and 1 week of cafeteria duty.

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.

E. PCHS DISCIPLINE (7<sup>th</sup>-12<sup>th</sup> Grades)

The following is the discipline system for students in 7<sup>th</sup> through 12<sup>th</sup> grade:

2 tallies in one week	1 D-hall as designated by the principal
3 tallies in one week	2 D-halls as designated by the principal
4+ tallies in one week	Demerit which is 2 swats, forfeiture of EFT
4 D-halls in 6 weeks	Forfeiture of EFT
1 demerit in 6 weeks	Two swat
2 demerits in 6 weeks	One day of ISS + forfeiture of EFT
2 ISS days in 1 year	Can be expulsion from school

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

a. Detention Hall

The detention slip will indicate the day and the hour detention is to be served. If a student is late to detention, an additional detention is assigned. If a student does not show up for detention, an additional two days detention is assigned in addition to the original detention. A second missed detention results 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 when it is necessary. Spanking is a rare occurrence and is only done after proper counseling and warning. Parents will be phoned and asked to come to PCA to administer this punishment. Administrative staff will administer punishment if parents prefer, with a witness present and away from other students. If parents do not want their child spanked at all, three days of detention will be given in lieu of each swat earned.

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. ISS is earned if 2 demerits are earned in one six-weeks period. Also, 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. 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, or 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 school officials is also grounds for student expulsion.
4. Students who are expelled or withdraw due to disciplinary action are not allowed at a PCA event without administrator approval.

## 2. Punishment implementation

Students may sometimes be involved together in wrongdoing, and punishment may be more severe for some than for others. Administrators carefully consider each student and his or her part in the situation individually. Sometimes, serious behavior may seem to go unpunished or appear to be punished too lightly. In these instances, action may be delayed by insufficient evidence or an ongoing effort to sift through rumors and hearsay to determine what is indisputably true. When disciplinary action is taken, a student may be put under a strict behavior contract with very serious consequences for breaking it, the details of which are not public information.

Parents should understand that no disciplinary action taken against any student may be discussed with them with the exception of that administered to their own child. This is absolute and in response to legal and ethical requirements.

## F. PROBATION POLICY

All new students are automatically put on probation for the first three six-weeks periods. Current PCA students can be put on probation by the administration for three six-weeks periods, at their discretion, for excessive absences, low grades, or discipline. 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 detentions.

## G. PROPERTY SEARCH

PCA administrators may search lockers, book bags, cars, pockets, and personal item searches if reasonable suspicion of wrongdoing or alarm of any kind exists. Registration of a child constitutes parental consent to such searches. The school reserves the right to use police or police dog searches for contraband. Although allowable under law, personal body searches will never be performed unless an immediate, physical danger or threat is present.

## H. DRUG POLICY

PCA reserves the right to conduct random drug testing of any and all junior high and high school students throughout the year.

Any student suspected of using illegal drugs may be requested to undergo specific drug testing for any or all illegal drugs. Parents will always be contacted in such cases. (Parents are not contacted prior to routine random drug testing.) Refusal to undergo said testing is grounds for dismissal from school.

All drug-testing costs will be paid by the school. Should the student fail the test and the student or parents question the results, they may request the same sample be re-tested at a medical facility at the parent's expense. Under no circumstances will the student be allowed to submit a new sample for re-testing. Any student testing positive for drug use may be expelled from PCA and may be referred to legal authorities.

## I. BULLYING

Harassment is threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Other acts of bullying or harassment can consist of assault, tripping, intimidation, rumor spreading, demands for money, destruction of property, theft of valued possessions, destruction of another person's work, name calling, ostracism, taunting, or excessive teasing.

Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, or hostile behavior by an individual or group that is intended to harm others. Cyberbullying is when someone is tormented, threatened, harassed, humiliated, or otherwise targeted by another using the internet, interactive and digital technologies or mobile phones.

Acts of bullying, harassment or cyberbullying will be dealt with by the school administration. Actions may include intervention, warning, detention, suspension, or any other disciplinary action up to and including expulsion.

## J. SOCIAL NETWORKING

Information contained on any PCA student's internet spaces such as Facebook or any other similar public social networking website, or digital communication of any type, (even sites blocked by the student) is the ultimate responsibility of the student's parents. Any information on these websites that is confirmed by the PCA administration to be inappropriate, vulgar, disrespectful, or exhibiting non-Christian like values will be dealt with promptly. PCA is not responsible to access the evidence for the parent. However, if it is possible to do so in a timely fashion, the school will cooperate as much as possible if the parent requests it. Penalties for violation of school standards in these areas can involve discipline actions up to and including expulsion.

## K. PARENTAL CONDUCT

Parents should understand that parental display of attitude or behavior detrimental to the atmosphere or function of PCA may be grounds for dismissal of the student. This is including but not limited to threatening to sue the school. It should also be clearly understood that discipline involving any student except their own child cannot legally or ethically be discussed with another parent. The same legally mandated protection extends to matters involving school staff.

## **V. ARTICLE 5 - LUNCHES/LUNCHROOM RULES**

Hot lunches are available in Mom's Cafeteria Monday through Thursday. Prices are set by Mom's Cafeteria. 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. 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. 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 which means they may not miss more than 16 days to receive full credit. The policy at PCA is that students may miss 10 days before incurring penalties. Students missing more than 10 days must make up any hours over the limit by attending hours during EFT and/or on a Friday. For any absences above 16, the student must request a waiver from the board to receive credit for the classes that were missed. Waivers may be granted for extended sickness or surgeries or other extenuating circumstances. School-related activities as well as stock shows are not considered absences.

RenWeb is updated on a weekly basis so that you may monitor your child's attendance. For elementary grades, a student must be present for at least two hours to receive a half-day credit.

Students who are ill must be kept home from school. Students must be fever-free for 24 hours before returning to school. Students with a stomach bug must be symptom-free for 18 hours before returning. 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.

Parents should notify the school before 9:00 in the case of student absence.

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. A homework sheet will be made for each student who has called in sick and requests one.

Juniors and Seniors are allowed two college days per year, providing proof of visit.

#### A. TARDIES

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

#### 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. Students are not allowed to make up work and will receive zeros in the classes missed if truant.

#### 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. Parents must check in/out students at front desk.

#### D. LEAVING THE CAMPUS

All students must check out through the office when leaving for any reason. Parents must sign a student out at the front desk before a student leaves.

##### 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.

##### Freshmen and Sophomores:

Freshmen and Sophomores do not ever have the privilege of checking themselves out of school. They may either ride with a teacher or on the van if the 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. They are allowed to eat off campus on finals days.

Juniors:

Juniors may check themselves into school at the beginning of the day after a concurrent class. Juniors may only check themselves out of school under the following circumstances: for an in-town trip that an entire class attends (this includes driving/riding with friends to activities such as an entire Bible class going out for breakfast, an elective class going out for lunch, etc.) or at the end of the day if they have a concurrent class. Specific students may have different rules than these based upon special circumstances surrounding a concurrent class. During finals, juniors may leave immediately after finishing their test but must leave campus, not hang around the school or parking lot.

Seniors:

Seniors obviously have the most freedom. Seniors may check themselves out of school with permission from administration or parents. They may leave during the day for such things as concurrent classes, off-campus lunch on any day, study time at home, 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 RenWeb. 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. No one test will count more than 20% of a six-weeks grade. Teacher conference times are listed on the website.

### **A. ACADEMIC REQUIREMENTS**

1. See extra-curricular academics for details concerning eligibility.
2. Teachers will turn in grades every Thursday for eligibility. 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**

#### What is the National Honor Society?

The National Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service.

#### Prerequisite Conditions for Nomination

1. Only those students who have attended the school the equivalent of one semester may be considered for membership.
2. Membership is opened to qualified sophomores, juniors, and seniors.
3. No student who has been arrested and convicted of a crime will be eligible for selection for a full year from the time of the conviction.
4. Not abiding by the honor code in any form can limit eligibility for nomination. With NHS being an academic honor society, there can be no cheating offenses within the last year before induction.

## Election Criteria

The Faculty Council of the chapter selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character. The Faculty Council first identifies students with the prerequisite GPA (90%), and then evaluates the candidates' performance in the areas of leadership, service, and character.

### 1. Scholarship

Students with a minimum grade point average of 90% will be considered for induction. Then the other three areas of character are then taken into consideration.

### 2. Leadership

When being considered for invitation into NHS, students are evaluated on leadership qualities like the following:

- a. Is resourceful in proposing new problems, applying principles, and making suggestions
- b. Demonstrates initiative in promoting school activities
- c. Exercises positive influence on peers in upholding school ideals
- d. Contributes ideas that improve the civic life of the school
- e. Is able to delegate responsibilities
- f. Exemplifies positive attitudes
- g. Inspires positive behavior in others
- h. Demonstrates academic initiative
- i. Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- j. Is a leader in the classroom, at work, and in other school or community activities
- k. Is thoroughly dependable in any responsibility accepted
- l. Is willing to uphold scholarship and maintain a loyal school attitude

### 3. Service

When being considered for invitation into NHS, students are evaluated on leadership qualities like the following:

- a. Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- b. Works well with others and takes on difficult or inconspicuous responsibilities
- c. Cheerfully and enthusiastically renders any requested service to the school
- d. Is willing to represent the class or school in inter-class and beyond school competitions
- e. Does committee and staff work without complaint
- f. Participates in some activity outside of school, for example, church groups, 4H, volunteer services for the elderly, poor, or disadvantaged
- g. Mentors persons in the community or students at other schools
- h. Shows courtesy by assisting visitors, teachers, and students.

#### 4. Character

When being considered for invitation into NHS, students are evaluated on character qualities like the following:

- a. Takes criticism willingly and accepts recommendations graciously
- b. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- c. Upholds principles of morality and ethics
- d. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- e. Demonstrates the highest standards of honesty and reliability
- f. Regularly shows courtesy, concern, and respect for others
- g. Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- h. Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- i. Manifests truthfulness in acknowledging obedience to rules, refraining from cheating in written work, and showing unwillingness to profit by the mistakes of others.
- j. Actively helps rid the school of bad influences or environment.

#### Notification of Inductees

Those students selected and their parents are notified in writing by the chapter adviser. Date and time of the induction ceremony will be stated in the written notification. Anyone wishing membership must return the signed form that requests membership by the designated time. Any questions of non-selection should be directed to the school administrator.

#### Dress for the Induction Ceremony

All members and inductees should dress in black slacks and white shirts. Slacks and shirts should fit the school's dress code. Any student not complying with the dress code will not be allowed to participate in the induction ceremony.

#### Dues for Members

Dues will be collected once at the year of induction. Dues are not to exceed \$10.

#### Continued Inclusion in the National Honor Society

##### 1. Area of scholarship

After a student is inducted, grades will be reviewed every semester. The faculty council will meet with any student falling below the required 90% cumulative grade-point average in order to help the student address any deficiencies. The student will be placed on probation at that time for one semester to allow time to bring that average up to the required 90%. If the average is not brought up at the end of the 2<sup>nd</sup> semester, the student is dismissed from NHS. If a student is placed on probation or is dismissed, the parents will be mailed written notification.

2. Areas of leadership and service  
At the discretion of administration, any student not exemplifying leadership or service qualities will meet with the faculty council in order to address any deficiencies. The student will be placed on probation at that time for one semester to allow time for deficiencies to be addressed. At the end of the probationary period, the student will again meet with the faculty council to show if the deficiencies have been addressed. If the student is placed on probation, the parents will receive mailed written notification.

3. Area of character  
Any student not exemplifying good character will meet with the faculty council in order to address any deficiencies. The faculty council can place the student on probation or dismiss them from NHS, depending upon the circumstances. At the end of the probationary period, the student will again meet with the faculty council to show if the deficiencies have been addressed. If the student is put on probation or is dismissed, the parents will receive mailed written notification.

The following would require this meeting and probationary period:

- Cheating on any written work
- Being arrested and convicted of a crime
- Blatant disobedience of school rules and/or honor code
- Being required to attend 2 EFT days in one year

If after the second faculty council meeting, the faculty council believes that deficiencies have not been addressed for any of the above areas, then the student is dismissed from NHS. An appeal to the principal is the last form of appeal. The National Council does not have the authority to hear or make any decisions regarding appeals in dismissal cases. A student who is dismissed or resigns is never again eligible for membership in the National Honor Society according to National NASSP regulation.

#### 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 7<sup>th</sup> and 8<sup>th</sup> 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 a 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 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
<b>Total:</b>	<b>30.00</b>	<b>30.00</b>

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.
6. Students speaking at graduation are determined by class rank. Any student not meeting exemplary behavior requirements are excluded, no matter the student’s class ranking.

**H. VALEDICTORIAN/SALUTATORIAN**

To be selected Valedictorian or Salutatorian of the graduating class, one must have been enrolled at PCHS at least six semesters before graduation. Grades from

all subjects are included except for office aide and study hall. Grades in dual-credit classes from an approved university count towards the GPA while concurrent classes do NOT, unless the student requests it. Transfer 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 6<sup>th</sup> 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 9<sup>th</sup> grade level. This includes any class taken during the 8<sup>th</sup> 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 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 approved colleges if they have the following:

- 16 High School Credits
  - Meet the college's entrance test (SAT or ACT) test requirements
  - Numeric Average of 85 or better
  - Acceptance by the college
  - Acceptable behavior record
  - Schedule at PCA with three classes
1. Concurrent 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. Classes and college must be approved the semester prior to enrollment by the administrator.
  3. PCHS tuition and fees will remain the same during concurrent enrollments.
  4. Additional costs may be assessed by the college.
  5. Grades in concurrent classes that are dual-credit count towards the GPA or numeric average. Concurrent classes do NOT count towards the GPA or numeric average at PCA if the student chooses to not get high school credit for the class.
  6. Students who are involved in sports must be enrolled in 4 classes.

#### K. STANDARDIZED TESTING

PCHS has adopted the TerraNova3 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 referrals for testing will be made to the parent. In some instances, PCA is not the best choice for educating a child with learning differences. If that is the case, the parents will be notified so that other arrangements can be made.

#### 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. Also, on a 3<sup>rd</sup> late paper in any one class in any one six-weeks period, the student will serve one d-hall. On the 4<sup>th</sup> late paper and each one after that, a demerit 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 – VOLUNTEERISM**

Every student enrolled at PCA is expected to complete community service hours every year in attendance. The students will gain many life skills and exposure to new ideas, as well as developing the habit of serving others. For elementary, these will be coordinated and directed by each individual teacher. For secondary, the hours will be overseen by the administrator in conjunction with homeroom teachers. These hours will be both on and off campus.

In order to meet graduation requirements, each high school student must have completed 40 hours of community service that would not have otherwise been served outside of this program. For transfer students, 10 hours must be served for each year enrolled at PCA.

### **IX. ARTICLE 9 - TRIPS**

If a student attends a school-sponsored event/trip, 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 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). Only current students, parents, grandparents, staff members, or current-year graduates may attend field trips (both local field trips and longer out-of-town trips). Siblings and others may be included with prior administrator approval.

#### 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.

#### C. ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

##### 1. Sports and Fine Arts 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. Any student with a grade below 70 in any subject is ineligible for any extra-curricular activities or performances (not practice). The week is from Saturday through Friday. Those students diagnosed with learning problems who have testing results on file may be granted leniency at the teacher's discretion. Leniency is granted for grades only, NOT INCOMPLETE WORK.
- b. Ineligible students may not suit up or sit on the bench with the team. Instead they are expected to show their support from the stands.
- c. Ineligible students will receive notification on Thursday and the parents will be informed by phone.
- d. 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.
- e. If a student is ineligible to perform because of grades or disciplinary procedures, they are to attend home games and activities and practice but are not allowed to go on out of town trips.
- f. If a student is ineligible due to grades or discipline 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 TAPPS Associated Contests will follow the guidelines set by the organization as well.

2. Student Council

Student Council members will follow the guidelines for sports and fine arts performance but must also meet all student council-specific guidelines.

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 d-halls have 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.

Students may not leave EFT for a school practice, etc., but may be excused for a school performance (musical or game). However, that time must be made up the next EFT day.

**X. ARTICLE 10 - 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, athletic events – 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. 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.
5. No ragged clothing that exposes skin where shorts would cover, no visible tattoos (permanent or washable). No bandanas, caps, or hats may be worn in the building without permission.
6. Shoes must be worn at all times during the day.

#### B. BOY SPECIFICS:

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 or MMA shirts. Mesh or see through shirts must have another shirt underneath 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. 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. No unnatural hair color.
4. No numbers, letters, or patterns 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.
5. Jewelry – No body pierced jewelry or earrings. Finger rings and appropriate neck chains are permitted. No heavy chains on clothing or wallets.

#### C. GIRL SPECIFICS:

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. Mesh or see through shirts must have another shirt underneath, which meets dress code standards. No undergarments should show at any time. No WWF or MMA shirts.
2. Bottoms – Pants must rest on or above the hips. No “sagged” pants. Shorts, skirts, and dresses must be 2” longer than the longest finger when hands are

placed at the side. 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. The outside short, however, must be dress code. 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. No unnatural hair colors.
4. Jewelry – No jewelry in pierced body parts with exception of earrings in the ear. No heavy chains on clothing or wallet.
5. For 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, and dresses should be longer than the fingers when arms are held by the side. Junior/Senior Banquet dresses must be approved by administration.

#### 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.

### **XI. ARTICLE 11 – USE OF COMPUTERS AND INTERNET**

#### A. INTERNET SAFETY

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 are responsible for setting and conveying the standards that their children should follow when using the internet.

#### B. GUIDELINES

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, unless they have 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.

### C. SPECIFIC RESPONSIBILITIES

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. No bullying is allowed whether at school or away. This includes all social media.
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 printing capacity.
9. Do not trespass in another person's folders, work, or files.

## **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:

Volleyball (Girls), Six-Man Football (Boys), Basketball, Tennis, Track, Golf, 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. The advantage of a competitive program is that students develop a sense of pride and teamwork. A lesson learned early in life is that everyone does not possess the same gifts and

athletic ability. While it is a goal to build self-esteem, it is also a goal to prepare our students to function in society developing their own personal skills to the fullest, whether academic or athletic.

## B. GAME BEHAVIOR EXPECTATIONS

It is important to realize most of us have grown up in an atmosphere of athletic competition different from that in Christian schools. As such, it is sometimes difficult to acclimate ourselves to the "strange" atmosphere of Christian athletics. Sometimes it is necessary to "educate out" some of the attitudes and philosophy instilled in them by professional and other sports. We coach our young people to win and be winners, but, more importantly, to be Christians at all times.

Part of our philosophy of Christian athletics is that no opposing team is an "enemy" to be downgraded or harassed. We also teach that no official is ever doing anything but his best and, as one in authority, deserves our respect and obedience. Our young people must be taught that those in authority are to be respected at all times, not just when we agree with them.

For this reason we at PCA require, among other things:

- No downgrading or yelling at or against the opposing team. Yell for our team but never against the opponent. Players may not "trash talk" opponents.
- No display of disagreement, at any time, for any reason, with officials' decisions and no criticism of officials verbally, physically by expression, or in any way, for any reason, at any time, by any one.

Our goal is for PCA teams and fans to be recognized as having the very best Christian sportsmanship--the highest tribute possible for the Christian character of our students and the program's success. Character development of our athletes is far more important than whether we win or lose. No athletic event ever played is worth risking a person's Christian testimony through negative reactions.

We request from all our many loyal and invaluable supporters that you assume individual responsibility to adhere to the same guidelines as our students do. We request this both because it is the right thing to do, because it sets the right example for our youth, and because the leagues and Christian circles in which we play expect it of our fans and players if we are to continue to participate! Please see section C-2 for consequences to inappropriate behavior by fans or players.

## C. POLICIES AND GUIDELINES

1. Eligibility
  - 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. Please see section Article VIII-C for academic eligibility requirements.

- c. The student must attend half of the school day in order to participate in a game on the same day. Students 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.
2. Exemplary behavior guidelines
- 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 or 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 or technical fouls may result in limited playing time, punishment as seen appropriate by the coach, a demerit, and could result in dismissal from the team.
  - c. If a player, coach, or fan gets kicked out of a game, there will be an automatic one game suspension. A \$75 fine will be charged to the individual due to the fact that PCHS will be required to pay TAPPS for such actions. With each reoccurring offense, the number of games suspended as well as the amount of the fine increases.
    - 1<sup>st</sup> Offense- One game suspension and \$75 fine
    - 2<sup>nd</sup> Offense- Two game suspension and \$150 fine
    - 3<sup>rd</sup> 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 offenses, TAPPS will provide mandatory sportsmanship training.
3. Athletics Miscellaneous
- a. 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.
  - b. 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 student or his/her parents or guardian. If the physician's report reveals 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 participation.
  - c. 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.

- d. All sports schedules will have at least 50% of all games be home games (within 30 mile radius and excluding tournaments) unless head administration authorizes otherwise.
  - e. If a student must be gone on more than one trip in one week for athletics, all work from the first trip must be completed and turned in before leaving on the second trip.
4. 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.
  - b. Encourage good sportsmanship. Parents must understand that if they or their child does not exhibit good sportsmanship at all times, their child will not participate. If persistent inappropriate behavior occurs, their child will not be allowed to continue participating in the athletic program.
  - c. Parents must read the rules and consequences, 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 guidelines set by TAPPS. If the TAPPS 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. Parents may only visit with a coach during the coach's conference period, never before or after a game.
  - g. Parents must keep comments in the stands positive and encouraging, showing sportsman-like 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 students in Christian-like conduct.
  - h. Parents are strongly encouraged to help drive players to games.
5. 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.
6. 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 meets.
  - Football
    - 2. Varsity participant for at least the district schedule

3. 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. 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.

#### D. ATHLETIC AWARDS

Athletic awards are given by the coaches to students who excel in a particular sport. Awards are (but not limited to): Fighting Heart Award, Most Improved, and Most Valuable Player. Coaches and the athletic director have full discretion when choosing recipients.

### **XIII. ARTICLE 13 – ASBESTOS MANAGEMENT PLAN**

In July of 2013, King Consultants of Lubbock conducted an inspection of all the facilities of PCA to detect asbestos-containing building materials. NO asbestos-containing materials were found during the inspection.

This notice has been provided to parent, teacher, and employee organizations by public posting and delivery to respective organization representatives in order to provide notification in accordance with Section 763.93 (g) (4) of the Asbestos-in-School identification and notification rule (40 CFR Part 763) of the availability of the school's Asbestos Management Plan. A copy of the inspections and assessments of asbestos-containing materials and the complete management plan is available at the school. The plan will be maintained continually and notification of the availability of the plan will be issued during October of each year.

### **XIV. ARTICLE 14 - MISCELLANEOUS**

#### A. VISITORS

Visitors from off-campus must receive prior approval from the office. PCA 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 must be approved by the administration, under the supervision of a teacher, and work after school hours (if under 21).

#### 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 OR OTHER EMERGENCY

In the event of bad weather (icy roads, snow, etc.) or other emergency check the school website at [www.pcaeagles.org](http://www.pcaeagles.org) or KCBD for notification about school closings or delays. If no announcement is made, school begins on time. In case of any emergency or crisis, the website will be the main mode of communication. Please check there first instead of calling the school.

#### D. PUBLISHING OF PHOTOGRAPHS

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

#### E. PARENT VOLUNTEER HOURS

PCA was founded on the premise that parents are the child's primary teacher and should be involved in their ongoing formal education. We ask each family to work 10 hours per year or pay the current minimum wage rate for 10 hours.

#### F. COMMUNICATION TO PARENTS

1. Parent/Teacher Fellowships (PTF)—These allow parents and teachers the opportunity to fellowship and communicate regarding student progress.
2. RenWeb—Online access to grades and discipline reports
3. Calendar—Yearly and monthly calendars are posted on the school website. Paper copies are available in the office or in the folder of elementary students.
4. Web site – [www.pcaeagles.org](http://www.pcaeagles.org).
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 each year in order to keep tuition down. Any level of commitment is acceptable. This fund replaces all calendar and cookie sales, etc. This allows tuition to be kept low so that all extra finances can be counted as tax-deductible instead of as tuition which is not tax-deductible. We have learned that as each family gives as they can, it comes together to meet the needs of the school.

**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 Academy 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 PCA.

1. I pledge to do my best to apply myself whole-heartedly to my academic pursuits and to use my mind for the glory of God.
2. I pledge to grow spiritually developing my own relationship 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 cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie, steal, cheat, or curse, and I will not be a tale-bearer.
5. I pledge to keep my total being under subjection from all immoral and illegal acts and habits, whether on or off campus, whether during school hours or not. I will not engage in behavior that is contrary to the rules and regulations listed in the Student Handbook while I am enrolled as a student at PCA, understanding integrity, by definition, pertains to all times and locations.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_