



Plaza Heights Christian Academy

Student/Parent Handbook

PHCA
Pursuing His Call Always

Plaza Heights Christian Academy
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Train up a child in the way he should go and when he is old he will not depart from it.
Proverbs 22:6

2024-2025

Dear Students and Parents,

The faculty and staff here at PHCA are excited for another year. We can't wait to see what the Lord has in store for everyone as we complete this next school year. The fact is, God has a plan for all of our lives. We need to be open and receptive to His leading, and be prepared to allow the men and women in our lives the chance to help shape each of us into the person we are meant to be.

We commit to parents and students that we will do everything in our power, and with the guidance of the Lord, to provide a high-quality education. We also commit to doing our part in equipping students to be followers of Jesus Christ.

This handbook is designed to inform and remind you of opportunities and responsibilities that you have as part of our school community. It will be our guide in helping all of us to accomplish the mission of Plaza Heights Christian Academy. Please let me know if you have any questions or need any clarifications with anything contained in these pages.

May the Lord Bless each one of us as we embark on this school year. Please pray for us, and we will commit to praying for you. Have a great school year!

Dr. Marc A. Snow
Head of School

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Handbook Purpose

As students embark on the exciting journey of educational discovery with PHCA, they are invited to use this handbook as a guide to help them become acquainted with the school and its policies. Answers to the most frequently asked questions from students and parents are included. If additional information or clarification is needed, the school staff is always available. Students and parents are accountable for knowing and following all policies outlined herein.

This handbook gives guidelines to be observed by students and parents. However, since the school cannot possibly address all situations and circumstances in this book, the administration reserves the right to exercise its prerogative in responding to new situations or circumstances. The administration also reserves the right to interpret the written policies and to revise these policies when necessary. This handbook is not to be considered as a legal contract in terms of contract law theory.

Mission Statement

The mission of PHCA is to teach Biblical truth in an environment of academic excellence that prepares students to impact the world for Christ.

Vision Statement Of PHCA

PHCA will develop life-long learners and servant leaders who fully live out their purpose in the world for Christ.

Statement of Philosophy and Purpose

Plaza Heights Christian Academy originated as a ministry of Plaza Heights Baptist Church, now a private Christian school. We are dedicated to academic excellence as we teach from a Christ-centered perspective. We believe the promises and commands God gives us in His Word. We believe “children are a heritage from the Lord”, as it says in Psalm 127. We believe that we should impress God’s commandments and values on our children’s hearts, “when you sit at home and when you walk along the road, when you lie down and when you get up”, as it says in Deuteronomy 6. We believe God’s promise in Proverbs 22:6 that says, “Train up a child in the way he should go, and when he is old he will not depart from it”. Our hope and goal are that students will not only leave here understanding how to follow the Lord Jesus Christ, but that we will have helped instill in them a true desire to be devoted followers of Jesus Christ.

Our aim socially is to provide a Christian perspective on the total world from which will come a balanced personality and a proper understanding and acceptance of the person’s role in life at home, at work, at play and at worship all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of their choosing, whether in college, university, or vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. These are inseparable, and through them run the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone. The scarlet thread must be woven throughout the total curriculum.

The spiritual must permeate all areas--else we become text book oriented rather than student oriented.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering our assistance in understanding the purpose of PHCA.

Statement of Faith

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God in the original text and the only rule of faith and practice (2 Timothy 3:16-17).
2. We believe that there is one God eternally existent in three persons: Father, Son, and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).
3. We believe that the universe originated by the creative act of God as revealed in Holy Scripture and that the form of every kind of life was fixed at the time of its creation (Genesis 1:1; John 1:1-3).
4. We believe in the deity and humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His visible return in power and glory (Colossians 1:13-20).
5. We believe that all men are lost and sinful, and that salvation is received by the grace of God through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit (Romans 3:23-26; Titus 3:5).
6. We believe that the Lord Jesus Christ is the only mediator between God and man (1 Timothy 2:5).
7. We believe in the ministry of the Holy Spirit by whose indwelling the Christian is enable to live a godly life (Romans 8:9).
8. We believe in the bodily resurrections of both the saved and the lost: they that are saved unto the resurrection of eternal life and they that are lost unto the resurrection of eternal damnation (John 5:24-25, 28-29).
9. We believe in the spiritual unity of all believers in the Lord Jesus Christ through the power of the Holy Spirit as established in the Bible (John 17:20-23; 1 Corinthians 12:12-13).
10. We believe that support and participation in the task of fulfilling the Great Commission is the responsibility of all believers in our Lord Jesus Christ. (Matthew 28:19-20).
11. We believe that God intends for sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from the man-woman marriage relationship.

Core Values

Purpose

Honesty

Character

Academics

Purpose: **Jer. 29:11** “for I know the thoughts that I think toward you, saith the Lord, thoughts of peace and not of evil **to give you an expected end.**”

Honesty: **I Kings 3:6** And Solomon said,” Thou has showed unto thy servant David my father great mercy, according **as he walked before thee in truth**, and in righteousness, and in uprightness of heart with thee, and thou hast kept for him this great kindness, that thou hast given him a son to sit on his throne, as it is this day.”

Character: **Prov. 22:6** “**Train up a child in the way he should go:** and when he is old, he will not depart from it”.

Academics: **II Tim. 2:13** “**Study to show thyself approved unto God**, a workman that needeth not to be ashamed, rightly dividing the word of truth.”

Matthew 18 Principle: Dealing with Conflicts in a Biblical Way

If a student or parent is offended by the words or actions of a teacher or any person involved in the system, as Christians they should first go to the person through whom the offense came and share this with that person.

If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to counsel with the person directly over him or her, but never before approaching the person committing the offense.

In like manner, if the matter is not resolved there, it may then, and only then, be taken to the School Board.

General Information

Chapel - We have chapel services weekly as part of our Bible curriculum. These services reinforce the teaching of spiritual truths, the importance of prayer, and encourage a desire to serve the Lord. Parents are always welcome to attend.

Sunday school and Worship Attendance - We strongly urge our families and students to attend a Bible-believing church of their choice.

Extended Care - We offer before- and after-school care for kindergarten through twelfth grade. Before-school care is available from 7:00 a.m. - 8:30 a.m. and after-school care is available from 3:30 p.m. - 6:00 p.m. If you are interested in this service, please complete an Extended Care Enrollment Form when you enroll your child/children in school. Extra charges apply for this service.

Parent Teacher Fellowship (PTF) - The PTF program is an integral part of our total school program. This program keeps parents involved in their children's education. Through this program, we enlist volunteers to help with various activities throughout the year. PTF meetings are held periodically throughout the school year.

School and Business Office Hours – School begins at 8:30 a.m. and dismisses at 3:30 p.m. Unless your child is enrolled in morning Extended Care or has made arrangements to meet with his/her teacher, he/she should not be in the building before **8:00 a.m.** Students should be picked up by **3:30 p.m.** unless arrangements have been made for them to be under the supervision of a staff member. If students are not picked up by 3:45 p.m., and there have been no arrangements made for them to stay for extra help, clubs, or for some other reason, they will be taken to Extended Care and their parents will be charged according to the Extended Care fee schedule. If an emergency arises and you need to make special arrangements, please call the school office. All school business should be conducted during the regular business hours of 8:00 a.m. to 4:00 p.m.

Cancellation of Classes – If bad weather forces the closing of school, our school listing "Plaza Heights Christian Academy" will be on all major network television channels. We will also send a text message to those families that have registered their cell phones in Sycamore. It will be posted on the website at www.school.plazaheights.org. We do not necessarily close in conjunction with any school district.

Custodial Parent – The school seeks the advice and follows the direction of the custodial parent(s). A parent that is not involved in the enrollment process is still allowed contact with and information about the student, unless contact is prevented by court action. It is the responsibility of the custodial parent to make the school staff aware of such action.

Chaperones/Volunteers - All chaperones/volunteers must be approved in advance by the administration of the school and sign a statement of agreement that states they have

read and agree to adhere to all policies and procedures pertaining, but not limited to, conduct and behavior of chaperones, volunteers and students, and may be subject to a background check.

Volunteers must abide by all school confidentiality guidelines, expectations, and policies. No chaperone or volunteer, regardless of position (board member, administration, school staff or parent) will be allowed to override school policy concerning conduct, for chaperones, volunteers and students, in regard to the policies that are found in the Plaza Heights Christian Academy Student Handbook. School policy will be followed regardless of the local of governance, particularly but not limited to alcohol, tobacco, drugs and conduct. Age requirements will be limited to the age requirements of that of the state of Missouri, and/or which do not compromise a Christlike life style regardless of location, state side or otherwise.

Car Line – In order for the dropping off and picking up of students to run as smoothly and efficiently as possible, it is imperative that every driver follow the guidelines that govern the parking lot. The speed limit is 15 mph. From 8:00 a.m. until 8:45 a.m. and from 3:15 p.m. until 3:45 p.m. our parking lot is one way. Please enter the East parking lot and proceed to the very back, going around the large —island at the back of the gym. Middle School/High School pick-up is on the West side and cars should exit the West parking lot. Maps and details are available in the school office. Remember that we only ask you to follow these guidelines to be safe and have things flow as smoothly as possible. Please remember that your children are watching you as their example.

Dropping and Adding Classes - Every effort is made to place students in the courses they choose. In some circumstances, this is not possible. In other circumstances, students realize the course isn't a good fit after the school year begins. In these instances, a change in schedule can be requested and will be considered; however, not all requests will be honored. In order to start this process, students must fill out the appropriate paperwork before the end of the first week of school. This paperwork requires signatures of parents, teachers, administrator, and counselor. Until the form is submitted, students are required to stay in the class they were enrolled in.

Cleaning - We do have personnel who clean the school on a regular basis. However, it is up to the students to maintain the school in a proper manner. We expect all students to do their part in keeping the buildings and grounds clean and neat, and in not littering or creating unnecessary trash.

Lockers - Lockers are assigned by the office and may not be changed without permission. Lockers should always be kept organized and clean. Any decoration in the locker must be in good taste. Clearly suggestive or inappropriate photographs, stickers, and those with reference to alcohol, tobacco, and illegal substances may not be displayed. Evidence of such decorations will likely incur some level of discipline, and require removal of all decorations from inside the locker. Anything attached to the locker

must be kept neat and must not be objectionable. All items left on top of or underneath lockers will be collected regularly and placed in the lost and found. Lockers may not be defaced. Lockers are subject to unannounced inspection by the homeroom teacher or an administrator at any time. Students may not open or disturb the contents of lockers assigned to others. All students will receive combination locks which are given to the students at the beginning of the school year. Students are expected to remember their combinations, and not have to ask the office for this information. The locks are provided for the protection of student belongings. Students who leave their lockers unlocked are responsible for any items missing from their lockers.

Lunch Program – A hot lunch program is available to those students wishing to purchase lunch at school. Hot lunches must be ordered and paid for in advance by using the school's lunch system – Meal Manage.

School Supplies – Students will receive specific supply information from their individual teachers but should come with paper and pencils on the first day. K-6 students will be required to purchase a Student Planner (app. \$5.00).

Field Trips – Field Trips will be a part of your child's educational experience. If there is a particular field trip that you do not want your child to participate in, you will need to talk with your child's teacher so that arrangements for your child can be made while his/her class is gone. Parents are typically welcome to attend school field trips with their children but should note that siblings are not permitted to attend. Students are expected to ride to and from all field trips on the transportation provided by the school.

Participation in Promotional Materials – From time to time, we will photograph or video students and student activities, and may include these in school publications and promotional materials. General parental consent is given for the students to be photographed or videotaped by the school in the course of school activities. Consent is also given for PHCA to use any photographs or videos in these publications or promotional materials, noted on the Parent Student Agreement.

School Programs – We expect all students to participate in our school programs. These events provide an opportunity to invite family and friends to support our school activities.

Early Release for Seniors – It is not a given that seniors can leave campus early upon course completion or simply because they are seniors. Part of the mission, vision, and values of PHCA is that older students participate in our culture and lead our younger students. We value the leadership and discipleship abilities of our seniors, and we value the opportunity for our leaders, teachers, and chapel speakers to pour into our seniors as well. For this to happen in line with our mission, vision, and values, we prefer your students be in our building in classes or various other capacities with those around them.

We understand that, sometimes, our seniors need to leave campus in order to further their academic and employment opportunities. There are several opportunities through

CTC, STA, and the network of community colleges in our area. With the proper enrollment forms, permission of parents, administration, seniors will be able to leave in order to take advantage of those opportunities.

Please keep the following in mind:

- No discounts in tuition will be offered for early release students.
- Students must have a permission form on file with the school counselor
- Students must check out (and check in if applicable) at the school office.

- Students must have all credits and course requirements complete in order to be eligible for early release.
- Students must be able to submit proof of enrollment or employment.

Students Leaving the School Premises – All requests to leave the building while school is in session must be cleared through the school office. Leaving school without permission is classified as truancy.

Sign In/Sign Out Procedures - Parents coming during class time to pick up their children must report to the office and **not to the student's classroom**. Teachers have been instructed not to dismiss a child early unless contacted by the school office. Parents must sign their children out in the school office before leaving. Parents must also sign their children back in when returning to school.

Visitors/Volunteers to the School – All visitors/volunteers to the school should report directly to the office to sign in. Parents are expected to contact the office if you wish to visit the classrooms, and we ask that you arrange for any visit in advance. A parent who desires a conference with a teacher or an administrator is also asked to arrange for the conference in advance.

Student Visitors – Students are not to bring friends to the school during the school day unless they have a genuine interest in attending PHCA as students. This includes friends coming during lunch. “Shadows” are allowed only after the office has had contact with a parent of the shadow, to confirm that the student is seriously considering attending PHCA. They should attend all classes with his/her host/hostess. Dress code for visitors must be appropriate.

Student Parking – Students must park their cars in the last row on the west side of the building. Students are not to leave school, drive their cars, or return to their cars during the school day. Student driving privileges may be revoked, without warning, at the discretion of an administrator.

Admissions Policy

Plaza Heights Christian Academy accepts students entering preschool through twelfth grade upon successful completion of registration requirements. These requirements may include placement testing for students entering first through twelfth grade, a review of their previous school records, and providing evidence that the parents/guardians share in the goals of the school based upon its philosophy and purpose.

The biblical and philosophical goal of Plaza Heights Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit qualities of a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at PHCA, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school, and to refrain from certain activities or behavior. Thus, PHCA retains the right to refuse enrollment to, or expel, any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/ bisexual, as well as any student who condones, supports, or otherwise promotes such practices. (Leviticus 20:13 and Romans 1:27).

Registration – A student is **not** officially enrolled until **all** the following requirements have been met.

1. The application form has been completed and accepted. The application fee must accompany the application (new students only).
2. Parents have attended an interview with school administration. Students are required to attend the interview. Students wishing to return after transferring out of PHCA may be required to interview again with their parents/guardians as part of the re-admission process.
3. Students must have all the required immunizations as specified by Missouri State Law, or an Immunization Exemption card or an Immunizations in progress card on file with the school. If this condition is not met, your child is **not** enrolled in school. If your child is permitted to begin school on the condition that he/she is in the process of receiving his/her immunizations, he/she may attend school only as long as the immunization process is continued. Upon completion, it is the parent's responsibility to provide the school office with written documentation that the child has received the required immunizations. Failure of the parent to continue, complete, and provide proper documentation of the child's immunizations will result in the child being removed from school until compliance has been achieved. Missouri law requires that we comply with this regulation.

4. If the student is transferring from another school, we must have an authorization form signed by the parent or guardian requesting all records from previous schools. There must be no outstanding balance owed to the school that you are transferring from.
5. A student may not be readmitted if there is an outstanding balance from the previous year.
6. If the transferred school records do not include the Terra Nova 3 Achievement Test, Stanford Achievement Test, or Iowa Basic Skills scores from the previous spring semester, core subject areas of the test may be administered.
7. All fees must be paid in full.
8. Financial arrangements for tuition must be made with the school office.

Plaza Heights Christian Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship programs, and athletic and other school-administered programs. PHCA reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with Plaza Heights Christian Academy's administration and to abide by its policies.

Attendance

Attendance is essential to ensure optimum academic achievement. For this reason, excessive absences may threaten a student's promotion and/or credit for classes.

If a student is absent, parents should notify the office by 8:30 a.m. This will confirm parental knowledge and/or consent for the absence.

Excused absences include illness, death of a family member, and emergency situations. Medical and dental appointments should be scheduled after school hours whenever possible. Special consideration may be given by the principal in cases of prolonged personal illness, court appearances, or serious illness or death in the immediate family. Approved school sponsored activities or pre-approved activities deemed educationally beneficial by the administration will not be counted against the student.

PHCA respects the right of the parent's final authority regarding their child's absence from school for special family occasions. However, to be consistent with an overall attendance policy, the school administrator reserves the right to determine if the absence is excused or unexcused. For planned extended absences, notification should be sent to the school in writing one week in advance, and arrangements should be made before the absence concerning work that will be missed.

For unplanned absences, immediately upon returning to school, it is the student's responsibility to find out from their teacher what work needs to be made up and complete those assignments. Generally, one make-up day will be given for each day absent. (Athletic events do not excuse a student from having work turned in when due) If a parent wants to pick up their child's work, they should request it when they call their child's absence in to the school office. Homework will be available to be picked up after 3:30 p.m.

When a student arrives late to school, it disrupts the classroom that is already in session and causes a waste of valuable educational time for everyone in the room. It is extremely important that you, as **parents, help us to begin the day right and on time by getting your children here and in class by 8:30 a.m.**

Consequences for Being Tardy:

To School: Classes start promptly at 8:30am. If a student is late to school for any reason (other than a documented appointment), he/she is considered tardy (even with a parent excuse). Students arriving after 8:30am must report to the office for a pass and will receive a tardy. Students who are tardy up to 3 times will receive a warning. After the 3rd tardy, the following will be implemented:

4 th Tardy - Parent Notification by Office	8 th Tardy – 2 hour Detention
5 th Tardy – 1 day lunch detention	9 th Tardy – 3 hour Detention
6 th Tardy – 3 days lunch detention	10 th Tardy - 1 Day ISS and Mandatory Parent Meeting.
7 th Tardy – 1 Hour Detention	11 th or more Tardy- 1-day ISS for each tardy

To Class: Students are required to be on time to class. As things do sometimes happen, students will be allowed 3 tardies to class (5 minutes or less is a tardy; more than 5 minutes becomes truancy) per hour each semester. More than three tardies and the following consequences will follow:

4 th Tardy - Parent Notification by Teacher	8 th Tardy – 2 hour Detention
5 th Tardy – 1 day lunch detention	9 th Tardy – 3 hour Detention
6 th Tardy – 3 days lunch detention	10 th Tardy - 1 Day ISS and Mandatory Parent Meeting.
7 th Tardy – 1 Hour Detention	11 th or more Tardy- 1-day ISS for each tardy

Truancy-Truancy is defined as not attending part or all of a day of school without parental consent and clearance through the office.

1st Offense: Meeting with parents

2nd Offense: May result in a Detention/ Additional action may be taken as needed

Any additional Offense: Suspension and or Probation and meeting with parents

Dress Code

At Plaza Heights Christian Academy, we recognize that appearance does not conclusively reflect a person's spiritual condition and that no dress code is perfect. However, clothing and appearance have an influence on attitude, behavior, and schoolwork.

As in every area of our lives, clothing, and the way we wear it, should represent our desire to please God and honor Him. The following dress code is set forth in the interest of modesty as well as our desire to provide ease of interpretation, compliance, and enforcement.

It is the parents' responsibility to ensure that their students are in complete compliance with the school's dress code standards. Students who violate the dress code will be given the option to adjust their clothing, change, or even be given an alternative piece of clothing to wear for the day.

Each student will be permitted two dress code violations per quarter. Detentions will be served for the third and fourth violation. Any violation past this point will result in a meeting with the secondary principal and/or the head of school.

Boys are permitted to wear:

Pants, shorts, dress slacks, khakis, or jeans. They should be worn at the waist or just below the waist. Pants that are labeled "regular", "loose fit", "relaxed", or "baggy" are acceptable styles. A belt must be worn if pants are loose and cannot stay at the waist or just below the waist without one.

Shirts, collared shirts, dress shirts, polos, Henley button style, turtlenecks, t-shirts, sweatshirts, hoodies, or sweaters may be worn. If a student is wearing a hoodie, the hood may not be worn on the head during school hours. While writing and brand symbols can be worn, students are not allowed to wear shirts or tops with writing or symbols on them that are of a political or a divisive nature that would not be in keeping with the mission of PHCA and the unity found in Jesus Christ. Anything considered distracting or divisive will not be allowed to be worn.

Boys are not allowed to have any piercings.

Girls are permitted to wear:

Pants, shorts, dress slacks, khakis, or jeans may be worn. They should be worn at the waist or just below the waist. Pants that are labeled "regular", "loose fit", "relaxed", or "baggy" are acceptable styles. Jeans with holes may be worn, but any holes must be lower than fingertip length. Leggings and yoga pants can be worn but only with a top

that is fingertip length. Shorts and skirts may be worn but they must also be fingertip length (including slits).

Shirts, blouses, polos, turtlenecks, t-shirts, sweatshirts, hoodies, or sweaters may be worn. No crop tops or shirts that expose the midriff will be allowed. If a student is wearing a hoodie, the hood may not be worn on the head during school hours. While writing and brand symbols can be worn, students are not allowed to wear shirts or tops with writing or symbols on them that are of a political or a divisive nature that would not be in keeping with the mission of PHCA and the unity found in Jesus Christ. Anything considered distracting or divisive will not be allowed to be worn.

Moderation should be used with makeup and jewelry. Ear and nose piercings are allowed, but should be tasteful in appearance.

The following are not allowed for boys or girls:

- Oversized clothing
- Tight fitting clothing
- Tank tops or sleeveless tops
- Low-cut tops (no cleavage should be showing)
- Visible tattoos
- Undergarments should not be seen at any time
- Unnatural hair color
- House slippers (except on special designated days)
- Pajama Pants (except on special designated days)
- Hats (except on special designated days)

Special Designated Days/Events

Spirit Week: The normal dress code will be relaxed to allow clothing not normally allowed (pajama pants, hats, and slippers). Such exceptions will be clearly communicated and should never violate the overarching standard of modesty.

Special Events/Programs: For evening programs, graduation, etc., students may be asked to dress up. In that case, the coach or staff sponsor is responsible for communicating the correct dress code for each event. Girls should wear nice dresses or slacks, and dress shoes. Boys should wear nice slacks, dress shirts, and dress shoes.

Formal Wear (Courtrooming, Prom, etc.): All dresses should not be shorter than fingertip length. No undergarments should be visible. Dresses should not be low-cut, have plunging necklines, or expose the waist. Violators will receive a shawl to wear for the event and have possible additional consequences. Because of the unique formal wear available for girls, the following guidelines are set:

- Slits in the dress will be no higher than fingertip length
- No bare midriffs
- Strapless dresses are permitted
- The top of the dress must not show cleavage

Girls may bring photos of the dress before the event to assure compliance. Non-PHCA dates must abide by the same dress code. Please communicate these standards clearly to your date to avoid an embarrassing situation for them.

Plaza Heights Christian Academy reserves the right to advise and discipline any student about personal appearance that may be considered distracting or deemed inappropriate by the school administration.

Medical Guidelines

Immunizations

Every student is required to have his/her immunization record on file in the school office. All standard immunizations must be current as specified by the Missouri Department of Health or have proof of being in the process of completing them. Proof of immunization consists of a statement, certificate or record from a physician or other recognized health facility or personnel. The statement must include the type of vaccine given and the month, day and year of administration. Failure of the parent to complete the child's immunization requirements will result in the child being removed from school.

Medication

All medications should be given at home before or after school if at all possible. The first dose of any medication should be administered at home by a parent or guardian to ensure that the child has no reaction to the medication. Parents may arrange to personally administer their child's medication at school, if they desire. Prescription medication may be given at school through the office. All medications must be delivered to the school by a parent, guardian, or designated adult. At that time, a Medical Authorization Form must be completed and signed. All prescribed medication must be in a current prescription container. Upon presentation of doctor's orders, inhalers and EpiPens will be allowed to be carried by students.

Standing orders will exist for the following medications only if the parent has given consent on the Parent/Student Agreement: Pepto-Bismol, cough drops, chewable antacid tablets, antibiotic ointment, hydrocortisone lotion and sunscreen. Ibuprofen and Acetaminophen will only be given if written consent has been given on the Parent Student Agreement and the office has received verbal confirmation.

All medications not picked up by a parent/guardian within five days of notification, discontinuation of use, withdrawal from school or the last day of school will be destroyed.

Illness

When your child is ill, please do not send him/her to school. A child must be fever free for 24 hours without the use of fever reducers before returning to school. A child should be kept home if any of these symptoms are present:

- fever
- diarrhea or vomiting
- undiagnosed rash
- discharge from eyes

If a student develops any of the above symptoms while at school, a parent will be contacted to pick the child up.

Please notify the school office in case of hepatitis, meningitis, rubella, measles, lice, pink eye, COVID, or other communicable diseases. Students will not be allowed to attend classes while they are contagious.

Student Emergency/Medical Release Records

Each student must have a completed Student Emergency/Medical Release form and a copy of a current insurance card on file **before** the first day of school. Copies are kept in the school office and by the classroom teacher. The teacher takes their copy on all field trips. These forms provide us with the only means of locating you if your child has an accident or becomes ill at school. ***Therefore, it is extremely important that you keep us informed of any changes in parent/guardian phone numbers or emergency numbers.*** You can do this by calling the school office or by sending a note to school with your child.

Academic Policies

Academic Standards – It is the purpose of this school to provide a sound academic education; integrating biblical truths into the subjects taught.

The academic requirements for each grade level are developed to meet or exceed the course of study prescribed by the Missouri State Department of Education, with emphasis on a high standard of achievement. In addition to regular school tests, the Iowa Achievement Test is given in the fall, winter, and spring.

We use a variety of Christian and secular curricula. Our goal is to have students prepared for college or the work place as God leads.

Students will be challenged to do their best. If a student is doing unsatisfactory work in any subject, the parents will be notified with progress reports during the quarter, prior to issuance of report cards, and a conference with the parents may be requested.

High School Graduation Requirements – The academic requirements for graduation from Plaza Heights Christian Academy are developed to meet or exceed the course of study prescribed by the Missouri State Department of Education. Students are required to complete the prescribed four-year course of study including a total of twenty-eight units.

Curriculum Area	PHCA General Track	College Preparatory Track
Bible	4 credits	4 credits
ELA	4 credits	4 credits
Mathematics	3 credits Algebra, Geometry, 1 more	4 credits Algebra, Geometry, Algebra II, 1 more
Science	3 credits Biology, 2 other sciences	4 credits Biology, 3 other sciences
Social Science	3 credits Am Gov*, Am History, World History	3 credits Am Gov*, Am History, World History
Physical Education	1 credit	1 credit
Health	.5 credit	.5 credit
Fine Arts	1 credit	1 credit
Practical Arts	1 credit Personal Finance .5	1 credit Personal Finance .5

World Language	Optional	2 credits of the same world language
Electives	7.5 credits	3.5 credits ACT Prep .5
Total Credit requirements	28 credits	28 credits

U.S. and Missouri Constitution tests – Students must pass the U.S. Constitution test and the Missouri Constitution test in order to graduate.

A senior must fully complete the last four semesters of coursework at PHCA to be considered for Valedictorian, Salutatorian, or any other PHCA school honors based on class rank. Valedictorian and Salutatorian are honors bestowed on the top two students in the senior class by the faculty. Although primarily based on class rank, factors such as attendance, citizenship, and leadership are other considerations considered when honorees are chosen.

Student Transfer Information - A student transferring to PHCA from another school must meet the graduation requirements of PHCA to be eligible for a PHCA diploma. A senior, at minimum, must successfully complete the entire last semester to receive a diploma from PHCA. The Administrator will have the authority to review exceptions and approve or deny the request for a diploma. Students must still meet minimum Missouri requirements.

Provisions for transfer students as it relates to Bible credits – transfer students who are deficient in Bible requirements may request to substitute other course work as an alternative for the Bible requirement. An administrator will have the authority to approve or deny this request.

Graduation Fee – All Seniors will be required to pay a graduation fee of \$100. This fee offsets the cost of mailing and processing transcripts, graduation programs, speaker honorariums and other costs associated with graduation.

Community Service Requirement for Graduation – We at Plaza Heights Christian Academy want to instill in our students a desire to give of their time, talent, and treasure to others. The scripture is full of stories of Jesus taking the time to help and minister to the sick, the poor, and the needy. Often, those that He helped would respond to the message of the gospel as a result of their physical needs being met.

Some of the goals of the community service requirement:

- to get students focus off themselves and onto others (Philippians 2:3)
- to show students that they can make a difference regardless of their age (I Timothy 4:12)
- to be examples to other believers and younger students (I Timothy 4:12)
- to instill an attitude of service (Mark 9:35)
- to give students opportunities to put their faith into action (James 2:17-18)

Community service includes:

- Any work or service done for someone that is not a family member or for a business or ministry a family member does not own.
- Any work or service completed for which nothing is given or exchanged in return for the work will be included in the total.

Students may receive volunteer hours from their own church, community organizations, or from the school. It is hoped that each student would go outside of his/her “comfort zone” and offer help to those he/she normally wouldn’t.

How to get community service hours:

There are a lot of ways to get hours. Volunteer at local shelters, hospitals, nursing homes, preschools, elementary schools, or churches. Work at your church’s VBS, in the nursery, at a children’s camp, in the kitchen, on a work day, to name a few. Volunteer at PHCA’s fireworks tent, in the library, tutoring younger children, in the before- or after-school programs, on a work day, at the PTF carnival, or any other staff-approved event.

Talk to your parents, teachers, Youth Pastor, Sunday School teacher, and other adults for ideas to serve. Most will be interested to help you find a way to serve.

To receive credit for completed community service:

Work or service must be documented in the service log of the student’s profile in Blackbaud by an adult that is not a relative of the student, and should include the name, contact information, work or service performed, and the time served. Forms are available in the school office.

PHCA requirements are:

- Freshman year – 15 documented hours
- Sophomore year – 15 documented hours
- Junior year – 15 documented hours
- Senior year – 15 documented hours

It is up to the individual student to provide the documentation for service completed. All community service must be completed by May 1st of the student’s senior year.

Homework – Homework is an assigned school activity that is to be completed out of class. It is designed to stimulate initiative and responsibility, aid in self-direction, develop independence and reinforce learning. It should help the student utilize the resources of his/her home and his/her community, such as the library. Homework can be given any day of the week, but special consideration will be given to having no homework on Wednesday night due to church actives.

Homework serves one of several purposes:

- **Practice.** Students may be given homework to provide them with extra practice on some skill which was introduced in class. Students should be somewhat familiar with the skills and should be able to complete the assignments with little or no outside help. If the student is consistently not able to do practice homework with little or no help, contact the teacher.
- **Preparation or Elaboration.** Students may be assigned homework which prepares them for content which is to be covered in class (for example, reading a chapter in the textbook before it is discussed). They may also be given assignments which have them elaborate or expand on material taught in class (for example, a written assignment which explains some application of a concept taught in class).
- **Long Term Projects.** Examples of these would be research papers or class presentations. Students should budget their use of time by setting intermediate deadlines, and by working regularly on the project (instead of waiting until a day or two before the deadline). When a student is absent, it is the student's responsibility to call someone in the classes in order to get homework assignments. Please do not call the school and ask the office staff to gather the homework assignments. That means the office staff and the teachers must take class time to write up homework assignments for each individual who calls at any time during the day. This is very time-consuming and could cause many interruptions of class during the day. Assignments are available on Sycamore and can easily be retrieved from there. Further information may be received by contacting responsible students in the various classes.

Honor Roll

For a student to qualify for honor roll in grades 3-5 or 6-12, he/she must have a Grade Point Average of at least 3.0. To qualify for the Administrator's Honor Roll, the student must have all A's.

Grading Scale

The grading scale will be as follows:

		GPA
90 – 100%	A	4.0
80 – 89%	B	3.0
70 – 79%	C	2.0
60 – 69%	D	1.0

59% and below	F	0.0
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**AP/Dual
Enrollment**

90 – 100%	A	5.0
80 – 89%	B	4.0
70 – 79%	C	3.0
60 – 69%	D	2.0
59% and below	F	0.0

Report Cards – Classes are set up on an eighteen-week grading period. The first quarter grade card is a progress report of where the student is after nine weeks, but the semester is cumulative for secondary students (the second quarter grade IS the semester grade). The semester grades become part of the student’s official transcript. Final report cards will be mailed the week following the end of the grading period.

Conferences – Parent/Teacher conferences will be arranged as needed. Please feel free to contact your student’s teacher(s) at any time you have a concern. We will be happy to arrange a meeting with all their teachers at any point in the school year. Teachers should return emails or phone messages within 24 hours.

Scheduling Hardships – We value our academic program at PHCA and work diligently to create a program that focuses on student culture and success. Because of this, we encourage students to take courses that we offer when we offer them in order to experience our educators and the entire classroom experience.

Therefore, **unless a scheduling hardship occurs**, students will be expected to take courses as they are offered each year on the schedule. More specifically, courses such as PE need to be taken in the time they are offered as participation in sports programs does not count as a PE credit. Along the same lines, Bible electives will count as electives and not as a Bible credit; students will still be required to take a Bible course each year unless unavoidable scheduling conflicts exist.

Enrollment in summer classes through PHCA is also based on scheduling hardships. Students should not plan to take summer classes through PHCA unless they cannot fit the course into their schedule next year. Should students take summer courses, there will be an additional fee applicable.

Scheduling hardships, such as enrollment in other academic/employment programs, conflict of the times certain courses is offered, etc. will be taken into consideration, but students will need to get permission from parents, the counselor, and administration in order for these scheduling allowances to be made.

Computer Usage Policy

Plaza Heights Christian Academy provides computer resources to enhance the educational experiences of its students. Student use of computers is a privilege and not a right. Students are expected to exercise their privilege to use these resources in a manner consistent with the mission of the school and existing school policies. This policy is intended to promote responsible and ethical use of the network resources generously provided by PHCA.

Computer Use

- Using the internet for any reason may only be done with a teacher's permission.
- Students are to treat the computers and all components with respect and care.
- The Parent/Student Agreement must be signed as evidence that the student and parent, guardian or custodian have read, understand, and will honor this policy.
- All student computer and network files are subject to review by the administration.
- With respect to any of its computers with internet access, the school will monitor the online activities of students and employ technology protection measures during the use of any such computers.

Network Use

- Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a course of study may be run, as required, for that course of study's requirements, with teacher supervision.
- It is the student's responsibility to maintain the security of his/her password and User-ID. Students are not allowed to lend their User-ID's to other students. User-ID's are personal storage space. If a student does share his/her personal User-ID, then he/she is deemed to have accepted the responsibility for someone else's behavior.
- Students are not to unplug or change any computer device or network connections.
- Students are not to change any display screen settings or any program's toolbars or settings.
- Students are to advise their teacher when a computer malfunctions in any way. The teacher will notify the technical support staff so that the computer can be repaired.

Software

- Students may not download programs from the Internet nor may they copy a program from any storage media. Students may not install or delete programs on the school's computers. A teacher may authorize the copying of student-created work to a storage media device.
- Copying of any software, network or otherwise, is against the law and is strictly prohibited. The "Fair Use" clause gives students leniency for using some pictures, graphics, text, etc. *for academic purposes only*, and the student's teacher will instruct him/her about the use of this clause when necessary.

Unacceptable Usage

- Students will not engage in non-academic usage of the computer system. Accessing chat rooms, instant messaging, blogs, personal websites, e-mail sites or any site not specific to an assignment or project is strictly forbidden.
- Students will not use the school system or any school computer (Chrome Books or PC's) to post private or personal information about another person or themselves.
- Students will not attempt to bypass or disable the school's filtering system.
- Students are not allowed to erase the history associated with their log in when using school computers.
- Videos or photos taken by students at school or any school related event may not be posted to a public website without the explicit permission from the administration.
- Students will be held accountable for information posted on the internet, from any location, about themselves or others. Consequences will be based on the content of the postings. Law enforcement may be contacted as well.

Additional Consequences of Misuse of Computer Resources

- Any damage caused to any machine (Chrome Books or PC's) by a student will be billed to the student's family.
- Violations of the principles or practices described in this policy will result in disciplinary action, which may include, but is not limited to, loss of computer privileges, detention, probation, suspension, expulsion, or referral to the proper authorities.

Conduct and Discipline

PHCA believes that the purpose of discipline is to help bring students to maturity in Christ, so they will learn to exercise self-discipline in all areas of life. "For those whom the Lord loves, He disciplines." (Hebrews 12:6). God's Word makes continued reference to the necessity for and importance of discipline.

Growth in godliness can never happen when one is in a state of resistance and antagonism to the authority God has placed over them. Since this school bears the name of Christ, a high standard of conduct is expected of staff and students alike.

Parents are expected to support and uphold school discipline policies, realizing that without this cooperation and confirmation from the parents, a double standard exists between the home and school that could be detrimental to the student's development and could call into question his/her continued enrollment.

Those policies which are based on *moral issues* are applicable to our students at all times, whether on or off campus, both during the school year and holidays/summer vacation. This is essential because the testimony of Plaza Heights is a compilation of moral and Biblical standards actively supported by the student body, staff,

administration, and school board. Discipline consequences for violations of such standards may be the same as those imposed for on-campus violations. Please remember that attendance at Plaza Heights Christian Academy is a privilege and not a right. This privilege may be forfeited by any student whose conduct, attitudes, or lack of progress, in the opinion of the administration, make it inadvisable for that student to remain in the school.

The Biblical and philosophical goal of PHCA is to develop students into mature, Christlike individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at, PHCA all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, PHCA retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13; Romans 1:27).

The following are descriptions of prohibited conduct and potential consequences for violations. Administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and board policy.

Academic Dishonesty – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

Arson – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

First Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Bullying and Cyberbullying – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Dishonesty – Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, or 1-180 days out-of-school suspension.

Disrespectful or Disruptive Conduct or Speech – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs/Alcohol

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalant, counterfeit drug, or imitation controlled substance, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion.

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Care for or Return School Property – Loss of, failure to return, or damage to school property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Harassment, including Sexual Harassment

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Hazing – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing can occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by school staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Nuisance Items – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection – Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material

– Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by school staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity – Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Technology Misconduct

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use school technology to connect to other systems in evasion of the physical limitations of the remote system; copy school files without authorization; interfere with the ability of others to utilize school technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using school technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a school-sponsored class or activity, or otherwise permitted by the building principal.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco – Possession, use, sale, purchase or distribution of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, on school property, on school transportation or at any school activity.

First Offense: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension.

Subsequent Offense: Confiscation of prohibited product. In-school suspension, or 1-180 days out-of-school suspension or expulsion.

Truancy or Tardiness – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension, and removal from extracurricular activities.

Unauthorized Entry – Entering or assisting any other person to enter the school, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter the school facility through an unauthorized entrance; assisting unauthorized persons to enter the school facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Vandalism – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons

1. Possession or use of any weapon.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm or any instrument or device defined as a dangerous weapon.

First Offense: One calendar year suspension or expulsion, unless modified by the board upon recommendation by the Head of School or expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

Mitigating Circumstances:

Occasionally, mitigating circumstances may influence a disciplinary decision. Factors worthy of consideration include, but are not limited to, prior record, intent, provocation, and attitude.

Therefore, the administration reserves the right to make decisions regarding discipline in situations that are not covered in this handbook.

Athletics and Other Extra-Curricular Activities:

School disciplinary actions may also affect participation in school athletic activities and/or other school- sponsored extra-curricular activities. Such determinations are at the discretion of the school administration, the athletic director, the coach, and/or the club sponsor. (See Athletic Handbook)

Behavioral Probation:

A student shall be placed on behavioral probation at initial admission to the school, upon receiving a second referral, or at the discretion of the Administrator. The probationary period shall be the remainder of the current quarter and all of the next quarter. If the student does not receive another referral during that time, he/she shall be recommended

for removal from probationary status. If the student does receive another referral during the time on probation, he/she shall remain on behavioral probation for an additional quarter. After the second full quarter on behavioral probation, students who do not meet the terms of probation may be asked to withdraw from the school.

A conference will be held with the student, the parents, a school, to discuss the terms of probation and to work out a plan of action for the student.

Students on probation shall meet weekly with his/her assigned counselor for the purpose of working on behavior problems in a counseling situation. Failure to meet with the counselor as scheduled shall be grounds for further referrals.

A probationary period gives an undisciplined student the opportunity to improve. It also gives opportunity to counsel, review, and take specific action with a student during and at the end of the probationary period.

Students may have other terms of probation, which are spelled out in the individual probation contract with the student. These terms would supersede any conflicting procedures spelled out above.

Students on probation are ineligible to run for or hold student office while on probation.

Search and Seizure:

To maintain order and discipline in the school and to protect the safety and welfare of students and personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches:

- A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- If a pat down or a more intrusive search of a student's person is needed, it will be conducted by a law enforcement officer.

Automobile Searches:

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobile on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion

to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials:

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Positive Behavior Intervention Supports:

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student-specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or curriculum. It is a team-based process for systemic problem-solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

At PHCA, we have adopted a unified set of expectations in all settings of the school. These expectations define what behaviors we expect in our school. You will see these expectations posted throughout the school and students will be learning them during the first weeks of school. Our expectations, found in every classroom and non-classroom setting in the school, are as follows:

- Be respectful
- Be Responsible
- Be Ready

Within these, we define what each expectation looks like in all settings of the school. As a part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students on the expectations in a positive manner we do the following when teaching academics and behaviors:

- Constantly teach and refer to our school-wide expectations
- Provide students with more praise than correction.
- Talk to students with respect using a positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for positives first and provide positive, immediate, frequent, and explicit feedback.

One of the ways we will bring the positive behaviors we want to see into the school is through a rewards system we call Lion Bucks. When a teacher or staff member sees a student going above and beyond in representing our expectations of being Respectful,

Responsible, or Ready they will give the student a Lion Buck. These Lion Bucks can be used at our School Store once a month to purchase a reward for their exemplary behavior. There will be different rewards for every grade level Pre-K-12th grade. The rewards range from \$5 Lion Bucks for things like pencils, silly bands, and more to \$100 Lion Bucks for Recess with a principal or pie in the face for a Teacher or Admin.

Extra-Curricular Activities

Extra-curricular activities are something that we encourage all students to take part in. We offer a variety of after-school clubs, sports, and social events to round out the educational experience at PHCA. All extra-curricular activities are school functions; therefore, all school rules apply to the event. Any consequences for behavior that may be assigned at school may also be assigned at any school function.

A faculty member must sponsor any club or organization that has affiliation with the school. If a parent or group of parents wishes to start a club or activity and attach it to the school, permission must be obtained from the Administrator. All fundraising activities that clubs or sports teams may wish to participate in must be approved by the Administrator.

Student Council

Student Council will be comprised of representatives from 6th-12th grade. To be considered eligible to run for Student Council, a student must obtain a recommendation letter from a teacher and have the signature of the Administrator. A student must also have at least a 2.5 GPA in the previous semester to be considered as a candidate for Student Council. Those fulfilling the requirements will be placed on a ballot to be voted on by the student body. Students elected will serve a term of one year. Students need to maintain the 2.5 GPA for second semester eligibility. Students may be removed from Student Council because of behavioral issues.

Before/After-School Clubs

Participation in any before-/after-school club is open to any student interested in the mission and/or objective of that club. A small fee is possible depending on the club. A faculty member must sponsor any club or organization that has affiliation with the school. If a parent or group of parents wishes to start a club or activity and attach it to the school, permission must be obtained from the administrator.

Social Events

Any event run by the school is subject to school policy and rules. Students must attend school for at least four hours of the day to participate in any evening activity.

Elementary Sports

Elementary sports participation is open to all students in 5th grade and up. There is a fee associated with elementary sports. It is the responsibility of parents or guardians to make sure their children are keeping up in the classroom during a sports season.