

## **INTRODUCTION**

THE OBJECTIVE OF THIS HANDBOOK is to acquaint parents, students and teachers with various policies of Pentecostal Christian Academy. The contents of this handbook will be discussed with prospective students and their parents at the time of interview for admission to PCA. This is to answer any questions concerning general school policy, purpose and philosophy of a Christian education, manner of discipline, standards, and other matters of interest to parents and their children.

Our goal at PCA is to maintain academic excellence in a Christ-centered atmosphere. This handbook is a method of coordinating the efforts of parents, teachers, and students. It does not attempt to spell out the rules for every occasion. Common sense, good judgment, and principles from God's word are relied upon for most decisions. These policies are intended to provide for an orderly relationship among the parents, students, teachers and the school.

The administration may change this handbook at any time it deems necessary. Handouts during a given year will update said changes, until they may be printed in a newly revised handbook.

## **STATEMENT OF FAITH**

Pentecostal Christian Academy administration, faculty and staff subscribe to this Statement of Faith.

- We believe the Bible is the inspired and infallible (unaltered) Word of God.
- We believe in the Great Commission and are endeavoring to share the Gospel of Jesus Christ with love, mercy and compassion. (Luke 24:47)
- We believe there is only one God (Deuteronomy 6:4). He is the Creator of heaven and earth, and of all living beings. He has revealed Himself to humanity as the Father (Creator), as the Son (Savior), and as the Holy Ghost (indwelling Spirit). (1 Timothy 3:16 and John 14:9)
- We believe salvation is only found in Jesus Christ and is appropriated to humanity by God's grace through the New Testament New Birth experience. (Acts 4:12; Ephesians 2:8; John 3:3-7).
- We believe the New Birth experience is comprised of repentance, water baptism in the name of Jesus Christ, and the infilling of the Holy Spirit. This is the New Testament pattern for all believers to follow as a result of their faith in Christ. (Acts 2:38; Luke 13:1-5; Acts 10:44-48; Acts 19:5-6).
- We believe, through water baptism in the Name of the Lord Jesus Christ for the remission of sins, we identify with the death, burial and resurrection of Jesus Christ. (Romans 6:3-6; Colossians 2:11-14; Acts 2:38).
- We believe when a person receives the baptism of the Holy Spirit, that person will speak with other tongues under the inspiration of the Holy Spirit. (Acts 2:4; Acts 19:6; Isaiah 28:11).
- We believe believers are called to live a holy and pure life before God and all humanity (2 Corinthians 6:14-17; Hebrews 12:14).
- We believe God's power is still active in the church and healing, signs, and miracles are available to God's people through faith in Jesus Christ. (Hebrews 13:8; 1 Corinthians 2:4; 1 Peter 2:24; James 5:14).
- We believe Jesus Christ is coming again for his church (rapture). The final resurrection and final judgment will come in the end. The righteous will inherit eternal life, and the unrighteous will inherit eternal death (1 Thessalonians 4:16-17; Revelation 20: 11-15).

## PLEDGES

### **American Flag:**

*I pledge allegiance to the flag of the United States of American and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all.*

### **Bible:**

*I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path, and I will hide its word in my heart that I might not sin against God.*

## POLICIES

### **School Visits:**

Please feel free to consult with the child's teacher or school office regarding any problems or questions that concern your child. It is the desire of the administration and faculty to be of service to both parent and student. We encourage parents to visit the classroom in order to observe, firsthand the responses and interaction of their children. However, parents should recognize that such a visit, while beneficial to observe behaviors in their own child, may be disruptive to a class full of other students. Therefore, we do urge that such visits be made by definite appointment. **Immediately upon entering the school all visitors should check in at the office.**

### **Parental Involvement:**

Our school desires to be in partnership with the Christian home, in doing so; parents are encouraged to play an important part in our school. Each parent is encouraged to become involved in their child's life at PCA and to participate in some of the volunteer projects available.

**Furthermore, PCA expects full cooperation from both parents and students in the educational process.**

### **Suggestions:**

Parents are encouraged to share their thoughts concerning Pentecostal Christian Academy by sending them in a sealed envelope to the school office. Those thoughts should be signed so that the administration may follow up on suggestions.

### **Fund-Raising:**

Tuition payments do not cover all the cost of operating PCA. We are endeavoring to keep tuition rates low to make Christian education affordable to as many Christian families as possible, in doing so we will incorporate fund raisers during the school year. Such events are not continuous, but are concentrated. Therefore PCA depends on your support and God's blessing to keep our program operating and we expect all families to participate in PCA fund-raising events and we thank you in advance for your support.

### **Money and Notes:**

All notes should be sent in a sealed envelope to protect the privacy of any written communication between parent and teacher. Money should always be sent in a sealed envelope with the following information on the outside (1) Child's name, (2) amount and purpose of enclosed money, (3) teacher's name.

## **FIELD TRIPS:**

Field trips are arranged in advance and are planned for educational purposes, or celebrations of accomplishments. All students are expected to participate. A permission slip must be signed to allow students to participate in any school sponsored field trip. Failure to return the permission slip could prevent a student from attending the event. Permission slips are also waivers of responsibility while on a field trip and for this reason, they **MUST** be returned signed by a parent. All classroom rules will be in effect throughout the trip. Field trips are meant to be fun as well as educational. There will be a fee for most trips.

Parents are sometimes needed to help provide transportation. Our Church van or bus will be used for most field trips; the following guidelines should be followed in all school functions requiring transportation if a private vehicle must be used:

1. **Seat belts must be worn.**
2. **Radios should be off or placed on Christian radio programming. No individual CD players are allowed for students. NO CELL PHONES OR I-PODS, OR I-PADS is allowed.**
3. **Driver must not drive over the speed limit.**
4. **Students must return in the same vehicle in which they went unless arrangements are mad before hand with the principal.**

## **TOYS:**

NO personal toys should be brought to school for play without the teacher's permission. Please use discretion when purchasing lunch boxes and book bags. Many of the current cartoon characters promote anti-Christian values, beliefs and principles.

## **TELEPHONE/ELECTRONIC DEVICES:**

All electronic devices should be left at home. Radios, CD players, I-pods, I-pads, tables and electronic games are not permitted at school for any reason, unless administration advises different for class room use. Parents will be asked to come to school to secure such items if they are brought to school. **Cell phones are prohibited and are not to be used during school hours.** Failure to follow this policy will result in the confiscation of the device. Cell phones must be kept in book bags; They are not allowed to be used during school hours.

## **PARTIES:**

As a Christian school we do not celebrate Halloween. We also do not give any teaching time to Santa Claus or the Easter Bunny. We reserve all the precious time we have to school and to teach and celebrate the birth of our Lord Jesus during December and to focus on the meaning of his death and resurrection prior to Easter.

## **LUNCH AND SNACK REQUIREMENTS:**

Lunches and snacks are the responsibility of the parent. Please limit the amount of **JUNK FOOD** and provide healthy and nutritious snacks and lunches for your child. We ask that no carbonated drinks be sent to school for students in Pre K and Kindergarten.

## **DRUGS AND WEAPONS:**

PCA staff may search any/all personal property such as book bags, purse etc. at any time.

## **MORNING TARDIES:**

Students and parents should realize that being tardy to first period is just as disruptive to class learning as being tardy to any other class. Any student who is tardy for school **MUST** be signed in by their parent or guardian. A student is considered tardy if the child is not physically in class by the 8:30 a.m. bell.

Three unexcused tardies will be given a demerit.

#### **DEMERITS:**

- Three-demerits\_\_Detention
- Five demerits---one day suspension per semester.

Student will not be allowed to make up test or quiz missed for suspension.

#### **STUDENT CHECK OUT:**

Students who check out early for any reason, whether excused or unexcused will have the recorded early check outs placed in their school records. Early check out is prior to **2:30 p.m.** The school day does not officially end until **3:00 p.m.** Important instructions and reminders are given at the end of the day, as well as written communications to parents from the teacher and the office that are important for the following school day. Early checkouts prevent some student from receiving this important information.

#### **ABSENCES**

A student may be excused by a parent up to 5 times a semester. After that a doctor excuse will be required.

Students may not miss more than 10 per semester or 20 per school year, to be promoted to the next grade along with passing grades. Extenuating circumstances may be approved by administration.

#### **Excused Absences:**

1. Personal illness, injury, doctor's appointment which cannot be scheduled after school.
2. Illness in the immediate family which requires the student's presence.
3. Death in the family.
4. Absence with office approval. All requests must be made in writing and given to the school principal.
5. Quarantine-County Health Officer recommendation.
6. Religious observation.

#### **Steps to follow should an absence occur:**

1. The parent must contact ***the office*** on the morning of the absence.
2. ***A note from the parent and/or doctor must be presented when the child returns to school.***

#### **Unexcused Absences:**

A student is unexcused if he is absent from school without a legitimate reason or simply as a matter of convenience to himself or his family. Absences for unscheduled vacation, shopping, needs at home, etc. will not be excused. Family vacations may be excused by administration if permission is given in writing one (1) week prior to the absence.

#### **MAKE-UP WORK POLICY**

Exams and/or classwork missed due to an unexcused absence cannot be made up. Excused absences will be granted 1 day per day absent plus an additional day to make up missed test. If a student is late turning in a make up work it will be considered the same as late work and the appropriate points will be deducted. It is the responsibility of the student to check with his/her teacher to get missed work or to arrange the making up of any missed test. Students should check with teacher before a trip taken. Work or test may need to be taken before the trip and remember the absence will be unexcused unless approved prior.

#### **PICKING UP STUDENTS:**

Dismissal for all students is 3:00 p.m. A student will not be allowed to leave class and wait for the parent outside, because a student unsupervised in the front of the school creates a potential dangerous situation. Your child will be escorted to

your vehicle at the end of the school day. At no time should any student be allowed to leave the campus with individuals unless they are listed on the student's emergency contact sheet. If someone other than the parent is to pick up your child please notify the school in writing. Phone calls on this matter are discouraged; **we cannot not dismiss your child to someone without written parental consent.** If you are running late in picking up your child please call the school so we may know when to expect you. Children left after 3:15 p.m. will be charged a fee for their supervision.

**DRIVING POLICY:**

A student must have proof (copy) of license and insurance to be kept in their file at the school.

**FIRE DRILLS:**

Each room has a designated evacuation route posted by the door. Fire drills are practiced regularly. Other periodic emergency drills are conducted to insure that students can rapidly and safely exit the building and/or follow correct procedures in an emergency.

**ILLNESS:**

For the welfare of your child and others in the school all children who are sick must be kept at home. Students who have a fever, diarrhea, or are vomiting should not be sent to school. Both parents and students should demonstrate concern about spreading diseases and should use common sense as to when the student should return to school. A child may not return to school until he or she has been free of fever for 24 hours. Should a student come down with an illness while at school, the school will immediately attempt to contact parents or emergency contacts. Please be certain that individuals listed as emergency contact also be authorized to pick up students in the event of illness. Please provide at least 3 emergency contact/pick-up individuals.

As a general rule medications are not to be given at school. Students are not allowed to have medication in their possession on the school grounds. Medications shall be administered to students with special health care needs that have a written order by a physician with indicates the medication is for a specific child. A staff member will oversee the self-administration of such medication, with express written permission of one of the student's parents. Medications must be in the original prescription bottle and will not be stored on the school premises overnight.

**Communicable Diseases:**

Pentecostal Christian Academy desires to maintain a healthy school environment by instituting controls to prevent the spread of diseases. A communicable disease is one the following not limited to:

Chicken pox	Green mucous from the nose	Measles	Head/Body lice
Diarrhea	Conjunctivitis (pink eye)	Fever	Vomiting
German Measles	Unexplained rash	Scabies	Tuberculosis

Any students or employees with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill. During recognized periods of communicable diseases for which immunization is not available, students and employees shall be excluded from school while ill. If the nature of the disease and circumstances warrant PCA may require an independent physician's examination of the student or employee to verify the diagnosis. PCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to prevent the spread of communicable diseases within the school.

## UNIFORMS

Ideas regarding neatness and modesty vary. The Biblical principle we seek to follow is defined in 1 Peter 3:3-4:

***“Don’t be concerned about the outward beauty that depends on fancy hairstyles, expensive jewelry, or beautiful clothes. You should be known for the beauty that comes from within, the unfading beauty of a gentle and quiet spirit, which is so precious to God.”***

The way in which one dresses promotes a certain atmosphere. We have chosen to have all student wear uniforms because of the proper standard that this denotes. Uniforms help eliminate peer pressure. Modesty, cleanliness, and neatness are stressed. Students are to be in full uniform at all times when in the building while classes are in session. The only exemptions are authorized school activities. A dress code goes a long way in producing a peaceful atmosphere at PCA. There are several important reasons why a uniform is required:

1. To dispense with competition due to outward appearance and affluence.
2. To de-emphasize outward appearance and stress in its place the need for inner beauty and character development.
3. To serve as an economic measure for parents.
4. To enhance school spirit
5. To allow students to demonstrate a submission to the authorities place over them.

The regular uniform is worn each weekday. Parents will be contacted if a student repeatedly comes to school wearing improper uniform attire for a conference to take place to correct this problem.

### UNIFORMS GRADES PRE K-12<sup>TH</sup> GIRLS:

1. Grey, Khaki, plaid (blue, red) (brand for correct colors French Toast), jumpers, skirts, skorts and uniform dresses are to be **no more than 3” inches above the knee**. No blue jean fabric. Also, in the interest of discretion, shorts of any style should be worn under the uniform if your child wants to use the playground equipment.
2. Tops are to be either the Royal Blue, Red or Grey polo.
3. Sweaters or vests are to be Grey or Red.
4. Socks or tights are to be matching.
5. Gym uniforms for Girls K5-12<sup>th</sup> consist of sneakers, a Royal blue, red or grey sweatshirt, or tee shirt. Khaki skorts. No blue jean fabric.
6. No heavy jewelry will be permitted.
7. All uniforms must be approved by faculty.

### UNIFORMS GRADE PRE K-12<sup>TH</sup> BOYS:

1. Slacks are to be Khaki or Grey to be worn with a Brown or Black belt. No blue jean fabric.
2. Shirts are to be either the Royal Blue, Red or Grey polo and worn tucked in at all times.
3. Sweaters or vests are to be plain Grey or Red
4. Socks are to be matching.
5. Gym uniforms for grades K5 through 12<sup>th</sup> consist of sneakers, a Royal blue, red or grey sweatshirt or tee shirt and sweatpants. No blue jean fabric.
6. No earrings will be worn.
7. No hats are to be worn while inside the building.
8. Hoodie-Grey zip up if need extra sleeve during class time.

### **.HATS/CAPS/SUNGLASSES:**

Hats, caps or sunglasses may not be worn on the campus during school time.

### **SHOES:**

Shoes must fit properly for safety reasons.

### **GROOMING:**

Students will not write or draw on the body, hair or uniform clothing at any time. Students whose grooming is unacceptable will call parents and will be sent home until grooming conforms to school standards. Demerits will be earned by students violating the school dress code. Students will not engage in grooming (brushing hair, applying lotions, etc.) in the classroom. Extreme hairstyles will not be permitted.

### **HAIR:**

#### **BOYS:**

Hair should avoid extremes, be neat and clean. **In keeping with the standard of PCA'S boy's hair length should be above eyebrows, above the shirt collar and no more than halfway down the ear.** Sideburns may not extend beyond the lobe of the ear.

#### **GIRLS:**

Hair should be neat and clean. Hair should not be styled or colored in a manner that could be deemed as distracting or unnatural as judged by the administration.

### **Uniform-Free Day Policy:**

Spirit shirts may be worn on Fridays, Girls: Skirts may be no more than 3 inches above the knee and free of holes. Tight leggings may only be worn if the length of the shirt comes to within 3' of the knee. Boys: Blue jeans may be worn but must be in good condition and free of holes. ***If Spirit shirts are not worn school uniforms must be worn. At no time are street clothes allowed, unless there is a school program and the student must dress accordingly.***

The school is not responsible for lost clothing. Please write your child's name on all items with a laundry marker. The parent must replace all lost items immediately. All students will be checked daily for appropriate and complete uniforms. The first time a student is not in uniform, he or she will be given grace. Any time thereafter the parent will be called to supply the proper clothing or pick up the student.

### **STUDENT CONDUCT:**

Attendance at Pentecostal Christian Academy is a privilege and not a right. Our standards are high and PCA expects full cooperation from both student and parent in the education of the student. Students attending PCA are expected to conduct themselves properly at all times so as to bring honor and respect to themselves and their school. The school expects each student maintain Christian standards of courtesy, kindness, morality, and honesty. Students bring honor to the school as its representatives when they strive to follow the example of Jesus Christ in their lives.

The faculty and staff at PCA are partners with the parents in the awesome responsibility of training each child in the way he or she should go. The school is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. This training involves consistent communication of scriptural standards so that the children will develop godly attitudes and correct habit patterns. We believe that all things should be done decently and in order, and that our

students should be taught to accept and be given responsibility to “walk honorably before all men.” When a student learns to accept responsibility for his own behavior and to submit to authority, he follows the example of Christ.

There are two types of discipline: preventive and corrective. Both are important in maintaining good relationships and Christ-like behavior.

Preventive discipline for the parent and teacher involves the building of relationships, forming clear guidelines, modeling Christ-like behavior, expressing unconditional love, spending quality time expressing personal convictions, understanding, expressing approval or disapproval of certain types of behavior, and many other attitudes and actions dealing with relationships.

Corrective discipline occurs when the student has stepped outside of determined guidelines and boundaries. It is the consequence of wrong actions.

**It must be understood that PCA will not tolerate the following:**

- Refusal of parents for their child to be disciplined/corrected regarding behavior that interferes with the education process of PCA.
- Repeated aggressive and/or intimidating behavior by one student to another or towards a teacher
- Repeated disruptive behavior that hinders the learning and/or teaching process
- Failure of parents to support administrative decisions and policies set forth in this handbook or instituted for the good of all.

It is the responsibility of the parent to provide discipline in a biblical and consistent fashion. The Word of God directs parents to bring up their children in the nurture and admonition to the Lord and directs children to obey their parents in the Lord. This is well pleasing unto Him. When a parent sends a child to another authority such as a school, the parent must delegate some of his authority to the faculty and staff of the school. This will assist the school in the continued training of the child. If the parents and school are not in harmony as to discipline, the result will certainly be double standards and confusion in the child’s mind. We are concerned for the ultimate well being of your child.

Respect and obedience to the faculty and staff are foundation of the disciplinary code. All faculty and administration are expected to correct any child at the time of misbehavior. Discipline which is firm, consistent, timely, and tempered with love is maintained. Our faculty upholds standards of behavior in the classroom through kindness and love firmly carried out and tempered by good judgment and understanding.

The parents are expected to support faculty and administration when a child is corrected. If your child should come home complaining about a policy or discipline and you, as the parent are concerned, we ask that you please follow this procedure:

1. Give the staff the benefit of the doubt and verbally support the school to your child.
2. Understand that your child’s report may be emotionally biased and without complete information.
3. Understand that PCA has reasons for all rules and that these rules are enforced without favoritism.
4. Feel free to call the school for the facts and with your concerns. We are committed to working with you in these situations.

Compliance with regulations is secured by counseling, parent meetings, detention and suspension. In the event a child is sent to the office and the administration feels the event is of a serious nature the parent will be called in at that time. The parent will be asked to resolve the situation by correcting the child on the school premises or removing the child from school for the remainder of the day. If a student’s attitude during school or school-related activities is not in accordance with the policies and principles of the school, the student may be placed on probation at which time the parent will be call in for a conference. If the administration feels the situation has not changed within a reasonable time, parents will be asked to withdraw the child from Pentecostal Christian Academy.



## **CLASSROOM BEHAVIOR:**

During the first few weeks of school, each class spends time developing appropriate classroom behavioral habits. We refer to this as habit training, which includes the following:

- Be in their seats when the tardy bell rings (8:35 A.M.)
- Remain quiet during instruction and as directed.
- Face the front of the class.
- Work independently.
- Pay attention in class and be recognized to speak.
- Behave in a manner that will not disrupt the attention and/or activities of the teacher or other students.
- Bring the appropriate books and supplies to class.
- Be responsible.
- If one or more of the pastors enters the room, the student should stand, wait to be addressed and respond in the appropriate manner. If pastors remain in the room, the teacher may allow the students to continue working or to remain standing without speaking.

## **In addition, the students at Pentecostal Christian Academy WILL:**

- **Show respect for God** – We believe men are accountable for their actions, their words, and the thoughts of their hearts. Any student who demonstrates a lack of respect for God is of great concern to the school.
- **Show respect for authority** – Teachers is under the authority of the administration, the administrators are under the authority of the church. Students must learn to demonstrate a willingness to submit to those who have been placed in authority over their lives, including their parents, teachers, administrators, pastors and governmental authorities.
- **Show respect for others** – We need to be sensitive to those around us and to act in a manner that edifies, encourages, strengthens, and assist our neighbor. Students, at times can hurt, degrade, or hinder others by their actions. Such students will be corrected immediately once the problem is known.
- **Show respect for self** – As we respect ourselves, we demonstrate respect for the plan that God is working out in our lives while here at PCA.
- **Show respect for property** -Students that steal, cheat, plagiarize, vandalize, or put graffiti on walls or any other school property such as desk, tables, chairs, bleachers, etc. are expressing a disregard for other people's property. In the event a student defaces or damages school property, it is the responsibility of the parent to pay for repairs.
- **Show respect for school rules** – Guidelines exist for the purpose of accomplishing its goals and purposes. These rules are only necessary at a given time or place. At PCA, there are some rules designed to promote our goals and purposes which do not apply to other areas of life. Such rules include our uniform guidelines, classroom procedures, absence notes, and tardies. Students need to learn to respect man-made rules that are designed to accomplish beneficial goals. A Student who consistently refuses to respect school rules, which consistently disrupts a class, who is often out of class or who is some other manner shows disrespect for the school may be disciplined or suspended.

## **CORRIDOR BEHAVIOR:**

Students are to line up on the right in a single file, standing a few inches from the wall. Lunch boxes should be kept on the left to prevent banging them on the wall. There should be no whispering or talking. There should be no eating while lining up for snack or lunch recess.

**BATHROOM BEHAVIOR:**

There will be restroom breaks scheduled throughout the day. Students are encouraged to use the restroom during that time rather than missing valuable class time each student should leave the bathroom clean for the next person. Any child behaving inappropriately or being destructive will be disciplined firmly.

**PREGNANCY:**

If a student became pregnant during enrollment at PCA, they would not be allowed to be continued to be enrolled.

**The following are not permitted and will result in disciplinary action:**

1. Habitual tardiness
2. Uniform infractions
3. Chewing gum
4. Inappropriate conduct/ Bad attitude
5. Disruption of class or activity
6. Disrespect and disobedience
7. Lying
8. Fighting or scuffling
9. Causing personal damage to another student's property or school property
10. Leaving school without permission
11. Profanity
12. Smoking
13. Cheating
14. Stealing
15. Bullying...defined, as persistent harming of someone physically, mentally and emotionally bullying, in any form will not be tolerated at PCA. We are here to protect every student and make sure that everyone has a good experience at PCA.

**Disciplinary action may include, but is not limited to:**

1. Loss of privileges
2. Special writing assignments
3. Detention
4. Parental phone call or meeting
5. Suspension
6. Expulsion

## **DETENTIONS:**

1. For 3 tardies in one quarter, one in-house detention will be served during recess. A writing assignment will be assigned and must be completed during recess.
2. For incomplete homework three times in one quarter, one in-house detention will be served. A writing assignment will be assigned and completed during recess.
3. If a student has been sent to the principal's office during the day for discipline, he/she may receive a detention and / or note requiring a parental signature depending upon the nature of the offense.
4. Staff children need to have their non-staff parent sign all violations (when in a two parent home)

## **After school detentions may also be given for grades 4-12 for the following:**

1. Violating classroom policies
2. Habitual tardiness; six times in one quarter
3. For every three missing homework assignments
4. Destructive or aggressive behavior
5. Disrespectful behavior.
6. Parents will be responsible for the financial payment of teachers due to after school detention.

Parents will be notified in writing as to the day and time of detention. Parents will be responsible for the transportation of the student. Detentions must be served as assigned or suspension will follow. The fourth time a detention is earned; the penalty will be a one-day suspension.

## **HOMEWORK POLICY:**

All students will be required to complete any homework assignments or special reading assignments the teachers will deem necessary.

**Report cards will be issued at the end of each quarter. They should be signed and returned promptly (the next school day). Progress reports will be issued at the mid-point of each nine-week grading period. These must be signed and returned to the school the next day.**

## **TEST EXEMPTIONS;**

Students (Grades 6<sup>th</sup>-12<sup>th</sup>) who have maintained an A average for a semester may choose to be exempt from exam in December and May. Students must meet all other requirements.

Students (Grades 6-12) who have maintained a B average and no more than 4 days excused absence may choose to be exempt.

## **WITHDRAWAL PROCEDURE:**

Students who withdraw from PCA during the school year will not be refunded registration, book fees or books. Parents are responsible to pay the entire month's tuition for the month they withdraw or are dismissed. Records will not be transferred until all financial obligations have been met.

## **FINANCIAL AGREEMENT:**

All students enrolled in PCA must meet all financial obligations in order to remain enrolled as a student. This includes tuition payments along with any and all fees assessed as part of the school program.

Parents/guardians must sign a tuition agreement as part of the enrollment process which indicates that they commit to a specific payment plan selected in exchange for their child's admission to Pentecostal Christian Academy.

Tuition is due at the 1<sup>st</sup> of each month and considered late after the 10<sup>th</sup> day of the month. Late fee after the 10<sup>th</sup> is \$5.00 a week. Any student's tuition that is in arrears for more than a single month is subject to being asked to remain out of school until tuition is current. Any work missed will have to be made up if the student is out of school for up to one week. At the discretion of the administration, after two months in arrears with tuition, a family will be asked to withdraw their child.

***All families are expected to make quick payment for any services or goods received during the school year. Failure to do so may result in the student not being allowed to attend class until the debt is paid in full. Any time money is owed and because of a non-sufficient payment or lack of payment, the financial department of the school will collect fees owed along with a non-sufficient fee no greater than \$25.00 to cover the expense of attaining school monies, regardless of the amount of the non-sufficient payment.***

## **ACCREDITATION:**

Accreditation of student's courses are optional and the cost is \$200.00 per year and must be paid at the start of the school year by parents in order to receive credits recognized for transfer/college. Accreditation will be through Abeka Christian Academy.

**TUITION:**

Tuition payment plans are as follows:

If paid annually:	\$2,500.00
If paid monthly (10 Payments)	\$250.00 per month

**Tuition discounts:**

2 <sup>nd</sup> child K-12 <sup>th</sup> - 15% off	
\$2,125.00 annually	\$212.50 per month
3 <sup>rd</sup> child and up K-12 <sup>th</sup> - 25% off	
\$1,875.00 annually	\$187.50 per month

**APPLICATION/REGISTRATION FEES**

Registration: \$225.00 yearly

Book fees: \$150.00 Pre-K 4 and Kindergarten

\$175.00 1<sup>st</sup> grade through 12<sup>th</sup> grade

All fees and books are non-refundable.

Each child must apply and pay fees each year.

***This handbook may be altered or amended anytime the administration deems necessary. Alterations and or amendments may be re result of a disciplinary action or of a problem that may arise during the school year. The changes will begin immediately as approved by PCA board and copies of amended policies will be provided to parent (s).***