

VISION

Pinewood Christian Academy develops Christian thinkers whose actions reveal the character of Christ, who live as disciplined, culturally wise yet Biblically relevant men and women, and who recognize that their destiny and purpose is to use their gifts to engage the culture and change the world.

MISSION

Pinewood Christian Academy partners with the Christian family to educate covenant children to be world-changers through a rigorous, Christ-centered, Biblically-based school program with excellence in academics, athletics, fine arts, and technology.

STATEMENT OF PURPOSE

We believe that most of today's education is "man-centered" and leaves out the Creator and Sustainer of the universe. We believe that education is to be "God-centered" in that the "education of the redeemed man in Christ is never complete, never adequate, until he is prepared to see the world, history, science, literature, social institutions, and his own life through the eyeglasses of the Scriptures and is, thus, informed to help shape his environment, family, profession, art, business, and government to conform to the teachings of God's revealed will."

*(Borrowed from Dr. Norman E. Harper, *Making Disciples*)

The purpose of Pinewood Christian Academy is to serve Christian parents who desire to raise their children in the nurture and admonition of the Lord. It is to train the covenant child to seek and understand all of life through the teachings and principles of Scripture; to understand that we live in a God-centered universe; to develop and articulate a God-centered world-life view; and to be prepared for higher education, jobs, and life. We

believe that the responsibility of educating and nurturing the child rests with the parents, and that the church and school are only extensions of the family to help in this process. The church, school, and family must work together.

When a conflict or question arises with a teacher or other staff member, parents are expected to practice conflict resolution in accordance with Scripture. If an offense cannot be overlooked, as described in Proverbs 19:11: "A man's wisdom gives him patience; it is to his glory to overlook an offense," go to the person who has offended you (Matthew 5:23-24: "[If] your brother has something against you...go and be reconciled;" Galatians 6:1: "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently;" and Matthew 18:15.

Follow these steps:

1. Call to arrange a private conference with the teacher or staff member.
2. If step 1 does not resolve the problem, arrange for a second conference with the teacher and an administrator.

Pinewood Christian Academy does not discriminate on the basis of race, color, nationality, or ethnic origin.

ORGANIZATION

Pinewood Christian Academy is a church-run, or parochial, school and is a ministry of Pinewood Presbyterian Church. The school is governed by a School Board Ministry Team appointed by the Session of the church, and is accountable to and under the authority of the Session.

ACCREDITATION

Pinewood Christian Academy is a member of and accredited by Christian Schools of Florida (CSF). CSF holds active membership in Florida Association of

Academic Non-Public Schools (FAANS) and the National Council for Private School Accreditation (NCPA). Hence, CSF provides an identity and protection for member schools and a significant voice influencing legal decisions which affect Christian schools at both the state and national levels. PCA is also a member of Christian Schools International.

EDUCATIONAL STATEMENT

“The philosophy of the classroom today is the philosophy of the government tomorrow.” Abraham Lincoln

Education must be applied to a person as a whole, whereby the individual learns, understands, and becomes committed to God’s truth, learning how to apply that truth to his life. Authentic Christian education also acquaints the student with the “non-Christian world- and life-view” found abundantly in the world, and equips him with tools necessary to confront and challenge these views, facilitating the development of the “Christian world- and life-view.” This educational process fortifies a student’s thinking, allowing him to “bring into captivity every thought to the obedience of Christ” (II Corinthians 10:5b).

In some cases, the school will use “secular” textbooks in its efforts to confront issues; but first the students will be taught to view the text from a Christian perspective. Because all truth is God’s truth, we gain much from the “secular” world, but ultimately it is to be screened and viewed through the eyeglasses of Scripture. We work to prepare the child, not merely for intellectual performance or for getting a job, but to develop his God-given gifts to advance God’s kingdom – whatever vocation he enters.

Using various teaching strategies based on the latest research in brain-based learning, PCA strives to meet the needs of every learner.

In planning lessons, goals, and objectives, teachers utilize multiple resources including textbooks, technology, hands-on experiences and the source of all truth, the Bible. Through the incorporation of Foundations and Frameworks, a teaching model for higher level thinking skills and critical thinking, Christian values are developed at every grade level across the curricula in the context of Biblical truth.

DOCTRINAL STATEMENT

1. The Bible—The Word of God
 - a. The Bible is God’s written revelation of Himself to man that man may understand, know, believe, and follow after God.
 - b. The Bible is the inspired Word of God (II Timothy 3:16).
 - c. The Bible is not a human product, though man was involved (I Peter 1:20-21). God used the writers with their own style, personality, vocabulary, talent, and culture and so supervised and guided them that what they wrote was exactly what He intended to be written.
 - d. The Bible itself claims to be the Word of God: “Thus saith the Lord.” (Isaiah 1:2; Jeremiah 1:2; etc., over 2,000 times; Exodus 24:3, 4; Hebrews 1:1; Luke 24:44; the testimony of Jesus – Matthew 5:17, 18; and John 10:35).
 - e. Being the very Word of God, the Bible is our only authority for life – our rule of faith and practice (II Timothy 3:14-17).
2. The sovereignty of God—The personal triune God of the Bible is the supreme and absolute controller of all that happens (Westminster C.O.F., III. I.) In all His works of creation,

- providence, and redemption God orders all things for His own glory (Romans 11:36; Ephesians 1:11-12; Matthew 10:29-31; Prov. 21:1; Romans 8:28).
3. The creation of all things out of nothing (Genesis 1:1; Hebrews 11:3; Isaiah 44:34)
 4. The creation of man
 - a. The dignity of man – made in the image of God (Genesis 1:26, 27)
 - b. The purpose of man – to glorify and enjoy Him forever (I Corinthians 10:31; Colossians 3:23)
 5. The sinfulness of man—Sin has affected man throughout, even to the extent that he is unable to come to God. He is naturally sinful (Psalm 51:5; Genesis 6:5), defiled in his mind and conscience (Titus 1:15), unable to understand the truth of God (II Corinthians 2:14), deaf (John 8:42-43), and blind (II Corinthians 4:4). Man is not just sick with sin; he is dead in sin (Ephesians 2:1).
 6. God's gracious plan of salvation must be totally of the Lord (Jeremiah 13:23; Ephesians 2:8-9; Titus 3:4-7).
 - a. In His sovereignty, God chose to save some men from the penalty they deserve, namely death, which is separation from God (Romans 6:23). Being sinners, none deserve it (Romans 3:10-12), but God in His love and grace gives the gift of eternal life to a number which no man can count (Revelation 7:9-10; Romans 8:28-30; II Thessalonians 2:13; Ephesians 1:3-4).
 - b. Not only did God choose them, but He planned the means by which they would be saved; namely through the death of His Son Jesus, the Christ (Matthew 1:21; Acts 20:28; John 10:14-15, 26-28).
 7. The Work of the Holy Spirit—By the gracious working of the Holy Spirit, the believer is being continually and wholly renewed after the image of God and is enabled to die more and more unto sin and to live unto righteousness.

ADMISSIONS POLICY

According to the Bible, the primary responsibility for the education of children belongs to the parent. Pinewood Christian Academy has been founded to provide a distinctively Christian education for children. Under the authority and spiritual leadership of PCA, an authentically Christian educational program has been developed, the main purpose of which is to facilitate an intimate relationship with Jesus Christ, in whom is found all wisdom. An excellent education is the logical result of the fulfillment of this purpose, and cannot be separated from it. To be in harmony with this purpose, families who send their children to PCA should desire both an intimate knowledge of Christ and an excellent education for their children. Anything less puts the school and the home at cross-purpose, which is often detrimental to the child.

Therefore, at least one parent must be a professing Christian, adhering to the basic precepts of historic, orthodox Christianity,

and attend a local church regularly. A written endorsement on the application form from the local church is required.

With regard to academic considerations, if a child has exceptional abilities or needs, the Admissions Committee will determine if placement at PCA is appropriate. Each situation will be examined thoroughly after testing is completed. Exceptions to this policy can only be made by the Admissions Committee and board members.

ENROLLMENT PROCEDURES

New Students

1. Contact the school office to receive an application.
2. Return the completed application form along with the non-refundable registration fee.
3. Arrange for parent interview.
4. Arrange for the applicant to be evaluated, if appropriate and for transfer of records.
5. PCA will notify the parents in writing of the decision regarding acceptance.
6. Sign and return payment selection form to school office.

Returning Students

1. Complete a re-enrollment contract and pay non-refundable registration fee.
2. Sign and return payment selection form to school office.
3. Pay non-refundable matriculation fee on or before June 1.

Parents and students must attend the school/PTF orientation meeting in August.

STUDENT REQUIREMENTS

1. A child must have reached the age of four years by September 1 of the fall in which he/she would be entering pre-kindergarten. *All pre-kindergarten students are admitted on a six-week trial basis.*
2. A child must have reached the age of five years by September 1 of the fall in which he/she would be entering kindergarten.
3. A child must have reached the age of six years by September 1 of the fall in which he/she would be entering first grade.
4. If a child has successfully completed the previous school year, and his/her school work and behavior compare favorably to the comparable grade at PCA, the child will be placed in the grade for which he/she is applying. However, if there is evidence to show that the child may not be adequately prepared for the next sequential grade level, he/she may repeat the previous grade.
5. All requested records (health form, birth certificate, immunizations, school transcripts, etc.) must be submitted by September 1.

DRESS CODE

PCA seeks to honor God by taking a serious approach to education. Our conviction is that the educational atmosphere of our school is enhanced when student appearance is neat and orderly. At the same time, the rules in our dress code reflect our attempt to maintain a balance between student comfort and the structured atmosphere that we desire. We try to make the rules easy to understand and to enforce.

PCA dress code is based on a "menu" format. Students choose from the clothing

items listed below for their normal school dress every day of the week. There will be special dress days during the school year, but students and parents will be informed of these well ahead of time. Please select clothes for comfort and freedom of movement.

Boys: Solid navy or khaki slacks or shorts (“cargo” pants/shorts with multiple pockets are not acceptable); solid white, red, dark green, light yellow, or navy collared long- or short-sleeved knit shirts or collared white oxford style shirts long enough to be tucked in. Eighth grade students may select a light blue collared shirt. Plain white tee shirts only may be worn under shirts.

Girls: Solid navy or khaki slacks, shorts, jumpers, skirts, or culottes/capris pants (“cargo” pants/shorts with multiple pockets are not acceptable); solid white, red, dark green, light yellow, or navy collared long- or short-sleeved shirts long enough to be tucked in, or collared blouses. Eighth grade students may select a light blue collared shirt or blouse. Sleeveless tops are inappropriate. Modesty requires shorts, skirts, etc, be below mid-thigh. Shirts must be buttoned appropriately without showing undershirt or bodice.

Winter Wear: Solid white, red, dark green, light yellow, or navy turtlenecks and solid colored navy or khaki corduroy slacks, skirts, and jumpers are acceptable during cold weather. **The only acceptable outerwear to be worn in class is PCA logo outerwear such as a PCA sweatshirt, PCA hoodie, or any other PCA logo outerwear. Non-logoed coats – for outside wear only - should be as plain as possible.**

Please label all clothes with your child’s name on the inside.

Denim fabrics are not appropriate.

Shirrtails must be tucked in and belts worn with garments that have belt loops.

Footwear: Proper footwear, fully laced or fastened securely on the feet, is necessary for safety. Sandals (or Croc-style shoes) are not acceptable.

Required dress for field trips, chapel, and school programs: Monogrammed field trip shirt (provided) and khaki bottom, unless otherwise indicated.

Physical Education: A P.E. uniform for grades K through grade 8 is mandatory for students on P.E. days. The uniform consists of solid navy, black, khaki, gray, or dark green gym shorts (below mid-thigh); P.E. T-shirt (purchased from the school office for \$6, sweatshirts for \$10, and shorts for \$10), socks; and supportive athletic shoes. Students are responsible for making sure they have their P. E. uniforms on the appropriate days. Solid colored sweats may be worn for P.E. only in the winter for warmth.

Dress Down Day Attire: There are special times when students may earn “Dress Down Day” privileges. The following are guidelines for clothing that may be worn on designated dress down days:

- For safety reasons, shoes and socks should be the same as on regular school days. No sandals (or Croc-style shoes), high heels, open-toed or open-backed shoes.
- Shirts may be untucked if designed for this, although the length may not be excessive. No tank tops. Shirts must be long enough to cover the stomach when arms are raised. Shirts should not have inappropriate slogans/language, or reference to bands or other entities which do not promote Christian values.
- Cargo pants may be worn.

- Hats may be worn outside. They may not have slogans or emblems which do not promote Christian values.
- Ripped clothing is not acceptable.

Boys' and girls' hair must be neatly groomed out of the eyes and face with no fad cuts or fad coloring. Boys' hair must not touch the shoulders. Students may not wear jewelry to school that pierces the body with the exception of girls wearing pierced earrings.

We recognize that families have different convictions about the specific interpretation of neatness and modesty; yet the school reserves the right to make judgment calls regarding such issues and expects total support from students and parents. Parents are responsible to send their children to school wearing clothing that conforms to the spirit and guidelines of the dress code.

Middle school students will receive a demerit for dress code infractions and the infraction will be corrected.

Elementary students not adhering to the dress code will receive up to two written warnings. The third warning will result in the child being sent to the school office to call home for appropriate clothing.

Sources for dress code items: Most department stores, including Target, Wal-Mart, Sears, J. C. Penney, or Lands End.

SCHOOL HOURS

The normal school day is:

Pre-K

8:10 a.m. to 11:40 a.m.

Kindergarten through Eighth Grade

8:10 a.m. to 3:10 p.m.

ARRIVALS AND DEPARTURES

Arrival Procedures: All students are to be unloaded at the "Drop-Off Zone." Drop-off Zones are designated and explained at orientation. **The carpool line is open from 7:50 - 8:05 a.m.** Normal supervision of children begins at 7:50 a.m. If the need arises for early drop-off, parents must come inside the building and sign their child into the extended care program. Students will be expected to follow the instruction of the safety patrols. Parents wishing to park and walk their students to class may do so for the first week only. This allows a transition period for both student and parent and decreases the separation anxiety. Parents are not to enter the building after the first week without signing in at the school office and securing a visitor's pass. Students are expected to be in class and ready for instruction by 8:10.

Departure Procedures: Students will be picked up at the "Drop-Off Zone" and on the Baker Building side of campus at 3:10 p.m. All students should be picked up promptly at school dismissal time. After 3:25 students will be checked into the extended care program and the parent charged accordingly.

Car Pool Procedures: To insure the safety of all students, all cars must load and unload in the designated official loading and unloading zones. No passing in the morning line or use of cell phones in the car pool line for the safety of everyone. Children will be dismissed from school only to parents or someone designated by the parent as authorized to pick up their children. Parents wishing to have children ride home with someone other than previously designated must send a note to the school office explaining the arrangements for the day. **The notice should be made in writing unless an emergency warrants a verbal request.** Parents should make any car pool changes

before their child comes to school. The child should arrive with a written notice to the teacher with any changes in car pool. The teacher will be notified of any emergency changes that need to be made that day.

EARLY CHECK OUT PROCEDURES

If a student is to be checked out early from school, parents must first come to the school office to sign their child out before taking him/her off school grounds. A student with an illness or other emergency will be taken to the office and the parents will be notified. If a student has a doctor's appointment, he should be given a note from home advising the teacher that he will need to leave during the day. No child will be released during the school day until the parent makes a request, in writing, or speaks directly to the principal/designee.

ATTENDANCE

Regular attendance is a key element of a quality education. Learning that takes place during the school day cannot be recaptured by simply making up work. Therefore, PCA enforces the following attendance policy:

1. If a student is absent, please call the school office before 7:45 a.m. on each day of absence. **See page 19 for Prearranged Absence Form to be submitted to the student's homeroom at least 5 days before any planned absence.**
2. Upon returning to school after an absence, the student must bring a note from home stating the reason for the absence. An absence is considered unexcused until it is verified as excused.
3. Excused absences are:
 - Illnesses,
 - family emergencies,
 - church retreats,

- doctor/dental appointments when unable to be scheduled after school hours

Unexcused absences will result in a zero for each class period/assignment missed. After the third unexcused absence, the parents/guardians will be contacted to schedule a conference with the teacher and/or principal/designee.

Students may not be promoted if absences exceed 15% of the total number of school days (26 days), or if absences exceed 20% (35 days), due to extraordinary circumstances:

- hospitalization or illness of student, parent/guardian with appropriate documentation
- death in the student or parent/guardian's immediate family with appropriate documentation
- court-ordered visitation with appropriate documentation
- parent/guardian's unforeseen documented military deployment or exercise.

4. **Family vacation times or "fun days" should not be scheduled on school days especially during spring testing week.** In the event of extenuating circumstances, a parent must submit written notice (**See page 19**) at least 5 days prior to the absence stating dates and circumstances of the upcoming absence. Each situation will be evaluated by the Student Affairs Committee and the absence deemed excused or unexcused.
5. Make-up work is to be given for excused absences only. The responsibility rests upon the student to get the assignment(s) upon his return. One day of makeup time will

be permitted for each day of excused absence.

6. Tardiness has obvious consequences. **Students arriving after 8:10 a.m. are tardy and must be checked in at the office by an adult.**

Following the fifth (5th) tardy in a quarter, students will receive 30 minutes of detention for each tardy thereafter. Since detention requires adult supervision, families will be billed \$8.50 per half-hour of detention.

7. **A student must be in attendance at school at least half the day** in order to be eligible to participate in any extra curricular, athletic, or school-related social activity after school or that evening. A student on any kind of suspension may **not** participate in that sport or activity for the day of suspension.

DISMISSAL

PCA reserves the right to dismiss a student for the following reasons:

1. Failure to make satisfactory progress.
2. Behavior and/or attitude problems which show little or no improvement and/or which compromise the progression of learning.
3. Failure of parents to meet financial obligations.

CURRICULUM - SELECTION OF TEXTBOOKS AND LITERATURE

"True religion affords government its truest support. The future of the nation depends on the Christian training of our youth. It is impossible to govern without the Bible."

George Washington

A Christian education in a Christian school must complement the efforts of the Christian home and the church in nurturing Christian children. Parents are encouraged to become familiar with the textbooks and literature used in the classroom.

It is not the aim of PCA to isolate our students from materialism, violence, racial intolerance, war, and hatred, but rather to confront these issues within the structure of the Christian school. Textbooks and literature are selected to support and enhance our approach to Christian education and to make our children sensitive to both good and evil in the world. Our teaching techniques educate our children in truth in the areas that confront their faith.

CHAPEL

This is a special service of worship held weekly for our students and faculty. Chapel provides an opportunity to praise our Lord through song, instrumental music, and testimony; to become more knowledgeable of His Word through the study of Scripture, through sermonettes, dramatizations, and films; and to share prayer and fellowship together in His name. Parents are invited to attend chapel after checking in at the school office and wearing a visitor's badge.

HOMEWORK

A substantial body of research has shown that homework is essential if students are to acquire certain study skills and achieve independence in the learning process. Homework requires students to take responsibility for transporting their textbooks, materials, etc., and to organize their assignments. Homework also trains students to accurately record directions and to manage their time at home so they can get their work finished. As students progress through school, they will do increasingly more of their studying as

homework and less of it as class work. Therefore, it is important for teachers to familiarize students with the demands of homework, and to teach them the study skills necessary for its successful completion.

Students will be assigned reasonable amounts of homework at the discretion of the teacher. The average student might expect a daily homework load of 30 minutes in grades K-2, 45 minutes in grades 3-4, 60 minutes in grades 5-6, and up to 90 minutes in grades 7-8. *Please note that this does not include long-term or ongoing assignments, such as reviewing math facts or spelling words, science/history projects, book reports, research papers, etc.* If difficulty arises because of the amount or difficulty of homework assignments, parents should contact the teacher. A student planner will be provided to students in grades 1 - 8. Homework assignments are also on the school's web site: www.pinewoodpca.org & click on Academy then on Teachers and then the teacher's name.

FIELD TRIPS

Because learning can sometimes best occur in places other than school, your child's teacher will arrange for stimulating field trips throughout the year. Permission slips for individual field trips will be sent home prior to each trip. Details will be announced in advance and an Annual Field Trip Release/Emergency Medical Form will be given at the beginning of the school year. If for some reason a parent does not want the child to go on a particular trip, please speak with the teacher to make other arrangements. If the teacher has not been contacted, an absence will be considered unexcused. **Siblings are not permitted on field trips even if the parent is a driver or chaperone.**

Parents must be Covenant Care trained and background checked to be a driver and/or a chaperone.

STUDENT PERFORMANCE

Weekly Friday Folders

Folders containing the student's work are sent home with the student each Friday afternoon (elementary grades). Included in the folder is a sheet designed for teachers to give comments, a weekly conduct report, attendance, and tardies for the week. Students are to review their folders with their parents, then return the folder on Monday with a parent's signature.

Mid-term and Interim Reports

Mid-term reports are sent home during the middle of each quarter for every student in grades 3 – 5. In grades 6 - 8, progress reports are sent home twice per quarter.

Report Cards

Report cards are sent home with each child at the end of every grading period (see calendar at the end of this handbook for dates). Parents should sign and return report card envelopes within three days of receipt. If lost, a replacement report card envelope may be purchased from the office.

Grading Scale

The evaluation of students' achievements is one of the important functions of the classroom teacher. The following grading scale is used:

94-100	A	Excellent
85-93	B	Very Good
75-84	C	Average
65-74	D	Below Average
64-Below	F	Failing
	O	Outstanding
	S	Satisfactory
	P	Progressing (grades K-2)
	N	Needs Improvement
	U	Unsatisfactory

Promotion Policy

Elementary

Kindergarten: Promotion to first grade is contingent on overall mastery of kindergarten skills.

Grade 1-2: Promotion to the next grade level is contingent upon achieving a final grade of satisfactory or above in the areas of Bible, language arts, and mathematics.

Grades 3-5: Promotion to the next grade level is contingent upon successful completion of the required course work, and the student achieving a final average of **C** or above in

- Mathematics
- Language Arts (Reading, English, and Spelling)
- and an overall average of **C**, including Bible, science, and social studies

Middle School (Grades 6-8):

Promotion to the next grade level is contingent upon completion of the required course work, and the student achieving a yearly average of **C** or above in

- Language Arts (English and Reading)
- Mathematics
- and a final grade point average (**GPA**) of **2.0** which is calculated using language arts (English and reading), mathematics, science, social studies, Spanish, and Bible.

Students who successfully complete Spanish I and or Honors Algebra I with an A or B can earn a high school credit.

Honor Roll:

“A” and “A/B” Honor Roll recognition is given at the close of each grading period in grades 3-8. Students must receive a B (85%) or above in the core subjects of math, social studies, science, and language arts (English, reading, and spelling) and including Spanish and Bible. Earning below an S in any resource class

or in conduct, will eliminate a student from earning honor roll recognition. Perfect attendance is given once at the close of the school year.

Interscholastic Sports:

Interscholastic student athletes must maintain a 75% or better overall average in math, English, science, social studies, Bible, and Spanish and earn no F's in these classes on report cards given out during a particular season in which the student is participating. Failure to meet these minimums will result in the student being declared ineligible to participate in his/her chosen sport. The student's eligibility will be reinstated when the student meets or exceeds these minimums on subsequent progress reports.

Grades in middle school will be recorded on report cards using only the numerical scale.

Academic Support

Students who meet the school's requirements for admission and yet are found through additional testing to require assistance beyond the regular classroom instruction in any academic area, are asked to meet with the teacher, school administrator, and parents to discuss possible accommodations. Accommodations will be considered only for students with appropriate testing results on file in the school office. Once a student's need has been identified, parents are expected to cooperate in a timely manner with the school in academic support of the student.

The desire is for each child to be placed in the best situation emotionally, academically, spiritually, and physically. After conferring with the parents, the school has the authority and responsibility to make final decisions concerning the readiness, promotion, and retention of students.

Standardized Testing

The truth that a child is made in the image of Christ makes the implementation and interpretation of aptitude and achievement testing very critical to be placed in the proper perspective. These tests have limited value. They are not a measure of the value, worth or intelligence of a child; rather they are but one assessment of the achievement of a student at his/her grade level. Each spring students at each grade level are given the Stanford Achievement Test. Results are reported to the parents with the admonition to use them discreetly when sharing them with their children. Results are one measure used to help determine placement and promotion.

CLASS PARTIES

Class parties will be scheduled at the discretion of the teacher, homeroom parent, and principal. Parties are generally held during the last hour of the school day and are 30-60 minutes in duration. Special treats may be sent from home to celebrate your child's birthday. Please make advance arrangements with the teacher. Birthday presents and party invitations cannot be exchanged at school.

All correspondence to be sent home must be submitted for approval to the school office. Additionally, in order to coordinate requests for donations with the development office, all donations and solicitation requests must be approved prior to solicitation through the school office.

PARENT ACTIVITIES

All parents and grandparents are invited to participate in the Volunteer Parent Program. Adequate opportunities will be given for every family to complete Covenant Care training and become actively involved. Invitations are extended to work as a room parent in the child's room, a helper to the child's teacher, a

worker in our library, or for general help as needed in the school.

LOST AND FOUND

Lost and Found is kept in the school office. Parents and students are strongly urged to put names in clothing and on belongings. We encourage parents and students to come and look over articles that have been turned in. Items in Lost and Found are cleared out and clothing is sent to Round Robin every two weeks.

PARENT/TEACHER FELLOWSHIP

The Parent/Teacher Fellowship is an auxiliary organization devoted to promoting the school, and maintaining open and effective communication between the school staff and parents. Membership is open to all parents and teachers.

PARENT-TEACHER CONFERENCES

The key to the covenant relationship with parent and teacher is communication. Awareness, sensitivity, and frequency are the keys to successful communication. Parent-teacher conferences serve to unite the school and home in the child's best interest. Information that is shared should be helpful, specific, and useful to the building up of the student, parent, and/or teacher. Communication should echo the spirit in I Thessalonians 5:11 which says, "Therefore encourage one another and build each other up, just as in fact you are doing."

A report card conference day is established in the first quarter during which parents will attend a mandatory conference. Report cards will be given at that time. No report cards will be distributed prior to the conference day. After the first quarter, conferences are mandatory only if the student is in jeopardy of failing or at parent request. When possible, both parents are encouraged to attend, but only one is required. Students may be present, at the

discretion of both the teacher and parents, in order to see the parents and teacher working together to help them learn to be a thoughtful seeker of Truth and obedient follower of Christ.

CLASSROOM VISITS

Parents are welcome at the school and may schedule a visit to observe a classroom in operation at any time by calling the school office. It is understood that these visits are subject to approval by the classroom teacher and the principal and that you may be asked to schedule a different day for your visit. On the day of your visit, please register at the school office and get a visitor pass before going to the classroom. Parents are requested not to go directly to the classroom during the day. Should you need to have something delivered to your child (lunch, homework, clothes, etc.), please have it marked clearly with his/her name and grade and leave it at the school office. It will be delivered at a time that does not interfere with classroom routine.

LUNCHES AND SNACKS

Lunches will be eaten in the picnic pavilion unless there is inclement weather during which other arrangements will be made. Students may bring lunches, or lunches may be purchased through our school's online lunch program. A monthly menu is provided from which to choose. Payment is made in advance for the month based on daily choices. There will be no provision available for any student in the academy or extended day program to warm up food in the church or school microwaves. Students in grades PreK-6 may bring a snack to eat during their morning break. We request that you send food which is nutritious and healthy for this snack. Please avoid "junk food" such as candy, cookies, cakes, etc. Carrot sticks, fresh fruits, peanuts, celery sticks, and cheese are some good alternatives. No carbonated beverages will be allowed for

snack. Carbonated beverages may be brought from home and/or purchased from the drink machine in the kitchen for lunch in 6th-8th grades only.

HEALTH CARE POLICIES

Students who become ill during the day or who sustain a significant injury will be taken to the office so that their parents may be contacted. No student with a temperature of 100 degrees or higher may be in school. Parents are asked to cooperate with the school in minimizing the spread of communicable disease among children.

CHILDREN MAY NOT RETURN TO SCHOOL UNTIL THEIR TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS.

Children should not come to school if there is evidence of any of the following symptoms: fever, upset stomach, rash, bad cough, headache or vomiting.

Students who are unable to participate in recess activities or physical education because of illness must have a note from home or a doctor's excuse.

Prescription and Non-prescription Medications

In regard to prescription or non-prescription medications, the following procedures must be followed:

1. **All** medication will be kept in locked storage in the school office. Students will not be allowed to keep any medication in their possession during the school day. They (or the parents) must bring it to the school office first thing each morning and pick it up (if it is to go home daily) at the end of each school day.
2. Prescription medicine must be in the prescription bottle as prepared by the pharmacist. The label must bear the doctor's name, name of the drug, date, the directions for the amount, and the frequency of administration.

Non-prescription medication must be in the original container accompanied by a doctor's note indicating dosage schedule (such as on an as-needed basis). Non-prescription medications also include ointments, cold tablets, lotions, cream, and cough medicines, including cough drops. **A signed request from the parents must accompany medications.** Forms are available in the school office. Any changes in the above orders must be in writing to the principal and signed by the parent.

3. Medication will be dispensed only by personnel designated by the principal. Students are not allowed to self-administer any medication.
4. Parents need to pick up their student's medication at the end of the school year. Any medications not picked up by the end of postplanning will be discarded.

DISCIPLINE POLICY

Philosophy

The purpose of discipline at PCA is to teach each student to achieve obedience, respect, and responsibility in an atmosphere where he is happy and secure. Self-discipline for every child is a priority goal at PCA. The school strives to motivate and encourage each child in his mental and physical development as well as in the development of Christian character. Therefore, adherence to school standards for academics, behavior, and dress is essential if the student is to be successful. It must be remembered that self-discipline can only be achieved as the school and the home work in harmony with one another. PCA believes that the Bible clearly instructs parents to "bring the children up in the discipline and instruction of the Lord" (Ephesians 6:4). Therefore, we

seek to cooperate with the parents in obeying this biblical directive. The word "discipline" is defined as "to mold the character, instruct by exercise, to put or point in an exact direction." Love and forgiveness will be an integral part of the discipline of the student, and discipline will be administered in light of the student's problem and attitude. The vast majority of the discipline problems will be dealt with at the classroom level.

CODE OF CONDUCT

Students at PCA are expected to abide by a certain Code of Conduct. All conduct in situations related to PCA is expected to bring a worthy reflection on our Christian school, its students, and its parents. This Code of Conduct will guide the student in his self-discipline; in his respect for school authority and school property; in his academic responsibilities; in his social relationships; and in his general behavior during all school functions. It is the aim of the School Board Ministry Team, the administration, and the faculty to promote, through policies and regulations, the highest possible standard of Christian conduct in an atmosphere conducive to good learning.

The following are some of the specific behaviors expected of PCA students:

1. Students are to respect the authority of the teachers as well as other staff members and demonstrate that respect in all interactions. This includes email, messaging, and internet activities.
2. Students are to remain outside of a classroom unless there is an adult present who is authorized by the school.
3. Students are to display courtesy, kindness, and consideration to all

adults and fellow students. This includes email, messaging, and internet activities.

4. Students are not to engage in inappropriate physical contact, including public displays of affection or horseplay, at school or school-related functions.
5. Care of school property is expected. Therefore, parents and/or students are responsible for the replacement of, repair of, or payment for non-accidental damage to such.
6. Students are to observe proper dress at all times.
7. Students are expected to keep the school facilities and grounds in an orderly state.
8. Good manners should be displayed at all times. Therefore, spitting and other such inappropriate actions are not acceptable. Gum chewing is also prohibited.
9. Writing, reading, or the passing or receiving of personal notes is disruptive to the learning process and will not be tolerated.
10. Student initiated "clubs" are discriminatory and result in hurt feelings. They will not be tolerated.
11. Items such as water pistols, matches, and the like are dangerous and are not permitted.
12. Because they are disruptive to the learning environment, toys and games not authorized by the teacher, radios, CD and cassette players, electronic games, mp3 players (including ipods) are not allowed at school or at extended care. Additionally, if

cell phones are brought to school, they must be turned off and out of sight during school hours and at extended care. Unauthorized electronics will result in the student receiving a demerit (middle school students); the item will be taken away, and it must be picked up by a parent.

13. Gambling in any form is prohibited.

In general, students will be required to abide by these rules and all other regulations established by the school in the course of their education.

Possession or use of illegal items, i.e. weapons or facsimiles thereof, alcohol, tobacco, matches, lighters, narcotics, etc. at school or school functions will result in referral to the principal and the proper authorities as appropriate.

To improve communication with parents regarding student discipline, sixth – eighth grade students follow a demerit system. Students and parents will be given written information on PCA's demerit system at the beginning of the school year.

OFFICE VISITS

There are certain basic behaviors that may necessitate referral to the office and discipline by the principal, rather than the teacher. (Certain situations may allow for conferencing with the teacher before being addressed by the principal.) These behaviors are:

1. **Disrespect** shown to any staff member.
2. **Dishonesty** in any situation while at school, including lying, cheating, plagiarism, and stealing.
3. **Rebellion** – i.e. outright disobedience in response to instructions.

4. **Fighting** – i.e. striking in anger with the intention to harm the other person.
5. **Language or gestures** considered to be obscene, vulgar, or profane, as well as taking the name of the Lord in vain.
6. **Harassment**– conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristic, or disability robs the person of dignity and is not permitted.

During the visit to the office, the principal will determine the nature of the discipline. The principal, under the authority of the School Board and Session, will make discipline decisions consistent with biblical guidelines for the purpose of restoration. If a student is sent to the office on a disciplinary referral, the following accounting will be observed.

1. On the first office visit for discipline, a parent will be notified. The parents' assistance and support in averting further problems will be sought.
2. On the second office visit for discipline, the parent will be notified, and the student will be assigned one or more afternoons of after-school detention. Since detention requires adult supervision by a teacher, families will be billed \$8.50 per half hour of detention.
3. On the third office visit for discipline, a parent will be contacted by phone and requested to immediately come and pick up the student from school. The student will be readmitted to school the next day only if accompanied by a parent or guardian to the office to be signed in. The student must also have a written letter of apology to the teacher and/or

other persons if appropriate.

4. On the fourth office visit for discipline, the student will receive 3 days of out of school suspension. A meeting with the student, parents, principal, and appropriate teachers will be necessary prior to the student returning to school. Upon returning to school, the student will be placed on six weeks probation. Any infraction during that time will result in expulsion.

The preceding is a summary of disciplinary procedures. As the list progresses, the severity of the procedures obviously becomes greater. However, this is not a list of disciplinary steps to be rigidly followed. It is simply a list of procedures providing the Academy with a series of options to be applied according to the conduct and attitude of the student. If the situation requires, a student could be suspended or expelled without prior offenses.

Administrator's discretion is in effect for the management of this discipline plan.

Discipline is beneficial when it results in correct behavior and attitude. The final responsibility falls on the student. Discipline is for the purpose of godliness (1 Timothy 4:7); therefore, it demands a self-examination under Scripture. Its ends, so far as it involves judicial action, are the rebuke of offenses, the removal of scandal, the vindication of the honor of Christ, the promotion of the purity and general edification of the church, and spiritual good of offenders themselves. (The Book of Church Order of the Presbyterian Church in America – Sec. 27-3)

If a child is dismissed for disciplinary reasons, the parents will be held responsible for the remainder of tuition due for the semester.

TECHNOLOGY POLICY

Students will utilize various forms of technology in the classroom, library, and technology lab. Parents and students must sign an Internet Acceptable Use Policy before students are permitted to access the internet at school. Any inappropriate use of technology may result in the loss of the privilege and/or further discipline including suspension or expulsion.

CORPORAL PUNISHMENT

We believe in corporal punishment; however, as a covenant school, we feel it is ultimately the parents' responsibility to administer this punishment. Since PCA is an extension of the home, parents will be notified the same day discipline is recommended. We seek to support parents in every way in this matter.

EMERGENCY WEATHER AND CLOSING OF SCHOOL

In the event weather conditions make it impractical or dangerous to have school, PCA will follow any closing of schools announced by the Clay County Public School system. Any exceptions to this policy will be communicated through the school's Instant Phone Messaging System (CallingPost) which will call all families simultaneously with a recorded message from the principal/designee.

2009-2010 Tuition & Fees

Registration Fee: \$ 150.00 A non-refundable fee due at time of enrollment for new and returning students. This fee will hold the student's place for the school year and also includes a monogrammed field trip shirt and a PCA Logo sweatshirt.

Covenant Care

Fee: \$30.00 This is for new families only. This covers the cost of the Child Abuse prevention course.

Testing Fee: \$40.00 A non-refundable fee. This covers the cost of entrance testing for Kindergarten and new applicants.

Matriculation

Fee: PreK - \$180.00, Kindergarten - 5th Grade \$315.00, Middle School (6-8) \$370

The matriculation fee is used to cover the costs of book rentals, consumable workbooks, insurance, achievement testing and general classroom supplies. (Students are responsible for personal supplies. A list will be provided for each grade in late summer.) A yearbook is also included in this fee.

The matriculation fee is due by June 30, 2009 and is non-refundable

**If matriculation fee is late, a \$30 fee per student will be added.

Tuition: Annual tuition by grade and church membership is listed below. Tuition payment may be paid under one of the following programs:

1. The annual tuition listed below may be reduced by \$100.00 if paid in full by July 10, 2009.

2. FACTS Tuition Management Company: A 10 month payment plan may be set up with FACTS. Tuition through this plan may be automatically deducted from your checking account on the 5th (beginning Aug. 5) or the 20th (beginning July 20) of each month. There is a \$41 annual enrollment fee with this company.

PreK Program	Tuition	FACTS Monthly Plan
Tuition is the same amount for members and nonmembers and no discounts apply.		
5-Day	\$2,300.00	\$ 230.00

REGULARLY ATTENDING MEMBERS of Pinewood Presbyterian Church

Elementary (K-5)	Tuition	FACTS Monthly Plan
1st Child	\$4,009.00	\$ 400.90
2nd Child	\$3,408.00	\$ 340.80
Additional Children	\$2,606.00	\$ 260.60
Middle School (6-8)	Tuition	FACTS Monthly Plan
1st Child	\$4,311.00	\$ 431.10
2nd Child	\$3,664.00	\$ 366.40
Additional Children	\$2,802.00	\$ 280.20

As a ministry of Pinewood Presbyterian Church, the member discount for PCA tuition reflects the church's overall financial support of the school.

NONMEMBERS of Pinewood Presbyterian Church

Elementary (K-5)	Tuition	FACTS Monthly Plan
1st Child	\$4,717.00	\$ 471.70
2nd Child	\$4,009.00	\$ 400.90
Additional Children	\$3,066.00	\$ 306.60
Middle School (6-8)	Tuition	FACTS Monthly Plan
1st Child	\$5,072.00	\$ 507.20
2nd Child	\$4,311.00	\$ 431.10
Additional Children	\$3,297.00	\$ 329.70

Extended Care

There will be an enrollment fee of \$35.00 per child (or \$20.00 per semester) to help cover the cost of the supplies and snacks.

Hourly Fee	\$3.75 per hour
Late Fee	\$1.00 per minute after 6:00 p.m.

MISCELLANEOUS TUITION AND FEE POLICIES:

FACTS Tuition Management: At anytime during the year, if changes need to be made to the FACTS account, a form must be completed and signed in the school office before the change will begin.

Delinquent payments: All returned checks will be charged a **\$30** processing fee. Delinquent tuition is grounds for dismissal from the school. When tuition and/or fees are in arrears, no report cards, grades, transcripts, or school records will be transferred or provided until all past due accounts are settled. Any family having any sudden or unexpected financial difficulties should contact the school office as soon as possible to work out an alternative payment schedule. However, when a student's tuition payment or other fees, including extended care, is 45 days in arrears the student may be dismissed until all accounts are current. Summer care fees must be paid in full prior to the first day of school.

Student withdrawals and dismissals: The school makes staffing, facility, and curriculum decisions based upon re-enrollment numbers. The school must honor its financial commitment to its staff. Therefore, after re-enrolling for the upcoming year, if a student is withdrawn after April 1, parents are still responsible to pay for matriculation fees and the first month's tuition for the upcoming year.

After the beginning of school upon withdrawal for any reason, tuition will be assessed to the end of the semester in which the withdrawal occurs. If a child is dismissed for disciplinary reasons, the parents will be held responsible for the remainder of tuition due for the semester. Records will not be released until all checks have cleared the bank and all **accounts are up to date**.

BEFORE AND AFTER SCHOOL CARE PROGRAM

All regularly enrolled students of PCA may use this program on an occasional or regular basis. Fees are as follows:

Enrollment Fee \$35 per child - \$10 for each additional child **per year**
or \$20 per child - \$10 for each additional child **per semester** to help cover the cost of supplies and snacks.

Morning **All Students from 6:45 a.m. – 8:00 a.m.**
Flat rate of \$3.75

After School **Hourly Contract for PreK through 8th grade**
\$3.75 per hour, with a one-hour minimum charge.
After the first hour the time will be broken down into
½ hour increments. Any time from 5 minutes to
30 minutes will be considered ½ hour.

Late Fee \$1.00 **per minute** for each minute after 6:00 p.m.



Pre-arranged Absence Form

Please **submit this form** to your student's **homeroom teacher** at least **5 days before** any planned absence.

Student's Name _____ Grade _____

Date(s) of Absence: _____

Reason for Absence: _____

Administration Approval: _____ Teacher's Approval: _____

Date: _____ Date: _____

Comments: _____

Assignments: Check for any attached papers.

English: _____

Math: _____

Reading/Lit: _____

Science: _____

Social Studies: _____

Bible: _____

Other: _____

Other: _____

***Family emergencies, church retreats, and illness are excused absences.** Unexcused absences will result in a zero for each class period/assignment missed. After the third unexcused absence, the parents/guardians will be contacted to schedule a conference with the teacher and/or principal/designee.

****Note: Family vacation times or "fun days" should not be scheduled on school days especially during spring testing week.** In the event of extenuating circumstances, a parent must submit this written notice at least 5 days before the upcoming absence. Each situation will be evaluated by the Student Affairs Committee and the absence deemed excused or unexcused.

Original back to student when complete

Copy to: Office
Homeroom Teacher

PARENT/STUDENT AGREEMENT

Understanding the importance of supporting the school, I have read the PCA Parent/Student Handbook for 2009-2010 in its entirety and agree to comply with its procedures. I also understand the importance of supporting the school. I further agree that I will attend school meetings unless providentially hindered.

Student name (please print) _____

* Student Signature _____

Grade _____

Date _____

Parent Name (Please print) _____

Parent Signature _____

* If younger students cannot sign their name, a parent's signature will suffice.