



# **PARKWAY**

## **CHRISTIAN ACADEMY**

### **2023-2024**

### **Parent / Student Handbook**

### **PreK 3 & 4 through 6<sup>th</sup> Grade**

**Ephesians 6 : 10-11a**

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**Committed to developing the whole student in an authentic Christian walk with Christ.**

**Stand On...**  
**Stand Up...**  
**Stand Out...**

## **WELCOME TO PWCA!**

*Founded as a ministry of Parkway Church, **Parkway Christian Academy** seeks to provide a quality, Christ-centered, educational experience. **It is our goal to work with parents to support both the spiritual and academic growth of our children as we develop them to love Christ with their heart, soul, mind, and strength and walk with Him in every aspect of their lives.** We believe that the Bible is inerrant and authoritative and that no academic truth can rightly be in conflict with God's Word. This guiding principle is the cornerstone for all aspects of our school. Our desire is to guide students to know Christ as their Lord and Savior, to grow in their faith, and to develop servant hearts as we academically equip them to become productive adults in our society. This is achieved through Biblical instruction, through providing opportunities to serve the local community and beyond, as well as through providing an academically substantive curriculum based upon a Biblical Worldview. Our administration, faculty, and staff are committed to the spiritual, intellectual, physical, and social growth of the students we serve. In partnership with families, we take seriously our responsibility to mold and equip these students to use the knowledge, skills, and abilities necessary for them to become life-long learners and to reach their God-given potential. At PWCA, students receive a solid spiritual and academic foundation upon which to STAND, with Jesus Christ as the cornerstone, in every subject area studied.*

*"Therefore, my dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain." 1 Corinthians 15:58*

*PWCA teaches students to -*

*STAND ON the Word of God – developing a Biblical Worldview by measuring everything against God's standard;*

*"Now, brothers, I want to remind you of the gospel I preached to you, which you received and on which you have taken your stand." 1 Corinthians 15:1*

*STAND UP for what they believe – knowing what they believe and having the ability to defend their faith;*

*"But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect," 1 Peter 3:15*

*STAND OUT in their actions, attitudes, and academics – seeking the will of God for their lives and their future while being challenged to reach their highest potential.*

*"Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is - his good, pleasing and perfect will." Romans 12:2*

*We are dedicated to remaining unchanged to our commitment to Christ in a changing world.*

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## ABOUT PWCA

### Vision Statement

PWCA is committed to developing students who love Christ with their heart, soul, mind, and strength and walk with Him in every aspect of their lives.

### Mission Statement and Motto

PWCA teaches students to -

STAND ON the Word of God

STAND UP for what they believe

STAND OUT in their actions, attitudes, and academics

We are dedicated to remaining unchanged to our commitment to Christ in a changing world.

### Goals

#### To provide an academically challenging education.

PWCA will:

- Promote solid academic standards by instilling initiative, a good work ethic, and reliance on God.
- Prepare students in all academic disciplines, ensuring students are proficient in reading, writing, speaking, and listening.
- Nurture a sense of responsibility in academic studies.
- Foster intellectual inquiry, utilizing skills to question, solve problems, and make wise decisions.
- Demonstrate how to utilize resources, including technology, to find, analyze, and evaluate information in a discerning way.
- Encourage lifelong learning.
- Prepare students to further their education, seeking God's will for their lives.

#### To equip students to make decisions based on Biblical truth.

PWCA will lead students to:

- Come to know and follow Jesus Christ.
- Understand the essential doctrines of the Christian faith through daily Bible classes, chapel services and prayer time
- Develop and demonstrate Christian character by knowing and applying God's word in everyday life.
- Be equipped to effectively and boldly articulate, share and defend their Biblical worldview and Christian faith.

#### To develop the whole child by providing ancillary classes and enrichment opportunities.

PWCA will:

- Promote healthy habits and physical fitness, teaching students to treat their bodies as the Temple of God.
- Support the fine arts to develop creativity.
- Provide instruction in the Spanish language and culture.
- Teach respect and how to appropriately relate, with integrity, to the people with whom students work, play, and interact.

#### To instill a servant's heart

PWCA staff and students will:

- Exemplify Christian living and service by seeking opportunities to help and serve others.
- Positively promote PWCA to the local community
- Provide opportunities for participation in family-centered and community events

#### To teach students to access and utilize technology in a Christ-honoring way

PWCA will

- Acquire age-appropriate technology for students to utilize as a learning tool
- Instruct students in the use of learning software for core curriculum reinforcement
- Prepare students for the use of technology by teaching them keyboarding, internet navigation and safety skills, and digital citizenship

#### To provide a safe learning environment for all students

- Social-Emotional Learning:
  - Self-Awareness
  - Social Awareness
  - Self-Management
  - Relationship Skills
  - Responsible Decision-Making
- Provide appropriate training for students
- Provide appropriate training and tools for teachers
- Provide academic engagement access for parents

## Statement of Faith

We believe:

- In the one and only true God who eternally exists and is manifested in three persons: God the Father, God the Son, and God the Holy Spirit. He created the universe and everything in it and maintains sovereignty over all things. (Gen. 1:1; John 10:30; I John 5:4-6)
- That Jesus is the Christ, the Son of the living God. He is the promised Messiah sent for the salvation of all who will believe on Him and trust in Him. He is the fullness of God manifested in bodily form; the image of the invisible God. (John 1:41; John 4:25; Col. 1:18-20)
- Jesus was God incarnate; born of a virgin according to Scripture; lived a sinless life; died for our sins as a substitutionary sacrifice for us; rose from the grave on the third day in victory over death; ascended back to the Father and is now our High Priest, Advocate, and is ever interceding on our behalf. (John 3:16; Luke 1:34-35; Luke 24:36-43; Acts 1:9-11; I Cor. 15:3-4; I Peter 2:21-24)
- Jesus is the Head of the body, the church, and at the appointed time will call His church out of this world; will come again to this world to establish His millennial reign, and to ultimately judge all the world and establish His eternal Kingdom. (John 14: 1-3; Acts 1:11; I Thes. 4: 16-17)
- In the eternal person of the Holy Spirit, the third part of the Godhead, who is working in the world today to reveal the fullness of Christ; to convict sinners of sin; regenerating and sanctifying and sealing them forever to the Father. (John 16: 7-8; I Cor. 3:16)
- That the Bible is the pure, true, infallible, inerrant, and inspired word of God given through the direction of the Holy Spirit, through the prophets as our instruction book for life. (II Tim. 3:16-17)
- That salvation comes from each individual recognizing that he/she is a sinner by nature; recognizing that he/she cannot justify himself/herself by his/her own works; that each person must receive the shedding of Jesus' blood on the cross and in repentance, ask God for forgiveness; making Him Lord of their life; and having received Him, they are spiritually saved or "born again" and are indwelt by the Holy Spirit; therefore, they became a child of God and a forever member of the family of God for time and eternity. (John 3:16; Rom. 3:23-25; Rom. 10:9-10)
- That heaven is the place of eternal blessedness for the saved and that hell is the place for eternal conscious punishment for the unbelievers. (John 5:28-29; Rev. 20: 11-15; Matt. 25: 32-46)
- That the New Testament Church is a group of "born again," baptized believers in Jesus Christ, who voluntarily and regularly meet together for worship, discipleship, fellowship, ministry and evangelism. (I Cor. 12:12-14; 20, 27; Eph. 5:23; Col. 1:18)

## Affiliations and Memberships

Parkway Christian Academy (K-6) is Fully Accredited by the International Christian Accreditation Association (ICAA) and Cognia. PWCA (PreK-6) is also a member of the Association of Christian Schools International (ACSI).

PWCA is also currently operating under the jurisdiction of the Texas Department of Protective and Regulatory Services, Licensing Division. A copy of the minimum standards is available for review in the school office. Copies are also available on the PRS (Protective and Regulatory Services) website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or may be requested from the local day-care licensing office at 713-940-3009. Parents may contact the agencies listed above for further information. In addition, the most recent copies of the following items are available for review in the school office: Department of Family and Protective Services Inspection Report; Documentation of Liability Insurance; Fire Marshal's Inspection Report; Health Department's Sanitation Inspection Report; and Gas Pipe Inspection Report.



## Academy Ministry Team

PWCA operates as an independent Texas non-profit corporation and as a ministry of Parkway Church—Pearland, Texas. It is governed by the Academy Ministry Team (AMT) which is comprised of a group of dedicated Parkway Church members whose purpose is fourfold:

- To oversee the school's mission;
- To ensure its financial health;
- To act in a visionary and advisory capacity in establishing and enforcing school policy;
- To provide a quality system for offering a Biblically-based education.

The elected and/or appointed members meet monthly, or as needed, in conjunction with the school administration, to deliberate on school issues. They assist the school administrator in a resource and advisory capacity in establishing and enforcing school policies. The administrator directs the operation of the school. The Senior Pastor, as head of the church, is the final authority for the school. Board meetings are generally not open to public attendance; however, individuals desiring to make a presentation to the AMT should contact the Board president, other board member, or school administrator to request time to speak at the next scheduled meeting. Requests to speak must be made no later than one week prior to the meeting and must include the topic(s) to be presented.

## ADMISSIONS POLICIES AND PROCEDURES

### Policy of Non-Discrimination

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

### Enrollment

In adherence with our Non-Discrimination Policy, PWCA considers all individuals who possess the qualifications necessary to be productive and disciplined students; however, we do not have the facilities or staff necessary to provide a successful educational experience for students with special needs, including academic deficiencies, behavioral problems, and emotional disturbances. In the best interest of these students, we cannot consider them for admission.

To maintain a community consistent with its beliefs regarding personal conduct and lifestyle, the school reserves the right to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within the home or the activities of the student are counter to or in opposition to the Biblical lifestyle the school teaches. This includes, but is not limited to, participating, supporting, or condoning sexual immorality, homosexuality, bisexuality, or transgender identity and/or being unable to support the moral principles of the school. (See Romans 1:21-28; 1 Cor. 6:9-20)

The school administration will make final admission decisions upon completion and submission of required documents. Students with academic, social and/or discipline problems, including unsatisfactory conduct grades, may not be considered for enrollment. For students enrolling in 1<sup>st</sup> – 6<sup>th</sup> grade, standardized test scores must be at grade level or above in order to be considered for admission. All pre-school students must be toilet-trained to be considered for enrollment. Student age on September 1<sup>st</sup> of the Academic Year is used to meet the age-eligibility requirement for programs. (To enter PreK-3 the student must be 3 years old, to enter PreK-4 the student must be 4 years old, to enter Kindergarten the student must be 5 years old, and to enter 1<sup>st</sup> grade the student must be 6 years old before September 1 of the school year.)

### Registration

During the month of February, re-registration for current students and the application process for new students are conducted. Priority for registration is according to the following guidelines:

- 1) Students currently enrolled at PWCA and children of PWC members in good standing, *provided they are in compliance with academic, financial, disciplinary, and school policies and if registered by the last day of the registration period for returning students.*
- 2) Children of PWCA faculty/staff or PWC staff
- 3) Siblings of current PWCA students
- 4) Children of ministers/pastors of other Evangelical churches
- 5) Previous PWCA students/families
- 6) All other new students

Returning students are students currently enrolled at PWCA who are applying for admission for the following school year. In order to register for the upcoming year, returning students must meet the following requirements:

- 1) All re-registration forms and fees must be completed and submitted on time.
- 2) A current immunization record must be on file in clinic.
- 3) Re-registering students must be in compliance with academic, discipline, and school policies. No student with a delinquent financial account shall be re-enrolled.
- 4) If a student is readmitted with a record of disciplinary problems, he/she will be placed on probation subject to re-evaluation at the end of each grading period.

The school regularly reviews student records to ensure that sufficient academic progress has been achieved in order to qualify for advancement to the next grade level. For any student making less than expected progress, a meeting will be scheduled with the parent(s), teacher(s) and an administrator in an effort to determine an appropriate course of action. New students entering PWCA in Kindergarten or above will be required to take an entrance exam for determination of mastery of appropriate grade level content.

### **Application Process for New Students**

All applications and enrollments are to be completed online and submitted through our RenWeb system. (Website: Admissions) Tours may be arranged by calling the school. The Application Packet must be completed with all attachments, including the non-refundable registration fee. Submission of materials does not guarantee acceptance. The admission procedure for new students is as follows:

Parents submit the completed application forms, the non-refundable registration fee and the following documents:

- 1) A copy of the student's current report card, along with transcripts or report cards for previous two school years (1<sup>st</sup> – 6<sup>th</sup> grades).
- 2) Standardized tests scores taken within the past 12 months for 1<sup>st</sup> - 6<sup>th</sup> grade students (exceptions may be made at the Principal's discretion). Standardized test scores are expected to be at grade level or above.
- 3) A copy of the student's state birth certificate.
- 4) A copy of the student's current immunization record with month/date/year noted per immunization given.
- 5) A Physician's Statement stating that the child has been seen within the past year and is in good health.

An interview with the parents/guardians (and with the student for grades PreK3-6<sup>th</sup>) is required for all students entering PWCA. Additionally:

Students are required to take a placement test before final determination of acceptance into Kindergarten - 6<sup>th</sup> grade.

Students must be in good standing with their previous school.

Students without school records (report card, permanent school records stating grades and grade level, standardized test scores, and withdrawal form, when appropriate) may not be considered for enrollment in PWCA. Students coming from a home school program must submit standardized test scores indicating on-grade level competency, course grades, and a detailed description of curriculum.

### **Immunizations**

Before a child may attend classes at PWCA, the Record of Immunization form must be completed and validated by a physician or public health clinic. Once enrolled, this information must be kept current. Immunization records must be current according to the recommended schedule for routine immunizations in the Texas Department of Health guidelines at the time a student is admitted. All records must be validated by a physician or public health clinic. A student will not be allowed to attend classes without current immunization records on file.

PWCA does not require its employees to show proof of immunizations for vaccine-preventable diseases.

**Students (new and returning) who do not have current immunization records on file will not be permitted to attend class.**

### **Texas Minimum State Vaccine Requirements - Updated**

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Human Resources Code, Chapter 42.

## Exemptions

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com) under "School & Child-Care." The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses <sup>1</sup>	3 Doses <sup>2</sup>			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	2 Doses <sup>3</sup>

<sup>1</sup> A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level												Notes	
	Grades K - 6th						Grade 7th	Grades 8th - 12th						
	K	1	2	3	4	5	6	7	8	9	10	11		12
Diphtheria/Tetanus/Pertussis <sup>1</sup> (DTaP/DTP/DT/Td/Tdap)	5 doses or 4 doses						3 dose primary series and 1 Tdap / Td booster <i>within the last 5 years</i>		3 dose primary series and 1 Tdap / Td booster <i>within the last 10 years</i>				For K – 6 <sup>th</sup> grade: 5 doses of diphtheria-tetanus-pertussis vaccine have been received on or after the 4 <sup>th</sup> birthday. However, 4 doses meet the requirement if the 4 <sup>th</sup> dose was received on or after the 4 <sup>th</sup> birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4 <sup>th</sup> birthday. For 7 <sup>th</sup> grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. For 8 <sup>th</sup> – 12 <sup>th</sup> grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.	
Polio <sup>1</sup>	4 doses or 3 doses												For K – 12 <sup>th</sup> grade: 4 doses of polio; 1 dose must be received on or after the 4 <sup>th</sup> birthday. However, 3 doses meet the requirement if the 3 <sup>rd</sup> dose was received on or after the 4 <sup>th</sup> birthday.	
Measles, Mumps, and Rubella <sup>1, 2</sup> (MMR)	2 doses												For K – 12 <sup>th</sup> grade: 2 doses are required, with the 1 <sup>st</sup> dose on or before the 1 <sup>st</sup> birthday. Students vaccinated prior to 2009 with 2 doses of measles and one dose each of rubella and mumps satisfy this requirement.	
Hepatitis B <sup>2</sup>	3 doses												For students aged 11 – 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax <sup>®</sup> ) was received. Dosage (10mcg /1.0 mL) and type of vaccine (Recombivax <sup>®</sup> ) must be clearly documented. If Recombivax <sup>®</sup> was not the vaccine received, a 3-dose series is required.	
Varicella <sup>1, 2, 3</sup>	2 doses												The 1 <sup>st</sup> dose of varicella must be received on or after the 1 <sup>st</sup> birthday. For K – 12 <sup>th</sup> grade: 2 doses are required.	
Meningococcal <sup>1</sup> (MCV4)							1 dose		For 7 <sup>th</sup> – 12 <sup>th</sup> grade, 1 dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11 <sup>th</sup> birthday. <b>Note:</b> If a student received the vaccine at 10 years of age, this will satisfy the requirement.					
Hepatitis A <sup>1, 2</sup>	2 doses												The 1st dose of hepatitis A must be received on or after the 1 <sup>st</sup> birthday. For K – 8 <sup>th</sup> grade: 2 doses are required.	

**NOTE:** Shaded area indicates that the vaccine is not required for the respective age group.

<sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup> Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

<sup>3</sup> Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

## Physical Examinations

Physical examinations must be current at the time a student is admitted. In order to meet the health requirements established by the Texas Department of Health and Human Services, PWCA requires either a written statement from a licensed physician or a form or written statement from a health service or clinic.

For all new students, if an appointment cannot be made within one week of submitting application, parents must provide written verification of the scheduled appointment date, physician's name, and telephone number. Following the appointment, the school must be provided with the required medical statement. The school reserves the right to request additional physical examinations as it deems necessary and appropriate.

## Notification of Acceptance

Upon satisfactory completion of all steps of the admissions process, applications are submitted for final approval/disapproval. All students will be considered based on past academic performance, admissions and other test scores, previous school recommendations, interview, date of application, application information, past conduct/behavior, and school attendance.

Letters of Acceptance/Non-Acceptance are sent to all applicants in a timely manner. **Please note that all newly accepted students are admitted under probationary status for the first semester of their attendance at PWCA.** A grade-level or class-level adjustment may need to be made if the student is not performing at grade-level expectations (academically, socially, and/or behaviorally).

## Class Placement Policy

It is the express responsibility of the School Principal to assign students to class/teacher rosters. The process of assignment is one that strives to strike a balance of students within the class by prayerfully considering many factors,

including but not limited to academic ability, specific needs, birth order, girl/boy ratio, teacher recommendations and parent request. The usage of these factors provides for an equitable balance of needs, abilities, and relationships in the class and does not imply special privilege for any group. Parents are asked to support the Principal in this process by making class assignments a matter of prayer, asking God to guide the Principal in placing each child in the class where he/she can function and develop most effectively.

## ATTENDANCE POLICIES AND PROCEDURES

### School Hours

<u>Pre-K 3</u>	<u>Pre-K4</u>	<u>Kindergarten – 6<sup>th</sup> Grade</u>
8:20 – 3:45 M – F	8:20 – 3:45 M – F	8:20 – 3:45 M – F
8:20 – 3:45 M /W/F	8:20 – 3:45 M/W/F	
8:20 – 3:45 T/Th	8:20 – 3:45 T/Th	

Early Morning Care is available from 7:00 a.m. until 8:10 a.m. and After School Care is available from 3:45 p.m. until 6:00 p.m. Students dropped off after 7:45 am will not be charged for Early Morning Care. Rates and fees for these supplementary programs can be found on the Application for Admission and in the General Policies and Information section of this Handbook.

### Attendance Requirements

PWCA has a legal and ethical responsibility to require the faithful attendance of all enrolled students. Consistency in school attendance is vital to academic success, and excessive and/or unexcused absences can have a detrimental effect on student progress. Satisfactory attendance **must** be maintained in order to be considered for promotion to the next grade. Our school cooperates with the state of Texas in enforcing compulsory attendance statutes.

**Compulsory School Attendance:** “Every child in the state who is as much as six years of age, or who is less than six years and has previously enrolled in first grade, and who has not completed the academic year in which his 19<sup>th</sup> birthday occurred shall be required to attend school each school day for the entire period the program of instruction is provided.” Texas Education Code 25.085 (Note: State law requires children to attend school each day that instruction is provided. The law applies to children ages 6–19. If you voluntarily enroll your child in prekindergarten or kindergarten before age 6, school attendance laws apply to your child.)

Parkway requires that all students be in attendance for at least 90% of the days during each semester in order to receive academic credit. Students in attendance for fewer than 90% of the days in a semester will not be given credit for the class unless the excessive absences are the result of verifiable extenuating circumstances. In addition, the parents of students missing more than 10% of the scheduled class days during any one semester will be required to direct a written explanation to the Administration. This correspondence should include a valid explanation for the excessive absences, a petition for the student to receive credit for the semester in question, and a written physician's excuse.

### Absenteeism

If a student is absent from school, we ask that the school office be notified by 8:30 a.m. on the morning of the absence (unless the absence has been previously arranged--<see corresponding section below>). When a student has been absent two (2) consecutive days without notice, the teacher(s) will contact the parents/guardians. If a student is absent more than five (5) consecutive days, a written doctor's excuse is required. Parents of students with chronic and/or recurring medical problems that do not require medical attention with each incidence should inform the school at the beginning of the school year regarding the situation.

**On the day they return to school**, all students must provide the teacher(s) with a valid written excuse for each absence. Please include the student's full name, date(s) of absence, and reason for absence, as well as the parent's signature. PWCA recognizes three (3) types of absences:

**Excused absence:** This is defined as an absence from school due to:

- personal illness;
- medical appointments;
- serious illness, injury or death in the immediate family (parents, grandparents, brothers, sisters, aunts, uncles); or
- weather or road conditions making travel dangerous.

Such an absence is considered excused if a written excuse is provided on the day the student returns to school. The excuse should contain the information stated in the above paragraph. **Excused absences do count against perfect attendance.**

**Unexcused absence:** This is defined as an absence from school that does not follow the accepted guidelines for excused absence. All work and zeros, due to absences, will be made up and credit will be given accordingly. Students who are out of class for any length of time without the teacher's permission or without following the proper check-out procedures (refer to Sign-In/Sign-Out section below) will be subject to disciplinary action. Any anticipated absences not cleared in advance will be counted as unexcused. **Excessive unexcused absences may result in dismissal from school.**

**Pre-arranged absence:** This is defined as an absence from school in which the parent knows in advance that the student will miss school, including family trips, church activities, etc. In this case, parents must notify the school in writing at least one (1) week in advance of the date(s) to be missed so that **the teacher(s) and administrator may have sufficient time to evaluate the request.**

If the absence is approved, the student must complete make-up work in a manner consistent with school policy. The teacher will use his/her discretion regarding the issuing of homework prior to this absence. Any homework given prior to the absence must be completed and turned in the day the student returns. In most cases, tests and projects will be taken or turned in beforehand or immediately upon returning to school. Additional time may be given for test make-ups if arrangements are made **prior** to the absence. Further, if it is decided that no homework will be given prior, then all work must be completed within one week after the student returns to school. It must be recognized that missing school for any reason is detrimental to a student's progress in school. **Family trips, vacations, and church activities WILL be counted toward the total days absent in the school semester and year and will be unexcused absences.**

Parents are responsible for seeing that their children attend classes regularly.

### **Half-Day Absence Policy**

Any student arriving after 10:30am or leaving prior to 1:30pm will be counted as absent for ½ day. If the student arrives between 8:20 and 10:30 am due to a doctor's appointment with written verification of the appointment, an excused tardy will be recorded. In addition, if a student leaves between 1:30 and 3:45 pm due to a doctor's appointment and presents written verification of appointment upon his return to school, no absence will be recorded. The following items are considered valid verification documents: Notice to Return to School or copy of fee receipt.

**NOTE: HALF-DAY ABSENCES WILL DISQUALIFY A STUDENT FROM RECEIVING PERFECT ATTENDANCE AWARDS.**

### **Make-Up Work**

All students are expected to make up missed work if they are absent. A student absent for one day will receive two school days to make up all missed work; two consecutive absences will allow for 4 school days to make up the work. Any student with three or more consecutive absences must make up their work within 5 school days. Work not received by the end of the fifth day may result in a zero (0) on the assignment. Parents should call the school office by 9:00am on all days that the student is absent to request assignments, and they may be picked up at the front desk after 3:00pm on that day. Arrangements for class work and homework assignments can be made for situations involving an extended absence or prearranged absences.

### **Tardiness to School**

It is the parent's responsibility to see that all students arrive at school on time. Tardiness is strongly discouraged because of the amount of distraction which results and the waste of classroom time. Any student not in his/her seat and ready to begin the school day at 8:20 a.m. is considered tardy. If a student arrives at school after 8:20 a.m., he/she must be accompanied into school by a parent and signed in as late. Each tardy will be recorded on the student's report card. **Five (5) unexcused\* tardies during any six-week period will equal one unexcused absence which will negatively impact perfect attendance.**

\*Excused tardies include the following: Doctor appointments, required supplementary services such as speech or counseling, personal illness or illness of the transportation provider (accompanied by written documentation), extraordinary traffic difficulties (e.g., collision, extreme weather conditions, etc.), or any other extenuating circumstance deemed acceptable by the principal. **The principal determines if a tardy is excused or unexcused.**

### **Sign-In /Sign-Out Procedures**

Before leaving school during the school day, a student must be signed out at the front desk by his/her parent. Parents must check in at the front desk to sign out their student. Before returning to school during the school day, a student's parent must sign him or her in at the front desk. The sign-in slip must be presented to the teacher upon the student's return to the classroom.

### **Medical and Dental Appointments**

Parents should make every effort to schedule medical and dental appointments before or after regular school hours in order to eliminate problems associated with absenteeism and the requirement to do make-up work. If the appointment must be made during school hours, please refer to the sections above entitled "Half-Day Absence Policy" and/or "Excused Absences."

### **Arrival and Departure Drop-Off and Pick-Up**

#### **Drop Off**

**All students, parents, and visitors should enter the school building through the North Lobby entrance only.**

Students may be dropped off at the North doors and go to either the Music room (Pre-K3 – Kindergarten) or the Fellowship Hall (1<sup>st</sup> – 6<sup>th</sup> grades). Students will be dismissed to their classrooms at 8:10. Students below Grade 3 who arrive at school after 8:20 must be walked into the building. Students dropped off before 7:45 will be escorted to Early Morning Care and accounts will be charged.

#### **Pick-Up**

Classes will be dismissed at 3:45pm. Students in grades Pre-K through K will have two options for dismissal: Parents may choose to drive through the car pick-up line from the North Lobby or walk-up and pick up their child at the door on the north side of the prayer tower. (Parents will need to park in the parking lot and walk up to get their child.) Parents will be asked to choose how they are going to pick up their child at the beginning of the school year. For safety reasons, parents are asked not to walk up to the car line. Students in 1<sup>st</sup> through 6<sup>th</sup> grades will be dismissed from the South Lobby entrance to the building. Students (1<sup>st</sup> – 6<sup>th</sup> graders) with younger siblings (Pre-K – K) will be dismissed from the North side of the building.

All students will be dismissed when their vehicle arrives at the loading zone. Cars are to form a single line in the loading zones. Out of courtesy to other drivers and for safety reasons, please do not attempt to pass a vehicle in the process of unloading students. Be sure to prominently display a sign with the names and grades of all students you are picking up. Although teachers and staff are familiar with most of the vehicles and drivers associated with each student, it is a great help to have the signs all year long, especially when there is a substitute teacher. Parents may walk up on the South Side to get their students. Students must be picked up and may not be released to walk to a car in the parking lot or off campus.

**PLEASE DO NOT PARK IN THE DROP-OFF ZONES, PICK-UP ZONES, IN THE HANDICAPPED PARKING (UNLESS QUALIFIED), OR ALONG THE CURBS. ALSO, FOR SAFETY REASONS, DO NOT ALLOW SIBLINGS TO EXIT THE CAR AND PLAY IN OR NEAR LOADING ZONES.**

Students not picked up by 4:00 p.m. will be placed in After School Care and parents will be charged the daily rate for this service (see General Information Policies and Procedures).

### **Restrictions on Student Pick-Up**

For the protection of our students, it is the policy of PWCA to only release students to a parent, guardian, or previously designated individual listed on the Emergency Information Form for such purposes. Parents requesting that any individual other than those listed be allowed to pick up their child must make acceptable arrangements through the school office.

If the parents are divorced or separated, the following guidelines will be followed:

--Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access.

--A non-custodial parent may not take custody of a child or remove the child from school premises unless the custodial parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.

--If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.

--Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Curriculum**

Curriculum goals are developed by the administration and faculty under the oversight of the Academy Ministry Team. The following objectives guide curricular choices at Parkway Christian Academy:

- To build a solid foundation for literacy development by providing valid and consistent instruction in word identification and reading comprehension;
- To foster vocabulary development, as well as higher level critical reading and thinking abilities;
- To provide a teaching perspective which evaluates and reviews literature from a Biblical, technical, and literary viewpoint;
- To teach writing and communication skills that will allow effective transmission of ideas and principles;
- To provide instruction in the basic mathematical skills that forms a basis for application to problem solving and reasoning ability in the development of mathematical and logical thinking;
- To provide an approach to social studies which views historical facts and man's behavior in the light of Scripture and instills patriotic spirit;
- To provide a Biblically-based view of science;
- To provide an approach to Bible study that balances Biblical knowledge and application of God's Word through the life of the student;
- To provide a goal to challenge students to physical fitness, good sportsmanship, competitive proficiency, and sound health habits;
- To provide an introduction to technology as a tool for learning and to teach responsible use of technology;
- To provide extracurricular activities that reflect the same Biblical principles and standards of excellence as do the academic programs; and
- To provide the opportunity to develop musical skills, competencies, and talents while fostering an appreciation for the many forms of this performing art.

The elementary grades provide a full range of academic coursework. In the primary grades, priority is given to the development of reading, writing, and mathematical skills. All the grades are given formal instruction in Bible, Science, Mathematics, Social Studies, Reading/Language Arts (including writing and spelling), Physical Education, Computer, Music, and Spanish.

### **Grading Policy**

Grades are numerical indicators of mastery of the curriculum and overall performance within a designated period of time. Written communication of the student's achievements will be reported to the parents on a twelve-week basis for Pre-K and a six-week basis for Grades K – 6. (Refer to the School Calendar for specific dates.) It is the philosophy of PWCA that students in Grades K – 6 should be evaluated primarily according to their work products and not solely according to effort for the following reasons:

- Objectively evaluating the product based on pre-determined, quantifiable criteria provides an accurate picture to the student and the parents regarding his/her progress, capabilities, and areas for improvement.
- Grading the product allows the student to be honest about his/her God-given capabilities.
- Grading the product allows the parents and staff to assist the student in realizing that his/her worth does not lie in one's abilities, but in who they are in God's eyes.

#### **Grading Scale**

##### **Core Academics Assessment**

**A = 90 – 100**

**B = 80 – 89**

**C = 75 – 79**

**D = 70 – 74**

**F = 0 – 69**

##### **Conduct, Handwriting, Ancillaries Assessment**

**E = Excellent**

**S = Satisfactory**

**N = Needs Improvement**

**P = Poor Performance**

**U = Unsatisfactory**

Pre-K and Kindergarten students are typically graded using ESNPU scale..

### **Report Cards and Progress Reports**



Report Cards are sent home at the end of each grading period, generally on Thursdays (see School Calendar). In K-6<sup>th</sup> Grade, Progress Reports are emailed to parents during the fourth (4<sup>th</sup>) week of each grading period and reflect work done during the first half of the grading period. In addition, Progress Reports reflecting failing grades will be sent home with the student. All Report Cards and failing grade or N or below in conduct on Progress Reports should be examined by parents, signed, and returned to school within three (3) days of receipt.

## **Incomplete Grades**

Students failing to have all work turned in by the end of a grading period due to excused absences during the last week of the grading period will receive a grade of “Incomplete” (INC) on their report card. The time allowed to make up incompletes depends on the number of days absent. (REFER TO MAKE-UP WORK POLICY - A student absent for one day will receive two school days to make up all missed work; two consecutive absences will allow for 4 school days to make up the work. Any student with three or more consecutive absences must make up their work within 5 school days. Work not received by the end of the fifth day will result in a zero (0) on the assignment and the student's grades will then be averaged and recorded. Extenuating circumstances will be reviewed by the administration at the request of the parent.

## **Honor Roll**

At the end of each grading period, academic honors are awarded based on the following criteria in Grades 1 - 6:

First Honor Roll	All A's in Academic areas*
Second Honor Roll	A's with no more than two (2) B's in Academic areas*
Citizenship Award	All E's in conduct and Ancillaries**
Perfect Attendance	No absences and fewer than 5 unexcused tardies

\*Academic areas – Bible, Math, Science, Language, Reading, Spelling, Heritage Studies, and Spanish

\*\*Ancillaries – PE, Computer, Music

Handwriting does not count towards Honor Roll.

## **Promotion/Retention of Students**

### **Promotion**

The following guidelines are used to determine promotion:

Pre-K: A student must show satisfactory progress in all areas assessed, specifically age-appropriate developmental and social skills.

Kindergarten: Satisfactory completion/mastery of basic Literacy and Mathematical skills

Grades 1 – 6: A yearly cumulative average of 70 or above in both Mathematics and Reading is required for promotion. Students who do not have an average of 70 or above in both Math and Reading will not be promoted to the next grade unless the student receives private tutoring from a school-approved tutor or attends summer school at a public school. It is extremely difficult for students to succeed at the next level without these basic skills. Tutoring must be provided by an approved professional (i.e., any individual with a college degree and/or educational endorsement in the affected areas). A signed, written statement from the tutor indicating grade-level passing performance must be submitted to the school by the parent(s) prior to the first week of school. PWCA may, at their discretion, give a test in the appropriate subject area(s) to assess competency.

A student failing two or more core subjects will be placed on academic probation for the following year. Students not performing up to expectations and not passing all classes may not be eligible for re-enrollment at Parkway Christian Academy.

### **Retention**

In certain cases, retention is a necessary and appropriate educational strategy used for the development of students. In rare cases, retention is necessary because of academic failure. The school, in conjunction with the parent, will consider retention if it is considered to be in the best interest of the child. The general policy is that students will not be retained more than once during grades K – 4, and once during grades 5 and 6.

**Appropriate grade placement for all students is the ultimate prerogative of the school.**

### **Academic Probation**

A student may be placed on Academic Probation if he/she fails to maintain acceptable grades while enrolled at PWCA. The probation will last a minimum of three (3) weeks. At the end of that time, the teacher(s), the parent(s),

and principal will meet to review academic progress or lack thereof. The probationary period may be rescinded or extended, depending on the outcome of the conference. If a student is on Academic Probation for more than twelve (12) weeks, he/she may not be eligible for continued attendance or re-enrollment at PWCA.

### Dismissal from School

Students who violate the policies of Parkway Christian Academy will be subject to dismissal. Reasons for such action may include but are not limited to the following:

- failure to maintain passing grades;
- violation(s) of the student code of conduct;
- contributing to the spiritual or moral decline of other students;
- falsifying information during the application process;
- failure to maintain financial commitment;
- failure of parent cooperation or parent misconduct; or
- as deemed necessary for the good of the school.

### Withdrawal from School

All requests for withdrawal from PWCA, whether before the school year begins or during the school year, must be made in writing and follow the procedures below:

- 1) Parents should contact the Registrar prior to the desired withdrawal date.
- 2) Parents complete and return the withdrawal form.
- 3) All non-consumable textbooks and library books must be returned and all accounts must be cleared in order to release records.
- 4) Each teacher will provide a current withdrawal grade when all items are cleared.
- 5) Upon completion of the previous steps, all necessary papers will be prepared and ready for the parent on the student's last day of attendance at PWCA.
- 6) A copy of the student's scholastic records will be mailed to the new school.

*No records will be sent to the new school until all items on the checklist are cleared, all fees and fines are paid, and tuition is current.* To be released from further financial obligations for the school year, procedures listed in the Tuition Refund section of Financial Policies must be precisely followed.

### Student Records

The school shall keep records of the registration and attendance of all students, and shall maintain up-to-date, permanent cumulative records of personal data and progress through school, including academic achievement, health information, and test results. PWCA complies with the Family Educational Rights and Privacy Act (**FERPA**). Parents may request (in advance) to review, but not remove, their student's cumulative record file during regular school hours unless records are being held due to unpaid financial obligations.

The contents of a typical file shall include (but not be limited to) the following items:

- |  |   |
|--|---|
| a) birth certificate                       | g) application for admission                    |
| b) immunization record                     | h) standardized test scores                     |
| c) TB skin test (See TDH Regulations)      | i) student accident and/or disciplinary reports |
| d) Statement of Faith, signed by parent(s) | j) personalized intervention records            |
| e) cumulative academic record              | k) other testing reports as deemed appropriate  |
| f) physician's statement                   |   |

### Parent-Teacher Conferences

It is our desire to have a positive and productive relationship with all of our parents, and open, consistent communication is a vital part of this process. If you wish to schedule a conference with a teacher, please contact the school office and an appointment will be set at a time convenient for all involved parties. You may also email the teacher directly to schedule a conference. **PLEASE DO NOT ATTEMPT TO DISCUSS YOUR CHILD'S PROGRESS WITH A TEACHER BEFORE OR AFTER SCHOOL.** In the mornings, teachers are busy preparing for the day, and in the afternoons, they are responsible for supervising our students' departure and should not be distracted from this duty. Often, they have other obligations after school. In order for the time to be the most productive, it should be private and free from distractions. If you have a short message you wish to be delivered to your child's teacher, write a note and send it to class in a sealed envelope, contact the teacher via email, or contact the school to request the teacher to contact you by phone. Teachers will respond to all communication within 24-school day hours.

### Homework

PWCA firmly believes that homework is an integral part of the total school program; therefore, teachers are at liberty to give assignments as necessary to complement classroom learning activities in Kindergarten – 6<sup>th</sup> grade. The

amount of time allotted to homework daily varies from teacher to teacher and subject to subject. All teachers attempt to keep all homework assignments reasonable. Each student is required to complete all his/her assignments **on time**.

Homework is given for several reasons, including:

- 1) For reinforcement—We believe that most students require adequate review in order to master material essential to the educational process.
- 2) For practice—Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- 3) For remedial activity—As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework subsequent to instruction is given to overcome such difficulties.
- 4) For special projects—Book reports, compositions, special research assignments, and projects are some of the activities frequently given for homework.

Most teachers require some type of assignment book in which homework is to be recorded. Any class work not completed during the assigned class period is to be finished at home. Parental involvement in the role of facilitator is strongly encouraged.

### **Late Assignments**

Students are expected to have all assignments turned in at the class time and date due. The following policies will be enforced for unexcused late assignments.

#### **Grades 1-3**

If an assignment is not turned in when it is due, a notification via RenWeb, or the teacher, will be sent to the parent. In addition, students may receive a conduct mark and/or may be required to stay after school or work during lunch to complete the assignment.

#### **Grades 4-6**

If an assignment is not turned in the day it is due, the student will have 11 points deducted. The parents will be notified the day that the assignment was not turned in and informed that the student's assignment must be turned in the following day. If not turned in, an additional 11 points per school day will be deducted. Late assignments will not be accepted if more than 5 school days late. Except in the case of absences, late work will not be accepted after the last day of the six weeks. Repeated failure to complete assignments in a timely manner may jeopardize a student's placement at PWCA.

### **Makeup Work**

\*See Makeup Work section under **ATTENDANCE POLICIES AND PROCEDURES**.

### **Standardized Testing**

The IOWA Assessment – Complete Battery and CogAT (Cognitive Abilities Test) are administered each Spring to all students in grades K – 6<sup>th</sup>. This battery of tests is designed to measure the important learning outcomes of the school curriculum. The tests provide valid and reliable measures that can be of assistance in improving instruction and evaluating progress. Results are generally received prior to the end of school. The costs for these tests are covered by tuition and fees.

## **FINANCIAL POLICIES AND PROCEDURES**

### **Schedule of Payment**

Parents may pay their tuition in one of the following ways:

**Payment in Full.** This payment is made directly to the school by check, cash or credit/debit and will entitle you to a 3% discount if paid by the beginning of June.

**Payment by Semester.** This payment is made directly to the school by check, cash or credit/debit and will entitle you to a 1% discount if paid by the beginning of June for 1<sup>st</sup> semester and the beginning of January for 2<sup>nd</sup> semester.

**Payments through FACTS.** Monthly payments must be made by Automatic Bank Payment (ACH) budgeted through FACTS over 12 months, June through May. The payment date may be either the 5<sup>th</sup> and/or the 20<sup>th</sup> of the month from your checking or savings account.

### **Penalty for Late Payment**

Monthly tuition payments are collected by FACTS Tuition Management Company, any penalty fees due to lack of funds in an account will be collected according to the policies of FACTS Tuition Management Company. All other fees collected by the school, such as after school care, etc., will be assessed a \$ 25 late fee when delinquent for 14 days. (Fees due by the 5<sup>th</sup> of the month and are past due after the 20<sup>th</sup>.) If an account becomes 60 days past due, the student cannot return to the classroom until the account is no longer delinquent. All tuition and fees must be paid by May 20<sup>th</sup> or the student cannot return to class on May 21<sup>st</sup>. If there is a financial problem and you find it difficult to make a payment, please schedule an appointment with Administration.

### **Tuition Refund Policy**

Parkway Christian Academy has financial and contractual arrangements with faculty, staff and vendors, which are made in the spring and summer before the beginning of the school year. These obligations make it necessary that we require families to make a firm financial commitment to our institution; therefore, **all Registration and Academic Fees are not refundable**. Tuition is charged on a per diem basis, based on the number of days enrolled. Upon notice of withdrawal, the Registrar will compute the cost of the tuition owed and refund any overpayment.

- 1) In the months of May, June or July, written notification of withdrawal submitted prior to the month end will release one from the following month and further financial obligation for the subsequent school year.
- 2) Notification of intent to withdraw should be submitted in writing to the PWCA office two (2) weeks prior to the effective date and by the 15<sup>th</sup> of the month to release the financial obligation for the subsequent month.
- 3) Under no circumstances will any application, testing, or registration fees be refunded.
- 4) Each student's place on the roster stands independently. Tuition cannot be transferred from one student to another.

### **Insufficient Fund Policy**

An insufficient fund charge of \$25.00 for checks returned for any reason will be assessed to the student's account.

### **Late Summer Enrollment**

For students enrolling after the tuition payments schedule has begun, tuition is calculated using the total annual figure. The missing months will be added as a supplemental tuition payment spread over the remaining months through May, or a lump sum payment may be made.

### **Mid-Year Enrollment**

For students enrolling after school begins, the tuition is calculated using the total annual figure prorated (using the daily rate) for the number of days that the student missed.

### **Sending Monies to School**

Money should always be sent in a sealed envelope with the following information on the outside:

- 1) Student's name
- 2) Homeroom teacher's name
- 3) Purpose

### **Extracurricular Activities and Delinquent Accounts**

Any student whose tuition is delinquent may not participate in any extracurricular activity that involves any cost or expense other than those activities or trips normally included in tuition or fees unless the student earns or pays the entire cost of the activity through a school-sponsored fundraiser. In other words, a student whose tuition account is delinquent may not travel with the choir, class trips, sports teams, or any other group where a parent must pay all or a portion of the cost to participate.

## **HEALTH AND MEDICAL POLICIES**

It is the parents' responsibility to notify the school of any special health or physical conditions requiring special considerations. It is also the parents' responsibility to notify the school of any changes to a student's health or physical condition that might affect his or her performance or jeopardize the student or others. Students with contagious illnesses or infection (including head lice and pink eye) must get written permission from the doctor before returning to school. If a student is hospitalized for any reason, there must be a doctor's release provided before returning to the classroom. These rules are for the protection of all PWCA students.

### **Emergency Information Form**

An Emergency Information Form, giving PWCA the authority to seek medical attention for a student in the event a parent or guardian cannot be reached, is to be kept on file for all students and **must** be submitted at the time of the application. This form is also taken by teachers on all field trips. An Emergency Information Form **must** be on file

before a student will be allowed to attend class at PWCA. For your child's safety, please keep this card current by updating anytime pertinent information changes.

### **Illness or Accident at School**

A first aid assistant is available every day at PWCA. Students will be sent to the clinic in case of illness or accident. The parent or guardian will be notified if the student is unable to remain at school. *It will be the parent's responsibility to get medical attention unless an emergency is so great that the student must be taken immediately from school to a doctor or hospital.* In case of such an emergency, the parent will be notified as soon as possible, and school personnel will remain with the student until the parent arrives at school or the treatment site. Emergency first aid will be administered to cuts, scratches, or other minor accidents. For the protection of all, students will not be able to remain at school and parents will be notified if the student exhibits any of the following:

- fever of 100.4 or higher
- vomiting
- diarrhea
- suspected contagious disease
- feeling too ill to remain at school

Students should be kept at home if they show ANY indication of the above symptoms. **Students who are ill will be sent home and must be picked up within 1 hour.**

For the health of other students and staff, 24 hours must have passed before allowing a child to return to school after experiencing a temperature, diarrhea or vomiting. The child must be clearly well again and free from the ill effects without the use of medicine. If a child is sent home due to a temperature, diarrhea or vomiting during a school day, he/she will not be allowed to return to school the next day; rather, follow the 24 hour rule. Regarding vomiting and diarrhea at school, the child will be monitored by the first aid assistant or other identified responsible party for 30 minutes after the initial incident. Any subsequent occurrences will require the child to go home for the day.

### **Procedures for Checking Out a Sick Student**

Students who become ill during the school day must report to the first aid assistant. The first aid assistant will notify the parent(s)/guardian(s) if the student needs to go home. The student may be picked up at the nurse's station after being signed out by the approved responsible party.

### **Administering Medication**

School employees will administer medication to students during school hours upon the written request of a parent/guardian following the procedures listed below:

- 1) All medication must be furnished by the parent.
- 2) All medication must be locked in the clinic cabinet.
- 3) All medication, both prescription and non-prescription, to be administered at school, **must** be accompanied by a written request signed and dated by the parent or legal guardian.

All prescription medication **must** be in its original container and labeled by the pharmacist. The label must include:

- 1) the student's name;
- 2) the physician's name;
- 3) the name of the medication;
- 4) the amount of medication to be given and the frequency of administration; and
- 5) the date the prescription was filled.

Medication administered daily over long periods of time may be kept in the school clinic. The adult administering the medication will be required to sign each time they give the medication to ensure an accurate account.

All non-prescription medications must be in the original container. The written request (valid for 5 days) must contain the following information:

- 1) the name of the student;
- 2) the name of the medication;
- 3) the amount of medication to be given;
- 4) when the medication is to be given;
- 5) the reason the medication is to be given;
- 6) the date, and
- 7) the signature of the parent or guardian.

There may be no more than one (1) medication per properly labeled container. If injectable medication is provided for any acute reaction, such as is given for asthma, insect bites or stings, hemophilia, etc., a physician's written authorization, as well as the parent's written request, is required. Regular allergy injections **will not** be given at school.

PWCA does have trained UDCA's on campus should a student require regular insulin injections; however, appropriate orders from a physician and signed paperwork from the parent will be required before the student may attend school.

PWCA, its Academy Ministry Team, and its employees claim immunity from civil liability for damages or injuries resulting from administering medication to a student.

### Communicable Diseases

PWCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" is defined as an illness which arises as a result of a specific infectious agent which may be transmitted, whether directly or indirectly, by a susceptible host, infected person, or animal to other persons.

In an effort to protect the health of all children, students and employees who are suffering from a communicable disease will be excluded from school. Re-admission to school will be allowed only after the principal has been given a written certificate from a physician or a permit issued by the local health authority, or when the school administrator has determined the student has met the criteria established by the Texas Department of Human Resources.

Parents will be expected to notify the school office immediately if their student has a contagious condition so that other parents may be informed. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal.

If your child should contract one of the following illnesses, please do not send him/her to school unless the following conditions have been met:

- **Chicken Pox** – have a doctor's permit to re-enter school or wait seven (7) days after the first crop of vesicles
- **Diphtheria** – have doctor's permit to re-enter school
- **\*Fifth Disease** – re-admit when fever subsides and have a doctor's permit to re-enter school
- **Gastroenteritis** – re-admit when diarrhea subsides
- **Hepatitis** – have doctor's permit to re-enter school. Parents of classroom contacts will be notified on recommendation of attending physician.
- **Impetigo** – have a doctor's permit to re-enter school or wait until all sores are well
- **\*Influenza** – re-admit when fever subsides
- **Measles** – have a doctor's permit to re-enter school or until rash is gone. Must be reported since measles may be mistaken for other illnesses.
- **Meningitis** – have doctor's permit to re-enter school
- **Mononucleosis** – have a doctor's permit to re-enter school or exclude until free of symptoms
- **Mumps** – have doctor's permit to re-enter school or wait until all swelling is gone. Must be reported since mumps may be mistaken for other illness.
- **Pediculosis (Head Lice)** – exclude from classroom until free of lice and nits. Extreme or recurring cases may require doctor's permit to re-enter school.
- **Pink Eye** – have doctor's permit to re-enter school or until eyes are clear.
- **Poison Ivy** – Treat and keep covered. In extreme cases, must have doctor's permit to re-enter school
- **Ringworm of Skin** – may attend school with doctor's permit following prescribed treatment and area is covered
- **Ringworm of Scalp** – may attend school with doctor's permit following prescribed treatment.
- **Scabies** – have doctor's permit to re-enter school
- **Streptococcal Infections (Strep Throat & Scarlet Fever)** – have doctor's permit to re-enter school or exclude until free of symptoms
- **Tuberculosis** – have doctor's permit to re-enter school
- **Whooping Cough** – have doctor's permit to re-enter school or exclude until free of cough, usually three (3) to five (5) weeks

\*May return when the student has been fever-free (**below 100**) without the use of fever-reducing medication (i.e., Tylenol, Advil) **for 24 hours**.

If the nature of the disease and circumstances warrant, PWCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. PWCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

### **Vision And Hearing Screening**

Each year students in odd-numbered grade levels and all new students are provided the opportunity to fulfill the required vision and hearing screening on campus. Parents will receive prior notice of such screenings and will be notified of any apparent deficiencies. The school first aid assistant administers these tests to the students.

### **Scoliosis Screening**

Students in 5<sup>th</sup> grade are provided the opportunity to fulfill the required scoliosis screening on campus. The school first aid assistant administers these screenings to the students. Parents will receive prior notice of such screening and will be notified of any apparent problem.

### **Acanthosis Nigricans Screening (ANTES)**

Students in 3<sup>rd</sup> and 5<sup>th</sup> grades will be screened for ANTES, which is a precursor to developing Type 2 diabetes. Parents will receive prior notice of such screening and will be notified of any apparent problem.

### **Exemption From Physical Education**

The school's physical education program is designed to meet the needs of all students who are physically able to attend school. Written requests from parents for exemption from P.E. covering one (1) to three (3) days at a time are given careful consideration, and the instructor (first aid assistant or principal, if necessary) will determine if it is advisable for the student to be excused from the activity. A physician's statement must be presented if more than three (3) consecutive days are involved.

### **Notice of Privacy Practices**

PWCA complies with the Health Insurance Portability and Accountability Act (HIPAA), a law that describes how medical information may be used and disclosed, including privacy rights of such. Specific information is on file and may be obtained from the first aid assistant.

## **SAFETY AND SECURITY POLICIES AND PROCEDURES**

### **Visitors**

All PWCA visitors should enter the building **from the North Lobby doors only**. For the safety of our students and staff, all visitors to campus are required to register in the Raptor system (driver's license required) at the Front Desk with the Receptionist.

### **Traffic Safety**

For the safety of all students, parents, staff, and other visitors, parking lot speed should remain between five (5) and fifteen (15) miles per hour. Please practice the rules of Caution and Courtesy, even when in a hurry.

### **Alarm System**

The school takes measures to ensure that the alarm system and exit lights are in operating condition. This system will be used for all fire and disaster drills. The alarm system is usable with or without electrical power.

### **Safety Drills**

Drills will take place at the beginning of the year and throughout the year to prepare students and staff for emergency situations. The type of drill will be announced to teachers only. The principal will determine the manner by which classes outside will be notified of a return to normal activity.

### **Lock Down Procedures / Shelter-in-Place**

*Shelter in Place* is a special designation used when a situation requires the lockdown of the school campus in order to protect students and staff from threats usually associated with, but not limited to, chemical or environmental disasters. Building Lockdown Procedures will also be followed in the case of the threat or act of violence.

**A lockdown alert** announces a crisis situation involving violence. **Teachers are trained to react in one of two ways:** one where they lock down in their classroom or another where immediate evacuation is the better option. Lockdown inside the classroom will normally be the primary option.

- Teachers will immediately lock their doors or if directed, evacuate the building. Black-out liners will cover classroom windows; lights will be turned off.
- Students in open areas will be moved to the nearest safe location.
- Teachers will instruct students to remain **silent** and out of view of the doorway.
- No one will be allowed to leave the room for any reason.

- Silence will be maintained until an official school crisis team member unlocks the classroom door. Designated people will be assigned to walk around to unlock all classroom doors. Teachers will not leave the classroom until the door is unlocked for them.

### **Shelter-in-Place** announces an environmental issue.

- All children will remain inside their rooms unless otherwise directed.
- All faculty and staff will secure rooms, make sure all windows or outside doors are closed and students are accounted for. Teachers need to have their teacher handbook, attendance sheets, student emergency forms, and cell phone.
- Depending on the severity, teachers may direct students to cover their mouth and nose with handkerchief, cloth, paper towels, or tissues.
- Students will be allowed access to the restrooms on an emergency basis if the shelter-in-place is for an extended period of time.
- If it is an air alert, the HVAC system will be turned off to prevent outside air from coming in.
- If advised by an emergency coordinator or the principal, teachers will contact parents of students in their class with information/procedures regarding the crisis.
- A notice to parents will be posted on all entrances by downstairs office staff.
- Parents will be allowed to pick up their children at their own **discretion once cleared to do so by public safety**, emergency management, or military authorities. They must properly check out their student in the front office.

### **Fire Drills and Emergency Building Evacuation Procedures**

The principal will assure that all teachers know evacuation routes for their classrooms. Routes will be marked on a building diagram, posted by the door of each classroom, and displayed at all times. Teachers should make certain that all students are aware of these routes and the following procedures:

- All drills are to be silent and orderly.
- Students and staff should evacuate the classroom according to the map. If an exit is barricaded, they will proceed quickly and quietly to the next nearest exit.
- All doors should be closed when the rooms have been vacated.
- Classes should move as far away from the building as possible and stand in silent lines.
- The principal will give the "all clear" to return to the building.
- In a true emergency, the principal will notify the proper authorities.

### **Tornado or Violent Storm Procedures**

The following procedures/guidelines will be followed in case of tornado or violent storm:

- Students will move into a hallway or near an inside wall, away from windows. Students on the second floor will move to the ground level.
- Students should cover their eyes with one arm and place the other over the back of their neck.
- Any students who may be outside will be quickly brought into the building. Should time not permit, the students will be led to a ditch or low place and instructed to lie down until the storm or inclement weather has passed.
- Students will return to normal activities when the "all clear" is given.

### **Other Emergencies**

Upon being notified of any action that poses a possible threat to the students and employees of PWCA, an administrator or other designee will make all decisions regarding where and how children will be supervised. The proper authorities will be notified. Teachers are always to remain with their students.

### **Emergency Closings**

PWCA will follow the emergency actions announced by the PWCA administration. Closings will normally be announced on KTRK television (Channel 13), through a telephone chain, email, school website, Facebook, and/or a recorded message on the PWCA telephone voice mail. If school is in session and inclement weather formulates, call the school to inquire regarding early closing. If time allows, a message will be recorded on the school's voice mail.

## **GENERAL POLICIES AND INFORMATION**

### **Hours of Operation**



The building is not open to students before 7:00am, and only at this time for those enrolled in Early Morning Care. It is closed to students at 3:55 except for those enrolled in After School Care or participating in after-school activities. The regular business hours are 8:00am – 4:00pm. Students are not allowed in the school building unattended after they have been dismissed. They may not return to classrooms to obtain books, lunch boxes, or other materials **unless given permission or accompanied by a parent.**

### Support Programs

Registration for Early Morning and After School Care programs are included in the Registration Packet. Care is available on a regular (monthly) or as-needed (daily) basis. The Business Office will send a billing statement at the end of each month.

### Early Morning Care

This supplementary program is available Monday – Friday beginning at 7:00am for all students whose parents must drop them off early due to work schedule or other obligations. The fee for this service is \$5.00 per day *unless* the student is also enrolled on a monthly basis in After School Care. In that case, there is no additional charge for Early Morning Care.

### After School Care

This supplementary program is available Monday - Friday to all students enrolled in PreK3 - 6<sup>th</sup> grade full day programs. Due to staffing restrictions, drop-in care is not available for students 2 years or younger. The hours of operation are from 3:45pm until 6:00pm. **A \$20 fine + \$1.00 per minute fee will be assessed for every minute the student remains after 6:00 p.m.** Please note that students may only be released to the adults designated by the parents on the Emergency Card. This policy is for the protection of our children, and exceptions **cannot** be made.

### Mothers' Day Out

This program is available from 8:20am – 3:45 pm for children, ages 6 weeks through 35 months as of September 1. Students may enroll for Monday–Friday, Monday/Wednesday/Friday or Tuesday/Thursday. **MDO students remaining in the care of EHCA after 4:00 pm will be assessed a late fee of \$20 fine + \$1 per minute after 4:00 pm.**

### Enrichment Programs

A variety of after-school Clubs are presented for our students each semester. Clubs vary from year to year and are publicized through an email from Administration. Students must maintain all grades at or above 75 and maintain satisfactory conduct in order to participate in the after-school clubs.

### Chapel Services

Chapel is part of the total philosophy and curriculum of PWCA. It is a weekly opportunity for all students and faculty members to experience worship, praise and fellowship. Every effort is made to provide chapel speakers who will be relevant, motivational, and challenging to our students. Student attendance is required. Please contact the front desk to receive the weekly chapel schedule. Parents are welcome to attend chapel services.

### Classroom Visits

Prospective new parents and students are welcome to arrange a tour of the school through the school Registrar. Prospective students in Grades 1 – 6 may also arrange to shadow for a day. Out of courtesy to the teacher, prior notice must be given and arrangements made. Other classroom visits are not allowed, except with special permission from the Principal. **ALL VISITORS MUST SIGN IN AND OUT THROUGH THE RECEPTIONIST.** The Principal may refuse visitation to any student who is deemed inappropriate in dress or behavior. A room is provided for mothers to breastfeed should the need arise while visiting.

In the case of divorced parents, visitation is naturally extended to both parents and step-parents of a child unless legal documentation is provided to the school by the custodial parent indicating otherwise.

### Fundraising

In an attempt to keep tuition affordable and make quality Christian education accessible for as many families as possible, PWCA conducts fundraising endeavors throughout the school year. Through these efforts, families are offered an opportunity to decide in which ways they can best support the financial needs of the school. The monies raised help us maintain excellence in our comprehensive academic curriculum and support our student activities. Participation and assistance is greatly appreciated. We realize that some families are able to give more, others less, and we look for God's blessings with each dollar entrusted to our stewardship.

### Gifts to Teachers

It is very meaningful for teachers and other staff members to be remembered by students and their families at Christmas, birthday, etc. Homemade items, cards, notes, and baked goods are special reminders that PWCA families appreciate the staff member's dedication and hard work. It is important, however, that no families feel pressured or obligated to give gifts to a teacher or staff member. For this reason, it is the school policy that collections for group gifts must follow these guidelines:

- 1) Donations must be voluntary and anonymous. If a class decides to present a gift from the group, there must be no indication of which students participated. No parent or student should be made to feel that a contribution is expected; and
- 2) The person in charge may not purchase or select the gift until all contributions have been received.

### Internet Usage

Internet use is permitted at PWCA *with teacher supervision*. Because the Internet and computer networks/data bases are available from around the world, our practices limit Internet use to academic pursuits in accordance with our school's goals, mission statement, and Christian philosophies. Inappropriate use of the Internet will result in the student's computer use and access being terminated by the school for a length of time determined by the administration, with additional penalties as determined by the nature of the violation, including full restitution for damages to computer(s), iPads, and network(s).

Students at Parkway Christian Academy should use all technology responsibly.

Students should:

- Recognize that computer equipment is valuable and therefore treat it with respect and care. Computer equipment includes central processing units, chromebooks, monitors, keyboards, mice, iPads, etc.
- Understand that copying licensed software without authorization is unlawful behavior and is not allowed.
- Use the computers at PWCA for school-related projects **only**.
- Understand that accessing the internet is permitted only under the supervision of faculty or staff and only allowed in direct relation to a class assignment or project. At no time are students permitted to access personal e-mail or any instant messaging feature while using the computer equipment at PWCA.

Failure to comply with these policies will result in disciplinary action by the teacher.

Students may use **personal electronic devices** before school if they are used responsibly. They may not be used for calls or for texting. Otherwise, they are to be used for school-related purposes only, with teacher approval. Students are **not** permitted to connect to the internet via wireless or cellular using their personal devices. The device's internet access should be turned off during the school day. Administration and faculty reserve the right to deny use of these devices in the classroom as they deem necessary.

### Library

The library program is designed to complement classroom activities, encourage an appreciation of quality literature, and foster the development of library skills. Students have regular library visits, and the number of books they are allowed to check out varies with the age and responsibility level of the student. Parental assistance is needed to ensure that books are returned by the due date. **Lost or damaged books must be paid for by the student or parent.** Report cards may be held for books that are significantly past due or in need of replacement.

### Lost And Found

The school maintains a lost and found. Items considered valuable will be taken to the school office and kept secure. Students may check the lost and found before and after school or during lunch. Items not claimed by the end of each academic semester will be donated to a charity. *PWCA strongly suggests that all clothing and personal items be marked with names or initials for easy identification.*

### Lunch Program

Students should bring their lunch or make arrangements to participate in the hot lunch program. A hot lunch program is available daily at a moderate price, provided by an independent vendor. Monthly calendars are prepared and distributed in advance in order to facilitate meal planning. Lunch accounts can be set up with the Receptionist. When the balance in a lunch account gets to zero, an automated email will be sent as a reminder to replenish the account. Since lunches are provided by an independent vendor, we require that all lunch accounts be paid forward. Lunches cannot be provided for students with a negative account balance. If a student forgets to bring a lunch, the parent will be notified as early as possible. The school cannot be responsible for or expected to furnish lunch supplies.

Students should stay in the assigned areas during lunch times, and may leave the lunchroom only with permission from a teacher or administrator.

*If parents plan to bring lunch for their child's entire class (i.e. pizza party for birthdays, etc.), they **must** notify their child's teacher two weeks in advance so that proper advance notice may be given to our lunch services provider.*

### **Lunchroom Rules:**

- 1) Students will enter the lunchroom in an orderly manner and be seated at designated tables.
- 2) Students may talk quietly during lunch, talking only to those students sitting beside or in close proximity to them.
- 3) During clean-up time, students are responsible for the area in which they ate.
- 4) Students must raise their hand for permission to be out of their seat.
- 5) After students have been reminded to use a quiet voice while eating, lunch isolation will be given to those who persist in loud talking or inappropriate behavior.

### **Parent Communication**

The school conducts weekly communication with the parents. It includes details about special events, upcoming activities, calendar updates, and other pertinent information. It is located on the school's website: ***parkwaychristianacademy.com***. In addition, a monthly calendar will be sent home highlighting events for the upcoming month. Please take the time to read the emails, newsletter, and calendar regularly to remain "current" on PWCA. Special events and happenings are also posted on the school's Facebook page. Be sure to "like" our page on Facebook.

Parents are encouraged to monitor their child's progress and ask questions via email as needed. Parent conferences may be arranged at either the parent's or the teacher's request. Individual teachers often utilize class dojo or their protopage on the website to communicate class assignments. Students and parents will be notified at the beginning of the year as to where class assignments are posted.

### **Telephone Usage**

School telephones are for business use only. Student use of the office telephone is limited to important or emergency calls. If a student is ill and needs to call home, he/she may do so in the clinic.

Students will not be called out of class or have class interrupted for phone calls or messages *with the exception of emergency situations*. If other emergencies require that parents be contacted during class time, the office staff must approve the phone call. Messages, lunches, books, packages, gifts, forgotten assignments, etc. will be delivered between classes, during lunch, or at the end of the day.

**Cell phones** may be carried on campus by students. Phones should be used solely for the purpose of after-school contact. Students may not use their personal cell phones to call parents during the school day, unless given permission by their teacher. The phone **MUST** remain in the "Off" position during school hours, and may **NOT** be carried on the student's person. Phones should be stored in the student's backpack or purse. Students who violate this policy will have their phones taken (returned only to a parent).

### **Technology**

Appropriate electronic games are allowed for before and after-school use only. The school will not be responsible for loss or damage to personal technology items. The internet is to be accessed for instructional purposes only (see Internet Usage). At no time are students allowed to access the PWC or PWCA internet without specific direction / supervision from the teacher.

### **Textbook Care**

Most student textbooks are consumable and for the student's use. If a textbook is not consumable, students are not allowed to write, highlight, or mark in the textbook in any way. Lost or damaged school-owned books will be paid for by the student or parent. Students should handle all textbooks with care, including books designated as consumable. Students must label all issued textbooks with their names. Non-consumable textbooks must be covered at all times.

- A student will be charged the full replacement cost of any lost or damaged textbook.
- Final report cards will be held until all fines assessed to a student's account have been collected.

### **Videotaping/Photographing Students**

Parents' signature on the Admission Form denotes permission for PWCA to videotape, photograph, and/or interview its students for the purpose of publicizing or promoting our school.

### **Volunteer Opportunities**

Volunteers (parents, grandparents, any individuals interested in strengthening the impact of PWCA in the community) are essential in helping us to provide the best Christian Education for all of our students. If you are available and would like to become a member of our school “family,” please contact the School Office. Listed below are some of the opportunities available for service:

- Lunchroom assistance
- Special events
- Co-sponsor a club or extra-curricular activity in conjunction with a teacher
- Field Trip Chaperones

In the interest of safety for all of our students, volunteers will be asked to have a criminal history check.

## GENERAL BEHAVIOR AND RESPECT

The behavior of each student is to be consistent with the level or his/her expected maturity. Respect must be shown at all times for all students, teachers, staff, parents, and visitors. Teachers and administrators will have complete authority at all times during the school day, in or out of the classroom, and at all on-or-off campus school functions. Students who fail to cooperate with **any** teacher in carrying out instructions, or who do not show respect for those in authority, will be subject to disciplinary action. A student's behavior will be considered in determining special awards or recognition. The use of vulgar, profane, abusive, or disrespectful language will not be tolerated at PWCA or at any school-related events or activities.

### Parent Responsibilities

While the discipline of the student is ultimately the parent's responsibility, parents and teachers must fully cooperate with one another. Anything said or done to undermine the respect and confidence for either will harm the relationship and could negatively impact the child.

We strongly encourage that our parents monitor their child's exposure to detrimental influences at home. Exposure to movies, music, television, literature, language, and the internet should be carefully chosen and supervised by the parents, in accordance with Philippians 4:8 in which Paul writes, “Finally brethren, ...whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good repute, think only on these things.”

### Grievance Procedure

If a student, parent, or staff member has questions or concerns regarding the behavior of another (including disciplinary action taken by the teacher or the administration, or the policy under which an action is taken), he/she should follow the principles given in Scripture as stated below:

- 1) Go directly to the person involved and discuss the matter with the individual. (Matthew 18:15)
- 2) If the matter is not resolved in discussion with the other, take the matter to the next higher authority (Principal or other Administrator). (Matthew 18:16; Romans 13:1)
- 3) If the matter cannot be resolved at other levels, a hearing before the Academy Ministry Team may be requested. (Matthew 18:16). *The decision reached at this level is final.*

### Cheating

Cheating is defined as any act of deceit, trickery or fraud on an assignment or test. It includes using or copying another person's work or lending one's own work to another. It could also include, but is not limited to,

- using written notes on a test,
- giving or receiving hand signals,
- looking at another student's test/paper/work,
- allowing another student to copy one's answers.

Plagiarism is defined as using another person's original ideas or writing as one's own without giving credit to the true author.

Both cheating and plagiarism are considered stealing and will not be tolerated. Any student caught or, with verifiable reason, suspected of either of these behaviors will be subject to severe disciplinary action.

### Theft

Students are encouraged to take great care in the responsibility for their possessions. They should not bring valuables or large sums of money to school. The school will not be responsible for lost items due to theft. Please label all students' personal belongings.

### Threats of Violence

Under the Texas Penal Code, any area within 1000 feet of a child-care center or school is a gang-free zone, where criminal offenses related to organized criminal penalty are subject to a harsher penalty. PWCA has a **No Tolerance** policy involving gangs, weapons, threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all students. The school takes this responsibility very seriously; therefore, if a student

- a) brings a weapon to school or to school-related functions, or
- b) has a weapon on his/her person,

that student will be **immediately** expelled from the school. Parents are advised that the school **will**

- a) contact local law enforcement and/or other appropriate authorities, and
- b) document in the student's permanent file the reason for the expulsion.

Possession includes, but is not limited to, having a weapon in a book bag/backpack, purse, or vehicle.

If the school determines that a threat of violence is *credible* and *specific* (i.e., directed toward a particular student or staff member), the administration will also report said threat to the "target" of the threat, and, in addition, to the appropriate authorities. For purposes of this policy, *credible* means "a reasonable belief or suspicion that the threat was or may be genuine/valid," or that the student was or might be capable of carrying out the threat.

For those circumstances in which the school determines that the threat is/was not *credible*, the student(s) involved will be subject to disciplinary action. This includes all cases in which the student was "just joking" or was "not serious." If circumstances warrant, the school may conduct further investigation, and, if deemed necessary, require assistance from a Christian counselor or other recommended professional. In this case, continued attendance at PWCA will be contingent upon the outcomes and recommendations of the above-named service provider(s) and the school administration.

### Student Harassment Policy

Harassment is a behavior that is inappropriate, demeaning, offensive, or unwanted and is defined as any behavior received by a person that creates an intimidating environment. Typically, it is repeated over time. Harassment may be in response to an individual's race, religion, physical or mental disability, ethnic origin or nationality, or political belief. It can take many forms, such as hitting or punching (physical); teasing or name-calling (verbal); intimidation using gestures or social exclusion (nonverbal or emotional); sexual harassment; and sending insulting messages by e-mail/texting/social media (cyberbullying).

PWCA is committed to maintaining an environment in which all individuals treat each other with dignity and respect. The school is prepared to take action to prevent and correct any violations of this policy. Students who feel that they have been subjected to any conduct/behavior of a harassing nature are encouraged to promptly report the matter to a school official. ***All complaints will be promptly investigated. If it is determined that harassment of any type is occurring, the student will be subject to disciplinary action. Continued harassment after being warned will not be tolerated.***

### Child Protection Policy

When a school employee knows of or suspects abuse or neglect of an PWCA student, he/she is obligated to report it to the proper authorities. This is the case whether the suspected abuse or neglect occurs on or off the school premises. When child abuse is suspected, the procedure below will be followed:

- 1) The knowledge or suspicion shall be reported immediately to an administrator and the school first aid assistant.
- 2) If necessary, the first aid assistant will examine the student and document findings. An administrator will meet with the involved parties to discuss findings in order to determine a course of action.
- 3) The administrator or first aid assistant shall immediately report what is known to Child's Protective Service (CPS) or other appropriate agency. NOTE: WE ARE NOT REQUIRED TO NOTIFY PARENTS / GUARDIANS WHEN THIS ACTION IS TAKEN.
- 4) School officials will cooperate to the extent required by the state agency.
- 5) Strictest confidence will be maintained.

**\*To report Child Abuse, please call the 24-hour hotline at 1-800-252-5400.**

## DISCIPLINE

### Philosophy and Guiding Principles of Disciplining

A high standard of conduct is required of each student at PWCA for the purpose of maintaining order and building Christ-like character.

I Timothy 1:5 states, "the goal of instruction is love." We want to teach and exhort students to love God and obey Him out of that love. It is our desire to see our students learn to love others with the selflessness of Christ.

Discipline is inseparably linked with the process of discipleship. The goal of our disciplinary procedures is to teach personal responsibility for one's actions, obedience to authority, and dependence on God and His Word. The purpose is to teach and maintain order—not to punish. The Biblical model we follow is II Timothy 3:16: "All scripture is given by inspiration of God and is profitable for doctrine, reproof, correction and instruction in righteousness."

That Jesus Christ is Lord is a foundational principle at PWCA. Christ has ruled directly through His Word and a personal relationship with us, and indirectly through parents and teachers in the life of a student. The Lord places children under the authority of their parents and gives parents responsibility for educating them. We ask that parents recognize the school's authority over the children during the time they are under our supervision.

## **Biblical Guidelines for Student Management**

### **Respect Authority**

"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. God has established the authorities that exist. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold not terror to those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." Romans 13: 1-4

### **Be an Example**

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." I Timothy 4:12

### **Seek Excellence**

"I can do all things through Christ who strengthens me." Philippians 4:13

### **Be Honest**

"Providing for honest things not only in the sight of the Lord, but also in the sight of man" II Corinthians 8:21

### **Be Truthful**

"Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." Ephesians 4:25

### **Practice Clean Speech**

"Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:29

### **Reflect Jesus**

"Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable—if anything is excellent or praiseworthy—think about such things." Philippians 4:8

## **STUDENT CODE OF CONDUCT**

### **Honor Code**

The Honor Code at Parkway Christian Academy is based on strict, personal honesty and integrity. This system assures that each student will fulfill his/her role in the school with confidence and self-respect. Lying, cheating, stealing, or failing to report known offenders constitutes violation of the Honor Code.

### **General Rules of Conduct**

The following rules are presented to the students at PWCA and reinforced at all times:

- 1) Students must attend all classes daily and be on time.
- 2) Students must be dressed properly, according to the Standardized Dress Code.
- 3) Students are expected to be prepared for each class with appropriate materials and assignments and to turn **all** work in on time.
- 4) Students must not leave the school property without permission of the principal unless they are with teachers, parents, or guardians.
- 5) Students are expected to exhibit an attitude of respect toward **all** individuals and property **at all times**.
- 6) Students should always speak in such a way as to lift up others (Eph. 4:29).
- 7) Students should bring only teacher-required materials and supplies, and approved personal items to school.
- 8) Students are expected to obey **all** rules.
- 9) Students must refrain from conduct which disparages the biblical view of sexual morality both on and off campus. This includes refraining from engaging in sexual activity or sexual harassment; viewing or condoning pornography; and claiming bisexuality, homosexuality, or transgender identity.

### **Acceptable vs. Unacceptable Behavior**

To guarantee a good social and educational climate, it is important for students to understand that acceptable standards of behavior will be expected at all times. **Discipline will be administered when any individual's actions**

**interfere with the right of the teachers to teach and students to learn.** Students are reminded that any faculty or staff member in the school has the right to correct unruly individuals at any place and at any time.

The following are some examples of student behavior which violate school policy when they occur at school or during school-related activities. This list is not intended to be all-inclusive. Students may be disciplined, suspended, or dismissed from school for any of the following:

- The possession, transmission, and/or use of tobacco, drugs, alcohol, knives, fireworks, firearms (or any item that is used as a weapon)
- Insolence, disrespect, insubordination, or defiance
- The use of improper language
- Fighting
- Inappropriate displays of affection
- Rowdy behavior: running, pushing, shoving, yelling, throwing objects, biting
- Leaving a classroom or leaving the school campus without permission
- Class tardiness or truancy
- Threatening, intimidating, or causing bodily harm to any person
- Repeated classroom disruptions
- Forgery
- Cheating
- Destruction of property
- Failure to correct inappropriate conduct after repeated warnings

### **Public Display of Affection**

In its desire to provide a learning environment for all students which is both safe and spiritually wholesome, PWCA does not allow public display of affection among students. This specifically applies to heterosexual (boy-girl) relationships on school property or at school-sanctioned events.

Public display of affection is defined as physical contact including but not limited to holding hands, embracing, leaning on, or walking arm-in-arm.

### **Off-Campus Conduct**

Students of PWCA represent their school, their parents, and their Lord at all times. Therefore, there are certain guidelines that go beyond the school setting.

The following actions constitute serious breaches of conduct and make the student subject to disciplinary review and possible action, including expulsion, even if the event occurred away from school. This list is not intended to be all-inclusive:

- Stealing or shoplifting
- Use of alcoholic beverages
- Sexual immorality, sexual harassment
- Claiming a bisexual, homosexual or transgender identity
- Smoking or possession of cigarettes
- Possession or use of illegal drugs
- Vandalism
- Malicious prank against a school representative (e.g. teacher, coach, administrator)
- Involvement in a felony crime
- Involvement in the occult
- Inappropriate dress at school functions
- Gang-related activity
- Bullying and/or Cyber Bullying
- Vulgar, suggestive, or otherwise inappropriate behavior or posting (pictures and/or comments) on social media.

### **Steps in Discipline**

The disciplinary response chosen should be the least aggressive response adequate to correct the undesirable behavior. The following actions constitute acceptable responses to inappropriate behavior by students at PWCA. The options are listed in order of seriousness and are generally followed in this order:

- 1) Counseling, praying with and warning students regarding their actions and attitudes

- 2) Correction of the behavior in keeping with the offense, as well as the age and maturity level of the student(s) involved. This may include
  - a verbal reprimand,
  - re-direction,
  - time-out,
  - loss of privilege,
  - isolation from peers,
  - removal from class
  - correspondence with parents
  - conduct mark (conduct grade below an S on a report card results in removal from extracurricular activities and field trips)
- 3) Student referred to the principal for corrective action and/or parent conference
- 4) When **Detention** is deemed appropriate, the following procedure will be used:
  - lunch or after-school detention will be served the following day unless prior arrangements are made;
  - Detention for 1 or more days in a grading period will result in a maximum conduct score of N.
- 5) In-School Suspension  
The following specific provisions shall apply for **In-School Suspension**:
  - Student will be placed in a designated area assigned by the administration and assignments and work will be brought to the student.
  - Academic work will be required to be completed and tests will be made up at the teacher's convenience within the period of time established by the Teacher/Administration at the time of the suspension.
  - Parents will be notified the day the student is suspended/removed from class.
  - The term of the In-School Suspension will not exceed five consecutive school days.
- 6) Out-of-School Suspension  
A student may be suspended for a period of one (1) to five (5) days at the discretion of the Principal. An unexcused absence is issued for each day a student is on Suspension. All classroom work missed must be completed and turned in the day the student returns to school. Arrangements for make-up tests will be made with the individual teacher.  
Grounds for suspension may include:
  - Insubordination
  - Disorderly conduct
  - Persistent violation of rules and regulations
  - Repeated truancy
  - Repeated inappropriate conduct
  - Repeated failure to follow teacher directions or repeated work refusal
  - Infliction of physical harm to any student or employee
  - Use of profane and/or abusive language
  - Intentional damage or destruction of school property
  - Commission of any act that is disruptive to the best interest of the school
  - Other serious infractions deemed appropriate by the administration**Suspension may only be assigned by the Principal.**
- 7) Disciplinary Probation  
A student placed on Disciplinary Probation is in imminent danger of losing the right to remain at PWCA. In addition, any behavior so unsatisfactory will cause the student to forfeit any class office or position of importance in any school-related organization. A student placed on Disciplinary Probation will not represent the school in any contest, competition, or performance; belong to any athletic team; receive any honors; or be granted any privileges.

When a student is placed on Probation, the principal will notify the parents immediately. A written explanation of the details of the Probation will be signed by the parents and placed in the student's permanent file. The administrators and other appropriate staff members will review the evidence at the end of the assigned probationary period (a minimum of three (3) weeks) to determine whether sufficient improvement has been made to lift the status. At any time, the Principal may disenroll the student if the behavior is deemed unacceptable. **ANY STUDENT WHO IS ON DISCIPLINARY PROBATION FOR TWELVE (12) WEEKS DURING ONE**



**ACADEMIC YEAR IS SUBJECT TO DISMISSAL FROM PWCA AND MAY NOT BE ALLOWED TO RE-ENROLL FOR THE FOLLOWING YEAR.**

8) Expulsion

If extensive documented attempts to correct a student's behavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant PWCA's most drastic sanction, then the Principal may expel the student. The following serious offenses are potential grounds for expulsion:

- Defiance or direct confrontation with school authorities
- A second out-of-school suspension
- Failure to comply with the terms of disciplinary probation
- Failure to improve after repeated disciplinary warnings
- Repeated failure to follow teacher directions or repeated work refusal
- Repeated instances of stealing, cheating, or other serious moral offenses.
- Activities outside the school which call for police intervention
- Assault of a teacher or other individual
- Intentional destruction of school/church property
- Possessing, delivering, or using any firearm, explosive, knife, or other weapon while on school premises or while in attendance at any school-related activity or event
- Possessing, delivering, using, or being under the influence of any alcoholic beverage; controlled substance or dangerous drug; abusable glue, paint, or other chemical substance; any mood-changing, mind-altering, or behavior-altering drugs while on school premises or while in attendance at any school-related activity or event
- Any off-campus misconduct seriously detrimental to the reputation and Christian witness of the school

Any expulsion is effective for the remainder of the school year in which the offense occurred. An expelled student may or may not be eligible for re-admission to PWCA the following school year, depending upon whether reconciliation is evident. References may be requested from family members, pastors, and/or other individuals or professionals before re-admittance is granted. The Academy Ministry Team makes the final determination in such cases. Refund of fees and tuition paid for the month in which expulsion occurs **will not** be given.

## **STANDARDIZED DRESS CODE**

### **Dress Code for PreK3 ~ PreK4**

In an effort to maintain an acceptable student appearance while eliminating competition, fads in clothing and unnecessary classroom distractions, Parkway Christian Academy and the Academy Ministry Team have established the Dress Code outlined below. We also believe that this type of dress contributes to the overall identity of our school. It is the responsibility of each student, with the cooperation of the parent(s)/guardian(s), to comply with the Dress Code on a daily basis.

### **Girls Dress Code**

**Shirts & Blouses** – Long or short sleeved with collars; must be a solid color.

**Slacks** – Standard, tailored style; may be full or Capri length and must fit appropriately at waist; must be solid in Khaki/Tan, Brown, Grey, Navy, Denim or Black. ***No overalls, hip-huggers, bell-bottoms or low-rise styles. No sweat pants, stretch (lycra), athletic pants or other tight-fitting garments.***

**Shorts** – Standard, tailored style; must fit appropriately at the waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy, Denim or Black. ***No overalls, hip-huggers, bike shorts, stretch (lycra), laced, athletic, sweat shorts or other tight-fitting garments.***

**Skirts and Jumpers** – Standard, tailored style; polo style dresses are acceptable; must fit appropriately at waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy, Denim or Black; must be appropriate material (tulle (mesh/netting) fabric may not be worn); ***it is mandatory that tights or shorts be worn under skirts and jumpers.***

**Skorts** – Standard, tailored style; must fit appropriately at waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy, Denim or Black.

## Boys Dress Code

**Shirts** – Long or short sleeved with collars (polo or oxford style); must be a solid color.

**Slacks** – Standard, tailored style; must fit appropriately at waist, must be solid color in Khaki/Tan, Brown, Grey, Navy, Denim or Black. ***No overalls, hip-huggers, bell-bottoms or low-rise styles. No sweat pants, stretch (lycra), athletic pants or other tight-fitting garments.***

**Shorts** - Standard, tailored style; must fit appropriately at the waist and be no shorter than 4 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy, Denim or Black. ***No overalls, hip-huggers, bike shorts, stretch (lycra), laced, athletic, sweat shorts or other tight-fitting garments.***

### General Requirements

**Sweaters, Sweatshirts, Jackets and Coats** – Must be a solid color with no writing (small logo is acceptable); must fit appropriately; sweaters, sweatshirts, and light jackets may be worn in the classrooms only if temperature necessitates.

### **Shoes and Socks**

**Shoes** – must have non-marking soles and be comfortable for walking, climbing stairs, and exercise; shoes without characters are preferred; shoes must have backs; no open-toed or sandal styles are permitted. No Crocs allowed.

**Socks/Tights/Leggings** – should be a **solid color** (white, red, navy khaki/tan or black).

**Bookbags/Backpacks** – a PWCA tote bag will be provided by PWCA for PreK-3 - Kindergarten

### **Hair and Hats**

**Hair** – must be clean and neatly groomed; it may not be dyed, highlighted, tipped, streaked or colored in any shade other than a naturally occurring hair color; boys' hair must be above the eyebrows and above the shirt collar.

**Hats/Headbands/Hoods** – Hats may not be worn inside the building, except on specified theme days. They may have no offensively themed logos or characters; they may not be decorated with any symbols that depict violence, sexuality, the occult, drugs, alcohol or tobacco products, music/musical groups other than the Christian genre. Students are also not allowed to wear hoods inside the building. Boys may not wear headbands. Girls' hairbands should not be "costume-themed" (ears, horns, etc.).

**Jewelry** – Boys may **not** wear ear jewelry. Body piercings of any kind (other than ear lobes for girls) are not permitted at PWCA. Girls may have no more than two (2) pieces of jewelry per ear lobe and must be shorter than chin length. All loose jewelry should be removed during P.E. classes. ***All jewelry is subject to the Principal's approval.***

**Make-Up and Tattoos** – Nail polish may be worn by girls only, must be neatly applied and may be of any solid color **except** black. Make-up may **not** be worn. No glitter. Tattoos of any kind must not be visible in any campus dress including P.E.

**Chapel Dress** – All students are required to wear White shirts/blouses and black/navy slacks (boys) or black/navy skirts/jumpers/slacks (girls) for Chapel services. (See corresponding subsection under the General Policies and Information section of the Parent Handbook for specific information regarding days and times.)

**Field Trip Dress** – Unless otherwise instructed by the teacher, students should wear their PWCA Spirit shirt and appropriate slacks, skirts, or shorts on field trips.

All clothing must be appropriately sized for the student. Oversized, baggy, excessively tight, torn or tattered clothing of any kind will not be permitted either on campus or at any school-related activities or functions.

The Principal's decision **will be final** in all matters pertaining to interpretation of the Dress Code.

## Dress Code for Kinder through Grade 6

In an effort to maintain an acceptable student appearance while eliminating competition, fads in clothing and unnecessary classroom distractions, Parkway Christian Academy ("PWCA") and the Academy Ministry Team have established the Dress Code outlined below. We also believe that this type of dress contributes to the overall identity

of our school. It is the responsibility of each student, with the cooperation of the parent(s)/guardian(s), to comply with the Dress Code on a daily basis

## Girls Dress Code

**Shirts & Blouses** – Long or short sleeved with collars or turtleneck; must be a solid color. No midriiffs exposed and no longer than hip length.

**Slacks** – May be full or Capri length and must fit appropriately at waist; must be solid color in Khaki/Tan, Brown, Grey, Navy or Black. **No overalls, hip-huggers, bell-bottoms or low-rise styles. No sweat pants, stretch (lycra), athletic pants, or other tight-fitting garments. “Skinny-jeans” styled pants may not be worn.**

**Shorts** – Must fit appropriately at the waist and be no shorter than 2 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy or Black. **No overalls, hip-huggers, bike shorts, stretch (lycra), laced, athletic, sweat shorts or other tight-fitting garments.**

**Skirts and Jumpers** – Must fit appropriately at waist and be no shorter than 2 inches above the top of the knee; polo style dresses are acceptable; must be solid color in Khaki/Tan, Brown, Grey, Navy or Black; must be appropriate material (tulle (mesh/netting) fabric may not be worn); **it is mandatory that shorts be worn under skirts and jumpers.**

**Skorts** – Must fit appropriately at waist and be no shorter than 2 inches above the top of the knee; must be solid color in Khaki/Tan, Brown, Grey, Navy or Black.

## Boys Dress Code

**Shirts** – Long or short sleeved with collars or turtleneck; must be a solid color. Must be appropriately sized and no longer than hip length.

**Slacks** – Must fit appropriately at waist, must be solid color in Khaki/Tan, Brown, Grey, Navy or Black. **No overalls, hip-huggers, bell-bottoms or low-rise styles. No sweat pants, stretch (lycra), athletic pants, or other tight-fitting garments. “Skinny-jeans” styled pants may not be worn.**

**Shorts** - Must fit appropriately at the waist and be no shorter than 2 inches above the top of the knee; must be solid color in Khaki/Tan, Navy, Brown, Grey, or Black. **No overalls, hip-huggers, bike shorts, stretch (lycra), laced, athletic, sweat shorts or other tight-fitting garments.**

## General Requirements

**Sweaters, Sweatshirts, Jackets and Coats** – Must be a solid color with no writing (small logo is acceptable); must fit appropriately; sweaters, sweatshirts, and light jackets may be worn in the classrooms if temperature necessitates.

### Shoes and Socks

**Shoes** – must be comfortable for walking, climbing stairs, and exercise; shoes without characters are preferred; shoes must have backs; no open-toed or sandal styles are permitted. No Crocs allowed.

**Socks/Tights/Leggings** – should be a **solid color** (white, red, navy khaki/tan or black).

**Bookbags/Backpacks** – should have no offensively themed logos or characters; they may **not** be decorated with any symbols that depict violence, sexuality, the occult, drugs, alcohol or tobacco products, music/musical groups other than the Christian genre, etc. **Kindergarten students will be provided a PWCA tote bag.**

### Hair and Hats

**Hair** – must be clean and neatly groomed; distracting styles are not permitted (i.e. mohawk, spiked, etc.); it may **not** be dyed, highlighted, tipped, streaked or colored in any shade other than a naturally occurring hair color; boys' hair must be above the eyebrows and above the shirt collar. Hair must not obstruct vision.

**Hats/Headbands/Hoods** – Hats may **not** be worn inside the building, except on specified “theme” days. On those occasions, they may have no offensively themed logos or characters; they may **not** be decorated with any symbols that depict violence, sexuality, the occult, drugs, alcohol or tobacco products, music/musical groups other than the Christian genre. Boys may not wear headbands. Girls' hairbands should not be “costume-themed” (ears, horns, etc.).

**Undergarments**- appropriate undergarments must be worn at all times.

**Jewelry** – Boys may **not** wear ear jewelry. Body piercings of any kind (other than ear lobes for girls) are not permitted at PWCA. Girls may have no more than two (2) pieces of jewelry per ear lobe and must be shorter than chin length. All jewelry should be removed during P.E. classes. ***All jewelry is subject to the Principal's approval.***

**Make-Up and Tattoos** – Nail polish may be worn by girls only, must be neatly applied and may be of any solid color **except** black. Make-up may **not** be worn. No glitter. Tattoos of any kind must not be visible in any campus dress including P.E.

**Physical Education** – Students in grades 5-6 need to have special clothing for PE. Gray athletic t-shirts or PWCA spirit t-shirts and athletic shorts (Navy or Black) are required for PE and are to be worn during PE only. Shorts must fit appropriately and be no shorter than 2 inches above the top of the knee. Acceptable alternatives for girls are long spandex shorts or leggings worn underneath the shorts, boys' basketball shorts and solid color sweatpants. All P.E. clothes should be clearly marked with the student's name. All grades K-6 must have athletic shoes for PE. Shoes must be tied securely. **ALL PE CLOTHES SHOULD BE CLEARLY MARKED WITH THE STUDENT'S NAME.**

**Chapel Dress** – All students are required to wear white shirts/blouses. Girls must wear black/navy skirts, gauchos, jumpers, or slacks for Chapel services. Boys must wear navy/black slacks. (See corresponding subsection under the General Policies and Information section of the Parent Handbook for specific information regarding days and times.)

**Field Trip Dress** – Unless otherwise instructed by the teacher, students should wear their PWCA Spirit shirt and appropriate slacks, skirts, or shorts on field trips.

### **Spirit Day Dress**

Certain days will be designated as Spirit Days at PWCA in support of our campus programs. Students may wear a PWCA Spirit shirt or choir, athletics, club/organization shirt and blue jeans. (If student does not own a Spirit shirt, he/she must wear a school uniform shirt.) PWCA athletes may wear their team sports shirt with a white t-shirt underneath on spirit days and on game days. Jeans should have no designs or writing (except the brand name), no rips or tears, and be uniformly solid in color (no chemical fading or distressing). All jeans must fit according to standard Dress Code. Pants with holes or tears may not be worn.

All clothing must be appropriately sized for the student. Oversized, baggy, excessively tight, torn or tattered clothing of any kind will not be permitted either on campus or at any school-related activities or functions.

The Principal's decision **will be final** in all matters pertaining to interpretation of the Dress Code.

## **STUDENT LIFE**

### **Closed Campus**

PWCA operates as a closed campus. Students are not allowed to travel off campus during lunch or any other breaks (e.g. school assembly), **except** with written permission from their parent(s) and accompanied by an adult. Students who leave during the school day **MUST** be signed out by their parent/guardian.

### **Field Trips**

Prior to each field trip, a Field Trip Permission Form will be sent home in order to inform parents of all pertinent information regarding the field trip, and also to obtain a parent's signature (approval). All parent volunteers who assist on field trips by driving and/or chaperoning must sign and abide by the rules of the PWCA Driver/Chaperone Agreement Form. For the safety of our students, they must also submit to a Criminal History Check. Attendance on school field trips is restricted to students currently enrolled at PWCA and to those students who are in the designated grade level.

### **Student Transitions**

All students are expected to be in an assigned classroom and under supervision at all times during the school day. All students who move through the halls or elsewhere on campus, and without direct supervision of teachers, will be required to have permission from a teacher. Students found outside of classrooms without permission are subject to disciplinary action.

### **Music**

PWCA believes that music which promotes rebellion, violence, sexual perversion or promiscuity, suicide, disrespect for authority, vulgarity, or satanic activity is not an acceptable form of entertainment for Christians. Therefore, while at school or school-sponsored functions, students may not listen to such music nor have in their possession magazines, t-shirts, notebooks, or other personal items that promote this type of music. We strongly encourage that parents closely monitor their student's music preferences/habits.

### **Personal Items**

As a general rule, the only items that should be brought to school are those that serve the educational purposes of the school. Personal items brought to school without permission of the teacher or administration that are inappropriate for a school setting will be subject to confiscation.

### **Unauthorized Materials**

Students must not bring items such as teen magazines, comics, sports magazines, beauty magazines, or other non-required books, magazines, or periodicals on campus unless directed by a teacher for a specific activity/project. Such items will be collected by the teacher.

Pornographic items of any type shall not be allowed on school property at any time. While this is aimed specifically at books, magazines, posters, and pictures, it also includes any printed material which is deemed obscene, pornographic, or otherwise not in the best interest of the students or in keeping with the spirit of Christian education.

## **STUDENT ACTIVITIES**

### **Organizations and Clubs**

PWCA endeavors to provide appropriate extra-curricular activities for students. The focus of these activities is to provide students with opportunities to develop and demonstrate physical, social, spiritual and emotional skills in a non-classroom setting. The same Biblical principles and standard of excellence reflected in the PWCA academic program will be pursued in extracurricular activities.

### **Eligibility**

Students participating in any extracurricular club or athletic program must maintain a passing grade and satisfactory conduct in all subjects throughout. Any student with an average below 75 or conduct below S at the mid-point (progress report) or end (report card) of a six-week grading period in any subject while participating in an extracurricular activity will be temporarily removed from the activity (both from competition and practice). This ineligibility will not affect required participation or practice during regularly scheduled P.E. instruction. This period of suspension will last until the student has brought the failing grade(s) to a passing level, and is at the discretion of the classroom teacher and/or Principal.

### **ATHLETICS: Other Participation Requirements**

All students wishing to participate in PWCA extracurricular athletic programs must have a current PWCA Sports Physical/Parent Permit Form filed with the school office prior to attending any practice and/or competing in an event and agree to all Team Rules. Grades in all core subjects must be 75 or higher and conduct grades may not be below S. Students participating in the extracurricular athletic program will also be responsible for paying an athletic fee which covers the cost of uniforms, etc.

### **Social Events**

#### **Class Parties (During the School Day)**

Class parties held during the school day must be supervised by the classroom teacher(s) and must be approved by the principal (except Christmas, Valentine's Day, end-of-year parties). Parties will be coordinated by the classroom teacher well in advance, and last no more than one hour. All activities should be within the school's standards of behavior and philosophy and must follow guidelines of this handbook.

Students celebrating birthdays may provide food for their classmates during the lunch period, snack time, or other previously arranged time (preferable no more than thirty minutes). Food brought must be distributed to all students in the class, not just students who are singled out as special friends. Parents are also asked not to send birthday party invitations to school unless the whole class, all enrolled girls, or all enrolled boys are invited. This will help eliminate the problem of hurt feelings for those not included in the invitation. **If parents choose to bring a special lunch for their child's classmates (i.e. pizza, etc.), they must notify their child's teacher two weeks prior so**

**that the food service manager will have advance notice. Please make sure to check with your child's teacher to accommodate for students who have allergies.**

## **Holiday Celebrations**

Because of the strong secular emphasis given these seasons, the following guidelines are followed in respect to celebration and emphasis in school and classroom activities.

- **Halloween** – Harvest theme is acceptable during the month of October; Halloween festivities will not be permitted.
- **Christmas** – Emphasis placed on the coming of Christ and His birth; Santa Claus will not be displayed or promoted; clothing, decorations, and gifts should not display Santa, reindeer, or elves.
- **Easter** – Emphasis placed on the death, burial, and resurrection of Christ; the Easter bunny will not be promoted; Easter egg hunts are permitted.

## **Class or School Events/Activities (Outside of School)**

Class or school-sanctioned events held outside regular school hours must be approved by the Principal. Requests to hold such events must be done in writing at least two weeks prior to the scheduled event. The purpose and specifics concerning the event must be stated in the written request. All activities should be within the school's standard of behavior and philosophy and must include at least one adult supervisor/chaperone for every ten (10) students in the elementary level. Costs should be reasonable and approved by the principal. Activities selected should be those in which all students may participate (following guidelines of Romans 14:13-21). Attendance at school-sanctioned socials shall be restricted to students currently enrolled at PWCA.

## **Contests and Competitions**

Students at PWCA may represent their school in a variety of sanctioned contests *unless, due to Conduct and/or Behavior infractions, they have been declared ineligible.*

With the recommendation of a teacher and parental permission, a student may be released for all or part of the school day (unless such day is a school holiday) to participate in an approved contest or competition. If the activity is not on the PWCA campus, the location of the contest will be furnished to the parent. Proper chaperones, including one staff member, should also attend. All school assignments must be made up.

## **Awards**

### **End-of-Year Awards**

Awards are presented to students who have had perfect attendance, all E's in citizenship, and to those who have remained on the first Honor Roll during the entire school year.

### **Specialty Awards**

Other awards and recognition may be given to students during the year as necessary and appropriate. The Principal must approve the issuing of all awards and presentations.