

PLAZA HEIGHTS CHRISTIAN ACADEMY

K-5th Grade Student Handbook 2015-2016



A Ministry of
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PHCA

Pursuing His Call Always

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

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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 a ministry of 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 students will not only leave here understanding how to follow the Lord Jesus Christ, but that we will have helped instill in them a true desire to be devoted followers of Jesus Christ.

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.

Core Values

Purpose

Honesty

Character

Academics

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

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

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

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

Matthew 18 Principle

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 there is no reconciliation after consulting together and praying for mutual understanding, then they should agree to counsel with the administrator.

In like manner, if the matter is not resolved there, it may then be taken to the School Board. Finally, if the matter has not been resolved, it may be taken to the pastor for final disposition.

General Information

Chapel – Chapel services are conducted weekly as part of our Bible curriculum. These services reinforce the teaching of spiritual truths while encouraging the practice of prayer, praise and service to 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. - 8:00 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 do apply for this service.

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

School and Business Office Hours – School begins at 8:30 a.m. and dismisses at 3:30 p.m. 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 their teacher, they should not be in the building before **8:00 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 a staff member. If students are not picked up by 3:40 p.m. and there have been no arrangements made for them to stay for tutoring, clubs, sports, or some other reason, they will be taken to after care and be charged according to the aftercare fee schedule. If an emergency arises and you need to make special arrangements, please call the school office. All school business should be conducted during the regular business hours of 8:00 a.m. to 4:00 p.m.

Cancellation of Classes – If bad weather forces the closing of school, our school listing “Plaza Heights Christian Academy” will be on all major television network channels. We will also send a text message to those families that have registered their cell phones in Sycamore. **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 students to be dropped off or picked up in a safe and efficient manner, it is imperative that every driver follow the guidelines that govern the parking lot. The speed limit is 15 mph. From 8:00 a.m. until 8:45 a.m. and from 3:15 p.m. until 3:45 p.m. our parking lot is one way. Please enter the east parking lot and proceed to the very back, going around the large “island” at the back of the school. 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. Again, we ask you to follow these guidelines for the safety of the students.

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

School Supplies – A school supply list can be found on the PHCA website or in the school office.

Field Trips – Field Trips are an important part of your child’s educational experience. If there is a particular field trip that you do not want your child to participate in, please 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 child, however, siblings are not permitted to attend. Students are expected to ride to and from all field trips on the transportation provided by the school.

Class Parties – Parents are welcome to attend their child’s class parties, however, we ask that siblings not accompany them to school. Parties are held at various times throughout the year. Parents will be informed of party dates and times well in advance.

Participation in Promotional Materials - From time to time, photographs and/or videos of students may appear in school publications and promotional materials. If you do not wish for the school to use an image of your student, please let us know by indicating so on the Parent-Student Agreement. In lieu of this notification, the school will consider consent to have been given to use any such photographs or videos in these publications or promotional materials.

School Programs – Students are expected to participate in the various school programs conducted throughout the year. 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 must 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 by contacting the school office at least 48 hours in advance. A parent who desires a conference with a teacher or Administrator is also asked to arrange for the conference in advance.

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

Recess – Children need fresh air and exercise and are expected to go outside with their class. If a doctor recommends that your child stay inside, please send a note to that effect each day that he/she needs to remain indoors. Generally, 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 may include placement testing for students entering first through twelfth grade, a review of their previous school records, and providing evidence that the parents/guardians share in the goals of the school based upon its philosophy and purpose.

The biblical and philosophical goal of Plaza Heights Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit qualities of a Christ-like life. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at PHCA, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school, and to refrain from certain activities or behavior.

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 (new students only).

2. Parents have attended an interview with school administration and 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 may be required to interview again with their parents/guardians before being admitted.
3. A copy of the state certified birth certificate for kindergarten and first grade students must be on file in the school office. To be eligible for enrollment, students entering kindergarten should be five by August 1st; students entering first grade should be six by August 1st.
4. Children must have all the required immunizations as specified by Missouri State Law, or an Immunization Exemption card or an Immunizations In Progress card on file with the school. If 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.
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 the previous school. There must be no outstanding balance owed to the school that you are transferring from.
6. If the transferred school records do not include standardized testing scores from the previous spring semester, the test will be administered at PHCA.
7. A student will not be readmitted if there is an outstanding balance from the previous year.
8. All fees must be paid in full.
9. 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 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 and/or ethnic origin in its admissions policies, scholarship programs, and all 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 established policies.

Attendance

Attendance is essential to ensure optimum academic achievement. For this reason, excessive absences may threaten a student's promotion.

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. 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 school work that will be missed.

For unplanned absences, 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, a conference with the teacher, administrator, and parents may be requested to determine if the promotion requirements are being met.

If a student arrives late to school, they 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. It is extremely important that you, as parents, help us to begin the day right and on time by getting your child here and in class by 8:30a.m. We appreciate your cooperation in this matter.

Dress Code

The following dress code should aid each student in developing a positive self-image while maintaining appropriate standards of modesty and decency.

Boys may wear:

Pants - Dress slacks, khakis, jeans or wind pants may be worn.

Shorts - Shorts must be no shorter than three inches from the top of the knee.

Shirts - Collared shirts, polos, turtlenecks, Henleys, sweaters, sweatshirts, hoodies, jerseys and t-shirts. Shirts with writing or pictures must display a positive message.

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

Girls may wear:

Dresses or skirts - Dresses or skirts must be to the top of the knee or longer, including slits and layers unless leggings or other layers are worn underneath. Then, skirts/dresses will need to be no more than 5 inches from the top of the knee.

Pants - Dress slacks, khakis, jeans, Capri's, or wind pants may be worn.

Shorts - Shorts must be no shorter than three inches from the top of the knee.

Shirts - Shirts, polo's, turtlenecks, Henleys, sweaters, sweatshirts, sports jerseys and t-shirts. Shirts with writing or pictures must display a positive message.

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

Boys and girls should not wear:

Tight fitting clothing

Tank tops/sleeveless tops

Low-cut tops

Short-waisted tops

Pants that have, or have the appearance of, holes, rips, tears, or frays on them

Earrings (boys)

Sandals, flip-flops, athletic sandals, house slippers, house slipper looking shoes, Crocs® or Crocs® style shoes, or moccasins (except on special designated days)

Hats (except on special designated days)

Grooming: No unnatural colors, symbols, or words should be cut or dyed into hair that might cause undo distractions.

Extracurricular Activities: All participating students are required to dress in accordance with the supervising teacher's/coach's directions.

Special Occasions: There are specially designated days or weeks of the year such as "Spirit Week" when the normal dress code will be relaxed to allow clothing not normally allowed. Such exceptions will be clearly communicated and should never violate the overarching standard of modesty. For special occasions, students may be asked to dress up.

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

Medical Guidelines

Immunizations

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

Medication

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

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

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

Illness

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

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

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

Please notify the school office in case of hepatitis, meningitis, rubella, measles, lice, pink eye, 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 Terra Nova 3 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 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 their home and 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 3-5. 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-5th)

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
- NI** = Needs Improvement
- U** = Unsatisfactory

Report Cards – Classes are set up on a nine-week grading period. Report cards will be sent home with the child at the end of each quarter. The report card envelopes should be signed by the parent and returned to the teacher. Parents can access student grades throughout the year by utilizing the Sycamore school website.

Conferences – Parent-teacher conferences are encouraged to take place at any time of the year. PHCA does not designate specific periods for conferences to be conducted. Either the parent or the teacher may request a conference as needed.

Special Services – Certain programs and services are available at no cost to students tested and approved by the Blue Springs School District.

Computer Usage Policy

Plaza Heights Christian Academy provides computer resources to enhance the educational experience of its students. Student use of computers is a privilege and students are expected 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 provided by PHCA.

Computer Use

- Using the internet for any reason may only be done with a teacher's permission.
- No food or drink is permitted while using the chrome books.
- Students are to treat the computers and all components with respect and care.
- Computers are checked out to students individually and should not be traded.
- The Parent/Student Agreement must be signed as evidence that the student and parent, guardian or custodian have read, understand, and will honor this policy.
- All student computer and network files are subject to review by the administration.
- With respect to any of its computers with internet access, the school will monitor the online activities of students and employ technology protection measures during the use of any such computers.

Network Use

- Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a course of study may be run, as required, for that course of study's requirements, with teacher supervision.
- It is the student's responsibility to maintain the security of their 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 their personal User-ID, then they are 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 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 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 them about the use of this clause when necessary.

Unacceptable Usage

- Students will not engage in non-academic usage of the computer system. Accessing chat rooms, instant messaging, blogs, personal websites, e-mail sites or any site not specific to an assignment or project is strictly forbidden.

- Students will not use the school system to post private or personal information about another person or themselves.
- Students will not attempt to bypass or disable the school's filtering system.
- 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 of the administration.
- Students will be held accountable for information posted on the internet about themselves or others from any location,

Consequences of Misuse of Computer Resources

- Damage caused to any device 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 PHCA, we believe that parents play the most important role in their child's life. Therefore, we want to assist you by encouraging and strengthening your child through Christ and His Word so that they may show a positive attitude at school and at home.

Each student will be disciplined, as needed, with Christian love. As Christians, we understand that all of us reside under the authority of God. If a student has yielded themselves to God's authority, they likewise should recognize their responsibility to submit to parents, teachers, and others in authority.

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 the child's age, seriousness of offense, frequency of misconduct, and evidence of a repentant heart. 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:

- repeatedly late to class
- 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 actions for minor offenses may include:

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

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 or use of obscenities
- defiance
- abuse or willful destruction of school or personal property
- any form of harassment or intimidation
- fighting
- mistreatment of other students
- public display of affection
- committing a serious breach of misconduct inside or outside of the school which has an adverse effect on the testimony of the school
- habitually committing a less serious offense
- possession of drugs
- possession of a weapon

Discipline actions for more serious offenses may include:

1. Parent/Student conference with Administrator
2. Detention(s)
3. Probation
4. Suspension
5. Expulsion

Responsibilities – We believe God has given parents the responsibility for the discipline of their children. The staff of Plaza Heights Christian Academy believes our role is to assist parents. We do believe in corporal punishment as the Bible teaches, but feel the parents are responsible for administering this correction if they so choose in a loving manner at the home.

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. Refer to the Matthew 18 Principle on page four of this handbook.

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

Probation Policy

Probation gives the student an opportunity to correct a serious problem. If a student does not improve to a satisfactory level, additional consequences will be applied which could include suspension or expulsion 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

In-School Suspension: 8:30a.m.—3:30p.m. during assigned school days. Student's work is due at the end of the day. This is an effort to correct poor behavior without out-of-school-suspension.

Out-of-School Suspension: Removal from school for the length of time imposed by the Administrator. Students shall not be allowed to attend any functions of the school or participate in any extra-curricular activities or programs. Work is due on the first day of return to school

Expulsion: Imposed withdrawal from school.

Classroom Atmosphere

Each teacher is responsible for setting the climate of their 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, pop cans, energy drinks, etc. or cups of any liquid into any classroom.
3. Students may not sit on tables or desks.
4. Students should leave the classroom as they found it.
5. Cell phones, MP3 players and video game devices may only be used before or after school. If used during school hours, devices are subject to confiscation 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.

Bullying Policy: Bullying consists of negative, mean behavior that occurs repeatedly (usually over a certain period of time) in a relationship that is characterized by an imbalance of power or strength (the person who is bullied has a hard time defending himself or herself). Some examples of bullying are when a student, or several other students:

- Say mean and hurtful things or make fun of him/her or call him/her mean and hurtful names
- Completely ignore or exclude him/her from their group of friends or leave him/her out of things on purpose
- Hit, kick, push, shove around, or lock him/her inside a room
- Tell lies or spreads false rumors about him/her verbally, by notes or electronically (text, IM, email, social networking) to make other students dislike him/her. The above is not an exhaustive list. Bullying is a type of harassment and will be dealt with as such.

All discipline will be handled with the utmost discretion by the staff and the administration, 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 conduct must be approved by the Administrator.

Elementary sports participation is open to all students in 4th-5th 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 expense of gym rental, officials, and additional costs associated with our sports program, there will be a \$100.00 sports fee assessed to students participating in either basketball or track. This fee should be paid before the sport begins. If space allows, home school students are welcome to participate and will pay a \$200.00 participation fee. This fee does not cover meals or travel expenses for away events.

Before/After-School Clubs

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

Tuition and Fees

Full Payment – A 3% discount is offered to families that pay tuition in full before June 1st. 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 and 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 of the month. A family that falls behind on tuition may be brought to the attention of the school board.

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 Usage Fee (non-refundable) – The book usage 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.

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

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 non-refundable fees must be paid before any tuition discounts are applied.

Family Contribution Requirement (non-refundable) – As Plaza Heights Christian Academy relies on funds apart from tuition and fees to cover operational expenses, it is essential that all families participate in the school’s fundraising program. Any shortfall of the \$400 financial obligation will be due by the end of the 2015-2016 school year.

Discounts

Multi-child discounts are available, providing a 13% discount for the second child and a 22% discount for all additional children. The multi-child discount is available for full-time 5-day a week preschool children through 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 \$1,000 tuition discount for each child enrolled in kindergarten through twelfth grade. 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. If any account is suspended for non-payment, there will be a \$25 reinstatement fee charged.

Return Check Fee – A \$25 fee will be charged for any check returned to PHCA for non-payment.

Tuition and Fees Schedule

	Half-day Kindergarten	K – 5 th Grade
Application Fee (New Students Only)	\$100/student	\$100/student
Enrollment Fee (if paid before April 1)	\$275/student Max - \$625/family	\$275/student Max - \$625/family
Enrollment Fee (if paid after April 1)	\$375/student Max - \$875/family	\$375/student Max - \$875/family
Book Usage Fee	\$150/student	\$200/student
Tuition Management Fee	\$50/family	\$50/family
Tuition	\$2,600 per year/student	\$4,680 per year/student

Withdrawal/Dismissal Policy - In the case of a withdrawal/dismissal 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. Financial Aid may not be used in combination with any discounts. Applications are available online through a link on our website.

Referral Program – If a new family enrolls a student in our full-time preschool program, full-day kindergarten, or 1st-12th grade and *gives your family credit on the application* under “How did you hear about Plaza Heights Christian Academy?,” a \$250 credit will be applied to your K-12 account. This applies to students that are not currently or have not previously attended PHCA. If a new family enrolls a student in our part-time preschool program or half-day kindergarten and *gives your family credit on the application* under “How did you hear about us?,” a \$50 credit will be applied to your account. This applies to students that are not currently or have not previously attended PHCA. 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 in referral credits, PHCA will issue a 1099 at the end of the calendar year.

Extended Care Fees

Monthly Extended Care fees are to be paid through your SMART account.

Daily 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.\$40.00 a month for one child
- **OR** - \$50.00 a month per family

After-School Extended Care

3:30 p.m. - 6:00 p.m.\$50.00 a month for one child
- **OR** - \$60.00 a month per family

Daily Rates

A.M. Extended Care\$5.00 per student

P.M. Extended Care

Picked up before 4:30 p.m.\$5.00 per student

Picked up before 6:00 p.m.\$7.00 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 days that Preschool Extended Care is in session.....\$17.50 a day per student

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.