

Pine Grove Christian Academy

Student Handbook 2008-2009

Pine Grove Patriots

Now may the God of peace make you holy in every way,
and may your whole spirit, soul, and body be kept blameless
until the day when our Lord Jesus Christ comes again.

I Thessalonians 5:23

Pine Grove Christian Academy
Student Handbook
Updated May 2008

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PGCA
Permission
Forms

PINE GROVE CHRISTIAN ACADEMY

Handbook Acceptance Form

I have thoroughly read the Pine Grove Christian Academy Student Handbook. My signature below signifies that I have read, understand, and will comply with these rules and policies of Pine Grove Christian Academy.

Date

Father/Stepfather

Date

Mother/Stepmother

Date

Student 7th-12th grade

Date

Student 7th-12th grade

Date

Student 7th-12th grade

Please date and sign after reading and turn into the school office.

PINE GROVE CHRISTIAN ACADEMY

Computer Surveillance Software

Permission Form

Pine Grove Christian Academy requires that each student's computer have a program running that constantly monitors the student's daily activities. We will not divulge the name of this program. You must consent to allow this software to be loaded onto your child's computer or you will not be allowed to attend PGCA. This program will keep a log of your child's activities during the day and we will also be able to determine the amount of time each student spends doing schoolwork, playing games, or simply wasting time. Parents will be contacted if it is determined that your child is spending their school day unwisely.

Date

Father/Stepfather

Date

Mother/Stepmother

PINE GROVE CHRISTIAN ACADEMY

Right To Search Permission Form

Pine Grove Christian Academy reserves the right to conduct a search of the student’s person or property at any time. This includes computer bags, book bags, jackets, purses, lunch boxes, and any other items brought on to school property. Any inappropriate items or materials could lead to disciplinary action. We reserve the right to use our discretion to determine if immediate dismissal from school is warranted.

Date

Father/Stepfather

Date

Mother/Stepmother

PINE GROVE CHRISTIAN ACADEMY
Open Campus Permission Form
Grades 9 – 12 ONLY

My child; _____ has permission to leave Pine Grove Christian Academy during the lunch period from 11:30-12:30. I understand that my child must be current in every subject and said the monthly scripture. I also understand if my child is late in returning to school, they will lose the open campus privilege for 30 days. (No daily phone calls will be accepted)

My child has permission to drive his or her car and the following students can ride them.

My child has permission to ride with the following drivers:

Parent's Signature

Date

Introduction

INTRODUCTION

PGCA was re-established in 1995 to encourage and foster God-given gifts in our children while providing quality Christian-based education. God has gifted each person for the work in His Kingdom and it is our desire to assist parents in discovering and nurturing these gifts in our children.

We recognize that students are unique and learn in different ways. We also realize that education apart from moral standards is not true education. Therefore, we endeavor to provide quality, individualized, character-building education to families through a curriculum that includes all three levels of the learning process: knowledge, understanding, and life application.

Providing education goes beyond merely helping students master the academics required to enter college, advance in the work place, or simply increase their knowledge. We desire to build a life-long, desire to learn and grow. It is one thing to want a student to be successful and another to provide the academic and character training necessary to assure that success. That's why we have invested not only our time and money, but also our heart in equipping our students to think critically, act responsibly, and live wisely.

This handbook will explain to you the policies and procedures of our school. We ask parents to study the handbook carefully and accept the responsibility of instructing their children on its contents. We ask each student to abide by the stated rules and be governed by the intended spirit of the handbook. If there are any questions concerning this publication, please feel free to ask a staff member for an answer.

The commitment that you are looking to make represents an important step in providing a Christ-centered education for your children. We appreciate the opportunity to assist you in meeting your educational needs and look forward to meeting your family.

General Policies

GENERAL POLICIES

Statement of Faith

WE believe in:

The inspiration of the Bible, equally in all parts and without error in its origin.

One God, eternally existing in the person of the Father, Son, and Holy Spirit.

The preexistence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven at the right hand of the Father, and the soon return of the Lord Jesus Christ.

The fall of man, the need for regeneration by the blood of Jesus by grace through personal faith, the resurrection of the saints to life and the lost to eternal damnation.

The personal relationship of all believers to the Lord and submission to the Holy Spirit enabling them to live in such a manner that brings glory to God.

The Bible is the sole and final source of all that we believe.

School Policy Statement

Pine Grove Christian Academy is an integral part of the ministries of Pine Grove Church. The church Pastor's, school Administrator's, and Advisory Council, determines the policies of Pine Grove Christian Academy.

General Purpose

It has always been a part of God's plan that parents are ultimately responsible for the education and development of their children (Deuteronomy 6:6-9; Ephesians 6:4). The general purpose of Pine Grove Christian Academy is to assist parents with the moral and spiritual training of children and to provide technical assistance to the parent and child in mastering academic skills and concepts.

Philosophy of Christian Education

Pine Grove Christian Academy starts with the premise that the only true education is a Christian education. This premise is based on the fact that only Christian education deals with all the dimensions of life as viewed from a Biblical perspective.

- A. **Reality:** God is the personal and purposeful Creator and represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today.
- B. **Truth:** All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is absolute. God has shown Himself through His Scriptures and man's understanding of truth comes through a study of the inspired Word of God and an understanding of His creation.
- C. **Knowledge:** All knowledge must be put in the context of Bible truth. Any knowledge or personal conviction that serves as a guiding principle in an individual's life must be based on truth as revealed in God's inspired Word.

- D. **Man:** Man is created in the spiritual and moral image, or likeness, of God. Man's essential nature is his freedom to choose or decide for himself what his behavior will be and what he will think, become, and do. Man's essential freedom of choice is affected by his inherent nature and his environment of both good and evil. Therefore, he is in need of special help to choose well and to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.
- E. **Christian Education:** In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths:
1. Man does possess a spiritual dimension (Genesis 1:26-27).
 2. Education involves the total being – spiritual, intellectual, physical, and social (I Thessalonians 5:23).
 3. Each person possesses unique individual potential, traits, and needs (Romans 12:3-8).
 4. The educational experience must involve (as a primary emphasis) the development of Christian beliefs, attitudes, and skills toward zealous application.
 5. An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings.
 6. Youth need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, and therefore, will serve as our final authority on all questions.

Why the Christian School?

Parents are mandated by God to educate their children. Children are gifts from God (Psalm 127:3-5). Parents are responsible to “train up” their children in the way of the Lord and not in the ways of the world (Proverbs 22:6; Ephesians 6:4). God's people are told, “Do not learn the way of the nations... For the customs of the peoples are delusions” (Jeremiah 10:2-3). Proverbs 19:27 states, “Cease listening, my son, to discipline, {And you will} stray from the words of knowledge.” It is obvious that God has been very careful to instruct and warn parents as to the type of education a child is to receive.

In God's economy of things, He has ordained three basic institutions: the Family, the Church, and the Government. In fulfilling parental responsibility for the education of children, the family usually seeks help and support from one of the institutions outside the home. Since there is not Biblical authority for the state being involved in education, the creation of a Christian school under the direction of the church serves as an extension of the home in assisting the parents in fulfilling their Christian responsibility to “train up” their children.

Basic Educational Goals

- A. To give God the glory in all things.
- B. To provide an educational experience that is designed to point the child to God.

- C. To give the students a Christ-centered education (Colossians 1:16-18).
- D. To support the efforts of parents as they accept and fulfill their responsibility to give their children a Christian education (Psalm 78:1-7; Deuteronomy 6:7; Proverbs 6:20-23).
- E. To turn the hearts of the students to their fathers so that they will listen to them and receive their instructions. The school should strive to reinforce the child's obedience and loyalty to his parents (Malachi 4:5-6; Proverbs 20:20; Isaiah 39:19).
- F. To encourage students to put their trust in Jesus Christ for eternal life (Romans 10:13).
- G. To train students to be able to recognize godly men and women who live their lives in obedience to God (Philippians 3:17).
- H. To equip children to view and evaluate all of life, experience, and knowledge from a Biblical perspective (Isaiah 55:6-9; Proverbs 16:25).
- I. To encourage students to have a personal relationship with God, which manifests itself in knowing, loving, and fearing His authority (Proverbs 2:1-5; Matthew 22:36-37; Proverbs 1:7).
- J. To develop an understanding of one's unique responsibility to God and to one another (Philippians 2:1-4; Corinthians 13:1-7).
- K. To help students realize their capabilities and limitations and how to make the most of them, toward growth and service (2 Timothy 1:8-9; Ephesians 1:3-12).
- L. To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening.
- M. To encourage creativity and curiosity.
- N. To encourage an appreciation and participation of the arts.
- O. To teach the fundamentals of physical fitness, nutrition, and hygiene.
- P. To teach the fundamentals of Bible, Language Arts, Mathematics, History & Geography, and Science.

Admissions Policy

Pine Grove Christian Academy can assist parents in providing a Christian education for their children and does not discriminate on the basis of race, color, ethnicity, or national origin. Admission may, however, be denied because of communicable disease, physical, mental, social, or developmental problems for which we have insufficient facilities or staff, history of behavioral problems, drug use or experimentation, or criminal behavior.

Enrollment Policy

The Administration will make any final decisions concerning the admission and enrollment of a family into the school. The enrollment procedure includes:

- A. Carefully reading the school Handbook.

- B. Attending an initial parent orientation designed to communicate to parents what is expected if accepted into the school.
- C. Parents scheduling an interview with a school official and/or admissions council. The student(s) should also attend the interview.
- D. Parents being notified of acceptance or rejection of the student's registration by the PGCA Staff.
- E. Completing all forms necessary for registration and enrollment.
- F. Parents paying all fees before enrolling in the school.
- G. School arranging a schedule for testing and placement of each student if deemed necessary.

Financial Policy

Our tuition-based school program operates on the premise that tuition payments are paid by parents and is a prerequisite for enrollment and continued participation at Pine Grove Christian Academy. It is absolutely essential that you pay your tuition that is due on the first of each month.

- A. All tuition payments and school-related fees are to be paid as specified on the Tuition and Fees Schedule published each year by the school.
- B. Tuition payments are due on the first day of each month for twelve months. If payment is not made on or before the 5th of each month, a 10% late fee will be assessed.
- C. Post-dated checks will be accepted if the date on the check allows for the check to be cashed by the 5th of the month in which the payment is due.
- D. If the bank returns a check for "insufficient funds", we will charge your account \$25.00 for each returned check and we will contact you by telephone or mail to seek permission to redeposit the check or secure a replacement.
- E. **Failure to pay tuition in a timely manner will result in the dismissal of a student.**
- F. The contract entered into upon acceptance to PGCA requires full payment of tuition even if a parent decides to withdraw the student or if the student is expelled during the school year. There will be no exceptions to this rule.

Kindergarten Entrance Requirements

Before a child enters kindergarten we must have an up to date record of required immunizations or a statement signed by the parent stating that the child has not been immunized and tuberculin-tested because of religious convictions or other objections to immunization. If any contagious outbreaks occur, then your child will not be permitted to attend school.

Parent Orientation and Involvement

Pine Grove Christian Academy requires there to be active and substantial parental involvement in the education of children. Therefore, after enrollment into the school, at least one parent is expected to participate in the following activities:

- A. Parent Orientation Session(s) prior to the opening of each academic school year.

- B.** All scheduled “Parent Conferences” to discuss student progress.
- C.** All scheduled “Parent – Teacher Fellowships” designed to better equip parents for their task and to enhance understanding of the parenting role.
- D.** Daily monitoring and assisting with academic subjects as assigned by the classroom teacher.
- E.** Several times during the year parents will be asked to assist the faculty, with school and playground maintenance, fundraisers, lunch time supervision, etc.
- F.** If parents do not participate in these functions, their child will be placed on probation to be reviewed at the end of the semester and if the family has demonstrated proper involvement the student will be taken off probation.
- G.** If parental involvement does not improve, the student may be asked to leave PGCA.

The primary basis for admission to the school is parental commitment to be substantially involved in the education of their children. Thus, it can be correctly stated that the school admits parents as well as students. Education is a family affair; therefore, we strongly encourage all school-age children within a family to attend.

Attendance Policy

It is the responsibility of the parent and student to create the habit of being punctual and regular in attendance. The school feels that faithful attendance is necessary for maximum benefit. If a student misses more than 15 days per semester (without an acceptable excuse such as a doctors’ excuse or other legitimate absences) it can result in the student repeating the entire grade he or she is currently in.

Absences

If your child is absent from school, you must call the church office and inform the teachers or leave a phone message by 9:00 A.M. each day the child is absent. If a student has excessive unexcused absences in one nine weeks the administration of PGCA may expel the student at its discretion.

Legitimate Absences

The following situations will be considered legitimate absences from school:

- A.** Personal illness, injury, or doctor appointments that cannot be scheduled after school hours.
- B.** Illness in the immediate family that requires the student’s presence.
- C.** Death in the family.
- D.** Absences with prior approval from the office.

Tardiness

It is important that students always be on time to school and to class. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievements, it is essential for the development of personal habits that are characteristic of success and good citizenship in every walk of life. Each student is expected to be in

the classroom when the period begins. All students must come to class fully prepared with the materials needed for class. If a student accumulates 4 tardies in one 9-week period, it will be considered as one unexcused absence.

Truancy

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will not be tolerated. If a student is truant once in one 9-week period, it will result in a one-day suspension.

Check In / Check Out

Any student (not of driving age) arriving to school at or after 9:00 A.M. must be accompanied by a parent to the school office. No phone calls or notes will be accepted. Checking out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal, a request must be made in writing to the school office. Parents must go to the school office to pick up their child. No student will have permission to leave unless accompanied by a parent or guardian.

Dress Code

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Style of clothing should indicate a serious academic purpose on the part of the student. Our standards for dress and grooming are in keeping with the high Christian ideals that we seek to establish in those who attend the school.

A "uniform" is defined as a basic slack / shirt and skirt / blouse, color-coordinated outfit that is to be worn to all school functions. Some of the reasons for adopting a uniform dress code are as follows:

- A.** Uniforms result in stronger discipline and academics.
- B.** Uniforms help improve a student's self-image.
- C.** Uniforms reduce yearly clothing costs.
- D.** Uniforms eliminate daily decision of what to wear.
- E.** Uniforms eliminate competition in dress between potential "social climbers".
- F.** Uniforms standardize and neutralize externals while enhancing individualization and internal values.
- G.** Uniforms give identification, which helps to build school spirit.

Uniform Schedule

Mondays, Wednesdays, & Fridays

Khaki pants or shorts (3 in. above knee)
Navy golf shirt/sweatshirt/hoodie with school logo
Brown or black belt
Solid red, navy, or white socks or tights
Tennis shoes or casual shoes (no open toe shoes)

Tuesdays & Thursdays

Khaki pants or shorts (3 in. above knee)
Red golf shirt/sweatshirt/hoodie with school logo
Brown or black belt
Solid red, navy, or white socks or tights
Tennis shoes or casual shoes (no open toe shoes)

On special days or events, students may be required to wear a tie for the boys and dresses or dress suits for women.

Physical Education Uniform

Red shirt/navy shorts, tennis shoes

Note: All uniform items must be purchased at KMS

Jean days/free dress days

The guidelines listed below are in no way considered all inclusive:

- 1) Jean days consist of jeans and a Christian t-shirt or PGCA school t-shirt only.
- 2) Free dress days (this does not include jean days) will only be permitted for things such as yearbook photos or other special occasions. Pants, slacks, jeans must be neat and clean without holes, tears, or frayed edges. Skirts (no mini skirts) or dress length can be no more than 1 inch above the knee in the front and back and shorts length can be no more than three inches above the knee.
- 3) Shirttails must be tucked and the shirt or blouse must be of sufficient length to do so.
- 4) Students are not allowed to wear caps, hats, or other headwear into the school building(s).
- 5) Athletic wear, including sweats, tank tops, wind suits, shorts and jerseys, is not permitted.
- 6) Clothing displaying graphics or logos conveying ungodly or inappropriate messages is not allowed.
- 7) Shirts must be Christian in nature displaying Christian logos, slogans or messages. If the slogan or logo is questionable in nature, the administration will determine whether or not the student will be allowed to wear it to school. If the student wears the shirt again, he or she will be sent home or a parent will have to come get the child or bring them another shirt.

- 8) Boys are expected to be clean-shaven; no facial hair will be permitted. Sideburns must not reach below the ear lobe and no extreme sideburns will be permitted (mutton chops, etc.). Hair should be clean and length should be above the collar in the back and above the eyebrows in front. Ponytails are not acceptable.
- 9) Extreme hair colors or styles are not permitted.
- 10) Extreme fads or fashions are NOT permitted (nose rings, eyebrow rings, questionable clothing styles as determined by the Administrator.
- 11) Electronic communication devices such as pagers, beepers, and cellular phones must be turned OFF and given to the teachers while on school property. Abuse of these devices will result in detention and the student will not be allowed to have the device on school property.
- 12) Shoes must be clean and well maintained.

Student Conduct
and
Disipline

Student Conduct and Discipline

Pine Grove Christian Academy offers a high quality of Christian training in an environment conducive to spiritual growth and development of young people. However, we are not designed to be a correctional institution for problems arising beyond those usually encountered in average school children. While we recognize the educational needs of developmentally delayed and emotionally challenged children, this school is not equipped to meet these needs.

A Biblically based standard of conduct is necessary to provide an environment that promotes the spiritual welfare of students. Students are expected to act in an orderly, respectful manner and maintain Christian standards of courtesy, kindness, language, morality and honesty. Students must strive toward unquestionable character in dress, conduct and attitude. They are expected to refrain from any activity that does not agree with the school handbook.

A lifestyle that reflects Christian principles stands out in today's world. At Pine Grove Christian Academy we have standards of conduct and dress that we feel should be part of the student's mode of living. Most of the standards are simply for the protection of our students and for the orderly operation of our school.

Standards of Conduct

Every institution has standards of conduct. These can be stated as rules, dos and don'ts, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule says: "Don't hit another student." The student could "obey" the rule and still have hatred in his heart. In so doing, he misses the spirit of love implied by the rule. However, a principle says: "Love your fellow students and treat them the way you would treat the Lord."

This principle has many applications implied in it: giving of oneself to other students, supporting and helping them, putting them first, not doing or saying anything that would hurt them, etc. Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This, after all, is what learning the ways of God is all about; not learning just the "right thing to do" or how to "get by," but having the nature of Christ formed in us (2 Peter 1:3,4). Therefore, the following are examples of principles set forth as a standard for student behavior:

- A. **Faithfulness:** Covenant love, laying down your life for the brethren and the Lord; being dependable and trustworthy; patient and forgiving.
- B. **Honor:** The fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness, obedience, and gratefulness.
- C. **Harmony:** Dwelling together in unity; friendship and sharing; peace and joy; cooperation.
- D. **Honesty:** Being truthful with God, yourself, and others; integrity and sincerity; transparency; fairness.
- E. **Purity:** Holy to the Lord; cleanness; modesty and decency; noble and lovely.
- F. **Order:** Under discipline and self-disciplined; neat and orderly; organized and clear thinking.
- G. **Stewardship:** Accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

Discipline

The school reserves the right to have full discretion in the discipline of its students, using corporal punishment if appropriate, placing students on suspension or probation for a reasonable period of time, or dismissing any student who does not cooperate with the total educational process. Students found to be out of harmony with Pine Grove Christian Academy ideals of life and work will be asked to withdraw, even when there is no specific breach of conduct.

Correction of Offenses

Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher whenever they are guilty of thoughtless acts that are not in the best interest of the school. In the case of minor infractions, parents will generally not be contacted unless the teacher's corrective action has proven unsuccessful, in which case parents will be informed and involved. The staff will generally be responsible for handling the more serious offenses. Parents will be notified of the nature of the offense and also the disciplinary action to be taken.

A Parent Teacher conference will be scheduled to discuss misconduct but is not required before expulsion in cases deemed necessary by the Administrator.

Serving Detentions

Demerits will be given during the day for disturbances or broken rules. Demerits are an indication that a student may need direction in the development of principles in his life. Three or more demerits in one day will result in a detention. When a student receives a detention, a detention slip is sent home with the student and must be signed by parents and returned the following morning. All detentions are to be served after school hours the day following the offense. The student's parent must sign and return the discipline slip along with the detention fee. During detention the student will be required to do any of the following things: walk or jog, clean bathrooms, clean offices, clean the kitchen, take out trash, or any other custodial services.

Fees for Detentions

Because the teachers' day is supposed to end at 3:00 P.M., a fee will be assessed for each detention period and the parent must send cash with the student on the day the detention is served. This money will be used to compensate the teachers for working overtime. The fee schedule is as follows:

15-minute detention	\$5.00
30-minute detention	\$10.00
45-minute detention	\$15.00
1-hour detention	\$20.00

Boy / Girl Relations

Pine Grove Christian Academy provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these opportunities will deepen into more than passing friendships.

This is both natural and expected. However, all such friendships must be handled in a responsible manner. Public displays of affection, such as holding hands and other physical intimacies are unacceptable. The six-inch rule applies to all students and means there should be no unnecessary physical contact between students at school.

Disciplinary Action Alternatives

Disciplinary alternatives can be, but are not limited to the following: parent conferences, detention, and non-participation in extra-curricular activities, corporal punishment, and release to parental custody.

Corporal Punishment

It is the view of Pine Grove Christian Academy that corporal punishment is an intimate act between parent and child. Therefore, should such punishment be required, it is our policy to have the parent administer the punishment.

Damage to School Property

It is expected that all damage, even if accidental, will be acknowledged by the person involved and an immediate reimbursement made.

Computer Use & Internet Access

Computers play a vital role in today's society and recognizing this fact becomes a valuable educational tool for students. However, the privilege of using this tool in the classroom can be abused through inappropriate use. The administration of Pine Grove reserves the right to expel any student who is found to be using inappropriate Internet access during school hours.

Academics

ACADEMICS

Accreditation

Accreditation by a state or regional governmental agency is an administrative mechanism designed to ensure uniform education for all children in secular schools. Accreditation was established as a governmental means for determining whether secular tax-supported schools were meeting minimum academic and faculty standards. Pine Grove Christian Academy has not sought accreditation by any governmental agency for several reasons.

- A.** Pine Grove Christian Academy is not interested in using textbooks adopted or approved by the state. Secular authors who reject fundamental Christian principles and therefore are saturated with “humanistic” values develop many of those texts.
- B.** Pine Grove Christian Academy will not be bound by state curriculum or teacher certification requirements that are contrary to those of Christian education standards.
- C.** Pine Grove Christian Academy believes it is unreasonable for parents to withdraw their children from a government school with its academic and moral ills and place them in a private institution with the same curriculum methods and objectives. To accept the secular school and their accrediting criteria as our standard would be to leave no viable alternative available to Christian parents.
- D.** Accreditation of a Christian school is not necessary for a graduate who wishes to enroll in a college or university. The basic criteria for college admissions are student aptitude and achievement as determined through nationally formed standardized tests. The instructional program of Pine Grove Christian Academy is designed and implemented to allow its graduates to stand on their own academic achievements and merit.

Faculty

All staff members of Pine Grove Christian Academy have been carefully selected on the basis of their education, experience, and integrity. The most outstanding requirements for the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of the Lord Jesus Christ.

Facilities

The school represents a ministry of Pine Grove Church and is, therefore, privileged to use all of its facilities as needed. All activities of the school day will take place on the church premises unless parents are notified otherwise.

Homework

It will not be the policy of the school to assign large amounts of homework. If homework is assigned, it will be due to the fact that the student did not complete their goals for that day. If this pattern of behavior becomes excessive students may not be permitted to return to school until all of their homework assignments have been completed. Please do not regularly make excuses for your child not completing their homework or they will not be allowed to continue to attend PGCA. In our system, academic success can only be achieved by the daily completion of each student’s goals. Each day they

do not complete their work is another day they are further from graduating. Homework does not provide an opportunity to spend time on worthwhile activities and projects. Parents can help by giving the child a proper environment for study. Parents may need to be firm in eliminating some of the distractions that interfere with getting homework done, including television. If you do not have a homework plan and/or policy in place, please discuss it with the child's teacher.

Curriculum Material

The basic student materials utilized in our school constitute curriculum developed, published, and / or distributed by several companies. These companies provide quality Christian curriculum and instructional support materials that serve Christian educators as an effective tool for use in meeting the educational needs of students. Children receive regular instruction in Bible, Language Arts, Math, History & Geography, and Science.

In addition to the basic subjects, electives and extra-curricular offerings include, but are not limited to: Physical Education, Home Economics, Art, Music, Foreign Language, and Work Study Programs.

Because our 4th through 12th grade curriculum is primarily computer-based, families are required to supply a notebook computer for each student within this grade range before beginning the school year.

The student and parents share responsibility for the purchase, care, and maintenance of the PC including daily data back up. Should you have any questions or need assistance in locating a PC, please contact the school office.

Personalized Instruction

The basic instructional approach to learning will be that of individualized instruction. Individualized instruction is the process of providing each student with the most appropriate learning task as a given point in time and with a given set of available resources. Additionally, other modes of instruction will be used (small groups and lecture) as the teacher determines them to be appropriate.

Reporting Student Progress to Parents

Reporting student progress is an important, yet difficult part of parent / teacher communications. The reporting process is meant to convey the amount of growth of each student. Several reporting methods may be utilized and in each case the focus will be upon the individual, not the group or a comparison with a group.

- A. Progress Reports:** Regular interim reports may be sent home for parents' examination throughout each quarter.
- B. Conferences:** Scheduled conferences are a part of the school's reporting process. Parents must attend these conferences. For high school students, these conferences will be at least once a year.
- C. Growth Profiles:** Growth profiles are a graphic representation of student growth over an extended period of time. Achievement test scores form the database for this reporting instrument.

- D. Parent Visitation:** Parents are encouraged to visit the school to observe their child in the instructional setting but appointments are required for this activity. Parents are also encouraged to discuss the student's progress but appointments must be made in advance to ensure adequate time.
- E.** No parent is allowed to stop a teacher in the hall during school for "just a minute."

Graduation

There are three courses of study for graduation candidates; the parents and administration will discuss the level each student should achieve. It is recommended that all students pursue the objective of the Honors Course of Study. Should the parents and their student choose a lower course of study, it will be their decision after discussion with the administration. If students do not complete the required courses for their predetermined degree, they must accept the level degree that fits their completed courses. All students are required to take the ACT or SAT test.

A. Honors Course of Study (27 credits)

The Honors program is the highest degree that a student can achieve and includes a specific completed course curriculum. We expect each student to take the ACT or SAT at least 3 times.

B. College Preparatory Course of Study (25 credits)

The College Preparatory curriculum prepares the student for college and follows the curriculum guidelines for TOPS Scholarships Program for the state of Louisiana. We expect each student to take the ACT or SAT at least 3 times.

C. General Course of Study (23 credits)

This is the minimum course of study for a standard high school diploma. We expect each student to take the ACT or SAT at least 3 times.

D. Vocational Degree

It is possible for students to receive a vocational diploma or certificate of completion in some circumstances. Parents should discuss this with the administration.

Basic Outline of Scope & Sequence for Grades 4-12

Individualized education is designed to allow each student to work at his or her own level of achievement, which may vary from subject to subject. The curriculum includes five major academic disciplines: Bible, Language Arts, Mathematics, History & Geography, and Science. Each curriculum grade level consists of ten (10) units of study. However, completion timeframe will vary according to the student's ability and motivation. Careful attention should be given by the parent that each student keeps balance in the subjects in which he is working and that he is completing about the same number of units in each subject (excluding GAP units). A student who is more skilled may progress at a faster rate. One who is slower is encouraged to do his best, but is able to work on his level of proficiency and proceed, as he is capable. The typical student, then, is working on one unit in each of five subjects. Note that the units may be varying levels according to his achievement in each subject and according to the prescription after diagnostic testing. Curriculum for high school students includes a selection of both computer-based and paper-based elective material as well as college-level courses that may be taken for credit toward graduation.

School

Routine

SCHOOL ROUTINE

School Calendar and Schedule for the Day

A school calendar and schedule of the typical school-day activities will be provided to each family.

Chapel and Assemblies

Chapel and assemblies are an important part of the spiritual educational program of Pine Grove Christian Academy. Checking out on chapel day is not allowed and no appointments should be made on this day. Each school day will begin with an opening exercise consisting of prayer, pledges, Bible reading, and announcements. In addition to this daily exercise, other assemblies may be scheduled.

The following guidelines will be used:

- A.** Attendance is required of all students;
- B.** Each student will demonstrate proper courtesy to the speaker or group leader;
- C.** There will be no unnecessary talking, distracting of others, or disturbances; and
- D.** Students will not be allowed to study during the chapel or assembly period.

Cell Groups

Cell groups are an important part of the Pine Grove Church ministry. We believe that the cell group concept is a valuable tool used to form solid relationships that promote accountability. Each student at PGCA will be assigned to a cell group and will attend these meetings once a week during the school day. The cell leaders are members of Pine Grove Church or Pine Grove Youth Ministry and are under the direction of Pastor Dale Walker.

Star Friday

Students at PGCA can earn what is called "Star Friday." If students are up-to-date in all subjects, with no past due assignments, they will be rewarded with every fourth Friday off from school. The requirements for this privilege are:

- A.** All subjects up to date, no past due assignments.
- B.** Recited the scripture of the month.
- C.** No more than 30 minutes spent in detention.
- D.** No excessive tardies.
- E.** No excessive unexcused absences.

Half-Day Friday

School will be dismissed on Fridays at 11:30.

All students must be picked up by 11:30.

No lunches will be served on Fridays.

Modified Open Campus

With some strict guidelines, 9th – 12th grade students will be allowed to go off campus to lunch with parents' written permission. If they are not allowed to leave campus, they should bring a lunch to school. The stipulations are:

- A. Recited the scripture of the month.
- B. Student's schoolwork must be up-to-date.
- C. Parents must send written, signed permission slips; no daily phone calls will be accepted.
- D. Students riding together must have prior written permission of their parents on file at school.
- E. Students must be back to school on time. If students are even 1 minute late, they will lose the lunch privilege for thirty days.

Lunch Program

Kindergarten- 8th grade students are required to bring their lunch to school. No student will be permitted to leave the school for lunch unless accompanied by an authorized person with written permission.

Emergency School Closing

Occasionally, emergency conditions make it necessary to close school. In most cases, this will be due to ice accumulation, which makes the roads impassable or unsafe. In case of emergency closing, such information will be telephoned or broadcast over the radio no later than 7:30 a.m. Every effort will be made to notify the television and/or radio station(s) of our decision as early as possible. The decision to close school will rest with the Principal. Please note that Pine Grove Christian Academy closely follows the decisions and responses of the parish school system involving school closings. If conditions in your area are unfavorable, we will respect the parent's decision concerning school attendance that day.

Field Trips

Field trips are planned for their educational value. Notes giving details of the trip will be sent home with a permission slip. It is essential that parents sign this permission slip and return it to the school. No student will be permitted to go on a trip without this permission slip being on file in the office.

Parents will normally be invited to participate in field trips, but it should be understood that the supervision of the students is the responsibility of the teacher and he or she will retain full right to exercise authority in the administration of supervisory and disciplinary measures.

Emergency and Safety Drills

Throughout the year there may be unannounced emergency and safety drills. When the alarm is given, all persons in the school building will be given instruction by school staff in what they are to do. Each student will remain with his classmates at all times and absolutely no talking will take place. An “all clear” signal will be given when the exercise is complete.

Illness during School Hours

If a student becomes ill during the day, he may be excused to go home by the teachers. Before the student is excused, however, the school office will contact a parent. For this reason, it is important that the school has the correct home, cell, and work telephone numbers of both parents.

Medications

Parents are asked to consider the potential danger of having students bringing medication to school. The school recognizes that medications are justified in chronic health conditions and short-term, acute health conditions, but no medication will be administered without the written request of a parent and / or directive of a physician.

Office Hours

The school office hours are normally between the hours of 8:00 am and 3:00 pm with school days set up at the beginning of the academic year. Parents or visitors coming to the school to visit or transact business must come to the Church Office first. Do not go directly to the student’s classroom.

Parent Visitation

Parents are always welcome to visit the school; however, preschool age children and visiting school-age guests are not permitted to visit the classes. Parents who plan to visit a classroom should inform the school office of their intentions by a note or telephone call. It should be noted that visitors are expected to adhere to the school dress code.

Parties

We will have various occasions for parties and social events throughout the year. Parents may be asked to help furnish various items and supervise the activities of the students.

Physical Education / Extra-Curricular Activities

All students are expected to participate in physical education activities when offered. It is generally expected that students choose a team sport at PGCA and fulfill their P.E. requirement in this capacity unless specifically excused by school administration. Students are also encouraged to participate in one

or more extra-curricular activities. When a student joins a PGCA team sport, the parents and the students will be required to sign an agreement with the school regarding their commitment to the team.

School Hours

School begins at 8:00 A.M. and ends at 2:50 P.M. Students are to be dropped off and picked up at the west side of the Life Center at the gymnasium overhang. Students will not be allowed to leave with others without written permission or phone call from a parent. Parents are expected to pick their children up promptly. This schedule will be adhered to so that teacher preparation time will not be infringed upon. The teachers' day ends at 3:00 P.M. and all children should be picked up by that time. After 3:00 P.M. the students will be taken to the church office. A fee may be assessed to you if you do not pick your child up on time each afternoon.

Students Driving Vehicles to School

Students driving to and from school are instructed to park in the west parking area of the Life Center. Students are expected to drive safely, slowly, quietly, and carefully when entering and leaving the parking lot. Failure to adhere to these guidelines may result in the student losing campus-driving privileges or any other steps deemed appropriate by the administration. Students are to leave their vehicle and the parking area upon arrival at school.

Cell Phones

Cell phones must be turned in to the teacher first thing every morning. Students leaving campus for lunch are allowed to take their phone but it must be turned back in to the teacher when they return. If students remain at school during the lunch hour, they are not permitted to have their phone during that time. Students are not allowed to have their cell phones during break. If these rules are not adhered to, cell phone privileges will be terminated.

School Supplies

A list of all equipment and supplies necessary for the upcoming school year may be distributed at the time of student registration or re-enrollment.

Student Injury

The staff of Pine Grove Christian Academy will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible to pay for the services obtained on the child's behalf.

Telephone Calls and Messages

All telephone calls and messages to students or teachers must be directed to the school office. No student or teacher will be called out of class except in case of emergency. Student telephone use will be limited to necessary local or emergency calls only.

Miscellaneous

School

Issues

MISCELLANEOUS SCHOOL ISSUES

Computer Issues

If your child's computer has a technical problem that is related to school software or anything related to AOP, PGCA will attempt to solve these issues. However if your child's computer problems are a result of rogue programs that may have originated from Internet surfing, such as spyware, internet viruses, Ad-aware etc, you will be responsible for the repairing your child's computer. In addition, you will also be responsible for the repairs of any computer hardware issues, such as hard drive crashes, networking cards, power sources, etc.

Change of Address or Telephone Number

If you change your address, telephone number, or work location, please notify the school. It is important that emergency contact information be kept current.

Communicable Diseases

Please telephone the school immediately if your child is diagnosed as having a contagious or contractible disease. We would appreciate your cooperation in this matter.

Health Records

Students entering the Academy are to present a certificate of immunization. The following immunizations are required by order of the Health Department: Polio, DPT, Rubella, Measles, and Mumps. In most cases, immunization certificates can be obtained through your family doctor. A copy of the student's birth certificate must also be on file.

Lost and Found

Please label all clothing, lunch boxes, supplies, games, and toys. This expedites the search for the rightful owner. All items found should be turned into the office. Lost items that are not claimed by the end of the year will be discarded at the discretion of the Academy. We will not be responsible for any personal items or computers left in the classroom at the end of the day.

Audio & Video (Music & Movies)

Christian audio and video productions, and only those that glorify the Lord, are permitted on the Pine Grove Christian Academy campus. The administration reserves the right to confiscate any music CDs deemed inappropriate for school. Instruments are to be played in supervised music classes or by permission only.

School Colors and Mascot

The official school colors of Pine Grove Christian Academy are red, white, and blue with the mascot being the 'Patriot'.

End

Remarks

END REMARKS

Many institutions take the position that their responsibility to the student does not go beyond academic work or “school hours.” We, at Pine Grove Christian Academy, do not take such a position. We believe it is our responsibility to set full behavior standards for our students and will take a firm stand in doing so.

Each student and parent makes the decision to attend Pine Grove Christian Academy. Those who decide to do so hereby agree to model the school’s standards, principles, and requirements. For us to pursue any other course would be to abandon the responsibility of a Christian school. We appreciate the confidence shown in placing your children within our power to guide and teach the student socially, academically, and spiritually.

Right of Addition and/or Modification

Pine Grove Christian Academy reserves the right to revise or amend any statements made within this publication at any time.