

The Pentecostal Christian Academy

Student Handbook



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THE PENTECOSTAL CHRISTIAN ACADEMY
STUDENT HANDBOOK

Grades K - 12

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OVERSEER

Bishop Andrew Stephens

Bishop Keith Tisdale, Assistant

SUPERINTENDENT

Elder Fred Summerville, Jr.

ADMINISTRATOR

Sister Liz Michael

PRINCIPAL

Sister/Dr. Mary White

HOLY GREETINGS FROM
BISHOP ANDREW STEPHENS, OVERSEER

Welcome back parents, students, and staff to The Pentecostal Church of God Christian Academy for another school year in the name of our Lord and Savior, Jesus Christ!

As we embark upon this journey, I reflect back and witness how far God has brought us.

As always, I thank Jesus Christ for the vision he gave to the Apostle Rev. W. J. Peterson and Bishop J. J. Sears. They foresaw a Christian school wherein our children would receive a quality education and learn more about our Lord and Savior. Likewise, honor is due to Bishop Marcela Evins for moving upon their vision with diligence and bringing to fruition The Pentecostal Church of God Christian Academy.

Now many years later, with the prayers and support of the Bishop Staff of The Pentecostal Church of God, we continue to stand steadfastly on a doctrine of truth with a sure foundation as we guide our children toward a greater love for Jesus Christ and academic excellence.

Bishop Keith Tisdale and I are dedicated to the spiritual, educational, and emotional growth of the children entrusted to our care. For that cause, we are here to humbly serve you. God is with us!

Love and Prayers,

Bishop Andrew Stephens

Presiding Bishop and Overseer
District III

FROM THE DESK OF
ELDER FRED SUMMERVILLE, JR., SUPERINTENDENT

Greetings in the name of our Lord and Savior, Jesus Christ!

We welcome you to the start of a great year at The Pentecostal Church of God Christian Academy and pray you have a joyful experience here. I encourage all of our students to strive for excellence in all pursuits and seize this opportunity to grow in the knowledge of who Jesus Christ is to them individually. God is calling us to “study to show thyself approved” by doing all we can to attain new ground. We are looking for higher height and deeper depths in Christian education.

“Step by step up the mountaintop we climb, but only one step at a time.”

Love in Christ,

Elder Fred Summerville, Jr.

Elder Fred Summerville, Jr., Superintendent

ADMINISTRATOR'S MESSAGE

Welcome to The Pentecostal Christian Academy!

We are looking forward to a blessed, productive, and prosperous year. In order to do so, I am requesting all students, parents, teachers, and guardians to work together to ensure that each child's spiritual and educational needs are met. We are a team, and together we can cater to the whole child.

Therefore, let us be intentional in rearing, motivating, and teaching our children the importance of having a relationship with Jesus and striving to achieve academic excellence.

In closing, "To God be the Glory" for the things He has and is going to do for The Pentecostal Christian Academy.

Be Blessed,

Bishop Keith Tisdale

Bishop Keith Tisdale

PRINCIPAL'S MESSAGE

Greetings, Teachers, Students, and Parents/Guardians!

We are excited about a new year at The Pentecostal Christian Academy, a school that is striving for nothing less than the best! We believe that if we attend each day, do our best work, and do what is required of us, we can certainly become a "School of Excellence".

With that said, as we navigate through the year, remember the following: that God loves us and wants the best for us, He will give us strength to do what is required of us, and if we intend to win, we have to keep Him in. I look forward to seeing you all at the top!

Love,

Sister / Dr. Mary White

Sister/Dr. Mary White

The Pentecostal Church of God Leaders

**Honoring the Spirit of
The Apostle Reverend W. J. Peterson
and**

Bishop William Duren

Bishop Eugene Rice

Bishop J. J. Sears

Bishop C. L. Rawls

Bishop Marcela Evins, Sr.

Bishop Henry Martin

Bishop J. T. Martin

Bishop Elisha Williamson

Bishop Thomas Mason

The Presiding Bishop Staff

District 1

Bishop Curtis Simmons

Bishop Theo Thomas

District 2

Bishop James Stoudemire

Bishop Mark Nixon

Bishop Frankie Key

District 3

Bishop Andrew Stephens

Bishop Keith Tisdale

District 4

Bishop Charles Wilson

Bishop Rodrick Wilson

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MISSION

The mission of the Pentecostal Christian Academy is to instill pride and respect for the Gospel of the Kingdom and to equip students with the essential skills of a comprehensive, quality Christian education that will ensure preparedness in this world, and will also nurture the gift within for the up building of God's Kingdom.

PURPOSE

The Academy's Purpose is to maintain every effort to ensure that students are provided diverse, relevant, learning opportunities and experiences, which will enable them to reach their maximum, God-given potential. With this in mind, teachers attend and will continue to attend professional developments, trainings, workshops, in-services, plan cooperatively and collaboratively, connect with resource persons to enhance their abilities to meet students' spiritual and academic needs.

VISION

The students at the Pentecostal Christian Academy will be self-motivated learners who develop spiritual confidence and critical thinking skills which will enable them to become productive individuals in society.

ADMISSION POLICIES

Kindergarten

A student who is four years of age on or before September 1st may enter Kindergarten. The following forms are required upon registration:

1. Certified copy of the child's birth certificate
2. Social Security Card
3. Immunization Form (May be obtained from a physician, the Health Department or NAS Medical Facility.)

First Grade

State Law requires that a child must be six years of age on or before September 1st of the school year to enter first grade. The following forms are required upon registration:

1. Certified copy of the child's birth certificate
2. Social Security Card
3. Immunization Form (May be obtained from a physician, the Health Department or NAS Medical Facility.)

Students enrolling in grades two (2) through twelve (12) must present an up-to-date immunization record. It is unlawful for any child to attend school without first being vaccinated with at least one dose of diphtheria, whooping cough, tetanus, red measles, rubella, and polio vaccine and completing the entire series within ninety (90) days. Every student in Kindergarten through grade twelve (12) must present a Certificate of Immunization Compliance from his/her doctor or from the Health Department. This certificate of compliance must be presented in order to attend school. The validation of this certificate will become part of the student's records and will be valid through grade twelve (12).

Temporary enrollment means that the student will be allowed to attend classes for sixty (60) days. At the end of sixty days, the student may be removed from the school and reported to the attendance officer.

Admission – Pupil Residence

The school **must** have accurate access of a student's home address, names of responsible parties, and telephone numbers where those parties may be contacted at any time when the student is at school. **Parents must notify the school when there is a change of address or any change in the above-stated-information.**

Student Transfer

The parent must inform the PCA's office at least three business days in advance if his/her child will be transferring to another school. Records will not be given to parents/guardians.

Student Transcript Request

Transcripts or students' records will be released to other agencies if the students or parents sign a written request for such release to be made and/or according to state law and/or federal regulations. Transcripts will be available upon request and may take a minimum of three business days to process. Transcripts can be withheld if there is an outstanding balance owed on a child's account. For more information, you may contact the school's office.

Family Rights and Privacy Act

Student records may be sent to another school which the student will attend. The school sending the records is not required to notify the student's parent or guardian.

Release of Information

In compliance with the Family Educational Rights and Privacy Act of 1974, The Pentecostal Christian Academy follows these policies with regard to directory information, which is defined as a student's name, address, telephone number, date and place of birth, honors and awards, and other information found in school yearbooks. The school may release such information without specific permission from a student's parent/guardian. Any student or his/her parents who do not wish to have directory information released must file a written request to the effect with the principal.

STUDENT ASSESSMENT/PROGRESS REPORTS

Progress Reports are issued at the midpoint of each grading. We encourage parents to continue to maintain open lines of communication about their child's progress. Parents should follow-up, when necessary, by calling for a conference with their child's teacher. In addition to quarterly progress reports, parents may receive weekly communication from their child's teacher (work samples, test grades, calendars, etc.).

ATTENDANCE POLICIES

Mississippi Compulsory School Attendance Law Summary

A parent, guardian or custodian of a compulsory-school-aged child in this state shall cause such child to enroll in and attend a public school or legitimate nonpublic school for the period of time that such child is of compulsory-school-age.

Unlawful Absence

An unlawful absence is an absence during a school day by a compulsory-school-aged child, whose absence is not due to a valid excuse for temporary nonattendance.

Excused Absences

The following are the only reasons for which an absence may be considered excused:

- Authorized school activities (requires prior approval)
- Personal illness/injury
- County health officer isolation
- Death/serious illness of immediate family member (children, spouse, grandparents, parents, brothers, sisters, including step-brothers, step-sisters)
- Medical or dental appointment (requires prior approval, except in the case of emergency)
- Attendance in court as a witness if under subpoena or part of the action
- Church Events/Convention

Points to Remember

- Days suspended from school are unexcused.
- Compulsory-school-age children must be enrolled in school within fifteen (15) calendar days after the first day of the school year.
- **A student benefits from good school attendance and promptness to classes. Absence from school results in loss of “time on task” and each student’s absence lowers average daily attendance.**
- All calls to parents or guardians due to a student’s illness or other emergency **must** be made from the school’s office unless approved by the administrative staff. The parent/guardian **must** speak to a school official before a student can check out and receive **an official excused early dismissal**.

ABSENCES

In order to be counted present, a student must be in attendance for at least half of the class period. All absences from school shall be classified under the following headings:

1. Official Absence

An official absence is when a student is representing the school in some official capacity. This classification includes a school-related field trip or other educational activity. The teacher or sponsor must submit a list of all students who are to be excused. **All work missed must be made up as arranged by teachers whose classes were missed.**

2. Excused Absence

An excused absence is one which results from illness, death or serious illness in the family, observances of religious holidays of a student’s own faith, or special circumstances cleared through the principal’s office before the student is absent.

In order for any absence (except for official absences) to be excused, the parent/guardian must submit a written excuse stating the reason for the absence. **The student must submit this written excuse to the proper school official at the beginning of the day the student returns to school. The school will accept a total of seven (7) days per year with a parent/guardian note for absences. After seven (7) days of absences with a parent/guardian note, a doctor's excuse or dental excuse will be necessary for an excused absence.**

Suspension days must be counted as Unexcused Absences, but the students must be allowed to make up their missed assignments.

ARRIVAL AND DEPARTURE

Students are expected to arrive at school between 7:30 A.M. and 7:55 A.M. **Students are not expected to arrive before 7:30 A.M.** PCA will not assume responsibility for students who are left unattended before 7:30 A.M.

Students are dismissed at 3:40 P.M.

Parents/guardians are expected to pick up their children at 3:45 P.M.

If a parent/guardian realizes he/she is going to be late, he/she should call the office as soon as possible.

If a student is being checked out early, prior written notice or phone call (at least 30 minutes in advance) is requested. **Early check-outs are strongly discouraged.**

Early Dismissal

School will dismiss at 1:00 on 60% days.

TARDINESS

To School

A student is tardy if he or she arrives any time after 8 a.m. Tardiness due to personal illness, serious illness in the family, or other similar emergencies will be excused if a written note from the parent/guardian is presented at the time of arrival. All notes must contain the date, reason, time, and a phone number where the parents may be contacted during regular school hours. When a student is tardy, the parent or guardian must come inside the school's office to sign in the student.

To Class

Students are tardy when they enter the classroom five (5) minutes past their class schedule. Students are allowed time to pass from one class to the next and should not be tardy, except in the case of emergency.

Consequences of Tardiness to School or to Class

1. A warning issued by the teacher
2. A warning issued by the administration
3. Parent contact

LEAVING CLASS

Students assigned to a class will be expected to remain under the supervision of their teacher for the entire period. Students are not to be dismissed from class unless it is an emergency. Hall passes are required any time a student leaves class for any reason. Students will also be required to **sign-in and sign-out of class with the hall pass**. The sign-in and sign-out form should include the following information:

1. Student's Name
2. Time the student leaves the class
3. Time the student returns to class
4. Nature of the emergency
5. Signature of the student

Students are not to work for another teacher unless approved by both teachers and then approved by the administration.

Only one student will be permitted to leave class on a hall pass unless there is an emergency and someone needs to accompany the student.

CONDUCT POLICIES AND CONSEQUENCES

Student Discipline

The Pentecostal Christian Academy's administration has the power, authority, and duty to suspend or expel a student for misconduct in the school, upon the school bus/van, upon the school playground, or at school sponsored activities **and** to delegate such authority to the appropriate officials of the school.

Disruptive students will be referred to the school administration. Discipline is that set of policies, rules and the necessary enforcement in which order is maintained for the benefit of all.

School-Wide Rules

1. Follow directions the first time given
2. Use proper voice levels in appropriate areas. For example, remain quiet in the hallways, reception area, and bathrooms. When you are in the dining area, talk quietly.
3. Receive permission to leave classroom.
4. Never leave the school campus without the signed permission of a parent and satisfactory arrangements with the principal.
5. Respect oneself, other students, staff, and school property at all times.
6. No food or drinks are allowed outside the dining area.
7. Students are not permitted in undesignated areas, such as the kitchen or staff's lounge.
8. All PCA's students, who ride the van or bus, must follow school-wide rules and adhere to the policies and procedures outlined in **The Pentecostal Christian Academy's Transportation Manual**.

Classroom Rules

It is the teacher's responsibility to set forth classroom rules to effectively accomplish the goal of maintaining a classroom conducive to learning. Classroom rules will be clearly displayed with well-defined consequences enacted and reinforced throughout the school year.

All classroom rules should be based on the following system of behavior correction:

1. Warning
2. Redirection
3. Time out (Elementary)
4. Parental Involvement
5. Counselor referral
6. Discipline Referral (Administration)

In-school Suspension/Suspension/Expulsion

In-school Suspension is defined as a strategy used to discipline students while ensuring that they participate in the academic process.

Suspension is defined as exclusion of a student from school and all activities for a specified period of time. Suspension is administered when repeated infractions or a major infraction occurs. The length of suspension will be determined by the administration. Student will receive a zero (0) in each course for each day of suspension. The school has zero tolerance for fighting; suspension is inevitable.

Expulsion is defined as permanent separation of a student from school. The Administration has the right to recommend expulsion for any occurrence of abusive or inappropriate behavior.

Fighting is an automatic suspension.

WEAPON POLICY

The Pentecostal Christian Academy must always be a safe place for our students and staff. If there is any suspicion of a student having a weapon in his/her possession that is being utilized as a weapon, the student will be searched. Weapons include, but are not limited to firearms, knives, switchblades, mace, teargas, fireworks, and other explosive. If any item is found, a conference will be held, and the student will be expelled. **The punishment for bringing a weapon on campus is expulsion from the PCA.**

Gun-Free School

The Pentecostal Christian Academy operates in compliance with the Gun-Free School Act, Title VIII of the Elementary and Secondary Education Act of 1965. The Act prohibits any student from bringing a firearm on school property. **The penalty for violating this law is expulsion from school and all of its activities for a minimum period of one calendar year.**

Reporting Guns/Weapons

The PCA overseers and administrators enforce all requirements of the Prevention of School Violence Act. Anyone who knows of or suspects that a gun or dangerous weapon has been brought on the school's premises should be reported immediately to the principal or another school official.

Sources of these reports will be kept confidential. Anyone who does not wish to make a report about a gun or dangerous weapon to a school official may call the toll-free SAFE hotline operated by Safety in Firearms Education, 1-800-467-7719. You do not have to give your name.

EMERGENCY OPERATIONS

PCA staff faced with an emergency affecting the health and welfare of a student will exercise proper emergency procedures according to the severity of the situation. In the event that a parent/guardian cannot be contacted, the school officials will act to safeguard the student in a reasonable manner.

Plans for operation under emergency condition as fire, tornado, flood, severe weather, explosions and other emergencies require the total cooperation of staff and students.

Fire drills and other emergency preparedness measures are a regular part of our school's program. Detailed instructions from our CRISIS MANAGEMENT BOOKLET will be outlined to the students. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher. Staff and/or administrator during drills and/or the actual event of such emergency.

When a decision must be made to close or dismiss, the designee will contact students, parents, guardians and school personnel.

CIVIL RESPONSIBILITIES AND RIGHTS

Drug and Alcohol-Free

It is the policy of the PCA to maintain a drug and alcohol free environment. This includes the school building, any school premises; any school-owned vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction of the school.

Tobacco-Free School

Consistent with the Provisions of Public Law 103-22720USC6083, the Pentecostal Christian Academy Board bans the use of all tobacco products and electronic smoking devices in buildings, school property by all persons at all times. This ban extends to staff, students, and patrons attending school- sponsored events and meetings. Students who violate this policy are subject to disciplinary measures. Non-school individuals are subject to removal from premises.

HARASSMENT

It is the intent of the Pentecostal Christian Academy to maintain an environment free of discrimination which includes freedom from harassment, whether that harassment is based upon sex, age race, national origin, or Christian denomination. The school prohibits harassment of its employees, students, or family members in any form. This policy applies to employees, Administrators, teachers, students, family members, contract workers, consultants, staff, volunteers, vendors, and invited guests.

Specific actions which are considered to be harassment include but are not limited to the following:

1. verbal conduct such as offensive name-calling, jokes, slurs, negative stereotyping, threatening, intimidating or hostile acts, whether passive or overt;
2. physical conduct such as assault, unwanted touching, intentionally blocking normal movement or interfering with work; or e-mails.
3. visual conduct such as derogatory posters, offensive photography, cartoons, drawings or gestures, written communications or e-mails.

Constructive and supervisory actions regarding performance of deficiencies or other workplace issues are not harassment.

For the purpose of this policy, sexual harassment includes but is not limited to explicit sexual proposition, sexual innuendo, suggestive comments, sexually oriented “kidding,” “teasing,” or practical jokes” of a sexual conduct or inference, jokes of gender-specific traits, obscene sexual language or gestures, displays of obscene printed or visual material, playing of offensive recordings or other broadcast media, and/or physical contact such as patting, hugging, pinching, or brushing against another’s body. Whether or not certain conduct rises to the status of harassment is a determination of circumstances in the light of professional wisdom. The administrator reviewing any complaint may exercise discretion in imposing disciplinary actions even if strong evidence that harassment was intended is absent.

Even though behavior may not fall into one of the harassment definitions listed above, behavior may be unprofessional or inconsistent with maintaining a respectful and Christ-centered school environment. The school reserves the right to address inappropriate behavior which comes to the attention of the administration.

BULLYING

Bullying or harassing behavior at PCA is prohibited. Harassment and bullying means any written, verbal, electronic, or physical act or conduct toward a student which is based on any actual or perceived trait of the student. Electronic bullying includes, but not limited to communication via electronic mail, cell phones, etc. Harassment and bullying may include, but not limited to verbal, nonverbal, physical, or written harassment, bullying, hazing or other circumstances that have the purpose of or effect of causing injury, discomfort, fear, or suffering. Behavior contrary to the beliefs of The Pentecostal Church of God is prohibited at The Pentecostal Christian Academy.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students and may involve:

1. Teasing
2. Social exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation, or
10. Destruction of property

HOME AND SCHOOL ACCOUNTABILITIES

Students, parents/guardians, and school have significant roles in assuring academic success.

Parents/Guardians have the right to expect:

- That their child is safe.
- Fair evaluations and treatment of their child.
- Protection of personal property.
- An atmosphere conducive to learning.
- That their child be taught and treated in a competent and professional manner.

Parents/Guardians have the following responsibilities:

- Realize the extent of their responsibility for the behavior of their child at school.
- Prepare their children to assume responsibility for their own behavior.

- Foster in their children positive attitudes toward themselves, others, school, and community.
- Communicate with school personnel about their child.
- Comply with state law on compulsory attendance, property damage, suspension and expulsion procedures.
- Be aware of and ensure that their child follows school rules.
- Attend church services, parent-staff meetings, and conferences as requested.
- Safeguard the physical and mental health of their child and be responsible for necessary health examinations and immunizations.
- Support and assist school personnel who serve their child.

Students have the following responsibilities:

- Attend school and be on time
- Take their responsibility to learn.
- Assume responsibility for their personal growth and self-discipline.
- Take care of their personal property.
- Respect the rights and privacy of others.
- Work cooperatively with school personnel and other students.
- Read and become familiar with the policies in the student handbook.
- Know and follow school rules.
- Accept responsibility for their actions.
- Must not disrupt the educational process.

Teachers have the following responsibilities:

- Ensure that all students are properly cared for and provide for them a secure learning environment, free of abuse, hostility, affliction and animosity.
- Motivate students with enthusiastic, imaginative, and creative presentation.
- Plan, prepare, and present lessons that coincide with the school's curriculum and standards.
- Work with and support parents by keeping a clear line of communication and understanding about their child's progress by letters and notes home and progress reports through the office.
- Take responsibility for the progress of the class.
- Assess and record progress and prepare students for examination.
- Maintain discipline in the class.
- Model Christian behavior in his/her dealings with other staff members, parents, and students.

Students have the following rights within the provision of constitutional, federal, state, and common law:

- An environment conducive to learning
- Free speech and student publications
- Assembly
- Participation in school program and activities
- Freedom from discrimination
- Due process
- Participation in decision making

Parental Consent Requirements:

- Receipt of the Pentecostal Christian Academy's Handbook and Disciplinary Policies.
- Exemption from release of directory information on a child.
- Exemption from Media release.
- Participation in school-sponsored trips.
- Administration of medication.
- Technology/Internet usage agreements.

POLICY FOR STUDENT PROGRESSION AND RETENTION

Promotion to the next higher grade will be based upon the adopted policy that specifies other requirements such as the number of subjects passed, absences, reading level, etc.

Prerequisites for Promotion for Kindergarten

Kindergarten students will be retained only when parents, teachers, and principals are in agreement.

Prerequisites for Promotion for First through Third Grades

Students must pass Reading and one of the following major subjects:

Reading
Language Arts
Math

Prerequisites for Promotion for Fourth Grade through Sixth Grades

Students must pass four of the following major subjects:

<u>Major Subjects</u>	<u>Minor Subject</u>
Math	Health/PE
Reading	
English	
Social Studies	
Science	

Prerequisites for Promotion for Seventh and Eighth Grades

Students must pass four of the following major subjects:

Major Subjects

English/Language Arts

Reading

Math

Science

Social Studies

Career Discovery or Computer Discovery

Entering ninth graders

Beginning school year 2009-2010 and thereafter, all entering ninth graders seniors will be required to have a minimum of 26 Carnegie units as specified below.

CURRICULUM AREA	CARNEGIE UNITS	REQUIRED SUBJECTS
ENGLISH		4
MATHEMATICS	4	Algebra I
SCIENCE	4	Biology I
SOCIAL STUDIES	4	1 World History 1 U.S. History ½ Geography ½ Economics ½ Mississippi Studies
HEALTH	½	Comprehensive Health or Family and Individual Health
BUSINESS & TECHNOLOGY	1	1 Computer Discovery or ½ Keyboarding and ½ Computer Applications
THE ARTS	1	Any approved 500.000 course or completion of the 2-course sequence for Computer Graphics Technology I and II
ELECTIVES		7 ½
TOTAL UNITS REQUIRED		26

1. English I, English II, English III, and English IV are required for graduation. Compensatory Reading and/or Compensatory Writing may not be included in the four English courses required for graduation; however, these courses may be included in the 7½ general electives required for graduation.
2. Compensatory Mathematics and any developmental mathematics course may not be included in the four mathematics required for graduation; however, these courses may be included in the 7 ½ general electives required for graduation. One of the four required mathematics units may be in Drafting if the student completes 2-course graders, at least two of the four required mathematics courses must be higher than Algebra I. The allowable mathematics courses that can be taken which are higher than Algebra I are: Geometry, Algebra II, Advanced Algebra, Trigonometry,

3. Pre-Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, and AP Statistics, Effective with the eighth graders of 2004-2005, Pre-Algebra, Transition to Algebra, and Algebra I, may be taken in the eighth grade for Carnegie unit credit.
4. Two units may be in the following courses if the student completes the 2-course sequence: Allied Health I and II. Beginning school year 2008-2009 for all entering eighth graders, one unit must be a lab-based physical science. The allowable lab-based physical science courses are Physical Science, Chemistry I, Chemistry II, AP Chemistry, Physics I, Physics II, AP Physics B, AP Physics C – Electricity and Magnetism, and AP Physics C – Mechanics.
5. The credit earned for a State/Local Government course in any other state by an out-of-state transfer student who enters after the sophomore year can stand in lieu of Mississippi Studies or Mississippi State and Local Government. If the transfer student took a State/Local Government course in a grade level that did not award Carnegie unit credit, then any other ½ unit social studies course may be accepted. An out-of-state student who transfers after the junior year may substitute any other ½ unit social studies course.
6. Evidence of proficiency in Keyboarding and Computer Applications is accepted in lieu of the required courses if the student earns one unit in any of the courses listed in the *Business and Technology Framework* (academic and vocational).
7. Elective units in physical education include participation in interscholastic athletic activities that meet the instructional requirements specified in the *Fitness through Physical Education Framework* and that are sanctioned by the Mississippi High School Activities Association.

HONOR ROLL

Honor Roll Students are those students who earn at least a **B** in all courses, maintain an average score of 85% or higher or at least a cumulative score of 3.0, and maintain an **S** in Social Growth and Study Skills.

CHEATING

Students caught cheating will be dealt with according to the following:

- **1st Offense:** Student will be given a “0” on the assignment and parents notified. There will be no re-test or alternate assignment given.
- **2nd Offense:** Student will be charged with a Level 3 Violation, receive a “0” on the assignment and parents notified. There will be no re-test or alternate assignment given.
- **Plagiarism** is cheating and is defined as the practice of taking someone else’s work or ideas and passing them off as their own.

TEXTBOOKS

Textbooks are loaned by the school to students at no extra cost. These books will remain the property of the PCA. Defacement or abuse of books will result in the assessment of a damage fee. In cases where the books are lost or damaged to a degree that will prevent further use, the student(s) will be charged for the cost of the textbook(s) according to the fee scale determined by the administration.

BREAKFAST AND LUNCH

Breakfast will be served daily.

Lunch will be served Monday through Thursday.

DISCIPLINE

Discipline is that set of policies, rules and the necessary enforcement in which order is maintained for the benefit of all. Discipline should have the qualities of understanding, fairness, firmness, consistency, and friendliness. It is the responsibility of the school personnel, the student body, the home, and community to provide an atmosphere conducive to learning.

To ensure that the PCA is such an environment and that the personal growth is present, standards of discipline must be maintained. Students are expected to respect their rights as well as the rights of others; including the right to obtain an education in surroundings that are secure and orderly. Students must also display self-control, a sense of personal responsibility, and the ability to work cooperatively with others.

CELLULAR PHONE POLICY

PCA recognizes the importance of communication and collaboration, and it provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

- When students enter the classroom, cell phones are to be turned off/silenced and turned into the teacher until the end of the class.
- Cell phones and all mobile devices are NOT allowed to be used during transition times or between classes.
- If a student needs to make an emergency call during the school day, he/she must first come to the office to obtain permission to call.
- Headphones, earbuds, air pods and any other listening devices are NOT allowed on campus.
- Cell phones may be used only before Devotion begins at 8, at dismissal (3:40 pm). All phone calls should be made from office.

Consequences

Failure to adhere to cell phone expectations will result in the following:

- During the first week of school, warnings by teachers will be issued.
- Effective the second week of school, cell phone infractions will result in confiscation of the violators' phone: phone will be sent to the main office.

1st Violation: Students will pick up the phone in the main office at the end of the school day after 2:30 p.m.

2nd Violation: Parents will be contacted and can pick up the cell phone from the main office after 2:30 p.m.

3rd Violation: Students who habitually refuse to follow cell phone policy will result in a Level 3 infraction. ALL cell phones will be stored in the classroom basket when students enter the classroom. Additional violation will result in Level 4 infractions (see page

PCA is NOT responsible for lost, damaged, or stolen cell phones. Students refusing to store cell phones in the designated location will be cited with a Level 3 infraction.

Classroom Rules

It is the teacher's responsibility to set forth classroom rules to effectively accomplish the goal of maintaining a classroom conducive to learning. Classroom rules will be clearly displayed with well-defined consequences enacted and reinforced throughout the school year.

MEDICATION POLICY

Scheduled as needed medication shall be administered to students with chronic conditions such as asthma, and diabetes.

The administrative staff requests that all medications be administered by parents when possible, It is desirable for most medication to be administered before and after school. However, we realize that this is not always possible. If medication should be administered at school by the school's nurse/staff, the following policies and procedures must be followed:

1. Written request forms must be submitted by the parent/guardian with specific instructions.
2. All medication must be kept under lock and key in the secretary's office.
- 3. All prescription medications must have the pharmacy's label for that student.**
4. A record card should be attached to all prescription drugs showing the time(s) medication was administered to student, by whom, the dosage given, and the date.
5. All medicines shall be delivered to the school's office by the parent in the original packaging.

COMMUNICABLE DISEASES

The law provides the school with power to exclude from school any student suffering from contagious or infectious diseases. Each staff member has the responsibility to observe students and notify the principal of any student suspected of having any infectious or contagious disease. Students with the following diseases/infections must inform the school administration for assistance with procedures that **must** be followed before returning to school.

<u>Disease</u>	<u>Exclusion from School</u>
Chicken Pox	7 days after eruption appears or until Vesicles become dry
German Measles	4 days after onset of rash
Red Measles	7 to 10 days after onset of rash
Mumps	9 days after gland swell
Hepatitis	Clearance by physician
Mononucleosis	Clearance by physician
Conjunctivitis	Until under proper treatment
Impetigo	Until under proper treatment
Ringworm	Until under proper treatment

The principal may require a written note from the student's family physician or Public Health Department for a student's return to school from a communicable or infectious disease.

VISITORS

All visitors must report to the front office. Visitors are to "SIGN IN" upon arrival; "SIGN OUT" when leaving.

Parents and other persons who wish to visit the school must report to the school's office for clearance. If visitors have received an invitation from the school for special events, they should follow the directions of the invitation.

Parents desiring to visit the classroom should submit a request in writing to the principal at least twenty-four (24) hours before the requested visit.

PARENTAL INVOLVEMENT

Parent-teacher conferences must be arranged by appointment and must be scheduled through the office.

Parents are informed of each student's progress through progress reports. Any questions concerning classroom activities, social behavior, or any other concerns should be addressed first through the appropriate teacher.

After communicating with the teacher, all other communications or complaints should be referred to the Principal. The Principal will direct the concern(s) to the Superintendent. The Principal/Administrator or the Superintendent will address personnel issues.

The Pentecostal Christian Academy Administrative Staff endorses a Volunteer Program subject to guidelines. Parents are encouraged to plan time to volunteer throughout the school year.

PARENT TEACHER ASSOCIATION (PTA)

Parents and teachers of the Pentecostal Christian Academy form the Parent Teacher Association. Parental support is essential in the successful operation of our school. For more information about joining or becoming active in PTA, please call the office.

SAFETY

PCA staff faced with an emergency affecting the health and welfare of a student will exercise proper emergency procedures according to the severity of the situation. In the event that a parent/guardian cannot be contacted, the school officials will act to safeguard the student in a reasonable manner.

Plans for operation under emergency conditions as fire, tornado, flood, severe weather, explosions and other emergencies require the total cooperation of staff and students.

Fire drills and other emergency preparedness measures are a regular part of our school's program. Detailed instructions from our CRISIS MANAGEMENT BOOKLET will be outlined to the students. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully with the supervising teacher, staff, and/or administrator during drills and/or the actual event of such an emergency.

EMERGENCY DRILL POLICY

In case of fire or inclement weather, students should follow specific instructions given by their teacher. The following general rules should be followed by all students:

1. Do not Run... Walk at a rapid pace.
2. Do not Talk ... Teacher will have important instructions for you.
3. Do Not Stop ... Teachers will tell you when to stop in a safe area.

PCA INTERNET ACCEPTABLE USE POLICY

The Pentecostal Christian Academy is pleased to offer to its students and staff access to the Internet in agreement with the terms and conditions of this policy. The internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users globally. This computer technology will help enhance our school through the communication age by allowing the students and staff to access and to use resources from distant computers, to communicate and to collaborate with other individuals and groups.

The President has signed into law, Children's Internet Protection Act (CIPA) requiring that schools put into place Internet Safety Policies. These Internet Safety Policies must include a technology plan that include monitoring of all online activities of minors, education of minors

about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and Cyber-bullying awareness and response.

PROHIBITED MEASURES

The following measures are specifically prohibited, but are not limited to:

- Downloading any computer software application, utility, plug-in, or other such operations;
- Creating, downloading, storing, sending, or displaying offensive message or pictures including, but not limited to pornographic or other sexually explicit material;
- Installing software without the approval of the school administrators;
- Inserting, using, or attaching non-approved disk, CD-ROMs, or other media storage devices into or with computers;
- Harassing, insulting, intimidating, or attacking others;
- Violating copyright laws;
- Using the password of others to access the network or any other electronic information or telecommunication services for personal use, gain, or convenience;
- Conducting business other than that deemed academic in nature over the network; and/or
- Violating this or other procedures and guidelines established and set forth by the administration regarding network services.

SCHOOL DRESS/UNIFORM POLICY

In cooperation with parents, school officials, and students, the following guidelines are adopted in regard to school dress and personal appearance. All teachers, principal, and administrator are expected to enforce the uniform policy.

There is a definite relationship between good dress habit, good work habits, and proper student behavior; therefore, the dress and grooming of students are of proper concern to the administration.

Uniforms should be clean, in good repair, and neat in appearance. Clothing must be worn properly. Please follow the following rules for the PCA Dress Code:

PCA UNIFORM/DRESS CODE POLICY	PCA UNIFORM/DRESS CODE POLICY
BUTTON – UP SHIRTS ● Black, white, or burgundy ● Oxford (pointed collar) or Peter-Pan (rounded Collar) ● Only top button may be left unbuttoned ● Long or short sleeve ● With or without pockets ● All male students must tuck in their shirts ● Shirts cannot be worn as a jacket	KNIT POLO SHIRTS ● black, white, or burgundy ● Plain front ● Material should be polyester, cotton or Dri-fit ● Collar with 2, 3 or 4 button closure ● Only top button may be left unbuttoned ● Long or short sleeve ● With or without pockets
BELTS ● Belts are required for all male students. ● If a belt loop is present, a belt must be worn. ● If belt loops are removed, the article of clothing is not permissible ● The belt nor the belt buckle cannot be offensive or distracting.	PULLOVERS, SWEATSHIRTS ● Black, white, Burgundy with PCA logo only. ● Regulation polos must be worn under all outer garments.
DESIGNER LOGOS ● Designer logos are to be approximately equal or smaller than a quarter in size. This applies to all articles of uniform clothing. ● No monogramming will be allowed	SCHOOL SPIRIT OR ALTERNATE SHIRTS (SCHOOL T-SHIRTS) ● Spirit or Alternate Shirts must be school approved and worn only on designated day.
SWEATERS ● Black, burgundy, or white ● Plain front: Cardigan or pullover ● Must be worn over a school shirt ● Scoop neck, V-neck, or crewneck ● Long sleeve or sleeveless ● NO hoods ● Regulation polos must be worn under all garments	JACKETS, COATS & RAINCOATS ● Black ONLY or PCA jacket ● NO hoodies, unless it is a PCA hoodie ● Shirts cannot be worn as a jacket ● Only PCA letterman jackets are permissible ● Trench coats are not permissible ● Name or initial monogramming is allowable on jackets. The size of the monogram should not exceed 4 inches
SHORTS CANNOT BE WORN ON PCA CAMPUS! THEY ARE ONLY ALLOWED DURING PE PERIODS!!!	SKIRTS ● Solid Khaki or black or PCA plaid ● Acceptable styles: box pleat, kilt, knife pleat, straight and regular ● NO slits above the knee in the front or back of skirt ● Uniform quality material; permanent press; wash/wear; ● NO denim or stretch fabric ● Skorts are not permissible ● Length should be no shorter than student's fingertips with arms fully extended by their sides. 
PANTS & CAPRIS ● Solid khaki or black in color ● All brands are acceptable	UNDERCLOTHING ● Undershirts: black, white, or burgundy ● Proper underclothing shall be worn ● NO see-through clothing may be worn

● Cuffed or uncuffed; pleated/plain front; with/without elastic ● Uniform quality material; permanent press; wash/wear ● NO denim or stretch fabric is acceptable ● NO pants below the waist line ● NO tight fitting, body forming, hip hugger, or low rise ● NO joggers or drawstring pants	● NO logos, markings or colors may be visible through outer garment ● Undergarments are to never be visible ● NO undershirts without a regulation outer shirt ● Leggings/tights: black, white, or burgundy and may be worn under skirts or dresses ONLY!
DRESSES ● Solid khaki or black or PCA plaid ● Styles: Round collar, square collar, V-neck, A-line straight or pleated ● Uniform quality material; permanent press; wash/wear ● Polo style dresses must be khaki or black in color ● Length should be no shorter than student's fingertips with arms fully extended by their sides. 	SHOES ● NO steel or composite toe shoes ● NO house slippers, crocs, slides, or open-toe shoes ● NO lights, music, wheels, spikes or cleat
HEADGEAR & PIERCINGS ● Rubber boots may be worn if weather permits ● NO headgear will be allowed inside the school buildings/classrooms ● Headbands should be no more than 2 inches in width and be SOLID black, white, or burgundy ● NO FACIAL JEWELRY: example nose rings, lip rings etc... ● NO Band Aids or other coverings are permissible to conceal any piercing while on school property or representing PCA in any capacity	NOTES ● A pullover is defined as half or quarter zip or button collar without a hood worn as an outer garment ● A jacket is defined as any full-length zip or letterman style button worn as an outer garment ● On designated jean days, students will be allowed to wear blue jeans void of all rips, tears, frays, tatters, and holes ● Unacceptable: stretch pants, sagging clothes, unbuckled belts, headbands wider than 2 inches, clothing that exposes the mid or lower torso area when a person stretches, bends, or stoops.

Discipline Procedure for Dress Code Violation 1st Offense – A warning will be issued. Students will be required to change clothes. 2nd Offense – 1 day In School Suspension (ISS) 3rd Offense - Level 3 Violation

ASSERTIVE DISCIPLINE LADDER

In order to develop an effective discipline plan, it is necessary to classify behavior according to the degree of severity. Disrespect should not be tolerated by any teacher and is addressed as a Level 2 violation. It is also important to provide guidance as to who has responsibility to manage each category of misbehavior. Therefore, each misbehavior shall be classified in one of five categories listed below.

LEVEL 1 VIOLATIONS

These misbehaviors are minor infractions of school policy. Management of Level 1 misbehaviors will begin with the teacher in accordance with the consequence of actions outlined below. However, if a student continues with Level 1 misbehavior after a teacher has followed and documented the procedures below, then the teacher may upgrade the misbehavior to Level 2 misbehavior. The teacher's procedure for managing a Level 1 misbehavior which occurs in his or her classroom will be as follows:

Level 1 Violations include the following:

- A. No consumption of food or drink in the classroom and no carrying of food, drinks, or gum into building unless the items are concealed in a legitimate book bag or lunch box.
- B. Intentional littering
- C. Improper cafeteria/hallway conduct
- D. Inappropriate displays of affection (Kissing/hugging)
- E. Making excessive noise/mild horseplay, pushing, shoving
- F. Talking in class
- G. Sleeping in class
- H. Failure to follow classroom rules
- I. Refusal to do work
- J. Disruption of learning
- K. Violation of grooming rules (Checked by the first period teacher)
- L. Tardiness

1st Offense: Verbal warning upon first occurrence
Change seating assignments
Counsel student privately

2nd Offense: Notify parent of misbehavior

3rd Offense: Refer to Counselor/Principal (This can escalate to a Level 2 misbehavior.)

If any teacher or other staff observes a student committing a Level 1 violation outside the classroom or cafeteria, then the teacher/staff should approach the student and ask the student to correct the behavior. If the student refuses, then the student should be sent to the office. This refusal will be treated as a Level 2 violation.

LEVEL 2 VIOLATIONS

These misbehaviors warrant immediate referral to administration for action as soon as possible. The procedure for managing Level 2 misbehavior will be as follows:

Level 2 Violations include the following:

- A. Any level 1 misbehavior that has been upgraded to Level 2 according to procedure
- B. Use of profanity or profane gestures
- C. Inappropriate written, verbal, or electronic comments to students which are excessive or extreme
- D. Skipping on campus
- E. Being in a restricted area
- F. Gambling
- G. Possession of a water gun or play gun
- H. Refusal to give name upon request
- I. Inappropriate use or open display of cell phones, tablets, laptops, or any electronic devices not used for academic purposes during the school day (while students are on campus).
- J. Refusal to stop disruption of learning after teacher has warned student and applied disciplinary intervention.
- K. Continued refusal to complete class assignments or disruption of learning after student has returned to the classroom from being disciplined in the office.
- L. Excessive tardiness
- M. Stealing/vandalism less than \$25 in value
- N. Extreme horseplaying

First office visit: Contact parent and 1 day of In-School Suspension (ISS)

Second office visit: Contact parent, 2 days Out of School Suspension (OSS)

3rd office visit: Three (3) days Out of school suspension

Referrals beyond 3rd office visit will be automatically moved to Level 3 violations

Under routine circumstances, an administrator managing Level 2 violations will apply the sequence of disciplinary actions. However, depending upon the frequency and seriousness of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure.

LEVEL 3 VIOLATIONS

These misbehaviors are considered major violations. An administrator should be contacted for students guilty of such violations for disciplinary action. The procedure for managing Level 3 misbehavior will be as follows:

- 3 days ISS with parent conference
- 3 days OSS with parent conference

Level 3 Violations include the following:

- A. Extreme or excessive written, verbal, or electronic disrespect or using extreme or excessive profanity or provocative language to teachers or staff member.
- B. Physical contact or verbal provocation.
- C. Possessing, using, or transferring tobacco products including electronic smoking devices and cigarette lighters.
- D. Physical harassment of a sexual nature, which includes but is not limited to unwelcome touching, pinching, patting, or brushing against another person.
- E. Skipping classes or leaving campus.
- F. Refusal to give cell phone, tablet, laptop or other electronic device to a teacher, administrator or staff.
- G. Inappropriate posting, texting, videoing, recording, or use of social media during school hours or that interrupts the instructional process.
- H. Refusal to comply with grooming rules.
- I. Refusal to follow directions of school personnel.
- J. Stealing/vandalism of more than \$25 in value

Under routine circumstances, an administrator managing a Level 3 violation will apply the sequence of disciplinary actions and may have a student arrested. However, depending upon the frequency and seriousness of the student's misconduct, the administrator may advance immediately to any disciplinary step in the procedure.

LEVEL 4 VIOLATIONS

These misbehaviors are not only violations of school policy, but also violations of state laws. Any teacher who any unlawful activity shall notify an administrator immediately. The administrator shall notify the parents or guardians of student committing any Level 4 violation. Furthermore, administrator shall notify the governing body of PCA and then the proper authorities. The procedure for managing Level 4 misbehaviors will be as follows:

- 5 days OSS and parent conference
- Recommend expulsion

Level 4 Unlawful Violations include the following:

- A. Fighting and/or instigating a fight (arrest dependent upon severity).
- B. Theft or damage of school or private property greater than \$100 in value
- C. Aggravated or simple assault upon anyone
- D. Rape
- E. Sexual battery
- F. Verbally or maliciously threatening another person
- G. Threatening with a play gun or water gun
- H. Sexual misconduct
- I. Habitually disruptive
- J. Bullying, cyber bullying or harassing behavior
- K. Pornography/using cell phone or electronic device to produce/post pornography
- L. Possession or under the influence of alcohol or non-controlled substances
- M. Public indecency or exposure
- N. Any behavior outside of school that reflects negatively or poorly on the PCA (includes, but not limited to misuse of the internet, criminal activities, and other immoral public activities)**

Under routine circumstances, the administrator managing the above violations will apply sequence of disciplinary actions.

THE PENTECOSTAL CHURCH OF GOD THEME SONG

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This is the Pentecostal Church of God.

We baptize in Jesus name.

We have Apostle in the church.

We believe in all the gifts.

There's no other church in town like this.

We don't believe in flying away.

We don't believe in pagan holidays.

Jesus is coming again one day, and with Him I want to stay.

This is The Pentecostal Church of God.

We get the Holy Ghost by laying on of hands,

Just like the Lord commands, and

When the Holy Ghost is come, you can

Speak in other tongued, and interpretation

Is to understand.

We believe in the Kingdom to come, we

don't believe in going to heaven, for the Lord

Has said and we also read, that on earth

We'll have a New Jerusalem.

The Pentecostal Christian Academy
Theme Song

***We are PCA Soaring Eagles, reaching
Higher and higher height
Everyday.***

***We can do all things through Christ
That strengthens us.***

In God we trust.

We are the PCA.

And we're soaring, and we're soaring,

And we're soaring....

EVERYDAY!!!!

STUDENT HANDBOOK ACKNOWLEDGEMENT

I have received and understood the student handbook from the Pentecostal Christian Academy.

I understand the policies and the procedures established by the Board of Directors and the administration of the school and agree, in good faith, to abide by and enforce the regulations set forth.

Student's Name (printed) _____

Student's Signature _____

Date _____

Parent's Name (printed) _____

Parent's Signature _____

Date _____