

# **Perryton Christian Academy**

Parent and Student Handbook

2022-23



# Revised August 2022

## **Table of Contents**

Introduction.....	3
Our Programs.....	6
Expectations.....	7
Enrollment.....	9
Finances .....	11
Daily Operations.....	13
Academic Policies and Procedures.....	17
Discipline.....	21
Illness, Emergencies, Crisis Management.....	24
Conflict Resolution.....	27
Volunteer Opportunities.....	28
Parent Pledge.....	29

# **PURPOSE OF THE HANDBOOK**

The Parent-Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Perryton Christian Academy. Although the Handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the Academy. In the Handbook, no attempt has been made to explain the rationale for each policy or procedure, but it is important to realize that our policy and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient, and consistent approach to problems. Students, parents, parents, and staff commit to these policies and procedures and enables the Academy to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Written questions or recommendations to the Administrator are appreciated.

## **HANDBOOK REVISIONS**

The policies of this handbook provide guidelines to be observed by parents and students. However, since the school cannot address all situations in this book, the school reserves the right to exercise its administrative prerogative in responding to situations and circumstances. The school reserves the right to interpret the written policies of this handbook as it sees fit and to revise the policies when necessary. To further our biblical values and goals, the administration shall have full discretionary authority in implementing, interpreting, and enforcing these policies. This handbook is not considered a legal contract. The policies set forth in this handbook are subject to change at the discretion of the administration. Typically, revisions are made in the spring and summer prior to the start of the next school year. However, if, during the course of the year, it becomes evident that a policy is needed or should be changed, PCA reserves the right to make the change without notice. The last revision date will be posted on the first page of the handbook.

## **GENERAL INFORMATION**

PO Box 1251, Perryton, TX 79070, (806)228-9069

Campus Address: Harvest Time Church, 1800 SW 24th, Perryton

Verse: Deuteronomy 6:4-9 “Hear, O Israel: The LORD our God, the LORD is one. You shall love the LORD your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise...”

Colors: Blue, white, and black

Mascot: Lion

Website: [www.perrytonchristian.org](http://www.perrytonchristian.org)

## **MISSION STATEMENT**

PCA is a community Christian school assisting families by providing excellence in education while instilling biblical principles in students' lives that might impact their culture for Christ. We support families seeking a loving, caring, and Christ-centered academic environment, equipping students with the character and skills to navigate life successfully for God's service.

### **ACCOUNTABILITY OF PCA**

PCA is incorporated as a tax-exempt 501(c)(3) nonprofit corporation federally and in the state of Texas. We are a National Association of Christian Schools (NACS) member school. The Administrator reports to the Board of Directors, who provide accountability, assistance, and oversight. All teachers will be supervised by the Administrator.

### **KINGDOM EDUCATION MINISTRY**

Perryton Christian Academy believes in “Kingdom Education,” a life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. PCA views Christian education not as an alternative to public education, but as a biblical mandate and fulfillment of Deuteronomy 6:7-9. Our desire is to assist parents as an extension of the home in the development of students spiritually, academically, physically, and socially.

The opportunity for educational training, from preschool through 6th grade, is provided from a distinctive biblical foundation and perspective. The true nature of life, the study of every subject, and all extracurricular events are viewed in relation to God and His inerrant Word. Although the primary emphasis is to provide an educational opportunity for Christian students, evangelism to students and parents is an important part of the Academy’s educational process. However, beginning with 6th grade, we turn our focus to becoming a discipleship school. This means that the student or at least one of the parents professes to be a born-again believer and that there is fruit to be seen in their lives in this profession.

PCA operates according to a philosophy of education that has been compiled in the book “Kingdom Education: God’s Plan for Educating Future Generations.” It is the desire of the Academy to have its Board of Directors, administration, faculty, staff, and parents know, understand, and commit themselves to the fourteen principles found in Kingdom Education.

### **EXPLANATION OF EDUCATIONAL PHILOSOPHY AND BIBLICAL TRUTH**

The educational philosophy of the Perryton Christian Academy is based on a God-centered view that all truth is God's truth and that the Bible is the inspired and the only infallible authoritative Word of God containing this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ. Our aim socially is to provide a Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play, and at worship, all grounded in the Christian concept of love. This philosophy channels our energies to promote high academic standards while helping students achieve creative and critical thinking skills using the integrated curriculum available. It will be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone. This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of PCA.

### **NON-DISCRIMINATION POLICY**

Perryton Christian Academy, Inc. admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available

to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## **OUR PROGRAMS**

*Preschool* – We offer half-day and full-day options for children beginning at age three. Children may begin preschool once they turn three and will be placed in classes according to age.

*Kindergarten through 5<sup>th</sup> grade* – We offer classes for all students in Kindergarten through 5<sup>th</sup> grades. Children must turn five on or before September 1, 2017, to be eligible for Kindergarten.

*Middle School* – Middle school consists of grade 6.

*Special Education Services* – We offer enrollment to select students with special needs if accommodations and modifications can be adapted for the general classroom and if the parents and Academy both agree that the services provided at our school are adequate to meet the needs of the student. All special education is coordinated through Perryton ISD SSI or an outside party paid for by the student's family. All decisions regarding the admission of students with special needs are made on a case-by-case basis.

## **EXPECTATIONS**

### **PARENT STATEMENT OF SUPPORT**

1. We will regularly and earnestly pray for PCA.
2. We will fully cooperate in the educational activities of PCA by doing our best to make Christian education effective in our children's lives.
3. Our family will support the spiritual activities of the school (Chapel, Bible, Scripture memory, etc.).
4. We will pay all financial obligations on or before the date due. If we are ever unable to do so, we will notify the office manager, giving a reasonable explanation for the delay and stating when payment will be made.
5. The school has full discretion in the discipline of our children in accordance with the dress code and discipline policies.
6. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
7. The school reserves the right to dismiss any student when either the parents or the student do not cooperate with the policies of the school.
8. We will be faithful to attend all parent functions as best we can. These include open houses, parent meetings, parent conferences, and/or information nights.
10. If we become dissatisfied with PCA in any way, we will strive to resolve the matter with the person(s) involved privately and lovingly as possible, rather than spreading criticism and negativity.
11. We will seek to support and advance PCA in every area possible—spiritually, academically, physically, and financially.

### **STUDENT CODE OF CONDUCT**

As a student of PCA, I agree:

1. To strive for excellence as a student in all that I say or do.
2. To obey the Bible in speech and conduct.
3. To respect and cooperate with those in authority at the school.
4. To abstain from alcohol, drugs, and tobacco.
5. To abstain from sexual immorality, witchcraft, dissension, and honor code violations.
6. To dress in accordance with the PCA dress code.
7. To submit to the discipline policy of the school.
8. To remember that I am a student of PCA wherever I am.
9. To avoid behavior, on or off campus, that dishonors Christ, the school, the church, my family, and me.
10. To be accountable for any negative behavior, on or off campus, at any time during the year.

### **DRESS CODE**

There are two primary reasons for a dress code. The first is to ensure modesty that the Bible encourages (I Tim. 2:9). The second is to encourage a dignity that is appropriate for the Academy setting. Therefore, we do consider neatness in dress code decisions. The dress code of Perryton Christian Academy impacts our Academy environment every day. Research validates that modesty and neatness impact student learning. The dress code is established to provide guidelines for parents and students on appropriate school dress.

The dress code should be maintained before, during, and after the school day while on the school campus. Note: piercings of visible body parts other than ears (girls only) or having a visible tattoo are not allowed.

### **SHORTS:**

Boys and girls may wear loose-fitting, mid-thigh length shorts at any time of the year.

### SLACKS AND JEANS:

Boys and girls may wear pants, slacks or jeans. All pants should be appropriate in size and fit. Pants that are torn and/or faded from excessive wear or have separated seams are inappropriate. Wind pants, athletic pants, and sweat pants are acceptable. When wearing athletic pants, shirts must cover appropriately. Girls' capri pants or cropped pants are appropriate.

### DRESSES AND SKIRTS:

Dresses and skirts may be worn with the hemline or any slit in the dress/skirt at a modest length at or below the knee. Dresses/skirts should not rise immodestly while seated. Shorts worn underneath the skirt is preferable.

### SHIRTS AND BLOUSES:

Students may wear shirts that are modest and appropriate in size and fit. Any shirt that leaves any part of the midriff bare is inappropriate. A good test is if students raise their hand in class and the midriff is exposed, then the shirt is too short. Any writing or logos should be in harmony with the philosophy of Perryton Christian Academy. Shirts with spaghetti straps and shirts that come off the shoulders are not allowed to be worn alone.

### SHOES AND SOCKS:

We are very lenient on the shoes you choose. Just ensure they are appropriate for weather and activities for the day and that they can be taken on and off independently. Please have students wear socks with sports shoes.

### HAIR:

Hair should be neatly groomed. We have not, to this point, had a need to make rules on hair length or color.

### HATS, JEWELRY, and MISCELLANEOUS:

We discourage wearing hats and caps during school hours except for specially-allotted days during spirit week and other celebrations. Boys may not wear any type of piercing. Girls should not wear any piercings except for their ears. Jewelry should be appropriate for the Christian school environment and should not display any ungodly message. Tattoos are not allowed.

## **ENROLLMENT**

### **ADMISSIONS**

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

### **PROCEDURE FOR ENROLLMENT**

Interested parents should obtain an application packet, complete all forms for application, attach the non-refundable registration fee or tuition installment, and return it to one of the Academy offices. We attempt to begin re-enrollment to current students in January and open enrollment to the rest of the community in February. PCA reserves the right to selective enrollment, and

students may be required to take an admissions test, interview, and/or provide current report cards and test scores (Stanford Achievement Test Battery, Iowa Test, California Achievement Test, STARR, etc.).

Once admission is achieved, additional paperwork is required, and tuition agreements need to be arranged with the office manager. PCA will continue to enroll students until classes are full.

Applicants will be placed in a waiting pool if a class is full. Acceptance is not based on first-come, first served. Acceptance is based upon student academic needs, boy/girl ratio, Administrator recommendation, etc. Parents will be notified when space becomes available.

### **ADMISSIONS POLICY**

1. Previous Dismissal From Another School: Generally, the school does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school.
2. Parent or Guardian: PCA students must live with at least one biological, adoptive, or guardian parent except in the case of foreign exchange students.
3. Birth Certificate: A copy of the child's birth certificate must be in the school records.
4. Immunization Records: Immunization must be up to date by Texas law.
5. Kindergarten Admittance Age: A Kindergarten student must be five on or before September 1.
7. Our 3-year-old program admits children as soon as they turn three and are potty trained.

### **STUDENT WITHDRAWAL**

A student is not considered withdrawn until the school office has been notified by the parent. In the case of dismissal, the student will be considered withdrawn once the parent has been notified by the office or by the administrator.



# **FINANCES**

## **Tuition**

Preschool Half Day Program: \$2700 per year (10 months = \$270)

Preschool Whole Day Program: \$3850 per year (10 months = \$385)

Kindergarten – 5<sup>th</sup> Grade: \$4250 per year (10 months = \$425)

6<sup>th</sup> - 8<sup>th</sup> Grade: \$4450 per year (10 months = \$445)

Preschool Extended Day (If a student is enrolled in half-day but needs to stay for the full day on occasion): \$10 per day; aftercare added if they stay after 4:00.

Tuition is due on the 1<sup>st</sup> of every month. Automatic withdrawal is preferred, but we also accept checks, cash, or money order.

## **Fees**

Fees are one-time-only investments that pay for curriculum and supplies that your child will need throughout the year at PCA.

Application Fee -- \$50 nonrefundable, due with first-time applicants

Preschool Fee -- half-day \$150; full day \$175; due upon admission

Kindergarten, Elementary School, and Middle School Fee -- \$300, due upon admission

Testing Fee (1st-9th grades) -- \$35

## **Tuition Assistance**

We offer discounts to faculty members, families with multiple children attending our school, and pastors' families.

Pastor Discount: 50% for each child

Family Discount: 1<sup>st</sup> child: Full price  
2nd child: 25% discount  
3rd child: 50% discount  
all additional: 50% discount

Employee Discount: 50% for each child

## **Late Fees**

A late fee of \$25.00 is assessed each month for tuition, and/or aftercare payments are not paid by the due date. A returned check will result in a \$30.00 fee.

## **Tuition and Fees Reimbursement**

A student is considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reduction can be made for vacations or school holidays. Tuition is not based upon daily attendance. Should a student transfer before the end of the school year, the parents are responsible for the monthly tuition through the current month enrolled. In addition, fees, discounts, and incidental charges are neither prorated nor refundable and cannot be allocated to the accounts of siblings.

### **Donations**

Presently, tuition is not tax-deductible, but cash gifts are. Also, from time to time, parents might like to donate needed school equipment and supplies. Please see the school administrator for a list of needed equipment and supplies. Any financial gift will provide additional financial resources to improve and expand the overall programs of Perryton Christian Academy.

### **Scholarship Program**

PCA does have a limited amount of scholarship money available for families who demonstrate measurable financial need. To make an inquiry regarding the possibility of your family qualifying for financial assistance through our Scholarship Program, please submit a written description of why you are applying for financial assistance and include your most recent IRS Tax Return. All financial assistance is determined by an outside committee and then recommended to the PCA Board of Directors for final approval. Names, financial details, and assistance amounts are kept confidential. Families who qualify for financial assistance must commit to financially support the remainder of the balance not covered by financial aid. Perryton Christian Academy, Inc. does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admission policies, scholarship financial assistance programs, and other school-administered programs.

## **DAILY OPERATIONS**

### **SCHOOL CALENDAR**

We will coordinate our school schedule with the Perryton Independent School System calendar.

### **SCHOOL HOURS**

Morning care begins at 7:25 a.m.

All classes will begin at 8:00 a.m., Monday through Friday, and will coordinate with the Perryton ISD calendar. Dismissal times will stagger to alleviate traffic flow issues.

Preschool 3 half day: dismissal at 11:30

Preschool 3 whole day: dismissal at 3:30

Preschool 4 half day: dismissal at 11:30

Preschool 4 whole day: dismissal at 3:30

Kindergarten: dismissal at 3:00

1<sup>st</sup> -4<sup>th</sup> Grades: dismissal at 3:10

5<sup>th</sup>-6<sup>th</sup> Grades: dismissal at 3:20

### **INCLEMENT WEATHER CLOSINGS**

In case of inclement weather, PCA will announce delays and closings by text message and school Facebook account. Typically, PCA follows PISD protocols, but check the above sources for verification.

### **ATTENDANCE**

Regular attendance in classes is essential to the success of a student's school experience.

Students in Kindergarten-6th grade are allowed 10 absences per semester. A student must be in school for 3.5 hours to receive credit for the day. Students not in attendance on field trips will be counted absent.

## **ABSENCES**

### **1. Parental Phone Call or Text Message of Absence:**

The safety of our students is a prime concern. As a matter of crisis management, we desire to know where students are and if they will be attending for the day. PCA requests that parents phone or text message the teacher on the day of an absence by 8:00 a.m. if possible. Parents of students who have been absent and who did not call will likely receive an inquiry from the teacher.

### **2. Prior Approval:**

Except for illness, injury, and death in a family, prior notice of the absence should be given.

**4. Makeup Work:** Students will be required to make up all missed work, including homework, tests, and quizzes. Failure to make up the assignment within the allotted time results in an automatic zero. It will be necessary for missed work, including makeup tests, to be made up during the class missed, before school, or after school. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. All work missed must be made up within two times the number of days the student was absent.

**5. Loss of Credit for the Year Due to Absences:** For students to receive credit in any class, total semester absences may not exceed ten (10) or the year absences may not exceed twenty (20). Exceptions may be granted under unusual circumstances after parental consultation with the Administrator.

## **TARDINESS**

Students are expected to be on time for their classes. Tardies to school disrupt and distract the children as teachers try to begin the day. Five tardies will be the equivalent of one absence.

## **LATE ARRIVAL POLICY**

Students who are late should check in with the office to be taken to his/her classroom by the administrator.

## **PHONE, CELL PHONE, SMARTWATCH, TABLETS, ELECTRONICS POLICIES**

Students may use school/teacher phones with the permission of the office/teaching staff. Calls to students during school hours are to be limited to emergency messages. Parents may leave a message with their respective teachers via text message or voicemail. Students may bring personal cell phones, as long as they are turned off and stored away from classroom activities (at the teacher's chosen location) during the school day, including during field trips, lunch, or break times. Smartwatches may be worn for telling time but may not be used for sending and receiving messages at school. The school is not responsible for students' lost, stolen, or damaged belongings, including electronic devices.

## **PARENT CALLS**

In the event that it is necessary for a parent to call the school to speak with their child unless an emergency exists, a message will be taken and given to the student/teacher at dismissal.

## **TRAFFIC PATTERNS**

Our system is designed to provide safety, order, and supervision for each student's arrival and departure. Since the safety of many students is involved, please give wholehearted cooperation in observing these regulations. Please watch your speed.

1. Preschool students must be accompanied inside the building and escorted from the building every day. Designated persons must sign them in and out in the designated attendance book inside the building.
2. K-6th grade will be dropped off from the parking area in front of the building. Please pull into a parking spot or follow the circular traffic pattern to drop your student off. Due to parking limitations and safety, parents are discouraged from walking their children to class.

### **DESIGNATED DRIVERS**

Students will be released only to persons who have been listed as designated contacts in writing in advance. You will need to call the office manager or administrator to add someone to your list of people authorized to pick up your child. Teachers cannot release a student to anyone, not on that list.

### **SIGNING STUDENTS OUT OF SCHOOL**

Parents need to sign a student out if they pick up their student during the school day before dismissal. Students may not leave the campus during the school day with anyone other than the student's parent(s) or legal guardian unless the Administrator has made an exception.

### **CAMPUS VISITORS**

A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member. Visitors must go to the school office and sign in.

### **STUDENT AND CUMULATIVE RECORDS**

All student records are kept in the office. All records are confidential. Teachers use discretion in reviewing a student's record. Student accounts must be current, or records and report cards will not be released.

### **PERSONAL PROPERTY**

We ask parents not to allow students to bring items to school that are not necessary or needed for the school day. Toys, electronic devices, etc. are not allowed during school hours except for designated show and tell days where an approved/suggested list of appropriate items will be provided.

### **LUNCH POLICIES**

Lunches are to be provided daily from home. Microwaves will be available for student use. Please remember to provide utensils. Healthy lunches are encouraged, and water will be provided by the school. We will offer a pre-order "Fun Friday" lunch option from local restaurants.

### **SNACK POLICY**

At the teacher's discretion, students may have morning snacks daily to be provided from home.

### **BIRTHDAYS**

Birthdays may be celebrated with classmates during the snack or lunch period. All birthday celebrations should be arranged in advance with the teacher. If gifts and invitations are brought to school, they must include the entire class.

## **PARTIES**

Class Parties are planned for all holidays throughout the year, including an end-of-the-year party. Parents are encouraged to assist at least one of the parties.

## **OFF-CAMPUS PARTIES**

PCA is not responsible for any party not officially sponsored by the school. Students and/or parents planning non-sponsored after-school parties should not make announcements in class or collect money for these activities during school hours. Please do not issue invitations to students at school unless the entire class is receiving an invitation. Please consider how off-campus parties will affect students who are not invited if students leave the campus for the activity.

## **LOST AND FOUND**

Students are encouraged to have all personal belongings labeled. Students should check the Lost and Found if an item is lost or misplaced. Items not claimed will be donated to charity.

## **PERSONAL TRIPS**

Continuity is important in the progress of your child's success. Families are encouraged to plan family vacations during non-school times. However, we support our families, and if your child must be out of school for personal trips, parents should make arrangements with the teacher before the trip to schedule make-up class work, homework, and tests.

## **POTTY POLICY**

If a child has a potty accident, we will make every effort to make sure their feelings and dignity are protected. For "wet" accidents, we will notify parents and will help them change into dry clothing if another set of clothing is available. If a child has a bowel accident, the parent or emergency contact will be notified to come to the school and help their student.

## **PHOTOGRAPHY**

We contract with Lifetouch Photography to provide Spring and Fall portraits of your student(s), group pictures, and graduation pictures.

## **TOBACCO AND TOBACCO PRODUCTS**

The use of all tobacco products (including vaping, electronic cigarettes, etc.) is prohibited at all times while on PCA property or within any of PCA facilities or school-sponsored activities.

# **ACADEMIC POLICIES AND PROCEDURES**

## **STUDENT-TEACHER RATIO**

To preserve the integrity of the education we provide, we will make every effort to keep class ratios low. Class ratios tend to stay at 15 or below.

## **CURRICULUM**

We research all the most current educational standards, recommendations, and strategies and choose our curriculum to develop the most rigorous and excellent academic programs possible. We choose strictly Christian curricula and use a variety of credible supplementary curricula to enhance our academic programs. We use the BJU Press curriculum.

## **DAILY SCHEDULE**

We plan to offer a variety of visual, auditory, and kinesthetic opportunities in group and individual contexts.

## **TEXTBOOKS AND SUPPLIES**

1. Textbooks and supplementary books will be provided to each student. These books are the property of PCA and must be taken care of properly, including appropriate protective covering. Deliberate mutilation, defacing, or loss of any of these materials will result in the full replacement price being assessed to the parents or legal guardian.
2. Students are required to provide their own pencils, pens, paper, notebooks, and other supplies and materials required for instruction.

## **HOMEWORK AND TESTS**

General guidelines for homework are available from individual teachers. Time spent on assignments may vary depending upon the student's academic strengths and motivational level. Many families attend mid-week services at their churches. Therefore, tests generally are not scheduled for Thursdays. If tests are scheduled for students on Thursday, students will be given a week's notice in order to make adequate preparation. Quizzes may be given on any school day. Homework modifications are usually made on days when special school functions are scheduled for the evening. Teachers will provide class calendars to facilitate communication regarding assignments, tests, quizzes, and special school functions.

## **DISTANCE/ONLINE LEARNING OPTION**

At this time, all PCA learning platforms will operate at school. If distance learning becomes a necessity, we will make online learning decisions at that point. In the event of distance learning, all students must secure access to a computer or electronic device with internet access, a webcam, speakers, and a microphone. IPADs, Kindle Fires, CPUs, and Laptop Computers are all acceptable as long as they have the webcam/speaker/microphone/WiFi capability. Students who do not have access to their own electronic device at home may check one out from PCA. Please see the Administrator for more details.

## **ASSESSMENT OF STUDENTS' PERFORMANCE AND REPORT CARDS**

Students will be assessed every 9 weeks for their progress. Preschool and Kindergarten students will receive feedback on what they have learned so far, but not with letter grades. Students in 1st through 6th grades will be assessed using the following scales in each subject: A(100-90), B (89-80), C(79-70), D(69-60), F (below 60).

## **INCOMPLETE WORK**

Students must complete any assignments that are missed due to excused absences within the time frames established by the school. For each day of absence, two days are allowed for the completion of assignments. If long-term assignments are due, the two-day allotment may be exempted.

Submitting late assignments may result in a deduction of points from the assignment grade. Failure to complete assignments will result in a grade of 0.

### **PROMOTION GUIDELINES**

Students must pass all major academic subjects before being promoted to the next grade level.

### **HONOR ROLLS**

Students with A's in all courses are placed on the A Honor Roll. Students who make A's and B's in all of their courses are placed on the A/B Honor Roll.

### **ACADEMIC PROBATION**

At the end of each quarter, students with poor grades will be placed on Academic Probation. This information will be communicated to parents in writing. A student with 2 D's or one F will be placed on Academic Probation for the entire next quarter. The following semester, a student may be removed from Academic Probation with successful grades (less than 2 D's and no F's). A student who is on Academic Probation for an entire quarter and continues to perform poorly academically may be recommended for dismissal.

### **ACHIEVEMENT TESTING**

Each spring, students in 1st through 6th grades are administered an Achievement Test Battery called the Iowa Test. The results of these tests are used to assess students' strengths and needs. Parents receive the results of the tests at the end of the school year with the final report card.

### **PARENT-TEACHER CONFERENCES**

Parental support and involvement are vital to the success of Perryton Christian Academy. Parents are expected to participate in the Parent-Teacher meetings to encourage fellowship and strengthen communication between parents, teachers, and the administration. Through these meetings, parents are informed of student needs and performance, policies, and other important information.

### **INTERNET AND PUBLIC DOMAINS**

PCA allows students to utilize technology, including internet access, with teacher supervision, and for purposeful educational activities. PCA may issue students discipline if a student is involved as a host or participant in the content on the Internet that devalues or disrespects persons, institutions, or biblical values. If a student's personal Internet expression includes a threatening message to another student, a violent website, inappropriate comments about the school or staff, sexting, bullying, or inappropriate pictures and/or language, students will face school discipline and/or dismissal, and if applicable the proper authorities will be notified. The school considers sending, sharing, possessing, or viewing pictures, text messages, or e-mails that contain a sexual message or image a violation that will result in school discipline and/or dismissal. Students are required to immediately report any such activities to a teacher or Administrator.

### **STUDENT COMPUTER/TABLET ACCEPTABLE USE POLICY**

Elementary and middle school classes have a weekly computer elective and weekly access to tablets. PCA websites are monitored administratively in keeping with the school's responsibility to provide a safe learning environment. The use of the Internet and computer equipment within

PCA is a privilege. PCA reserves the right to monitor and review any material on any machine at any time in order for the school to determine any inappropriate use of computer/tablet resources. Computer and tablet users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone other than parents (guardians) is not permissible and may result in the restriction of account privileges.

### **RECESS**

Recess is considered a critical part of the school day. In preschool and lower elementary, we try to allow at least 20 minutes each morning and afternoon for free play. If it is above 90 degrees or below 45 degrees, going outside is at the discretion of the teacher. If the outside recess is avoided, students will be given recess indoors.

### **BIBLE VERSION**

PCA recognizes that many versions of the Bible are good and valid and are used by many denominations; however, in the interest of continuity, we read and memorize scripture from the ESV Bible.

### **CHAPEL SERVICES**

PCA provides weekly chapel services for students. Through the chapel services, students praise and worship the Lord Jesus Christ. Students and faculty minister to one another through prayer, music, and Bible message. Speakers during chapel services include faculty, staff, and outside guests such as pastors, youth pastors, parents, and community leaders. Parents are welcome to attend chapel services.

### **FIELD TRIPS**

Throughout the school year, field trips are planned to places of educational interest. Students are expected to behave the same way they would in the classroom. Students are to remain with the group at all times. Field trips are supervised by teachers with assistance from parents. If PCA transportation is unavailable, parents will be asked to provide transportation. There may be a minimal charge for field trips to cover expenses. The school dress code is followed by students and parents unless notified otherwise.

### **TRANSPORTATION**

School transportation is available for transporting students to and from field trips if not attending with a parent and in between campuses. A general agreement is included in the application paperwork, but more specific information will be sent home and required to be signed for field trips.

## **DISCIPLINE**

### **DISCIPLINE POLICY**

The Bible indicates that parents are responsible for their children's discipline (that is, training or instruction). PCA exists to assist parents in their God-given responsibilities. Therefore, PCA seeks not to assume the task that God gives to parents but only to serve as the parents' appointed and authorized representatives in the child training process in a limited way. Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined



adult, requiring less supervision as he matures. He, then, as a self-disciplined adult, assumes the role of training the next generation. The Academy expects that parents will support the administration in disciplinary action by encouraging obedience and respectfulness to the action of the Academy.

### **CLASSROOM GUIDELINES**

1. No talking in class without being recognized (raise your hand).
2. Do not leave your seat without permission.
3. Keep your hands, feet, and other things to yourself.
4. Be kind in what you say to others and to your teacher.
5. Accept and obey any instruction or discipline from a teacher.
6. Do not sit on desktops and tables in the facility as a matter of stewardship.
7. Do not prop outside doors open as a matter of security.
8. Respect authority.
9. Use time wisely.
10. Be considerate of others.

### **STUDENT BEHAVIOR**

Certain behavior by students cannot be tolerated and will result in action by the administration and /or the teacher. Examples are:

1. Use of physical force or verbal intimidation
2. Leaving school without permission
3. Defacing any property of the school or another student
4. Bringing to class any article that distracts another
5. Being disrespectful toward fellow students, teachers, or staff, in attitude, words or actions
6. Using or sharing crude, profane or vulgar language, whether verbally, or written, in social media, music, videos, etc.
7. Lying, cheating, stealing, plagiarism, vandalism, or bullying
8. Inappropriate public display of affection such as kissing, hand holding, embracing, etc.
9. Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of Perryton Christian Academy
10. Obscene body language
11. Possession of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography.
12. Blatant disrespect resulting in the student being asked to leave the classroom or a school activity.

Suspensions may be given for a period of up to five days. Examples of suspensions are fighting, flagrantly abusive language and/ or disrespectful conduct, supplying or selling of tobacco or tobacco products, or possession of pornography and computer/internet use for pornographic, defiant, or vicious purposes.

The Academy maintains the right to remove any student from its enrollment if the Academy feels that the parent(s) are not in harmony with the philosophy of the Academy.

### **METHOD OF DISCIPLINE:**

Teachers and students will agree to classroom rules and guidelines, and consequences for infractions will be discussed at the beginning of the school year and as needed throughout the

year. Students will be disciplined based on careful evaluation of the circumstances for each case. Students can be dismissed for severe misbehavior with no prior offenses. Corporal punishment is not allowed on any PCA campus.

### **BULLYING:**

It is the policy of the Perryton Christian Academy to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying. Bullying is harmful behavior initiated by one or more students and directed toward another student or students.

Examples of Bullying:

1. Verbal: name-calling, put-downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)
2. Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
3. Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
4. Psychological: acts that instill a sense of fear or anxiety, etc.
5. Miscellaneous: Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors.

As part of the required in-service training for all school staff, the Administrator or designee will discuss Bullying Awareness. Teachers will periodically conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, and walking away from bullying behavior, etc.

### **GENDER CLARIFICATION**

Perryton Christian Academy defines gender as biological, determined at birth, not emotionally or culturally determined or assigned. Biological males will use the boys' restroom, and biological females will use the girls' restroom.

### **SOCIAL MEDIA**

Students who attend Perryton Christian Academy are expected to demonstrate the highest of Christian decorum inside and outside of school, including their use of social media. No social media posts should be made in a negative light regarding PCA, any employee, volunteer, or student. Students must gain approval from any other PCA student(s) included in a picture or post before posting it to their personal social media page. Any social media post that violates PCA's code of conduct may be used as grounds for discipline, including expulsion.

# **ILLNESS, EMERGENCIES, AND CRISIS MANAGEMENT**

## **COVID – 19 RESPONSE**

PCA's Board of Directors will honor regulations made by National, State, and Local Authorities and will continually monitor those regulations to assure our students and staff maintain the safe and most effective academic environment possible.

## **ADDITIONAL COVID-19 PRECAUTIONS**

If required by national, state or local authorities, students' temperatures will be taken daily before a student enters the building.

Anyone with a fever of 100.0 or higher will not be allowed to attend school until their fever has resolved for 24 hours without fever-reducing medication.

Students and/or staff that test positive for COVID-19 will be asked to self-quarantine for 5 days.

Students and or/staff will not be required to quarantine if they have been exposed to Covid.

Sanitary measures will be implemented daily.

All staff has been trained in identifying COVID-19, precautionary measures, and understanding regulations as they continue to change.

## **ILLNESS**

If a student becomes ill, the parent or emergency contact will be notified immediately. We will care for your child in the office, away from the other children, until you arrive.

Any child who is diagnosed as carrying a disease classified as "communicable" is not allowed at school until it has been resolved completely and a physician has provided written verification.

Students that have evidence of head lice and/or nits will be sent home and MUST stay home until they are lice/nit free. Students will be checked (privately) for evidence of lice before they are allowed to return to the classroom.

### **Required Illness Precautions:**

Students with the following may not come to school until symptoms have resolved for at least 24 hours or a doctor's note is provided:

1. Fever at or above 100 degrees
2. Vomiting
3. Red, "crusty or goopy," itchy eyes (pink eye or conjunctivitis)

The State has offered the following as additional guidelines when it pertains to illness. If any of the following occur, your child should not be sent to school:

1. The illness prevents the child from participating comfortably in the Academy's activities, including outdoor play.

2. The illness results in a greater need for care than the teachers can provide without compromising the health, safety, and supervision of the other children in care.
3. The child has one of the following unless medical evaluation by a healthcare professional indicates that you can include the child in the Academy's activities:
  - b. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, a rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or
  - c. A healthcare professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate the child is no longer contagious.

### **IMMUNIZATION / HEALTH DOCUMENTATION**

A current immunization record is required of each student upon enrollment. Also, we need documentation from your healthcare professional that your child is physically able to attend our school, a vision and hearing screening for children age 4 and older, medical release to treat your child in the case of an emergency, and your child's health insurance information. All of this documentation is included in the admissions packet and needs to be complete by August 1.

### **MEDICATIONS**

All medications (prescription or over-the-counter) must be in original packaging and in a ziplock bag with instructions, and must be stored and administered by the teacher or designee.

### **MEDICAL EMERGENCY PROCEDURE**

Teachers will all be trained and certified in first aid and CPR. In the case of serious injury, we will attempt to contact parents or guardians immediately and arrangements will be made for transport to the nearest hospital. Any financial obligation for medical services resulting from a medical emergency while the child is in our care is the parent's responsibility.

### **FIRE, TORNADO, AND CRISIS MANAGEMENT DRILLS**

Students are informed about fire/safety, tornado, and crisis management procedures at the beginning of the school year. Fire safety drills are conducted monthly, tornado drills and crisis management are conducted quarterly. PCA has a plan for natural disasters, city evacuation, bomb threats, and other emergencies. This plan is included in the Employee Handbook.

### **CRISIS MANAGEMENT**

We are prepared to handle crises if/when they occur. PCA has a comprehensive Crisis Management Plan in place that you are welcome to review at any time.

### **CHILD ABUSE**

The State of Texas requires PCA to report allegations of suspected child abuse or neglect to 800-252-5400 when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse or neglect have occurred. While the school is expected to communicate with parents regarding the well-being of their children, the Administrator is placed between the parent and the state, acting on behalf of the parent and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable

suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting. Failure to report suspected abuse or neglect is a crime.

If you have any suspicion of child abuse or neglect by personnel at PCA, you may make a confidential report to 800-252-5400.

### **GUNS AND WEAPONS**

Perryton Christian Academy does not allow guns, knives, weapons, or their facsimiles on campus. Violation of this policy will result in immediate dismissal with the exception of facsimiles that may result in the discipline at the discretion of the Administrator.

## **CONFLICT RESOLUTION**

### **CONTACT OF TEACHERS AND RESOLUTION OF PROBLEMS**

Teachers at PCA are professionals and expect to be treated as such. If a conference is needed, please schedule an appointment with the teacher. Please bring all questions, problems, or complaints directly to the teacher first before attempting to involve the administrator or others. If the situation is not cleared up, it can then be brought to the administrator.

### **SEXUAL HARASSMENT**

Should anyone observe sexual harassment, they are encouraged to promptly report the incident to one of the Board of Directors. We will immediately investigate all reports. We will make every effort to keep the report confidential and protect the privacy of the individuals involved in any complaint.

### **SEPARATION ANXIETY**

It is very common for children to experience some stress or fear when they separate from their parents and caregivers. We also know that it is almost as difficult for the parents. The following suggestions are tried, and true methods of effectively helping your child (and you) make the adjustment with as few tears as possible.

1. Prepare them. Talk to your child before his/her school year even begins. Talk to them positively and enthusiastically about what they can expect from the school. Talk to them about what it will be like when you drop them off and pick them up. Introduce them to their child's teacher and give them a tour of the school and play area. Schedule a few play-dates with other children you know are going to be attending school too.
2. Develop a goodbye routine. Come up with a couple of things that you do each time you say goodbye, like a secret handshake or a special high-five. Whatever it is, make it something special between the two of you and make sure you do it every single time.
3. Say Goodbye. Give your child a hug and a kiss, tell him/her you'll be back soon, and then walk out the door. Don't drag out saying goodbye, and don't sneak out either. Keep it simple -- one kiss, one hug, and you're out the door.
4. Handle your own emotions properly. Children feed off the emotion of their parents. When you are emotionally steady, it teaches them to be.

5. Don't be late for pick-up. No matter who is picking your child up, whether it is you or someone else, make sure you are there on time.
6. Be honest. Don't minimize their fears or concerns -- address them while assuring them that you will always be there to pick them up once school is over for the day.
7. Get help from home. See if you can get another relative or friend to bring your child to school to see if a change in routine makes a difference.
8. Remember: Usually, within minutes of the parent's exit, most kids happily settle down and forget what all the fuss was about. And usually, within days, the tearful goodbyes end.

## **VOLUNTEER OPPORTUNITIES**

PCA supporters are encouraged to participate in many ways to enhance the programs our school provides. All volunteers who have direct access to students must pass a Criminal Background Check that will be paid for by the Academy and is expected to adhere to the code of conduct expected of staff and students.

### **ADVISORY COMMITTEE**

The advisory committee is a parent committee selected by the Administrator that meets several times annually. This committee exists to assist the Administrator with ideas and serves as a sounding board for the Administrator.

### **PARENT VOLUNTEERS**

The Parent Volunteer Association is service-oriented, operating exclusively for academic and charitable purposes. Parent volunteers help PCA in programs like New Parent Program, Book Fair, School Supply Packs, and Staff Appreciation.

### **PARENTS IN PRAYER**

Parents in Prayer is open to all PCA parents or parents of Alumni who gather weekly to pray for students, staff, and other school-related concerns. All parents are welcome to be part of this prayer support ministry.

### **ROOM PARENTS**

At the beginning of each school year, Room Mothers (or fathers) are selected by the teachers. These volunteers are responsible for (1) coordinating other parents to assist the teacher when necessary, (2) assisting the teacher in coordinating field trips, and (3) coordinating volunteers for classroom parties.

## PARENT'S PLEDGE

*As parent or guardian of a student at Perryton Christian Academy, Inc., I certify that I have read and understood the policies detailed in the Parent and Student Handbook. I will support the efforts of the Administrator, teachers, staff, and the Board of Directors in any actions needed to promote a healthy learning environment.*

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Parent's or Guardian's Signature

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Date