

PLAZA HEIGHTS CHRISTIAN ACADEMY

K-6th Grade Student Handbook 2010-2011



**A Ministry of
Plaza Heights Baptist Church
1500 SW Clark Road
Blue Springs, MO 64015
(816) 228-0670
FAX (816) 229-4092
E-mail: phca@plazaheights.org
Website: www.plazaheights.org**

Plaza Heights Christian Academy

A ministry of Plaza Heights Baptist Church

PHCA

Pursuing His Call Always

Plaza Heights Christian Academy
1500 SW Clark Road
Blue Springs, Missouri 64015
(816) 228-0670
FAX (816) 229-4092
www.plazaheights.org

Rev. Michael Hart, PHCA Administrator

Mrs. Bonnie Loper, Preschool Director

Plaza Heights Baptist Church
1500 SW Clark Road
Blue Springs, MO 64015
(816) 229-4077
FAX (816) 229-4092
www.plazaheights.org

Rev. Jim Tolliver, Senior Pastor

Dr. Steven Gann, Associate Pastor

Rev. Josh Collins, Interim Youth Pastor

Mrs. Bonnie Loper, Director of Children's Ministries

Mrs. Melissa Rausch, Music & Media Director

Mr. Carl Eichenberger, Office Administrator

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

Matthew 18 Principle

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

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

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

If the matter cannot be resolved there, then it should be taken to the pastor for final disposition of the matter.

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Mission Statement

To assist parents in providing their children with a superior education and a firm foundation of Christian values, equipping them with skills to impact their world as devoted followers of Jesus Christ.

Statement of Philosophy and Purpose

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

Statement of Faith

1. We believe that the Bible was written by men divinely inspired by God. It is infallible, inerrant, and a perfect treasure of divine instruction.
2. We believe there is only one true and living God, existing eternally in three persons: the Father, the Son, and the Holy Spirit.
3. We believe in the deity of our Savior, the Lord Jesus Christ: His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the Father’s right hand, and in His visible, bodily return to earth.
4. We believe that God created man in His own image, but, because of sin, man is in need of a Savior, and that salvation is a gift of God offered to man by His grace and received by a personal faith in the Lord Jesus Christ. Through faith in Him as Lord and Savior, we are declared righteous by God.
5. The righteous - those who have been saved by faith in Christ - in their resurrected and glorified bodies will receive their reward and will dwell forever in heaven with the Lord. The unsaved will be consigned to hell, the place of everlasting punishment.

General Information

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

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

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

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

School and Business Office Hours – School begins at 8:30 a.m. and dismisses at 3:30 p.m. Half-day kindergarten begins at 8:30 a.m. and dismisses at 11:30 a.m. Unless your child is enrolled in morning Extended Care or has made arrangements to meet with his/her teacher, he/she should not be in the building before **8:20 a.m.** Students should be picked up by **3:40 p.m.** unless arrangements have been made for them to be under the supervision of an adult. If students are not picked up by 3:40 p.m. and there have been no arrangements made for them to stay for extra help, clubs, or for some other reason, they will be taken to Extended Care and their parents will be charged according to the Extended Care fee schedule. If an emergency arises and you need to make special arrangements, please call the school office. All school business should be conducted during the regular business hours of 8:00 a.m. to 4:00 p.m.

Cancellation of Classes – If bad weather forces the closing of school, our school listing “Plaza Heights Christian Academy” will be on the radio and all major network television channels. **We do not close in conjunction with any school district.**

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

Car Line – In order for the dropping off and picking up of students to run as smoothly and efficiently as possible, it is imperative that every driver follow the guidelines that govern the parking lot. The speed limit is 15 mph. From 8:15 a.m. until 8:45 a.m. and from 3:15 p.m. until 3:45 p.m. our parking lot is one way. Please enter the East parking lot and proceed to the very back, going around the large “island” at the back of the gym. Elementary pick-up is on the West side and cars should exit the West parking lot. Maps and details are available in the school office.

Remember that we only ask you to follow these guidelines to be safe and have things flow as smoothly as possible. Please remember also that your children are watching you as their example.

Lunch Program – A hot lunch program is available to those students wishing to purchase lunch at school.

School Supplies – A school supply list can be found at the back of this handbook.

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

Participation in Promotional Materials

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

Perfect Attendance – Students with perfect attendance will be invited to a special Reward Day in the spring.

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

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

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

Visitors/Volunteers to the School – All visitors/volunteers to the school should report directly to the office to sign in. Parents are always welcome to visit the classrooms, but we ask that you arrange for any visit in advance by contacting the school office. A parent who desires a conference with a teacher or the Administrator is also asked to arrange for the conference in advance.

Student Visitors – Student visitors are usually welcome if the arrangements are

made in advance. Our student must fill out a visitor form and have it approved in the office at least 24 hours before any visit by a student from another school. Approval for student visitors is at the discretion of the Administrator.

Recess – Children need fresh air and exercise and are normally expected to go outside with their class. If your doctor recommends that your child stay inside, please send a note to that effect each day that he/she needs to stay inside. Normally, if the temperature is above 35° and it is not raining or snowing, students will go outside.

Admissions Policy

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

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

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

1. The application form has been completed and accepted. The application fee must accompany the application.
2. Parents have attended an interview with the school administrator and two members of the School Board. Students entering fifth grade and above will be required to attend the interview. Students wishing to return after transferring out of PHCA must interview again with their parents/guardians as part of the re-admission process.
3. A copy of the State Certified Birth Certificate for kindergarten and first grade students must be on file in the school office.
4. Children must have all the required immunizations as specified by Missouri State Law **or** have appointments to receive the necessary immunizations. If this condition is not met, your child is **not** enrolled in school. If your child is permitted to begin school on the condition that he/she is in the process of receiving his/her immunizations, he/she may attend school only as long as the immunization process is continued. Upon completion, it is the parent's responsibility to provide the school office with written documentation that the child has received the required immunizations. Failure of the parent to continue, complete, and provide proper documentation of the child's immunizations will result in the child being removed from school until compliance has been achieved. Missouri law requires that we comply with this regulation.
5. If the student is transferring from another school, we must have an authorization form signed by the parent or guardian requesting all records from previous

schools. There must be no outstanding balance owed to the school that you are transferring from.

6. A student will not be readmitted if there is an outstanding balance from the previous year.
7. All fees must be paid in full.
8. Financial arrangements for tuition must be made with the school office.

Your child is not officially enrolled until all of these requirements have been met.

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

Attendance

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

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

Excused absences include illness, death of a family member, and emergency situations. Medical and dental appointments should be scheduled after school hours whenever possible.

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

For unplanned absences, immediately upon returning to school, it is the student's responsibility to find out from their teacher what work needs to be made up and complete those assignments. Generally, one make-up day will be given for each day absent. If a parent wants to pick up their child's work, they should request it when they call their child's absence in to the school office. Homework will be available to be picked up after 3:30 p.m.

If a student misses more than 10 days, or accumulates an unreasonable amount of tardiness, a conference with the teacher, administrator, and parents may be requested to determine if the promotion requirements are being met.

If a child arrives more than 5 minutes late to school, he/she must report to the office for an "Admit to Class" slip before going to class. **Parents of students must come in with their child and sign them in.**

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

Students will be allowed 5 tardies without consequences. The 6th and 7th tardy will result in 5 minutes taken off of their recess time, and the 8th-10th will result in 10 minutes taken off of their recess time.

Students with perfect attendance will participate in a Reward Day with the Administrator in May.

Dress Code

At Plaza Heights Christian Academy, we recognize that appearance does not conclusively reflect a person's spiritual condition. However, clothing and appearance have an influence on attitude, behavior, and schoolwork. Therefore, we feel that the following dress code will aid each student in developing a positive self-image while keeping good standards of modesty, neatness, and cleanliness, recognizing that we are representatives of Jesus Christ.

Boys should wear:

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

Shorts - Shorts must follow the pant standard and be no shorter than three inches from the top of the knee.

Shirts - Collared shirts, polos, turtlenecks, mocks, Henleys, sweaters, sweatshirts, or dress shirts may be worn.

Shoes - Dress shoes, tennis shoes, or boots are acceptable.

Other - Belts must be worn, if needed, to keep pants in the appropriate location, as outlined above. All shirttails are to be tucked in unless the garment is made to be left untucked. Undergarments should not be seen at any time. Any clothing with writing, pictures, cartoons, etc. must display positive values.

Girls should wear:

Dresses or skirts - Dresses or skirts must be to the top of the knee or longer, including all slits and layers.

Pants - Dress slacks, khakis, or jeans may be worn. They should be worn at the waist or just below the waist. Jeans that are labeled "regular," "loose fit," "relaxed," or "baggy" are acceptable styles.

Shorts, skorts - Shorts and skorts must follow the pant standard and be no shorter than three inches from the top of the knee.

Capri's, gauchos - Capri's and gauchos may be worn, but must follow the pant standard.

Shirts - Collared shirts, polos, turtlenecks, mocks, Henleys, sweaters, sweatshirts, blouses or dress shirts may be worn.

Shoes - Dress shoes, tennis shoes, or boots are acceptable.

Other - Belts must be worn, if needed, to keep pants in the appropriate location, as outlined above. All shirttails are to be tucked in unless the garment is made to be left untucked. Undergarments should not be seen at any time. Any clothing with writing, pictures, cartoons, etc. must display positive values. No skin should be exposed at the waist when standing, bending, sitting, stretching, or any other normal activity.

Boys and girls should not wear:

Bib overalls

T-shirts (except on special designated days)

Oversized clothing

Tight fitting clothing

Tank tops or sleeveless tops

Low-cut tops (no cleavage should be showing)
Low-waisted pants, skirts, shorts, skorts, Capri's, or gauchos
Short-waisted tops
Hoodies (except on special designated days)
Make-up (K-5th grade)
Pants that have, or have the appearance of holes, rips, tears, or frays anywhere on them
Saggy, droopy seats in pants, or "skater pants"
Tattoos
Body-piercing
Earrings (boys)
Flip-flops or flip-flop style shoes (only thing holding the shoe on is a strap between the toes)
Athletic sandals, house slippers, house slipper looking shoes, Crocs® or Crocs® style shoes, or moccasins (except on special designated days)
Sandals
Hats (except on special designated days)

Grooming: All clothing is to be neat and clean. Hair should be clean and neatly combed. Girls' and boys' hair will not cover their eyes and boys' hair will be no longer than the top of the collar. No unnatural colors should be used on hair. No symbols or words should be cut or dyed into the hair. Emphasis will be placed on neatness, cleanliness, and appropriate dress.

Chapel Days: Dressing up is encouraged on chapel days.

Extracurricular Activities: The dress code applies to all practices, competitive events (both home and away), afterschool activities, and other school-related events. When attending an off-campus event, all students are required to dress in accordance with the supervising teacher's/coach's directions. It is important to note also that when at away events, all students, players, coaches, and parents need to be aware that the hosting school's dress code may be more restrictive than Plaza Heights Christian Academy's. Although we are not bound by their dress code, we should strive to be an example and respect their dress code. Also, no hats of any type should be worn in any building whether it is a gymnasium or other facility.

PHCA T-shirts/Christian T-shirts: Students may wear PHCA or Christian themed t-shirts, sweatshirts, or hoodies on Fridays only.

Special Occasions: For evening programs, graduation, Grandparent's Day, special chapels, and other special occasions, students will be asked to dress up. Girls should wear nice dresses or slacks and dress shoes. Boys should wear nice slacks, dress shirts, and dress shoes. Scout uniforms may be worn at school on Scout meeting days only.

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

Medical Guidelines

Immunizations

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

Medication

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

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

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

Illness

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

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

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

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

Emergency Cards

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

Academic Policies

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

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

Phonics and comprehension form the basis of the reading program. The techniques and the methods of phonics will enable the child to have a better understanding of words and word attack skills. Reading, language arts, mathematics, and Bible are emphasized. Social studies, health, penmanship, science, Spanish, music, art, computers, and physical education are also studied.

We use a variety of Christian curricula including: A Beka for phonics, art, reading science, health, and history; Purposeful Design for elementary mathematics, spelling and Bible.

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

Homework – Homework is an assigned school activity that is to be completed out of class. It is designed to stimulate initiative and responsibility, aid in self-direction, develop independence and reinforce learning. It should help the student utilize the resources of his/her home and his/her community, such as the library. Parents are expected to support the teacher by supervising the homework assignments. Parents should **not** do homework for their child. Other than work not finished in class that day, there will be no homework assigned on Wednesdays.

Honor Roll

Elementary – A student honor roll is kept for students in grades 3-6. To qualify for this Honor Roll, a student must have all A's and B's in the core subjects. Students may qualify for the Administrator's Honor Roll by earning all A's in the core subjects. Core subjects include: Bible, Language Arts, Math, Science and Social Studies.

Grading Scale (K-6th)

The grading scale is set up as follows:

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
59% and below	F

Attributes will be rated according to the following:

E = Excellent
S = Satisfactory
M = Average
NI = Needs Improvement
U = Unsatisfactory
NA = Not Applicable

Report Cards – Classes are set up on a nine-week grading period. Report cards will be given to the parents at their child’s conference at the end of the first quarter and sent home with the child for subsequent quarters. The report card envelopes should be signed by the parent and returned to the teacher.

Conferences – Parent/teacher conferences will be held at the end of the first quarter. Follow-up conferences will be scheduled as necessary. The school encourages parents to make every effort to attend these conferences. We encourage your cooperation by being prompt and only staying the allotted amount of time as arranged by the teacher. Both parents are encouraged to attend the conferences.

Computer Usage Policy

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

Computer Use

- Students are allowed to use the computer lab only if a supervising teacher is present.
- Using the internet for any reason may only be done with a teacher's permission.
- No food or drink is permitted in the computer lab.
- Students are to treat the computers and all components with respect and care.
- Computers are individual work stations and only one student may work at a computer at a time. Only a teacher may assign more than one student to work at a single computer.
- The *Parent/Student Agreement* must be signed as evidence that the student and parent, guardian or custodian have read, understand, and will honor this policy.
- All student computer and network files are subject to review by the administration. With respect to any of its computers with internet access, the school will monitor the online activities of students and employ technology protection measures during the use of any such computers. Videos or photos taken by students at school or any school related event may not be posted to a public website without the explicit permission from the administration.

Network Use

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

Software

- Students may not download programs from the Internet nor may they copy a program from any storage media. Students may not install or delete programs on the school's computers. A teacher may authorize the copying of student-created work to a storage media device.

- Copying of any software, network or otherwise, is against the law and is strictly prohibited. The “Fair Use” clause gives students leniency for using some pictures, graphics, text, etc. *for academic purposes only*, and the student’s teacher will instruct him/her about the use of this clause when necessary.

Unacceptable Usage

- Students will not engage in non-academic usage of the computer system. Accessing chat rooms, playing games, instant messaging, blogs, personal websites, e-mail sites or any site not specific to an assignment or project is strictly forbidden.
- Students will not use the school system to post private or personal information about another person or themselves.
- Students will not attempt to bypass or disable the school’s filtering system.
- Students will also be held accountable for information posted from any location on the internet about themselves or others.

Consequences of Misuse of Computer Resources

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

Code of Conduct

At Plaza Heights Christian Academy, we believe we should show respect for Christ and His Word by having a Christ-like attitude. Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9, help us achieve and maintain an attitude of self-control that is pleasing to Christ and to others. We believe students should show respect for both parents and teachers. Colossians 3:20 says, "Children, obey your parents in all things; for this is pleasing unto the Lord." At Plaza we believe that parents play a very important role in their children's lives. Therefore, we want to assist you by encouraging and strengthening your child through Christ and His Word so that he/she may show a positive attitude at school and at home.

Each student will be disciplined, as needed, with firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he/she will learn to submit to God's authority in his/her own life.

Each teacher is given the responsibility of enforcing classroom and school rules. The Administrator will be available to assist as needed.

Students will be treated fairly and equitably. Discipline will be based on a careful assessment of the circumstances of each case. Factors to consider will include seriousness of the offense, student's age, frequency of misconduct, and student's attitude. Discipline and order are attained through a proper balance of positive and negative techniques and/or reinforcements. Teachers use a variety of methods to promote good behavior and aid in character training.

Each teacher develops a system of positive reinforcement for those who follow standards of good behavior. This may include rewards, verbal praise, stickers, certificates, extra break time, etc.

Discipline Procedures

Examples of minor offenses include:

- five (5) tardies per semester
- failure to complete assignments
- causing a disruption in class
- unnecessary talking in class
- disrespect of other people's property
- disobedience of specific rules
- horseplay in the halls

Discipline Procedures for minor offenses include –

1. Warning: Teacher will talk to pupil and explain his/her offense
2. Consequence assigned by the teacher
3. Call parents
4. Before- or after-school detention
5. Student conference with the Administrator
6. Parent conference with the Administrator and student

Examples of more serious offenses include –

- frequent critical or derogatory remarks
- disrespect, insolence shown toward those in authority
- leaving school without permission
- cheating
- lying
- stealing
- swearing, using obscenities or our Lord's name in vain
- defiance
- abuse or willful destruction of school or personal property
- drinking, smoking or possession of tobacco or alcoholic beverages
- any form of harassment or intimidation
- fighting
- mistreatment of other students
- extortion
- public display of affection – kissing, inappropriate touching
- committing a serious breach of conduct inside or outside of the school which has an adverse effect on the testimony of the school
- habitually committing a less serious offense
- sexual immorality
- possession of drugs*
- possession of a weapon*

Discipline procedures for more serious offenses include–

1. Call parents
2. Student conference with the Administrator
3. Parent conference with the Administrator
4. Detention(s)
5. Probation
6. Suspension
7. Expulsion

***Possession of drugs or weapons will result in
automatic expulsion from school.**

Responsibilities – We believe God has given parents the responsibility for the discipline of their children. The staff of Plaza Heights Christian Academy believes that our role is to assist parents. We do believe in corporal punishment as the Bible teaches, but we have chosen to rely on the parents to administer it in a loving manner.

If, at any time, parents have questions or disagreements regarding disciplinary actions, it is their responsibility to immediately discuss these questions or differences with the teacher or staff member involved and not to bring their grievance to other parents, faculty or students. If the matter is not resolved with the teacher, the parents should then discuss it with the Administrator.

Students are responsible under God to obey and show respect for teachers and the Administrator, as they should for their parents. They are also responsible for helping to maintain the learning environment.

Probation Policy

Probation gives the student an opportunity to correct a serious problem. If he/she does not improve to a satisfactory level, the consequences will be suspension - forced absence from the school for a number of days to be determined by the school administrator, then expulsion - forced withdrawal from the school.

A review date will be set at the time the discipline is administered. Specific improvements to be made shall be established. The Administrator will determine the length of the probation. At the end of the probation period, if the student has corrected the problem areas outlined by the Administrator, he/she will then be taken off of probation and be held as a student in good standing.

Definitions

Before- or After-School Detention: 7:30 a.m.—8:25 a.m. or 3:30 p.m.—4:25 p.m..

Friday Detention: 3:30 p.m.—6:00 p.m..

Saturday Detention: 8:00 a.m.—12:00 p.m..

In-School Detention: 8:30 a.m.—3:30 p.m. during assigned school days. Students are allowed to make up work for credit.

Before-school, after-school, Friday, Saturday, and in-school detentions are an effort to correct poor behavior without suspension and without the loss of credit. Students are expected to be on time, to bring classwork or books, and to be courteous and polite to the detention provider. If a student is late, not prepared, disrespectful, or uncooperative at the detention, he/she may be asked to leave and a referral shall be turned in to the office.

Out-of-School Suspension: Removal from school for the length of time imposed by the Administrator. Students shall not be allowed to turn in work for credit, attend any functions of the school, or participate in any extracurricular activities or programs.

Expulsion: Imposed withdrawal from school.

Classroom Atmosphere

Each teacher is responsible for setting the climate of his/her classroom. This climate for learning is essential so that all students may succeed. Clean, well-kept classrooms are a must in promoting good student behavior and respect for the school and each other. Students are expected to follow these guidelines to assist us in keeping our classrooms neat and orderly.

1. Snacks and candy (including gum) are not permitted in the classrooms. Parties are only permitted at the discretion of the Administrator.
2. Students should not bring pop bottles, cans or cups of any liquid into any classroom.
3. Students may not wear hats or headgear during school.
4. Students may not lounge on the furniture or lie prone on the classroom floor.
5. Students should leave the classroom as they found it.
6. Students should not write on desks, walls, or anywhere else other than paper.

7. Cell phones, music playing devices and video game devices are subject to confiscation on school grounds and will only be returned to the parents.

Search and Seizure

PHCA Administration/Staff reserves the right to search students' personal belongings, including but not limited to, lockers, backpacks, purses, and electronic devices. Parents can be assured that searches will only take place with reasonable suspicion of violation of school policy. If students are found to be in violation of school policy, appropriate discipline will be administered.

All discipline will be handled with the utmost discretion by the staff and the Administrator, keeping in mind the balance found in God's Word between justice and grace. Parents will be informed of any office referral and may be called in for a conference regarding any discipline. This is not an exhaustive list of offenses or consequences, but information to make all aware of the high standards of conduct expected at PHCA.

Extra-Curricular Activities

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

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

Elementary sports participation is open to all students in 4th-6th grade. It is the responsibility of parents or guardians to make sure their children are keeping up in the classroom during a sports season.

To cover the costs of gym rental, officials, and other extra costs associated with our sports program, there will be a \$50.00 sports fee assessed to any student participating in each sport (maximum \$150 per family per sport). PHCA students who participate in more than one sport per season will only be charged one sports fee of \$50 per season (does not apply to homeschool students). This fee should be paid before the sport begins. Homeschool students pay a \$100.00 fee per sport to participate (maximum \$300 per family per sport). This fee does not cover meals, travel expenses, or lodging for away events.

Before/After-School Clubs

Participation in any before-/after-school club is open to any student interested in the mission and/or objective of that club.

Evening Events

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

Tuition and Fees

Full Payment – A 5% discount is offered to families that pay tuition in full before their child's first day of school. This discount is available for kindergarten through twelfth grade and may not be used with any other discounts except the multi-child discount.

Monthly Payments – A variety of payment plans are available. All payments must be completed by April 2010 and are due on 15th of the month. A late fee of \$20 will be assessed for any monthly tuition payment received after the 25th of the month. Any family that falls behind more than one month will be withdrawn from school. There will be a \$20 fee assessed for any returned check. We reserve the right to place an account on automatic draft to ensure prompt monthly payments.

Application Fee (non-refundable) – A one-time application fee is for students making **first-time** application to the school. This fee must accompany the application papers.

Enrollment Fee (non-refundable) – For new families, the enrollment fee is due within two weeks of acceptance but not later than the first day of classes. **The enrollment fee for returning families is due when the Application is submitted.**

Book Fee (non-refundable) – The book fee pays for expendable books such as workbooks and test booklets, reusable textbooks, teacher's books and classroom curriculum aids. Students may be charged an additional fee for lost books or books that show unusual wear or damage.

Testing, Trips & Activities Fee (non-refundable) – This fee helps defray costs for labs, transportation, special events, SAT testing and scoring in the spring, etc.

Tuition Management Fee (non-refundable) – The tuition management fee covers the cost of setting up an account for your family. A tuition management company maintains all of our accounts and collects on unpaid accounts, which benefits all our families. This fee may be waived if paying in full before the first day of school.

As stated in the Admissions Policy, a child is not considered enrolled until all fees are paid. After July 15th, any spot being held by an enrollment fee only will be considered open to our waiting list.

All fees (which are non-refundable) must be paid before any discounts can be applied to tuition.

Discounts

Multi-child discounts are available, providing a 15% discount for the second child and a 25% discount for all additional children. The multi-child discount is available for kindergarten – grade twelve.

Full-time seminary students (12 hours or more) and full-time ministerial staff of any Bible-believing church whose teachings do not conflict with our Statement of Faith, qualify for a 50% tuition discount for their child/children enrolled in kindergarten –

grade twelve. This discount may not be used in combination with any other discounts. This discount does not apply to Extended Care charges.

Late Fees - Monthly tuition payments are due on the 15th of the month. A late fee of \$20 will be assessed for any monthly tuition payment received after the 25th. Any family that falls behind more than one month will be withdrawn from school. If any account is suspended for non-payment, there will be a \$25 reinstatement fee charged.

Tuition and Fees Schedule

	Half-day Kindergarten	Full-day Kindergarten	Grades 1-6
Application Fee <small>(New Students Only)</small>	\$25/student	\$25/student	\$25/student
Enrollment Fee <small>(if paid before April 1)</small>	\$75/student <small>Max - \$300/family</small>	\$100/student <small>Max - \$300/family</small>	\$100/student <small>Max - \$300/family</small>
<small>(if paid before May 1)</small>	\$100/student <small>Max - \$375/family</small>	\$125/student <small>Max - \$375/family</small>	\$125/student <small>Max - \$375/family</small>
<small>(if paid after May 1)</small>	\$125/student <small>Max - \$450/family</small>	\$150/student <small>Max - \$450/family</small>	\$150/student <small>Max - \$450/family</small>
Book Fee	\$70/student	\$100/student	\$150/student
Testing, Trips & Activity Fee	\$25/student	\$25/student	\$25/student
Tuition Management Fee	\$45/family	\$45/family	\$45/family
Tuition	\$1,900 per year/student	\$3,800 per year/student	\$3,800 per year/student

Withdrawal Policy - In the case of a withdrawal from PHCA, a full month’s tuition is due for any partial month that the student attended. **Accounts must be paid in full before records will be released or transferred.**

Financial Aid – It is the desire of the school board that the opportunity of a Christian education be available to anyone who desires it. To that end, we have contracted with FAST (Financial Aid for School Tuition) to determine if a family qualifies for financial assistance. Applications are available online through a link on our website.

Referral Program for K-12 Families – If a new family enrolls a student in K-12th grade and *gives your family credit on the application* under “How did you hear about Plaza Heights Christian Academy?,” a \$100 credit will be applied to your K-12 account. This applies to K-12th grade students that are not currently or have not previously attended PHCA. If a new family enrolls a student in our preschool

program and *gives your family credit on the* application under “How did you hear about us?,” a \$25 credit will be applied to your account. There is no limit to the number of credits that a family can receive, and the credit(s) may be applied to fees or tuition. According to the IRS, this is considered taxable income. Therefore, if any PHCA family receives more than \$600 referral credit, PHCA will issue a 1099 at the end of the calendar year.

Extended Care Fees

Extended care fees are to be paid in the school office.
Full fees will be due even if there are days that your child is not in attendance.

Kindergarten-12th Grade

Before-School Extended Care

Beginning at 7:00 a.m.\$30.00 a month for one child
- **OR** - \$40.00 a month per family

After-School Extended Care

3:30 p.m. - 6:00 p.m.\$40.00 a month for one child
- **OR** - \$50.00 a month per family

Daily Rates

A.M. Extended Care\$3.00 per student
P.M. Extended Care
Picked up before 4:30 p.m.....\$3.00 per student
Picked up before 6:00 p.m.....\$5.00 per student

Late Charges (for pick-up after 6:00 p.m.)*

For the first five minutes (or portion thereof)..... \$3.00 per child
For each additional five minutes (or portion thereof) \$1.00 per child

***Late Charges are due upon pick-up--they will not be billed!**

Kindergarten Extended Care

Available on Monday, Tuesday & Thursday*\$12.00 a day per student
*You must sign up for the same day(s) of the week so that we will be adequately staffed.

Non-School Days

There will be no Extended Care on days that school is not in session, and no After-School Extended Care on early dismissal days.

PLAZA HEIGHTS CHRISTIAN ACADEMY

School Supply List

Kindergarten – Half-day

Copy of New King James Version Bible
Backpack (no rollers or wheels)
1 box #2 pencils 1 (solid yellow – no designs)
1 pair of scissors (5" pointed – Fiskars preferred)
1 box of 16 count crayons
1 box of 12 count colored pencils
1 box of washable markers (primary colors)
2 boxes of facial tissues
1 multi-package of glue sticks
2 2-pocket folders
1 package of construction paper
1 package of "Baby Wipes"
1 pkg of Anti-bacterial wipes (Clorox, Lysol)
4 dry-erase markers
1 set of watercolors
1 washcloth or old sock
1 bottle of hand sanitizer
1 plastic school box (no handles)

Kindergarten – Full-day

Copy of New King James Version Bible
Backpack (no rollers or wheels
1 package pencil top erasers
1 pair of scissors (5" pointed – Fiskars preferred)
1 box #2 yellow pencils (no designs)
2 boxes of large crayons (8 count)
2 2-pocket plastic folders
2 boxes of facial tissues
1 bottle hand sanitizer
8 glue sticks
1 package of construction paper
1 package of "Baby Wipes"
1 pkg of Anti-bacterial wipes (Clorox, Lysol)
1 box of colored pencils (8 – 12 count)
2 dry-erase markers
1 set of watercolors
1 plastic school box (5" x 8" – no handles)
1 washcloth or old sock (to be used as an eraser)

1st Grade

Copy of New King James Version Bible
Backpack (no rollers or wheels)
1 box #2 pencils (solid yellow – no designs)
1 pair of scissors (5" pointed – Fiskars preferred)
2 boxes of crayons (24 count)
2 boxes of facial tissues
4 glue sticks
1 large eraser
1 package pencil top erasers
1 composition notebook for journaling
1 pkg. of construction paper (**separated by color**)
1 package of "Baby Wipes"
1 pkg of Anti-bacterial wipes (Clorox, Lysol)
1 box of colored pencils (8-12 count)
4 dry-erase markers
1 bottle Elmer's glue (4 oz.)
1 plastic school box (5" x 8" - no handles)
2 2-pocket **plastic** folders
1 hand sanitizer
1 soap dish with removable lid (for crayons)
1 washcloth (to be used as an eraser)
1 package neutral color buttons

2nd Grade

Copy of New King James Version Bible
Backpack (no rollers or wheels)
1 box #2 pencils
1 pair of scissors (5" pointed – Fiskars preferred)
2 boxes of crayons (24 count)
1 box of washable markers (primary colors)
2 boxes of facial tissues
1 large eraser
4 glue sticks
1 composition notebook for journals
1 package of construction paper
1 package of "Baby Wipes" (boys only)
1 pkg of Anti-bacterial wipes (Clorox, Lysol)
4 dry-erase markers
1 washcloth or sock
1 bottle Elmer's glue
2 plastic school boxes (5" x 8" - no handles)
2 pocket folders
1 plastic pocket folder with prongs
1 roll paper towels (girls only)
1 package wide-ruled notebook paper
1 soap dish
1 Package 3 x 5 line notecards – BOYS
1 bottle hand sanitizer - GIRLS

3rd Grade

Copy of New King James Version Bible
Backpack (no rollers or wheels)
2 boxes #2 pencils
1 pair of scissors (5" pointed – Fiskars preferred)
1 ruler
1 box of crayons (24 count)
1 box of washable markers (primary colors)
2 boxes of facial tissues
1 large eraser
2 glue sticks
1 pkg of Anti-bacterial wipes (Clorox, Lysol) (Boys only)
1 bottle hand sanitizer (Girls only)
1 box of colored pencils
1 plastic school boxes (5" x 8" - no handles)
400 sheets wide-lined notebook paper
4 red pencils
1 highlighter
2 2-pocket folders
1 4oz. bottle Elmer's glue
1 Composition Notebook for Journals
1 Binder (1/2 inch) with pockets for homework
4 dry-erase markers
1 wash cloth or sock
1 roll paper towels (Girls only)
1 box Ziploc sandwich size bags (Boys only)
\$4 for purchase of School Planner

4th Grade

Copy of New King James Version Bible
Backpack (no rollers or wheels)
2 red pens or pencils
1 highlighter
1 box #2 pencils
1 dry-erase marker
2 boxes of colored pencils (primary colors)
1 box of washable markers (primary colors)
1 large eraser
2 glue sticks
1 pair of scissors (7" pointed – Fiskars preferred)
1 ruler
1 simple calculator
1 plastic school box (no handles)
500 sheets wide-lined notebook paper
2 2-pocket folders
2 1-inch 3-ring binders
1 package of notebook dividers
1 bottle of hand sanitizer
1 pkg of Anti-bacterial wipes (Clorox, Lysol)
2 boxes of facial tissue
\$4 for purchase of School Planner

5th Grade

Copy of New King James Version Bible
Backpack (no rollers or wheels)
1 box #2 pencils
1 pair of scissors (Fiskars preferred)
1 ruler
1 box of crayons (24 count)
Highlighters (yellow, pink, green, orange & blue)
2 boxes of facial tissue (one in Aug. and one in Jan.)
1 large eraser
2 glue sticks
1 package of construction paper
1 package of "Baby Wipes"
1 pkg of Anti-bacterial wipes (Clorox, Lysol)
1 red pen
2 pocket folders
1 three ring binder (1 or 2 inch)
100 sheets wide-lined notebook paper
1 1-subject notebook
1 plastic school box (no handles)
1 USB drive to save work done on the computer
1 basic/inexpensive calculator
\$4 for purchase of School Planner

6th Grade

Copy of New King James Version Bible
Backpack (no rollers or wheels)
1 box #2 pencils
1 pair of scissors (Fiskars preferred)
1 ruler
1 box of colored pencils
1 box of crayons (24 count)
1 package of colored highlighters
2 glue sticks
1 pkg of Anti-bacterial wipes (Clorox, Lysol)
2 boxes of facial tissue
2 package of red pens
3 pocket folders
3 1-subject notebooks (wide ruled)
1 dry-erase marker
500 sheets wide-lined notebook paper
1 large plastic school box (no handles)
1 Protractor
1 Compass (metal)
1 Dictionary – New Webster's Edition
2 packages of 3x5 lined index cards
1 TI 30X IIS Solar Calculator
1 USB drive to save work done on the computer
\$4 for purchase of School Planner