



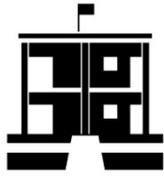
# PARKWAY

CHRISTIAN ACADEMY

## PARENT & STUDENT HANDBOOK







# PARKWAY

CHRISTIAN ACADEMY

To our Parents:

Welcome to the Parkway family! You have made an important decision for your child's education and we are happy to be a part of that decision!

Parkway Christian Academy was founded 45 years ago by members of Temple Baptist Church who were convinced of the need for a Bible-centered education. The school was founded on the principles of academic excellence, with a mature and disciple - oriented Christian faculty. The purpose of the school is to come alongside the church and assist young people to think and behave in a Christian manner. This approach dictates a high level of expectation in every area of the school's program. The school is very supportive of parents and realizes that in the area of character, they are the major influence. For the school to do its job well, we select families that have the same goals for their children as the school. In that way we can be mutually supportive and effective. We consider the supervision of your child and your involvement with the school as essential ingredients in his or her success.

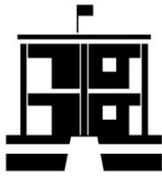
In order to help and guide your child, the school has set some specific expectations of its parent community. Listed below are some of the most important expectations:

- That my child needs a biblically centered home. Deuteronomy 6:7
- That our family is to be consistent in our attendance and involvement with a Bible-preaching and teaching church. Hebrews 10:23-25
- That I am responsible for the education of my child. I will commit my child, including his education, to the Lord. I will faithfully pray for my child's teachers that they may be effective in biblically teaching my child. Ephesians 6:4
- That I am expected to pay my tuition on time and when possible support the school financially. II Corinthians 9:7
- That if I have a problem with the school, I will go directly to the staff member involved and try to solve it, following the principles in Matthew 18.
- That my child will be corrected with a loving spirit in accordance with biblical methods, and should his attitude remain uncooperative, the privilege of attending Parkway Christian Academy may be withdrawn. Proverbs 22:6

We look forward to seeing all that God will accomplish through the lives of your children! Please let me know how I can be of help to your family.

Serving Together,

Rachel Guiel  
Administrator



# PARKWAY

CHRISTIAN ACADEMY

To our Students:

Welcome to Parkway Christian Academy! We are glad that you are a part of the PCA student body! We want you to enjoy your educational experience here. The school takes its responsibility to you very seriously and expects you to take your responsibilities as a student seriously.

The faculty members love you and are willing to give of their time and talents to help you. Each faculty member has a personal walk with Jesus Christ and desires that this relationship be evident in his or her teaching. If you have a need, whether spiritual, academic, or social, any faculty member will be happy to try and be of help to you.

Your membership in the student body entitles you to many privileges. Organizations, music groups, and future athletic teams are here for your enjoyment. You are important to us and we want you to experience spiritual, academic, and social growth while you are here.

Your major responsibility to the school is to cheerfully cooperate in the educational process, including willing compliance with the school's rules and standards.

We are glad you are a part of our Panther Pride! Please avail yourself of all the opportunities that are here for you!

Serving Together,

A handwritten signature in cursive script that reads "Rachel Guiel".

Rachel Guiel  
Administrator



# PARKWAY

## CHRISTIAN ACADEMY

It is the purpose of this handbook to explain to the parents and students of Parkway Christian Academy our basic philosophy of education, discipline, and policies that will direct our relationship together throughout the year. We trust that this handbook will provide you with information that will lead to a successful school year.

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## **OUR PURPOSE**

The purpose of Parkway Christian Academy is to educate boys and girls from a biblical worldview while pursuing academic excellence for the glory of God. We aim to develop boys and girls into mature disciples of Jesus; capable of and dedicated to accomplishing His will for their lives. We believe that includes an assurance of their personal salvation by faith, maintaining academic excellence, and learning to live a disciplined life of conviction and responsibility. We desire to work with parents in bringing their children up in the nurture and admonition of the Lord.

### **Our History**

Parkway Christian Academy has been used of God to train thousands of boys and girls in the Lakeland area for over 40 years. Parkway Christian Academy began as Temple Christian School in 1974 under the leadership of Dr. Cham McMillen. The name Temple Christian School was changed to Highlands Christian Academy under the leadership of Pastor John Richardson. In 2018, Pastor Peter Grant officially changed the name of Highlands Christian Academy to Parkway Christian Academy.

Throughout the years, Parkway graduates have distinguished themselves throughout the community. Parkway Christian Academy is a member of SSACS (Sunshine State Association of Christian Schools) and AACCS (American Association of Christian Schools). The school seeks to be primarily college preparatory in its academic emphasis.

Today, Parkway Christian Academy offers K4 under the VPK program through twelfth grades. The school continues its commitment to quality Christian education under the leadership of Pastor Peter Grant, the school board of Parkway Christian Academy, and administrator Rachel Guiel.

The success of the school is attributed to the faithfulness of its dedicated Christian faculty and the highly developed curriculum that is used in each of the grades. We are so thankful for all of the Lord's blessings on PCA! We are especially thankful for parents in the Lakeland community who see the importance of an education presented from a biblical worldview.

### **Our Philosophy of Education**

Parkway Christian Academy seeks to educate Christian boys and girls from a biblical worldview with the Bible at the center of all that we teach. We believe that the needs of the total person can only be met by synchronizing our philosophy with that of the Bible. Our vision is to provide an outstanding spiritual and academic environment where, working with Christian families, students will be prepared to fulfill God's purpose for their lives.

### **Our Objectives**

1. To ensure that each student has a saving knowledge of Jesus Christ.
2. To teach the Bible as God's inspired Word and to develop toward it attitudes of love and respect.
3. To develop a desire to know and obey the will of God.
4. To encourage the student's love for Christ.
5. To develop the mind of Christ in each student and to teach students how to overcome sin.
6. To teach students the importance of examining everything in the light of God's Word.
7. To encourage the development of self-discipline and responsibility.

8. To encourage students to develop good interpersonal relationships with faculty, other students, and members of their own families.
9. To give our students a solid, academic foundation in the fundamentals of learning for the average to above average student.
10. To develop an appreciation for the fine arts and to use their talents and abilities in Christian service.
11. To promote proper physical and social development with the participation in physical education classes, an athletic program of their choice, and a wide variety of social events offered through the year.
12. To instill a knowledge of and appreciation for the cultural heritage of each student and the cultural heritage of others.

## **OUR STATEMENT OF FAITH**

1. We believe in the in the plenary, verbal inspiration of the Old and New Testament Scriptures in the original autographs and that these writings are inerrant and supreme and final in all matters of doctrine and life.
2. We believe in one God eternally existing in three persons: Father, Son, and Holy Spirit. We believe in Jesus Christ's deity and humanity, His conception by the Holy Spirit, His virgin birth, His bodily resurrection, and His personal, visible return with power and great glory.
3. We believe that man being created by a direct act of God was a righteous, free, moral being: that he sinned and thereby incurred the penalty of physical and spiritual death not only for himself, but also for the entire human race, with the result that we are all sinful by nature.
4. We believe that Jesus Christ, by His substitutionary death on the cross, made salvation possible for all who will receive Him as their only Savior; that these, who are regenerated by the Holy Spirit, will never perish; and that it is utterly impossible for anyone to be saved except by Jesus Christ.
5. We believe that the universal, invisible church is composed of all believers; that the local, visible church is a congregation of baptized believers in a particular locality associated for worship, fellowship, service, and the observance of the ordinances; that this local church is independent and the only authority over it is that of Christ and the Word of God.
6. We believe that God has commanded that no intimate, sexual activity be engaged in, outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, incest, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. We believe that the only legitimate marriage is the joining of one man and one woman.

## ADMISSIONS

Parkway Christian Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Parkway Christian Academy. We do not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, athletics, and other administered programs.

All students entering Parkway Christian Academy, other than kindergarten, must take and satisfactorily pass an entrance exam. A testing fee is charged for the entrance exam and is payable prior to the test.

In addition to the entrance exam results, the following information must be submitted before the admissions committee can make a final decision:

- 1) A completed application form
- 2) A copy of the previous year's and most recent report card or school transcript
- 3) A signed Statement of Cooperation
- 4) A signed Standard of Conduct form (grades 5-12 only)
- 5) A state-certified copy of the child's birth certificate
- 6) A signed Parental Permissions & Agreements form

After reviewing the above information, the administration may desire to schedule an interview with the prospective student and parents. A decision by the admissions committee will be sent by mail within two weeks of the testing date provided all necessary forms have been submitted.

The administration reserves the right not to define criteria whereby a student may be accepted or denied as a student at Parkway Christian Academy. The school also reserves the right to place a student in a lower grade if deemed necessary.

All new students are admitted conditionally with a nine weeks' trial period. If the child fails to make acceptable progress or does not adjust to the program, the parents will be asked to find a school better suited to meet their child's needs.

The records of students presently enrolled at Parkway Christian Academy will be reviewed on an annual basis to determine their status. Students will only be readmitted on the basis of a satisfactory record in academic subjects, conduct, and spiritual growth.

### Registration

Registration for new students may occur in the main school office after a positive determination has been made by the admissions committee. Before registration can be completed, the above six pieces of information, as well as current immunization, social security card, and health physical certificates, must be on file at the school office. The registration process will be complete upon receipt of the registration fee and all required forms on file.

Pre-registration for previously enrolled students begins in January. Completion of the Registration form, Financial Agreement, and other forms and payment of the registration fee will ensure a place for the child during the next school year.

## **Withdrawal and dismissal**

Withdrawals from school must be made through the school office. Students attending one day of the month will be responsible for the full month's tuition. Written notice in advance of a withdrawal is expected so that a withdrawal/ transfer form may be prepared. No records will be transferred while there still is an outstanding balance on the student's account. Students who are withdrawn from Parkway Christian Academy either during or at the conclusion of a school year may or may not be accepted back at a future date.

Parkway Christian Academy expects full cooperation from both students and parents in the education of the student. If at any time the administration believes there is evidence that this cooperation is lacking, the student may be asked to transfer to another school. Also, if the student's behavior or attitude whether on or off school property indicates an uncooperative spirit or one that is out of harmony with the Statement of Faith, the spirit, or the policies of the school, whether or not there is any definite breach of conduct, he may be requested to transfer. Such determination is the sole discretion of the administration. Uncooperative or unsupportive parents may be the cause of a student being denied admission or readmission. Readmission considerations following dismissal will be determined on a case-by-case basis.

A student may be dismissed from school when 100 demerits are accumulated or when he or his parent is found to be out of harmony with the Statement of Faith, the spirit, the rules, or the policies of the school. Students who are dismissed from Parkway Christian Academy will not be considered for re-enrollment for the period of one year. Parents and the student must meet with the administration before re-enrollment will be considered.

If a student is dismissed (expelled or administratively withdrawn) from school, he may not return to the campus for any reason, including school functions such as games and programs. If a student is parentally withdrawn, the decision to allow the student to attend school functions will be made by the administration.

In accordance with the 2017 Florida statues chapter 1002 section 42- In the event of the closure of Parkway Christian Academy all permanent information contained in student records will be transferred to the district school superintendent's office of the Duval County School System.

# CONDUCT

Parkway Christian Academy expects that its students live above reproach showing respect to God, country, family, faculty, and fellow students; therefore, lying, cheating, theft, and profanity will not be tolerated. Attendance at Parkway Christian Academy is a privilege, not a right.

Students in 5th-12th grades are required to sign a statement indicating they have read and agree to the following Standards of Conduct and their parents will sign acknowledging that they will see to it that their child will abide by these standards and not break the rules in the conduct code. Students who do not comply with this agreement, on or off campus, are subject to dismissal. Although younger students are not required to sign a form, we will stress the importance of the conduct rules of the school.

## **Parental support**

The faculty of PCA desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are encouraged to ask their child's teacher.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the administrators or faculty or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

We ask that all parents who enroll their children in Parkway Christian Academy sign the Statement of Cooperation indicating to the school their willingness to support the school in all endeavors.

## **Student conduct**

Demonstrations of romantic involvement between students on school property is not acceptable. Hand holding, embracing, kissing, or any other contact that would contribute to undue familiarity is not acceptable. There should not be any extended physical contact between students.

The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning homosexuality, lesbianism, bisexuality, or pornography. Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at Parkway Christian Academy and is a basis for dismissal.

All students must be treated with dignity and respect, free of threats or harassment. Bullying will not be tolerated in any form.

Bullying, physical fighting, or intentionally threatening or causing pain on another student is strictly prohibited. Threatening to hurt another student may result in significant disciplinary action. We cannot stop fights unless we prevent anger-provoking behavior, and incidents of this nature, even if not carried out will be treated seriously.

## **Internet use policy**

Students who engage in internet usage, blogging, and/or social networking sites that are inconsistent with school standards and philosophy are subject to disciplinary action up to and including dismissal.

No student may ever use any school computer to access the internet without a faculty/staff member supervising directly. No student may access any school computer without specific permission for use during that particular session.

### **Method of discipline**

Verbal correction by the teacher in the classroom and in-class disciplinary measures are necessary to establish a guideline of what is expected in the classroom. When a student refuses to follow the rules set by the teacher after repeated direction, verbal warnings as well as documentation on Class Dojo, the following 5-step process may begin.

1. Yellow note home signed by the teacher describing in detail the situation that required discipline.
2. Pink note home signed by the kindergarten supervisor (for K4 and K5) or administrator (1-12 grades) describing in detail the situation that required discipline.
3. Meeting with the administrator and 1-day suspension.
4. Meeting with the administrator and 2-day suspension.
5. Expulsion from school.

## **STUDENT DRESS CODE**

At Parkway Christian Academy we strive to teach students the value of a disciplined life. Part of self-discipline is "dressing for success." A biblical standard of dress includes neatness, cleanliness, and modesty.

### **Boys & Girls (K4-8th grade)**

Uniform shirts which display the school logo are required. Students will purchase an approved style shirt on their own. Approved styles include a plain polo shirt or a plain t-shirt. The shirt must be a solid color and may not have any brand logos.

Sweaters and PCA sweatshirts may be worn but only over a dress code shirt.

Clothing styles, excessive jewelry, and hair styles that are distracting to the atmosphere or mission of the school are not permitted.

If sandals are worn, they must have a heel strap and be closed-toed.

Students must wear tennis shoes on PE days.

### **Girls (K4-8th grade)**

Skirts that come to the top of the knee, capris, jeans, slacks, and knee-length shorts are appropriate for school.

Shorts should come to the top of the knee.

Make-up and acrylic/gel fingernails are inappropriate for elementary school.

Hairstyles should not be distracting. Hair must be kept neat. Hair color must reflect natural hair color and hues. Neon highlights are not appropriate for school.

### **Boys (K4-8th grade)**

Long pants, jeans, and knee length shorts are permitted.

Hair must be neatly trimmed and be no longer than a dress shirt collar. When combed straight down, it may not extend below the bottom of the ear or the bridge of the nose. The measurement of hair will be determined when the hair is combed straight down—not by the hair style. Hair must be a natural and uniform color. It may not be dyed, multi-colored, tipped, frosted, or spiked. The administration reserves the right to deem any hairstyle as a violation due to style or color.

Earrings or pierced ears are not permitted.

### **Not Permitted**

Backless footwear of any kind (flip-flops, slides, platform shoes)

Hats and caps in classes or hallways during school hours

Tattoos (permanent or temporary)

Skirts shorter than the top of the knee

Roller shoes (heelines)

Leggings or jeggings unless worn under an appropriate length skirt

Apple or Gizmo watches

### **Dress Code Enforcement**

First offense – Teacher notifies parent.

Second offense – Administrative referral/parent notified by principal.

Third offense – Student will be sent to the office, and parents will be notified to bring suitable clothing or uniform replacement.

### **Young Men and Women (9-12 grade)**

Uniform shirts may be worn but are not required.

Only PCA sweatshirts may be worn. This includes any sweatshirt made of fleece or sweatshirt material whether it is hooded or not. Anything with a full zipper will be considered a jacket, and is acceptable to wear, regardless of the material.

Lettered or imprinted clothing: No clothing depicting music groups, alcohol, or other inappropriate messages; no camouflage clothing

No excessive jewelry, chains, make-up, or hair styles that the school deems distracting to the atmosphere or mission of PCA. No visible body piercing jewelry (except for girls' earrings).

No hats or bandanas.

Jeans Day: Jeans must be appropriate. No holes, rips, shredding, frayed edges, or the appearance of these things are permitted. No excessively tight or baggy jeans are permitted.

Formal Wear: Young men are to wear attire consistent with the formal decorum. A dress coat, dress slacks, and a tie is considered the minimal acceptable attire for a formal event. Prints such as flamingos, palm trees, flowers, and full-body plaids (to name a few) are not acceptable. Young ladies are expected to wear formal dresses with the following guidelines: Dresses must be no shorter than the top of the knee (this includes any slits). No bare midriff, lower back or cleavage is permitted. Sheer material does not constitute coverage of any area. Backs of dresses should be no lower than the middle of the back and modest fronts cannot have a plunging neckline or expose cleavage. Costumes are not permitted. This code also applies to non-PCA students who attend as guests.

Shorts are not appropriate high school dress for young men and young women.

No clothing which exposes the midriff is allowed.

Boys are to wear shirts at all times on campus.

### **Young Women (9-12 grade)**

Skirts and dresses: Skirts and dresses are to extend to the top of the knee. Slits above the top of the knee are not permitted.

Pants, including capris are acceptable. Cords are permitted. The hem should be neat and not frayed or cut-off. The seams of the undergarments should not be visible through the material. No jeans or denim skirts regardless of color, stonewashed, blue cotton/denim pants, bib-overalls, warm-up pants, sweat pants, athletic pants, leather, pleather, stretch pants, leggings, jeggings spandex, tight or baggy styles.

Jeans-style pants without rivets or double stitching is acceptable.

Shorts are not permitted. This includes any pants/capris that do not extend two inches below the knee.

Although tops may be untucked, they must be long enough so that no skin shows when the arms are raised above the head. Shoes: most styles of shoes are acceptable. Flip-flop style shoes are acceptable if they are dressy in nature or made of leather. Beach flip flops are not acceptable school dress. Shoes with wheels are not acceptable.

Hairstyles should not be distracting. Hair may be highlighted or colored with a natural hair color. Neon colored highlights are not acceptable. Hair must be kept neat. The administration reserves the right to determine the acceptability of hairstyle or color.

### **Young Men (9-12 grade)**

Long pants must be neat and a solid color. All pants must be worn at the waist. Cords and cargo pants are acceptable.

No jeans, jeans style or denim pants regardless of color, stonewashed, blue cotton/denim pants, bib-overalls, sweatpants, warm-up suits, or athletic pants.

Shorts are not acceptable high school dress.

All shirts must have a collar. Only the top button may be unbuttoned on shirts.

Hair should be clean, well-groomed and worn in a style that is not in any way extreme or in bad taste. Sideburns may not extend beyond the bottom the ear. Hair should not cover the eyes. Extreme or fad styles, such as “Mohawk, Punk, Emo, Mullet, Spiked or Shaved designs” will not be permitted. Hair may be highlighted or colored with natural hair color only.

Young men must be clean-shaven. The administration reserves the right to determine the acceptability of hairstyle or color. Shoes: Dress/casual shoes with a leather upper or athletic shoes are acceptable. They must be properly laced. Crocs, sandals, slippers or shoes with wheels are not acceptable.

### **Enforcement (9-12 grade)**

Students who are out of dress code will be removed from class until the violation is corrected. Students are responsible for any work missed in class. In addition to correcting the dress code violation, the student will receive the following disciplinary actions:

- First offense: notification of parents
- Second offense and each offense thereafter: 2 demerits per violation

### **Physical education dress code (9-12 grade)**

Students in the sports program are allowed to change after school into gym clothes or clothes appropriate for practice.

Girls: Knee-length shorts (no shorter than the top of the knee) or loose-fitting pants and lightweight knit shirts. Tee shirts may be worn if they are plain or have acceptable designs. They may be asked to practice in sports uniforms. Blue jeans are not appropriate. Tank tops are not permitted.

Boys: Knee-length gym shorts, and lightweight knit or tee shirts. A shirt must be worn at all times during practice. Designs must be within the dress code.

## GENERAL POLICIES AND INFORMATION

### Attendance policy

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students being withdrawn from school.

Parkway Christian Academy reserves the right to retain a student who accumulates too many absences, tardies, or early pick-ups at the same grade level. Excessive absences affect a student's grade and could place his promotion or re-enrollment in jeopardy.

Early Pick-ups: School is dismissed at 3:00 PM on regular school days and at 12:30 PM on scheduled half-days. Important instructions and last-minute details are taken care of in the last 10-15 minutes of the school day. It is disruptive to this classroom routine to dismiss a child from class early. Therefore, unless it is for a doctor's appointment or family emergency, we ask that you not come into the building to ask that a child be released from class with only a few minutes of class time left.

Tardy: All students are expected to be on time and in their seats and ready for class to begin before 8:00 AM. Tardies to school require a written excuse from the parent, stating the reason. All students arriving after 8:00 AM are to be brought to the main office by a parent to receive a tardy slip. Students are to go to the administration office, with a note from a parent, to receive a tardy slip; students arriving late without a note will receive a demerit. We cannot accept a "blanket" excuse for all tardies. Tardy notes must be received within two (2) days of the tardy date.

In grades 1-12, when a student has 5 unexcused tardies in any grading period, the 5th tardy will be recorded as an unexcused absence and the student may be asked to do make-up work (every fifth unexcused tardy will equal a one (1) day unexcused absence). This will also prevent the student from receiving a perfect attendance award at the end of the school year. For students in grades 7-12, a tardy to school will also result in one (1) demerit.

Habitual tardiness at any grade level may lead to dismissal from school.

Half-Day Absence: Students who are absent from class for more than two (2) hours during any portion of the day will be counted as being absent for one-half day. Students who are absent from class for more than four (4) hours during any portion of the day will be counted as absent all day. This will include any portion of class time that the student spends in the clinic.

When school is dismissed at 12:30 PM, students missing one (1) hour during any portion of the day will be counted as absent for ½ day. Students who miss more than two (2) hours during any portion of the day will be counted absent all day.

Absence: A student accumulating ten (10) or more unexcused class absences in an annual course or five (5) or more unexcused class absences in a designated semester course will be subject to the withholding of a passing final grade pending a review of the absences by the administration.

Students will be counted in attendance only if they are actually present or are engaged in a school-approved activity.

The following are acceptable reasons for absences: student illness, medical appointments, death in the family, school-sponsored events or activities previously approved by the school. Students who are absent must present a written note from their parent and/or doctor upon returning to school stating the reason for the absence. The student may only be absent ten (10) days during the school year (for any reason) before a doctor's note will be required. Doctor's notes must include the date(s) to be excused, the date the student may return to school and whether the absence was due to injury or illness. If the doctor's note does not include this information a note from the parent must also be given.

A student's absence may be approved if the parents go out of town and the student must go with them. A written note must be brought in advance for approval. All work is to be completed within the time specified. Pre-approved absences also count toward the limit of ten (10) days excused absences during the school year in grades 1-12, therefore, the number of pre-approved absences is to be no more than five (5) days for the school year. Vacations and business trips will be considered unexcused unless approved in advance by the administration, and the student has passing grades in all subjects.

All absences not listed above are unexcused. This includes any absences where no written note is received within one (1) day after the absence. The following reasons will be unexcused for school absences:

1. A foreseeable absence that was not pre-excused will automatically be considered unexcused.
2. All non-emergency absences or absences for the sake of convenience to the parent, (example: skipping school, staying home to baby-sit, sleeping late after returning from athletic trips, etc.).
3. Any high school student who misses school because of illness and reports to a regular job on that day.
4. If a student returns to school without a written note from parents, he will receive an unexcused absence.
5. If a student misses all day for a doctor's appointment that takes only an hour or so, the absence will be unexcused. It is suggested for the benefit of the student and teacher that appointments be made after school. If this is not possible, the student should only be out of class for the required time of the appointment. If several appointments are needed, please work to see that the same class/subject is not missed each time.

Students who are continually late to school and miss portions of the first period will be counted present for the day but could possibly lose credit for the first period class. A student must be in a class for at least 40 minutes to be considered present unless a valid excuse is presented to the teacher. Regardless of the number of excused absences a student may have, no credit can be awarded in classes where the student has missed 18 or more hours of instruction during the school year.

Any absence is considered unexcused until a written note from the parent stating the reason for the absence is received (phone calls do not replace written notes).

Parents may be called to verify a student's absence and reason. A written note, by a parent /guardian stating the specific reason for the absence, must be brought in by the student when returning to school (phone calls do not replace written notes). An extended illness (more than 3 days) or a contagious illness will require a doctor's statement regarding the nature of the illness upon returning to school.

If a student is absent from school, he is not permitted to come on campus for practices, social events, ball games, or just to visit. An absence means the student is not on campus at all.

## **Book and book rentals**

The book leasing fee covers the cost of consumable books, test books and other materials used by your student in the classroom throughout the year as well as the cost of leasing non- consumable textbooks for the year. The safekeeping of books is the responsibility of the student

to whom they are leased. The textbooks should be handled with care. They must not be written in, marked, or pages folded and should be kept covered all year. The non-consumable textbooks must be returned at the end of the year in good condition with no marks in them. Parents will be charged for any non-consumable textbooks not returned or returned in poor condition or with writing in them.

Note that PCA reserves the right to charge parents for test books, and/or other materials, if textbooks are not leased from PCA.

NOTE: Any parent or student who purchases or uses any answer key or test for curriculum used at PCA will be subject to immediate dismissal of the student from the school. This practice is viewed as cheating and grounds for dismissal.

## **Emergency Procedures**

The alarm for the fire drill is a siren. Students are to move quickly from the building in a straight line without talking, running, crowding, or touching each other. Upon reaching the proper distance from the building (designated by the teacher), students should turn and face the building and listen to roll call. Fire drill routes are posted in each classroom.

The alarm for severe weather will be followed by a vocal intercom announcement that severe weather is in the area. Students are to quietly follow the teacher's instructions to move into the hallway, sit on the floor facing the wall, and cover their heads with their hands until the all clear is given.

If there is an intruder, suspicious person, or dangerous situation on campus, teachers are informed by a police-sounding siren. Teachers will lock the doors to classrooms and instruct students to sit on the floor away from windows and doors until the all clear is given.

PCA will follow the local public-school system for closing of school due to inclement weather. PCA reserves the right to resume school early, upon which a notification to parents will be issued.

## **Extended Care**

All students who arrive before 7:45 a.m. are to report to the cafeteria until the 7:45 am. After 3:15 p.m., all students must be under the supervision of a teacher (help class, sports practice, private lessons, or with a parent). No student is to be on campus unless in one of these designated areas. Unsupervised students remaining on campus after 3:15 p.m. will be placed in extended care or a supervised study hall and students' accounts will be charged accordingly. If extended care children are not picked up by 6:00 p.m. a charge of \$1.00 per minute will be applied to the student's account.

## **Field trips**

Field trips are an important part of every child's learning experience. An information letter with destination, times of departure and return, costs, dress codes, etc. and an attached "Field Trip Permission" will be sent home prior to any off-campus trip. If the student does not return the signed permission, he will not be

allowed to leave campus with the class; he will be assigned work to complete during the day and will be left with another teacher. If the student does not come to school on the day of a scheduled field trip, the absence will be unexcused (unless the student was ill or the absence was pre-excused.)

Often parents, grandparents or other adult family members are welcome to join the class on field trips; however, young children or non-PCA siblings or family members will not be permitted. Extra costs may be involved, and transportation may not be available for parents/grandparents. Only the student of the accompanying parent is allowed to ride in the family transportation.

### **Insurance**

Our policy provides for "excess" coverage for your child while at school and will pay "in excess over any family or employer group insurance which must contribute their maximum first." Our insurance plan is subject to review and change as we attempt to continue to provide a better protection plan.

Although insurance is provided, Parkway Christian does not assume liability for an accident or sickness beyond our control. Any student who is required to be in Extended Care but is not in the assigned Extended Care location will not be covered by school insurance.

### **Leaving campus**

Any student leaving campus for any reason during the school day must be signed-out by a parent or designated adult. The sign-out sheet is located in the main school office. If a student returns the same day, he must return to the office to sign back in and receive a "Re-admit to Class" slip. Failure to sign-in and obtain a "Re-admit to Class" slip may result in the student being marked absent for the remainder of the day.

Once a student arrives on campus he or she is considered to be in school. Leaving campus without permission, even before school officially starts, or at the end of the day before dismissal time, will be considered skipping.

If a student is to leave with anyone other than a regular ride, a written permission must be sent in by a parent. If a student drives and must leave before 3:00 p.m., he must have written permission from a parent.

Any student who walks home or rides a public bus must have a note to that effect on file. Such students must leave campus no later than 3:15 or report to Extended Care. Parkway Christian Academy assumes no liability for students waiting at a bus stop or walking home.

### **Library**

Students are encouraged to use the library services to obtain optional reading material as well as for research purposes. Students may check out books for two (2) weeks. A fine will be assessed on all overdue books. Encyclopedias are not to be taken out of the library. Report cards will not be issued to those who owe book fines.

### **Make up work**

It is the responsibility of the student with an excused absence to obtain from the teacher(s) and turn in the missed assignments. It is also the responsibility of the student to obtain any missed class notes from another student. The student will have as many days to make-up the work as he was absent. Assignments for pre-approved absences are due when the student returns to class unless prior arrangements have been made with the teacher(s).

### **Music program**

Parkway Christian Academy has a junior high chorus and high school chorus, groups and ensembles for students in the 9th grade or above. Students in grades 1-6 participate in music classes. PCA offers a beginning band program for 5th and 6th grade.

All music classes and groups perform in various programs during the year. All elementary and secondary programs are considered part of the curriculum, and the attendance of all students in the programs is vitally important. If a student chooses to not attend a program, his music grade will be adversely affected. If there is a legitimate conflict (such as a church service) which prohibits the student from participation, a written note from the parent must be given to the music teacher at least one week prior to the performance. Failure to do so will result in lowering of the grade. In the event of an unforeseen emergency (i.e., death in the family) a note must be brought when the student returns.

### **Pick up**

If someone other than a parent is picking up a child during or after school, please notify the school in writing of this change. If an emergency arises, please call, identifying yourself and the person who will be picking up your child. A photo ID will be required of the person picking up the child.

In K4 and K5, a photo ID is required to be shown in order to pick up a child from school.

### **Senior trip**

The annual senior trip to a location to be chosen by the administration with collaboration with the senior class is regarded as a major factor in the student's educational experience. Therefore, all seniors are expected to take advantage of this opportunity in order to fulfill their graduation requirements. The cost of the trip is the responsibility of each student and parent. The seniors are involved in various fundraisers during the year, which can help defray the cost of the trip. If a senior chooses to not attend the senior field trip, he must attend school.

### **Transcripts and school records**

Transcripts are furnished upon request, if all fees and payments are up-to-date. Seniors may receive the first transcript copy at no cost. Additional copies will cost \$2.00, payable upon receipt. Please submit your request for transcripts or records in writing at least three (3) days in advance.

## **Visitors**

Parents are always welcome at Parkway Christian Academy and should feel free to visit the school and classrooms. We do, however, request that any visitor to a classroom make an appointment through the administration office in advance. Parents who come to school during normal school hours for any reason are asked to go directly to the school office and identify themselves. Parents/visitors will obtain a visitor's badge from the office. It is not possible for us to be well acquainted with all of the parents who have students in our school, and we do not allow strangers to be in the building during school hours unless they are escorted.

## **STUDENT HEALTH AND SAFETY**

### **Sickness**

Students are not to come to school if they are running a fever, vomiting, experiencing diarrhea, or are too ill to maintain their daily schedule. Students who become ill while at school will be sent to the school clinic and a parent will be called to pick up the student. Any student that is sent home with symptoms such as fever, vomiting, or diarrhea must be symptom free for 24 hours before the student will be allowed to return to school. We reserve the right to require a child stay home if we feel it is necessary. If a student suffers a serious injury at school, PCA will call for immediate medical assistance and then attempt to notify the parent(s). For minor injuries, an attempt will be made to reach the parent(s) first for instructions.

Students who have been ill and return to school must have a doctor's note to excuse them from PE or other outside activities. The note must include the time frame and the type of activity the student is to be excused from (i.e. all outside activities or running, jumping, etc.).

### **Communicable disease policy**

Parkway Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" means an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly from a susceptible host or infected person or animal to other persons. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administrative office.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, PCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. PCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

## **Medication**

A signed Permission to Administer form from a parent or a licensed physician must be on file before any medicine can be given at school (includes over the counter). Prescription medicines must be in the original container and labeled with the child's name. ALL medicines must be left with the school receptionist or secretary with a note from the parent explaining dispensing procedures (includes over-the-counter headache medicine for ALL students). Medicines will not be administered more often than is prescribed on the label. PCA cannot assume full responsibility to see that any medication is taken at the proper time or in the prescribed manner. Students requiring close attention in this area should remain under the parent's supervision.

Students are not to have medication of any kind in their possession. Students may not give any medication to other students. Students will not have over-the-counter medications administered by PCA personnel for extended periods of time (this includes any brand name of medicine for the same type of ailment). A doctor's note will be required if the medication is to be given for more than 7 days.

## **KINDERGARTEN & ELEMENTARY DIVISIONS**

### **Academic Standards and Procedures**

#### **Homework**

**K4:** No homework will be given at this grade level. The exception may be assigned reading with a parent.

**K5:** Kindergarten students will not have homework until the third quarter (second semester). At the beginning of the third quarter, reading books will be sent home for parents to read with their children 20 minutes per night, two nights per week (Tuesday, Thursday). Spelling lists will also begin in third quarter. Written spelling tests will be given each week beginning in third quarter. Practice tests given throughout the week are highly encouraged.

**Elementary:** Parkway Christian Academy believes that homework is vital to the student's development academically. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. Homework is:

1. For reinforcement: We believe that most students require solid drilling to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following classroom instruction allows these weak points to become identified.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Weekly homework assignment sheets for students in grades 1-6 will be sent home each Monday for the parent to read. This will list all of the work that the student is required to do. Parents should check to see that all homework is completed each evening and all books are returned to the classroom the next school day.

Homework assignments must be completed and handed in on the day designated by the teacher. Points will be deducted for late work as appropriate.

### **Attendance Policies**

The kindergarten programs will begin promptly at 8:15 am each morning. Kindergarten students are expected to be in their seats and ready for class to begin by this time. If a student is tardy to school, a written note from a parent is required stating the reason. If a student arrives after 8:15 am, a parent must accompany them to the office to receive a tardy slip. The parent will give the office the written note.

A student accumulating 10 or more unexcused absences in a school year will be subject to the withholding of a passing final grade, pending a review of the absences by the administration.

K4: Students who are absent from class for more than 1 hour of instructional academics will be counted as being absent for 1/2 day. Students who are absent from class for more than 2 hours of instructional academics will be counted as absent all day. This will include any portion of academic time that the student spends in the clinic. Students on the VPK program will be immediately withdrawn when their absence level reaches the point that they are no longer eligible for VPK funding.

K5: Students who are absent from class for more than 2 hours during any portion of the day will be counted as being absent for 1/2 day. Students who are absent from class for more than 4 hours during any portion of the day will be counted as absent all day. This will include any portion of class time that the student spends in the clinic.

The following are acceptable reasons for absences: student illness, medical appointments, death in the family, school-sponsored events or activities previously approved by the administration.

Students who are absent must present a written note from their parent stating the reason for the absence. Without a valid reason, the absence cannot be excused. The student may only be absent 10 days during the school year before a doctor's note will be required.

### **Birthday parties**

1. Birthdays may be celebrated at lunch time if a parent brings treats in for the entire class.
2. Birthday party invitations may be sent home in a child's folder if every student in the class has received an invitation. Invitations may be sent home if an entire gender group has been invited; for example, if every boy in the class is invited to a birthday party hosted by a boy.

### **Discipline Policy**

Verbal correction by the teacher in the classroom and in-class disciplinary measures are necessary to establish a guideline of what is expected in the classroom. When a student refuses to follow the rules set

by the teacher after repeated direction, verbal warnings as well as documentation on Class Dojo, the following 5-step process may begin.

1. Yellow note home signed by the teacher describing in detail the situation that required discipline.
2. Pink note home signed by the kindergarten supervisor (for K4 and K5) or administrator (1-12 grades) describing in detail the situation that required discipline.
3. Meeting with the administrator and 1-day suspension.
4. Meeting with the administrator and 2-day suspension.
5. Expulsion from school.

### **Conduct grades**

Parkway Christian Academy uses the Class Dojo app for marking positive and negative behavior throughout the day for each student. The Class Dojo app automatically alerts parents each time a positive or negative mark is given. At the end of each week, the number of marks will be noted and the appropriate grade given in the conduct portion FACTS.

A+	100%	No marks
A	98%	1 mark
A	96%	2 marks
A	94%	3 marks
A	92%	4 marks
A-	90%	5 marks
B+	88%	6 marks
B	86%	7 marks
B	84%	8 marks
B	82%	9 marks
B-	80%	10 marks
C+	78%	11 marks
C	76%	12 marks
C	74%	13 marks
C	72%	14 marks
C-	70%	15 marks
D	60%	16-20 marks
F	50%	21+ marks

Students who receive two D's or one F on their report card in conduct may be asked to withdraw by the administration.

### **Honor Roll (Grades 1-6)**

Students who maintain Honor Roll Status throughout the entire school year will be recognized during the school's awards ceremony in the spring.

1. Students who earn straight "A's" (including Conduct) will be named to the Principal's List. (no lower than a "B" in Band, Penmanship, or P.E.)
2. Students who earn a combination of all "A's" and "B's" will be named to the A-B Honor Roll. (no lower than a "B" in any subject, including Conduct, Band, Penmanship, and P.E.)
3. Students who earn all "B's" (including Conduct) will be named to the B Honor Roll. (no lower than a "C" in Band, Penmanship, or P.E.)

### **Promotion (Grades 1-6)**

For a student to be promoted to the next grade, he must have successfully passed all academic subjects. If a student fails one academic subject and does poorly in another, he may be asked to repeat the grade or be required to successfully complete summer tutoring or summer school. If a student is on the borderline academically (having several "D's") or displays a distinct lack of maturity for his age, he may be asked to repeat the grade. Students in grades 3-5 who receive final grades of "F" in two (2) or more academic subjects (physical education, art, computer, and music are not included) will not be promoted to the next grade level.

No student will be promoted in grades 1 or 2 if he fails reading, math, phonics, or receives a "D" in two (2) or more of these subjects.

NOTE: Any parent or student who purchases or uses any answer key or test for curriculum used at PCA will be subject to immediate dismissal of the student from the school. This practice is viewed as cheating and grounds for dismissal.

## **JUNIOR AND SENIOR HIGH SCHOOL DIVISION**

### **Attendance Requirements**

1. A student accumulating ten (10) or more unexcused class absences in an annual course or five (5) or more unexcused absences in a designated semester course will be subject to the withholding of passing final grade(s) pending a review of the absences by the administration.
2. Students will be counted in attendance only if they are actually present or are engaged in a school-approved educational activity that constitutes a part of the instructional program.
3. Attendance will be taken on a period by period basis. Students who are continually late to school and miss portions of the first period will be counted present for the day but could possibly lose credit for the first period class. A student must be in the class for at least 40 minutes to be considered present unless a valid excuse is presented to the teacher. Regardless of the number of excused absences a student may have, no credit can be awarded in classes where the student has missed 18 or more hours of instruction during the school year.

## Secondary Discipline

In the interest of effective, efficient, and fair discipline at Parkway Christian Academy, the demerit system has been adopted. This program allows the student to know precisely what is expected of him. Students will be given certain amounts of demerits depending upon the type and severity of the infraction.

Demerits may also be given at the discretion of the administration in certain irregular cases not covered by the demerit list. A student who accumulates a total number of demerits will face the following penalties:

5 demerits      One - hour lunch detention

Every 5 demerits thereafter will result in a one-hour lunch detention.

40 demerits      Placed on extra-curricular probation (including field trips and athletic events)

A meeting with the administrator, parents, and student is required at this time.

50 demerits      One day in-school suspension

75 demerits      Two day in-school suspension

100 demerits      Expulsion from school

Although a student may not have enough demerits to warrant suspension or expulsion, the demerit record weighs heavily in the decision whether or not to re-admit the student for the next school term.

## Demerit Code

OFFENSE	NUMBER OF DEMERITS
Agenda not signed	1
Cheating	25
Committing minor scoring violations	1
Damaging school or personal property	25
Direct disobedience	5
Disrespect	5
Dress code violation	1 (2 <sup>nd</sup> offense = 5)
Entering off-limit areas	1
Failure to return notes, reports, correspondence.	1
Fighting	20
Forgery	20
Gum chewing, eating, drinking beverages where prohibited	1 (2 <sup>nd</sup> offense = 5)
Homework, projects, etc. not done or in on time	1
Horseplay	2
Inattention in class	1
Irreverence in chapel	5
Lack of school supplies	1
Leaving grounds without permission	25
Littering	1
Lying	25

Major scoring violations	5
Messy, unorganized desk	1
No P.E. shirt/shorts	1
No textbook or materials	1
Not turning in cell phone	2 (2 <sup>nd</sup> offense = 5)
Note writing and/or passing	2
Offensive language	5
Plagiarism	25
*Pornography (in any form)	50
Profanity	10
Public display of affection	5
Refusal to sign a demerit report	1
Running or excessive talking in halls and lunchrooms	1
*Sexual activity	50
Stealing	50
Talking at test table	5
Talking without permission	1 (5 <sup>th</sup> offense = 5)
Tardy to class	1
Tardy to school.	1
Unauthorized goal change	1
Unnecessary noise.	1
*Use or possession of alcohol, illegal drugs or tobacco products	100
Violence	50
Vulgarity (obscene gestures. etc.)	20

\*These offenses are contrary to the Student Code of Conduct which students and parents sign.

## Homework

Parkway Christian Academy believes that homework is vital to the student's development academically. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. Homework is:

1. For reinforcement: We believe that most students require solid drilling to master material essential to their educational progress.
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3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following classroom instruction allows these weak points to become identified.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and handed in on the day designated by the teacher. Homework assigned in each class can be viewed on ParentsWeb weekly. Points will be deducted for late work as appropriate. Secondary students who do not complete homework will receive demerits and will complete homework that day in lunch detention. Parents should check to see that all homework is

completed each evening and all books are returned to the classroom the next school day. Forgotten books often impair the effectiveness of the classroom.

### **Honor Roll (Grades 7-12)**

Students who maintain Honor Roll status throughout the entire school year will be recognized during the school's awards ceremony in the spring.

1. Students who earn straight "A's" will be named to the Principal's List. (no lower than a "B" in Choir, Band, or P.E.)
2. Students who earn a combination of all "A's" and "B's" will be named to the A-B Honor Roll. (no lower than a "B" in any subject, including Choir, Band, or P.E.)
3. Students who earn all "B's" will be named to the B Honor Roll. (no lower than a "C" in Choir, Band, or P.E.)

### **Student Drivers**

1. All students who drive to school must obtain permission from the school office.
2. Cars must be parked at the designated place upon arrival at school. Students are not to sit in their cars until school starts but should go to the cafeteria. Written permission shall be obtained from the administration for each authorized use of a car during the regular school day.
3. Student drivers must file a record of their driver's license and insurance coverage (and names of regular riders if any) with the office.
4. Students must have full insurance coverage to drive cars or motorcycles to school.
5. Students must observe posted speed zones and follow regular traffic patterns.
6. Students may not be in or go to cars in the parking lot during school hours.
7. Students may not sit in their cars with other students after school. Students must leave the campus after school.
8. Students violating school regulations regarding the use of automobiles may be denied permission for car use.
9. Students may not play loud offensive music in their cars on campus.
10. Students should always lock cars parked on the school grounds. The school is not responsible for stolen items.
11. Boys and girls (other than brothers and sisters) are not to ride together - to or from school, or ride home together after sports practice, without written permission from both parents.

THE ULTIMATE GOAL OF PARKWAY  
CHRISTIAN ACADEMY IS TO EDUCATE  
BOYS AND GIRLS FROM A  
BIBLICAL WORLDVIEW WHILE PURSUING  
ACADEMIC EXCELLENCE  
FOR THE GLORY OF GOD.

