



Plaza Heights Christian Academy

A Ministry of Plaza Heights Baptist Church

PHCA

Pursuing His Call Always

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

2019-2020

Dear Student,

Welcome to Plaza Heights Christian Academy. We are excited for you to be a part of the community that God has brought together for this school year. Whether you are a new or returning student, it is not a coincidence that you are a part of our student body. We want you to experience a quality Christian education that is rooted in God's Word and academic excellence.

The faculty at the Academy is prepared to help you discover and develop the gifts God has given you. Everything we do at PHCA is designed to encourage you to seek truth; to know what is good; to develop a disciplined mind and a wise, kind and discerning heart; and to follow Christ in all you do. This handbook is designed to inform and remind you of opportunities and responsibilities that you have as part of our school community.

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

Specifically, we want to help you;

- 1. Develop a personal, vibrant, and growing relationship with Christ*
- 2. Adopt and continue to cultivate a thoroughly biblical worldview;*
- 3. Discover, explore, and practice your God-given gifts and abilities;*
- 4. Acquire the knowledge, understanding, and wisdom necessary for further study and to become prepared to represent the Lord effectively in your life calling.*

As these four goals become a reality in your life, we pray you will be transformed as you follow Christ's example of serving others and doing your best while striving for biblical excellence. By reading this handbook and signing the Standards of Conduct, you are voluntarily committing yourself to making the mission of Plaza Heights Academy a reality in your life.

Have a great year!

Mr. Lawson, Head of School

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Handbook Purpose

As students embark on the exciting journey of educational discovery with PHCA, they are invited to use this handbook as a guide to help you and your student become acquainted with the school and its policies. Answers to the most frequently asked questions from students and parents are included. If additional information or clarification is needed, the school staff is always available. Students and parents are accountable for knowing and following all policies outlined herein.

This handbook gives guidelines to be observed by students and parents. However, since the school cannot possibly address all situations and circumstances in this book, the administration reserves the right to exercise its prerogative in responding to new situations or circumstances. The administration also reserves the right to interpret the written policies and to revise these policies when necessary. This handbook is not to be considered as a legal contract in terms of contract law theory.

Mission Statemen

The mission of PHCA is to provide a comprehensive education that equips students to discover truth through the lens of Scripture, develops their potential for further educational pursuits, and prepares students to meet life's challenges with a Biblical Worldview.

Vision Statement

The vision of Plaza Heights Christian Academy is to be an authentic Christian community, unified by our common faith in Jesus Christ. As a body of believers, we will encourage each other to daily pursue righteousness. Together, we will strive to energize and equip each student to succeed in whatever path the Lord directs. Our desire is to see our students impact their communities and become purposeful, productive Christian adults.

Statement of Philosophy and Purpose

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

Our aim socially is to provide a Christian perspective on the total world from which will come a balanced personality and a proper understanding and acceptance of the person's role in life at home, at work, at play and at worship all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of their choosing, whether in college, university, or vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. These are inseparable, and through them run the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone. The scarlet thread must be woven throughout the total curriculum.

The spiritual must permeate all areas--else we become text book oriented rather than student oriented.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purpose of PHCA.

Statement of Faith

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God in the original text, and the only rule of faith and practice. II Timothy 3:16-17.
2. We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit. Matthew 28:19; II Corinthians 13:14.
3. We believe that the universe originated by the creative act of God as revealed in Holy Scripture, and that the form of every kind of life was fixed at the time of its creation. Genesis 1:1; John 1:1-3.
4. We believe in the deity and humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His visible return in power and glory. Colossians 1:13-20.
5. We believe that all men are lost and sinful, and that salvation is received by the grace of God through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit. Romans 3:23-26; Titus 3:5.
6. We believe that the Lord Jesus Christ is the only mediator between God and Man. I Timothy 2:5. We believe in the ministry of the Holy Spirit, by who's indwelling the Christian is enabled to live a godly life. Romans 8:9.
7. We believe in the ministry of the Holy Spirit, by who's indwelling the Christian is enabled to live a godly life. Romans 8:9
7. We believe in the bodily resurrections of both the saved and the lost; they that are saved unto the resurrection of eternal life, and they that are lost unto the resurrection of eternal damnation. John 5:24-25, 28-29.
9. We believe in the spiritual unity of all believers in the Lord Jesus Christ through the power of the Holy Spirit as established in the Bible. John 17:20-23; I Corinthians 12:12-13.

Core Value

Purpose

Honesty

Character

Academics

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

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

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

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

General Information

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

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

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

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

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

Cancellation of Classes – If bad weather forces the closing of school, our school listing “Plaza Heights Christian Academy” will be on all major network television channels. We will also send a text message to those families that have registered their cell phones in Sycamore. It will be posted on the website at www.school.plazaheights.org. We do not close in conjunction with any school district.

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

Chaperones/Volunteers - All chaperones/volunteers must be approved in advance by the administration of the school and sign a statement of agreement that states they have read and agree to adhere to all policies and procedures pertaining but not limited to conduct and behavior of chaperones, volunteers and students, and may be subject to a background check.

Volunteers must abide by all school confidentiality guidelines, expectations, and policies. No chaperone, volunteer, regardless of position: board member, administration, school staff or parent will be allowed to override school policy concerning conduct, for chaperones, volunteers and students, regarding the policies that are found in the Plaza Heights Christian Academy Student Handbook. School policy will be followed regardless of the local of governance, particularly but not limited to alcohol, tobacco, drugs and conduct. Age requirements will be limited to the age requirements of that of the state of Missouri, and/or which do not compromise a Christlike life style regardless of location, state side or otherwise.

Car Line – In order for the dropping off and picking up of students to run as smoothly and efficiently as possible, it is imperative that every driver follow the guidelines that govern the parking lot. The speed limit is 15 mph. From 8:00 a.m. until 8:45 a.m. and from 3:15 p.m. until 3:45 p.m. our parking lot is one way. ***Please enter the East parking lot and proceed to the very back, going around the large island at the back of the gym.***

Middle School/High School pick-up is on the West side and cars should exit the West parking lot. Maps and details are available in the school office. Remember that we only ask you to follow these guidelines to be safe and have things flow as smoothly as possible. Please remember that your children are watching you as their example.

Dropping and adding classes - Every effort is made to place students in courses that are appropriate. In some circumstances, a student may not be properly placed and will need to change his/her academic schedule. Juniors and seniors who wish to drop or add a course must consult with the principal to make sure a change will not jeopardize graduation plans. Class change may occur as **late as five days** after the first class without penalty.

Cleaning - We do have personnel who clean the school on a regular basis. However, it is up to the students to maintain the school in a proper manner. We expect all students to do their part in keeping the buildings and grounds clean and neat, and in not littering or creating unnecessary trash. As needed, students serving detention may be engaged in cleaning the school as well.

Lockers - Lockers are assigned by the office and may not be changed without permission. Lockers should always be kept organized and clean. Any decoration in the locker must be in good taste. Clearly suggestive or inappropriate photographs, stickers, and those with reference to alcohol, tobacco, and illegal substances may not be displayed. Evidence of such decorations will incur a minimum of one demerit and require removal of all decorations from inside the locker. Anything attached to the locker must be kept neat and must not be objectionable. All items left on top of or underneath lockers will be collected regularly and placed in the lost and found. Lockers may not be defaced. Lockers are subject to unannounced inspection by the homeroom teacher or an administrator at any time. Students may not open or disturb the contents of lockers assigned to others. All students will receive combination locks which are given to the students at the beginning of the school year. Students are expected to remember their combinations, and not have to ask the office for this information. The locks are provided for the protection of student belongings. Students who leave their lockers unlocked are responsible for any items missing from their lockers.

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

School Supplies –Students will receive specific supply information from their individual teachers but should come with paper and pencils on the first day.

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

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

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

FOR SENIORS ONLY: It is our desire that students take full advantage of the educational opportunities provided at PHCA. However, under permission of the parents, seniors, whose schedule permits, may leave campus after their last class of the day, but no earlier than lunch. In partnering with families, PHCA takes great care and is intentional about supervision, accountability and safety of its students. Therefore, this provision is made under the following stipulations:

- The student must have written permission form on file with the office.
- Students must check out at school office each day.
- They must leave campus (all school property) and not return before 3:15 pm.
- Students cannot remain on campus, during school hours, unscheduled; students who are not able to leave campus or by their own desire will be scheduled a study hall.
- Students are not allowed to “hang out” on school property during school hours – they must be enrolled in a class or study hall.

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

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

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

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

Student Parking – Students must park their cars in the last row on the west side of the building. Students are not to leave school, drive their cars, or return to their cars during the school day. Student driving privileges may be revoked, without warning, at the discretion of the Administrator.

Admissions Policy

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

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

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

1. The application form has been completed and accepted. The application fee must accompany the application (new students only).
2. Parents have attended an interview with school administration. Students are required to attend the interview. Students wishing to return after transferring out of PHCA must interview again with their parents/guardians as part of the re-admission process.
3. Students must have all the required immunizations as specified by Missouri State Law, or an Immunization Exemption card or an Immunizations in progress card on file with the school. If this condition is not met, your child is **not** enrolled in school. If your child is permitted to begin school on the condition that he/she is in the process of receiving his/her immunizations, he/she may attend school only as long as the immunization process is continued. Upon completion, it is the parent's responsibility to provide the school office with written documentation that the child has received the required immunizations. Failure of the parent to continue, complete, and provide proper documentation of the child's immunizations will result in the child being removed from school until compliance has been achieved. Missouri law requires that we comply with this regulation.
4. If the student is transferring from another school, we must have an authorization form signed by the parent or guardian requesting all records from previous schools. There must be no outstanding balance owed to the school that you are transferring from.
5. A student may not be readmitted if there is an outstanding balance from the previous year.
6. If the transferred school records do not include the Terra Nova 3 Achievement Test, Stanford Achievement Test, or Iowa Basic Skills scores from the previous spring semester, core subject areas of the test **may** be administered.
7. All fees must be paid in full.
8. Financial arrangements for tuition must be made with the school office.

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

Attendance

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

If a student is absent, parents should notify the office by 8:45 a.m. This will confirm parental knowledge and/or consent for the absence.

Excused absences include illness, death of a family member, and emergency situations. Medical and dental appointments should be scheduled after school hours whenever possible. Special consideration may be given by the principal in cases of prolonged personal illness, court appearances, or serious illness or death in the immediate family. Approved school sponsored activities or pre-approved activities deemed educationally beneficial by the administration will not be counted against the student.

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

For unplanned absences, immediately upon returning to school, it is the student's responsibility to find out from their teacher what work needs to be made up and complete those assignments. Generally, one make-up day will be given for each day absent. (Athletic events do not excuse a student from having work turned in when due) If a parent wants to pick up their child's work, they should request it when they call their child's absence in to the school office. Homework will be available to be picked up after 3:30 p.m.

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

If a student arrives after 8:00 they are considered late to school, he/she must report to the office for an "Admit to Class" slip before going to class. **Students may sign themselves in, but the parent must call the office.**

When a student arrives late to school, it disrupts the classroom that is already in session and causes a waste of valuable educational time for everyone in the room. It is extremely important that you, as **parents, help us to begin the day right and on time by getting your children here and in class by 8:45 a.m.**

Consequences for Tardies;

1st -2nd Offense: Teacher conference with the student, Demerit Issued

3rd -4th Offense: Moved to Stage 1 discipline level

5th -6th Offense Moved to Stage 2 discipline level

7th and above Moved to Stage 3 discipline level

High School Students absent with 2 or more unexcused absences will not be allowed to exempt final exams.

Truancy-Truancy is defined as not attending part or all of a day of school without parental consent and clearance through the office.

1st Offense Meeting with parents

2nd Offense could result in a Detention/ Additional action may be taken as needed

Any additional Offense: Suspension and or Probation and meeting with parents

Dress Code

At Plaza Heights Christian Academy, we recognize that appearance does not conclusively reflect a person's spiritual condition and that no dress code is perfect. However, clothing and appearance have an influence on attitude, behavior, and schoolwork.

As in every area of our lives, clothing and the way we wear it should represent our desire to please God and honor Him. The following dress code is set forth in the interest of modesty as well as our desire to provide ease of interpretation, compliance, and enforcement.

It is the parents' responsibility to ensure that their students are in complete compliance with the school's dress code standards. Students may not attend class when not in dress code. The absence from class will be considered excused but not school-related. The work will be permitted to be turned in or the teacher may bring the work to the office. The student may not be permitted to go home to change unless direct communication from a parent grants permission.

Each student will be permitted two dress code violations per quarter. Detentions will be served for the 3rd and 4th violation and a one day in school suspension for the 5th. The student may also face Stage 2 consequences for the 5th violation.

In addition, the Administration may establish a "contract" with the student addressing the issue and identifying future consequences.

Boys are permitted to wear:

Pants, Shorts, Dress Slacks, Khakis, or Jeans may be worn. They should be worn at the waist or just below the waist. Pants that are labeled “regular”, “loose fit”, “relaxed”, or “baggy” are acceptable styles. A belt must be worn if pants are loose and cannot stay at the waist, or just below the waist, without one. Boys are also allowed to wear shorts (no athletic or cut-off shorts). Shorts are to be walking style shorts and may be cargo style and no shorter than three inches from the top of the knee.

Shirts Collared shirts, dress shirts, polos, henley button style, turtlenecks, t-shirts, sweatshirts, hoodies, or sweaters may be worn.

Shoes Dress shoes, athletic shoes, sandals, or boots are acceptable.

Other: Belts must be worn, if needed, to keep pants in the appropriate location, as outlined above. All shirttails are to be tucked in unless the garment is made to be left untucked. Undergarments should not be seen at any time.

Girls are permitted to wear:

Pants, Dress Slacks, Khakis, or Jeans They should be worn at the waist or just below the waist. Jeans that are labeled regular, loose fit, relaxed, or baggy are acceptable styles. Other styles can be worn with a top that comes to mid-thigh. Jeans that are form fitting or skin tight will not be permitted without the top which will come to at least mid-thigh. Walking style shorts may be worn as long as they are no shorter than 5 inches from the floor when kneeling.

In general, pants should be size appropriate and modest in appearance. We know that much of this is somewhat subjective therefore the school reserves the right to determine the appropriateness of the item of clothing. We have placed this responsibility on female staff chosen by the Administration to allow our teachers to be able to focus on the student learning process.

Dresses or Skirts must be to the top of the knee or longer (including all slits and layers), unless leggings or other layers are worn underneath and then skirts will need to be no more than 5 inches from the floor when kneeling.

Shirts Blouses, polo’s, turtlenecks, t-shirts, sweatshirts, hoodies or sweaters may be worn.

Shoes Dress shoes, athletic shoes, sandals, dressy flip-flops, or boots are acceptable.

For girls, moderation should be used with makeup and jewelry. Visible body piercing jewelry, other than for ears is not allowed. Tongue piercings are not allowed. Visible tattoos are not permitted. Boys or girls: hair color must be natural. Extreme and overt hairstyles are not allowed.

General Dress Code Guidelines

Boys and girls should not wear:

Oversized clothing (if you have a 36 inch waist, do not buy a size 40 pants)

- Tight fitting clothing (if you are a size 6, don't buy a size 4)
- Tank tops or sleeveless tops
- Low-cut tops (no cleavage should be showing)
- Pants that have, or have the appearance of, holes, rips, tears, or frays on them
- Saggy, droopy seats in pants
- Earrings (boys)
- Athletic sandals, house slippers or house slipper looking shoes, Crocs® or Crocs® style shoes, or moccasins (except on special designated days)
- Hats (except on special designated days or for extra curriculum events)
- Sweatpants or athletic pants are not be worn (except on special designated days or as part of a PHCA sports team dress)

Grooming: All clothing is to be neat and clean. Hair should be clean and neatly combed. Hair color must be natural. No symbols or words should be cut or dyed into the hair. Emphasis will be placed on neatness, cleanliness, and appropriate dress.

PE Classes: Students must wear school-purchased P.E. shirts and shorts. Students may wear their P.E. uniforms home if P.E. is last hour.

Chapel Days: Dressing up is encouraged on chapel days.

Extracurricular Activities: The dress code applies to all practices, competitive events (both home and away), afterschool activities, and other school-related events. When attending an off-campus event, all students are required to dress in accordance with the supervising teacher's/coach's directions. It is important to note also that when at away events, all students, players, coaches, and parents need to be aware that the hosting school's dress code may be more restrictive than Plaza Heights Christian Academy's. No hats of any type should be worn in any building whether it is a gymnasium or other facility.

Special Occasions: There are specially designated days or weeks of the year such as "Spirit Week" when the normal dress code will be relaxed to allow clothing not normally allowed, i.e. sweats, pajama pants, hats and slippers. Such exceptions will be clearly communicated and should never violate the overarching standard of modesty.

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

Activities requiring more dressy attire: All dress should meet the standards for the normal dress code of the school. This includes that dresses must be to the top of the knee or longer. The legging rule will apply as necessary for skirt length. No undergarments should be visible. Dresses should not be low-cut or have plunging necklines or expose the waist. Violators will receive a shawl to wear for the evening and have possible additional consequences. Modesty is to be the basic principle in consideration of dressy wear.

Dress Code for the high school banquet: Because of the unique formal wear available for girls, the following guidelines are set:

- Slits in the dress will be no higher than the skirt/short length rule for normal wear.
- No bare midriffs in the front.
- The top half of the back may be exposed, but not the bottom half.
- Strapless and narrow straps are permitted.
- The dress top must be modest and show no cleavage when standing or sitting.
- Photos of student wearing the dress may be brought to the school in advance to assure compliance.

Non-PHCA dates must abide by this same dress code. Please communicate these standards clearly to your outside date to avoid an embarrassing situation for them.

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

Medical Guidelines

Immunizations

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

Medication

All medications should be given at home before or after school if at all possible. The first dose of any medication should be administered at home by a parent or guardian to ensure that the child has no reaction to the medication. Parents may arrange to personally administer their child's medication at school, if they desire. Prescription medication may be given at school through the office. All medications must be delivered to the school by a parent, guardian, or designated adult. At that time, a Medical Authorization Form must be completed and signed. All prescribed medication must be in a current prescription container. Upon presentation of doctor's orders, inhalers and EpiPens will be allowed to be carried by students. **Students are not to give any medication to any other student.**

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

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

Illness

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

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

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

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

Student Emergency/Medical Release Records

Each student must have a completed Student Emergency/Medical Release form and a copy of a current insurance card or medical information on file in the school office before the first day of school. Copies are kept in the school office and by the classroom teacher. The teacher takes their copy on all field trips. These forms provide us with the only means of locating you if your child has an accident or becomes ill at school. ***Therefore, it is extremely important that you keep us informed of any changes in parent/guardian***

phone numbers or emergency numbers. You can do this by calling the school office or by sending a note to school with your child.

Academic Policies

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

The academic requirements for each grade level are developed to meet or exceed the course of study prescribed by the Missouri State Department of Education, with emphasis on a high standard of achievement. In addition to regular school tests, the Terra Nova 3 Achievement Test is given in the spring.

We use a variety of Christian and secular curricula. As a college prep high school our goal is to have students prepared for college or the work place as God leads.

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

High School Graduation Requirements – The academic requirements for graduation from Plaza Heights Christian Academy are developed to meet or exceed the course of study prescribed by the Missouri State Department of Education. Students are required to complete the prescribed four-year course of study including a minimum of twenty-four units. Although twenty-four units are the minimum requirement, it is strongly recommended that students take a full load for eight semesters, especially those students that are college bound.

Twenty-four units are required for graduation in the following subject areas:

Bible	4 units
English	4 units
Mathematics	3 units
Science	3 units
Social Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education/Health	1 ½ units
Electives (must include Senior Seminar)	<u>3 ½ units</u>
Total	24 units

U.S. and Missouri Constitution Tests - Students must pass the U.S. Constitution test and the Missouri Constitution test in order to graduate.

A senior must fully complete the last four semesters of coursework at PHCA as a fulltime student to be considered for Valedictorian, Salutatorian, or any other PHCA school honors based on class rank. Valedictorian and Salutatorian are honors bestowed on the top two students in the senior class by the faculty. Although primarily based on class rank, factors such as attendance, citizenship, and leadership are other considerations considered when honorees are chosen.

Student Transfer Information - A student transferring to PHCA from another school must meet the graduation requirements of PHCA to be eligible for a PHCA diploma. A senior, at minimum, must successfully complete the entire last semester to receive a diploma from PHCA. The Administrator will have the authority to review exceptions and approve or deny the request for a diploma. Students must still meet minimum Missouri requirements.

Provisions for transfer students as it relates to Bible credits – transfer students who are deficient in Bible requirements may request to substitute other course work as an alternative for the Bible requirement. The Administrator will have the authority to approve or deny this request.

Early Release for seniors – Some students who will meet all the requirements by the end of their 7th semester or by attending half-day their senior year (enrolled in classes – not study halls), will wish to be released from school to attend college classes or to work. This type of arrangement can only be made through a meeting with the student and his/her parents to determine the direction and goals of the student. The Administrator will allow an arrangement of this nature only if he agrees that such an arrangement is in the best interest of the student. Signatures of the parent(s), the student, and someone at the college or place of employment are all required to allow the early release. No discounts in tuition will be offered for early release students. Parents and students need to know that some colleges look at how a student finishes their high school career. The rigor of the course work including the senior year is often a basis for college entrance. In addition, taking additional math and science courses during the senior will aid in the knowledge base for college entrance test such as the ACT or SAT.

Graduation Fee – **All Seniors** will be required to pay a graduation fee of \$100. This fee offsets the cost of mailing and processing transcripts, graduation programs, speaker honorariums and other costs associated with graduation.

Community Service Requirement for Graduation – We at Plaza Heights Christian Academy want to instill in our students a desire to give of their time, talent, and treasure to others. The scripture is full of stories of Jesus taking the time to help and minister to the sick, the poor, and the needy. Often, those that He helped would respond to the message of the gospel as a result of their physical needs being met.

Some of the goals of the community service requirement:

- to get students focus off themselves and onto others (Philippians 2:3)
- to show students that they can make a difference regardless of their age (I Timothy 4:12)
- to be examples to other believers and younger students (I Timothy 4:12)
- to instill an attitude of service (Mark 9:35)
- to give students opportunities to put their faith into action (James 2:17-18)

Community service includes:

- Any work or service done for someone that is not a family member or for a business or ministry a family member does not own.
- Any work or service completed for which nothing is given or exchanged in return for the work will be included in the total.

Up to half of the hours each year may be received from the student's own church or from the school. It is hoped that each student would go outside of his/her "comfort zone" and offer help to those he/she normally wouldn't.

How to get community service hours:

There are lots of ways to get hours. Volunteer at local shelters, hospitals, nursing homes, preschools, elementary schools, or churches. Work at your church's VBS, in the nursery, at a children's camp, in the kitchen, on a work day, to name a few. Volunteer at PHCA's fireworks tent, in the library, tutoring younger children, in the before- or after-school programs, as a crossing guard, on a work day, at the PTF carnival, or any other staff-approved event.

Talk to your parents, teachers, Youth Pastor, Sunday School teacher, and other adults for ideas to serve. Most will be interested to help you find a way to serve.

To receive credit for completed community service:

Work or service must be documented on the school's form by an adult that is not a relative of the student, and should include the name, signature, contact information, work or service performed, and the time served. Forms are available in the school office.

PHCA requirements are:

- Freshman year – 15 documented hours
- Sophomore year – 20 documented hours
- Junior year – 25 documented hours
- Senior year – 30 documented hours

It is up to the individual student to provide the documentation for service completed. All community service must be completed by May 1st of the student's senior year.

Homework – Homework is an assigned school activity that is to be completed out of class. It is designed to stimulate initiative and responsibility, aid in self-direction, develop independence and reinforce learning. It should help the student utilize the resources of his/her home and his/her community, such as the library. Homework can be given any day of the week, but special consideration will be given to having no homework on Wednesday night due to church actives.

Homework serves one of several purposes:

- Practice. Students may be given homework to provide them with extra practice on some skill which was introduced in class. Students should be somewhat familiar with the skills and should be able to complete the assignments with little or no outside help. If the student is consistently not able to do practice homework with little or no help, contact the teacher.
- Preparation or Elaboration. Students may be assigned homework which prepares them for content which is to be covered in class (for example, reading a chapter in the textbook before it is discussed). They may also be given assignments which have them elaborate or expand on material taught in class (for example, a written assignment which explains some application of a concept taught in class).
- Long Term Projects. Examples of these would be research papers or class presentations. Students should budget their use of time by setting intermediate deadlines, and by working regularly on the project (instead of waiting until a day or two before the deadline). When a student is absent, it is the student's responsibility to call someone in the classes in order to get homework assignments. Please do not call the school and ask the office staff to gather the homework assignments. That means the office staff and the teachers must take class time to write up homework assignments for each individual who calls at any time during the day. This is very time-consuming and could cause many interruptions of class during the day. Assignments are available on Sycamore and can easily be retrieved from there. Further information may be received by contacting responsible students in the various classes.

Honor Roll

For a student to qualify for honor roll in grades 6-12, he/she must have a Grade Point Average of at least 3.0. To qualify for the Administrator's Honor Roll, the student must have a Grade Point Average of 3.75.

Grading Scale

The grading scale will be as follows:

		GPA
90 – 100%	A	4.0
80 – 89%	B	3.0
70 – 79%	C	2.0
60 – 69%	D	1.0
59% and below	F	0.0

AP Scale

90 – 100%	A	5.0
80 – 89%	B	4.0
70 – 79%	C	3.0
60 – 69%	D	2.0
59% and below	F	0.0

Report Cards – Classes are set up on an eighteen-week grading period. The first quarter grade card is a progress report of where the student is after nine weeks, but the semester is cumulative (the second quarter grade IS the semester grade). The semester grades become part of the student's official transcript. Report cards will be mailed the week following the end of the grading period. Parents are asked to sign one copy and return it to the 1st hour teacher by the date indicated.

Conferences – Parent/Teacher conferences will be arranged as needed. Please feel free to contact your student's teacher(s) at any time you have a concern. We will be happy to arrange a meeting with all their teachers at any point in the school year. Teachers will return emails or phone messages within 24 hours.

Computer Usage Policy

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

is intended to promote responsible and ethical use of the network resources generously provided by PHCA.

Computer Use

- Using the internet for any reason may only be done with a teacher's permission.
- Students are to treat the computers and all components with respect and care.
- The Parent/Student Agreement must be signed as evidence that the student and parent, guardian or custodian have read, understand, and will honor this policy.
- All student computer and network files are subject to review by the administration.
- With respect to any of its computers with internet access, the school will monitor the online activities of students and employ technology protection measures during the use of any such computers.

Network Use

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

Software

- Students may not download programs from the Internet nor may they copy a program from any storage media. Students may not install or delete programs on the school's computers. A teacher may authorize the copying of student-created work to a storage media device.
- Copying of any software, network or otherwise, is against the law and is strictly prohibited. The "Fair Use" clause gives students leniency for using some pictures, graphics, text, etc. *for academic purposes only*, and the student's teacher will instruct him/her about the use of this clause when necessary.

Unacceptable Usage

- Students will not engage in non-academic usage of the computer system. Accessing chat rooms, instant messaging, blogs, personal websites, e-mail sites or any site not specific to an assignment or project is strictly forbidden.
- Students will not use the school system or any school computer (Chrome Books or PC's) to post private or personal information about another person or themselves.
- Students will not attempt to bypass or disable the school's filtering system.

- Students are not allowed to erase the history associated with their log in when using school computers. .
- Students will be held accountable for information posted on the internet, from any location, about themselves or others. Consequences will be based on the content of the postings. Law enforcement may be contacted as well.
- Pictures that are posted of another students without permission may be considered as bullying.

Additional Consequences of Misuse of Computer Resources

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

Conduct and Discipline

PHCA believes that the purpose of discipline is to help bring students to maturity in Christ, so they will learn to exercise self-discipline in all areas of life. "For those whom the Lord loves, He disciplines." (Hebrews 12:6). God's Word makes continued reference to the necessity for and importance of discipline.

Growth in godliness can never happen when one is in a state of resistance and antagonism to the authority God has placed over him. Since this school bears the name of Christ, a high standard of conduct is expected of staff and students alike.

Parents are expected to support and uphold school discipline policies, realizing that without this cooperation and confirmation from the parents, a double standard exists between the home and school that could be detrimental to the student's development and could call into question his/her continued enrollment.

Those policies which are based on *moral issues* are applicable to our students, whether on or off campus, both during the school year and holidays/summer vacation. This is essential because the testimony of Plaza Heights is a compilation of moral and Biblical standards actively supported by the student body, staff, administration, and school board. Discipline consequences for violations of such standards may be the same as those imposed for on-campus violations.

Please remember that attendance at Plaza Heights Christian Academy is a privilege and not a right. This privilege may be forfeited by any student whose conduct, attitudes, or lack of progress, in the opinion of the administration, make it inadvisable for that student to remain in the school.

To educate students to discipline their own lives, rules and guidelines have been established. Students are expected to conduct themselves in accord with these established standards and guidelines and to exhibit a positive attitude that is in harmony with the spirit and purposes of the school. Any organized, functioning group in society must operate within some system of rules if it is to function in an orderly manner. An orderly, disciplined, and wholesome environment is a great aid to learning and enables the student to develop good character and to be happy and content.

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

Unfortunately, it is increasingly necessary to explain our standards in great detail, due to our litigious society. We apologize for the length of this section dealing with conduct and discipline. It *does not indicate* that we believe this is the most important part of life at PHCA (a list of rules). However, we have found that it is more and more necessary to spell out what is meant by certain behaviors and rules.

PHCA MS/HS Discipline System of Corrective Actions

The word "discipline" is related to the word "disciple," and that is precisely what we are seeking to do through the Plaza Heights Christian Academy student discipline procedure. Our goal is not simply to "punish" students for wrongdoing, but to train them systematically in proper, God-honoring behavior. It is for this reason that student discipline comes under the oversight of the school Administration. When a student begins displaying behavioral problems, the Administration is able to intervene proactively, to teach the student how to change his or her behavior and live in line with the will of God as revealed in the Bible.

The program outlined below is designed to give an orderly system of increasing corrective actions, providing both objective standards and allowing room for the application of sanctified wisdom in individual circumstances. This follows the pattern of Scripture, in which we see the objective setting forth of appropriate actions for various infractions of God's Law (Exodus 21-24, for example), and the practical application of those standards to various situations, based on wisdom derived from a study of Scripture (the book of Proverbs, for example).

A written system of corrective actions cannot deal explicitly with every conceivable situation that may arise. Therefore, this should not be viewed as an exhaustive listing of misdeeds and consequences, like a statute law code for civil government. Rather, this is to provide a pattern or guide that will enable those involved in student discipline to follow an orderly method of using Biblical wisdom in determining the appropriate course of action in each individual case.

There are four stages of corrective discipline outlined here. Most student misconduct will begin at Stage 1 and progress through Stages 2, 3, and 4 if necessary. Due to the seriousness of some infractions, however, the process may begin at Stage 2, Stage 3, or Stage 4. It is not necessary that every student infraction begin at Stage 1 and progress through all the following stages.

All disciplinary actions (along with weekly grades) will be recorded and posted on the school's Web site, with parents given password-protected access to their student's records. In this way, parents may stay informed as to any problems their students have. More serious offenses will still involve personal contact with the parents, as outlined below.

Stage 1:

Misuse of Electronic Devices (Kindles, iPad, Mini-iPad, electronic readers). Rules and boundaries have been established around the use of electronic and recording devices. (Cell phones, MP3 players, recording and portable computing devices; e.g. iPads, laptops)

Cell Phone and Electronic Device Policy

Students may not use these devices during instructional time or school assemblies. These devices must be kept out of sight, turned off and kept in a closed container (locker, book bag, purse, etc.) during these times. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment and is grounds for confiscation of the device by school personnel. Exceptions may be made by the teacher for students to use their phones in certain occasions. Repeated unauthorized use of such devices may lead to disciplinary action.

If a student refuses to turn over their device to a faculty or staff member, the student will be referred to the administration for further disciplinary action. The device will be kept in the school office. Parents will need to pick up the device.

Plaza Heights Christian Academy takes no responsibility for the safety of electronic devices when brought to school.

Recording Device Policy

1. Students may not use any recording devices on the school grounds. This includes transmitting images, taking photographs with a phone, camera or other recording device, using a tape recorder, or using any electronic device on an audio or video record setting.
2. **EXCEPTIONS:** If a PHCA student has been approved for the use of a camera or video camera to record images for curriculum or school related purposes.

Food and Drink - The use of chewing gum, mints, and bottled water, in class is allowed unless they become a distraction in the judgment of the teacher. Teachers in particular courses or classrooms (such as chorus or physical education) may prohibit gum and mints at their discretion.

Candy and other food are prohibited in classroom areas during class time. Exceptions to this policy are under the discretion of the principal or under the **supervision of the classroom teacher**. Students may use these in designated lunch areas only before homeroom, during lunch, or after school.

Corrective action for Stage 1 violations

Students will be issued one demerit for each offense. The teacher will fill out a demerit form (duplicate), specifying the offense, with one copy given to the student and the other copy turned in to the office. The Administration will track demerits. When a student receives a third demerit in one semester, he/she will be moved to Stage 2. Any further demerits in the semester will result in another Stage 2 detention.

Other Offenses: minor incidents of disorderly conduct, poor attitude, dress code violations (see note below), food violations, public display of affection (inappropriate hand-holding or embracing), other minor infractions as determined by the Administration.

Dress Code:

Detentions will be served for the 3rd and 4rd violation and a in school suspension for the 5th. The student may also face additional Stage 2 consequences for the 6th offense.

Dress Code Violations

If the dress code violation cannot be corrected, the student has one of two options:

- Call home for a change of clothes. The student will receive a demerit if the change can be made.
- If the change cannot be made, they will receive two detentions.

Stage 2:

Offenses: repeated Stage 1 infractions; more serious disorderly conduct; inappropriate language (excluding profanity, vulgarity, and threatening; included would be inappropriate sarcasm); excessive tardiness (see policy on attendance and tardies); other infractions which are more serious than Stage 1, but not enough to warrant Stage 3.

Attendance and Tardies: See the section on attendance and tardies for progression of disciplinary consequences.

Language and Conversations: Conversations held within the classroom and elsewhere are not to infringe on the rights of others, and they are to relate constructively to the time and place. Within class discussion a student may speak when he has been properly recognized and "has the floor." At other times he should remain quiet, attentively and respectfully listening to the contributions of others. Conversations, private or public, are expected to be positive, constructive, and respectful. Profane, vulgar, obscene, or ethnically-offensive language; drawing, or stories; pornography of any sort; gossip; misuse of God's name or spiritually meaningful terms; suggestive "sign language;" degrading names or "putting others down," even if "done in fun;" are examples of conduct which are unacceptable at school and are causes for immediate disciplinary action.

Physical Contact

Unnecessary bodily contact, whether it is affectionate, playful, or hostile, is not acceptable conduct while at school. Such incidents, which may seem harmless, often expand rapidly and tend to detract from the development of proper relationships and a constructive educational atmosphere.

Corrective action for Stage 2 violations

Students will be issued a detention for each offense.

Detentions: Detentions will begin at 3:35 and will go until 4:30 on assigned detentions days. If a student has served a detention for a violation and a second occurrence happens then a Saturday Detention or in school suspension will be served.

Saturday Detention: Saturday Detention will be served on the second and fourth Saturdays of the month. There will be a \$15 charge to be paid to the assigned teacher. Detention begins at 8:30 am and ends at 10:30 am. Any student, that is more than five minutes late, will be assigned an additional detention. Students will sign in and out in the Detention Sign-in Book. This will serve as an official attendance log. Detention will last two hours, generally with 1 ½ hours comprised of work, and ½ hour of writing assignment that is to be completed and turned in by the end of detention. Failure to do so will result in an additional detention and or stage 3 discipline.

Students in detention will be given various types of work to do around the school. Detention dates are not scheduled according to the student's convenience, as a result;

students who cannot attend the assigned detention, for whatever reason, will be considered as skipping detention. The Administration at their sole discretion may assign alternative forms of detention.

Skipping Detention: As stated above all students who are assigned detention are required to serve that scheduled detention. Students may reschedule a detention only once! As a result of rescheduling that student will incur an additional detention. Should a student miss that or any detention that student will be subjected to stage 3 discipline, referral. Should a student miss a second detention that student will then be subjected to a higher stage 3 discipline (OSS - Suspension).

Excessive Detentions: Excessive detentions may result in stage 3 discipline (referral/ISS or OSS). Excessive detention occurs when a student has been issued five or more detentions. This will be deemed excessive and a higher form of corrective action will be taken (from a contract, ISS or OSS, to possible stage 4 discipline). Again, it is our desire to assist students in the development of learning to exercise self-discipline.

Stage 3:

Offenses: accumulation of Stage 2 offenses; theft; vandalism; cheating; plagiarism; speeding or reckless use of automobile; fighting and/or threatening a fight; insubordination; lying and deceit; truancy (skipping class, whether or not the student remains on campus); inappropriate romantic actions (more than simple public displays of affection, but not as serious as sexual immorality); verbal or written abuse of a school employee or fellow student; profanity; vulgarity; sexual harassment (defined below); racially offensive speech or actions; other serious offenses or behaviors not becoming to a Christian testimony.

Cheating and Plagiarism: Cheating in any form is not tolerated at PHCA. This includes plagiarism, which is defined as "using someone else's words or ideas without giving proper credit—or without giving any credit at all—to the writer of the original. Whether plagiarism is intentional or unintentional, it is a serious offense" (Joseph F. Trimmer, *A Guide to MLA Documentation with an Appendix on APA Style*. New York: Houghton Mifflin Company, 1999, p. 25). This concept is thoroughly explained in all our English/Literature classes, and all students in all classes are expected to avoid plagiarism in all their work. Penalties are listed in the section of this Handbook dealing with "Plagiarism and Cheating."

Plaza Heights Christian Schools views plagiarism as a serious offense (as do most colleges and universities). Plagiarism is representing material as being the work of the student, when it is in fact the work of others. Thus, it involves dishonesty. In addition, plagiarism denies to the student the learning benefits of research and study. Students who turn in plagiarized papers receive no learning benefits from the work. Plagiarism is treated as a serious offense at Plaza Heights, because it is a denial of two key purposes of the school:

1. Plagiarism is fundamentally a matter of dishonesty and a violation of integrity. Thus, it violates the distinctively Christian perspective upon which PHCA is based.
2. Plagiarism is an attack on academic integrity, in that the student is seeking to circumvent the learning process and receive grades which he/she has not earned. Thus, it violates the fundamental academic purpose of PHCA.

With easy Internet access, it is now very easy for students to plagiarize. They need only copy information from Web sites, or access one of the various “cheat” sites that offer prewritten research papers. But ease of access does not justify violation of scholarly standards, nor does it legitimize violation of the ninth commandment. Therefore, PHCA imposes stiff penalties for plagiarism. These penalties involve both academic and disciplinary consequences. These will apply for both minor cheating and plagiarism (unauthorized help on homework, use of non-attributed quotations occasionally in a paper), and more extensive cheating and plagiarism (such as copying an entire paper wholesale from another source, with only minor editing, copying homework, cheating on tests).

- Academic penalties: The penalty for plagiarism may be a zero on the paper, and a requirement that the paper be re-written properly (with no grade).
- Disciplinary penalties: There will be a graduated system of penalties, based on the Biblical teaching that “to whom much is given, much is required” (Luke 12:48). (See above under “Discipline” for further explanation of our system of referrals.) Repeated instances of plagiarism will result in increasing penalties.
 1. Freshmen: Plagiarism may result in one referral, which involves at the minimum a contact with the parents.
 2. Sophomores: Plagiarism may result in a second referral, which not only includes contact with the parents, but also places the student on behavioral probation.
 3. Juniors and seniors: Plagiarism may result in third referral, which would involve at the minimum a one-day out-of-school suspension. This could place the student at or beyond his/her fifth referral, which could result in expulsion.

Internet Postings & Online Harassment: Student postings on the internet (for example, on sites with social networking, blogs, image, video and audio postings) and email messages which are abusive, harassing, threatening, or obscene may be subject to school disciplinary action and may be referred to local law enforcement agencies.

Vandalism and Property: All property, personal or other, is to be treated with due respect. Damaged or destroyed property belonging to others is to be replaced by the student or students responsible. No student shall cause or attempt to cause damage or destruction to school property or private property or steal or attempt to steal school property or private property, either on the school grounds or during a school activity or function. Students are responsible for restitution of damages or stolen property.

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

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

Harassment:

Examples of harassment include:

- Physical sexual harassment: Touching a student in a sexually suggestive way or touching another to invade their personal privacy, touching or intentional movements made in order to observe another in a sexual manner.
- Race, color, national or ethnic origin, age, and disability harassment: Unwelcome statements, name calling, or other verbal or physical conduct based upon a student's race, color, national or ethnic origin, age, or disability.
- Verbal harassment: Derogatory or vulgar comments regarding a person's gender, sexually vulgar language, and remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, statements that demean or display of written or graphic materials, stereotypical classifications concerning race, national or ethnic origin, color, age or disability or a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.
- General harassment: Display of signs, pictures, cartoons, written statements or other material that denigrates, intimidates, bullies or otherwise discriminates against any student based on race, color, national or ethnic origin, age or disability.
- Physical harassment: General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age or disability. Bullying and harassment are considered extremely serious offences and will be dealt with directly by the Administration in an appropriate and timely manner.

Sexual Harassment:

"Sexual harassment" is any unwanted and unwelcome behavior of a sexual or gender specific nature that interferes with a person's ability to work, get an education, or do a ministry. The three important elements are:

- The behavior is unwelcome or unwanted.
- It is of a sexual nature or is gender directed and the impact of the behavior interferes with the ability for someone to do a job, receive an education, or to do a ministry.

Sexual assault will be reported to the local police.

Corrective action for Stage 3 violations:

Students will be issued a referral (a formal written notice to parents), along with a detention (for the first and second referrals). In addition, some offenses will require additional restorative/punitive measures. For example, theft and vandalism will require restitution; cheating and plagiarism may also result in a zero on the paper or test involved, and rewriting of the paper with no grade, and harassment may require Stage 4 consequences and the notifying of police or other bodies.

Process:

1. The teacher involved will issue a referral form (triplicate). This form will document the name of the student, the date of infraction, the place, the teacher's name, and a description of the incident. There is also a place for the student to sign, and a place for the teacher to initial and date when the parent is contacted. One copy will stay with the administrator; one copy goes to the student; the teacher keeps one copy.
2. The teacher will discuss the issue with the student, in such a way as to make sure the student knows why he/she is receiving a referral. This discussion is seen as the first step in counseling the student toward repentance and restoration.
3. The student signs the referral to indicate receipt of the form (not an admission of guilt). Refusal to sign the form warrants a second referral.
4. The teacher contacts the parent/guardian, explaining the incident and making them aware of the offense.
5. After the previous three steps are completed, the referral is submitted to the administration for further processing.
6. The Administrator will meet with the student and parent (as warranted below). Additional appropriate penalties (stage 4 consequences, probation etc) may be assessed by the administration and administered at their discretion.

Accumulation of Referrals:

1st Referral Parent notification and minimum of a detention. It may result in more severe consequences.

2nd Referral Parent conference (with student, teacher, and the administrator) and suspension and possible behavioral probation. At the parent conference, the parents and

students will be notified of the consequences of future referrals, including expulsion upon the fifth referral.

3rd Referral 3 day out-of-school suspension (OSS)

4th Referral 5-day OSS

5th Referral Parent conference; student recommended for possible dismissal.

(Stage 4) Referrals accumulate for the entire school year, not by quarter or by semester.

The school will take all reasonable measures to inform parents of this process. However, if we are unable to contact parents, or if the offenses are accumulated quickly, such notification may not happen before the fifth referral is issued. This will not be considered a reason for an exception to the policy of expulsion upon the fifth referral. This includes referrals accumulated due to violation of the school's policy on plagiarism and cheating.

Out-of-School Suspension (OSS):

The student will not be allowed to attend school or any school related activity, either during school hours or afterwards. This includes participation in or attendance at sporting events, extracurricular activities, and evening activities. Failure to comply with this policy will compound the period of suspension. Students serving OSS shall be responsible for making up any work missed, turning in assignments, procuring class notes from other students, etc. It is to be emphasized that it is the student's responsibility, not the teacher's responsibility, to see that all work is turned in on time. Work that was due on the day of OSS shall be due the first day the student returns to class. Work assigned during the OSS shall be due when the student returns to class, or the normal due date of the assignment, whichever is later. Tests that were to be taken on the day of OSS shall be made up at a time to be arranged with the individual teachers involved. Failure to arrange such make-up tests shall result in a zero on the test. OSS is not to be seen as a day of "vacation" for the student. The student has every opportunity to make up work and avoid any further penalties for missed work, but it is the responsibility of the student to make up this work.

Stage 4

Offenses: progression from Stage 3; drug or alcohol abuse (illegal use, possession, or sale, as defined below); physical assault (more than simply fighting); possession of a weapon at school; use of a weapon (any instrument or substance with intent to inflict bodily harm); sexual immorality; threatening the safety of any student or staff member; other very serious offenses

Drugs and Alcohol:

Alcoholic beverages are not allowed at school or school functions, or on school trips (domestic or international). The following is an outline of the school's policy concerning alcohol, and drugs:

While on school property, at an official school function or trip, or in route to or from a school function in school-provided transportation, a student shall not:

- Possess, consume, transmit, store, or be under any degree of influence of alcoholic beverages, including "near beer", illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance on the Missouri Controlled Substances Act. Legal intoxication is not required for violation of this policy.
- Possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.
- Falsely identify a substance to be alcohol or an illegal drug.
- Buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Missouri Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be tobacco, an alcoholic beverage, or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Missouri Controlled Substances Act.
- Sniff or be under the influence of inhalants and/or other substances.
- Possession of these, on campus or at school functions, will be cause for immediate suspension leading to possible expulsion.

Prescription Drugs & Over-the-Counter Products:

Office personnel must approve possession on school property of all prescription medication. Prescription drugs must be in their original container bearing the name of the patient, the name of the physician prescribing the medication, and the name of the pharmacy filling the prescription. Prescribed drugs not found in their original containers may be considered illegal and may subject the student to the penalties of this Policy. In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property.

A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulants on school property. Office personnel must approve possession of all over-the-counter medication on school property. A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. Student abuse of alcohol or illicit drugs is incompatible with the purposes and objectives of the school, as well as being detrimental to the health and well-being of the student. Such substance abuse will result in a lengthy suspension or expulsion. Should the student be allowed to remain, the school reserves the right to

require both random drug testing and appropriate Biblically based counseling by a professional affiliated with or recommended by the school. The school's discipline procedure may include legal action.

Voluntary disclosure of personal drug abuse will be taken into consideration in discipline; however, it does not guarantee that disciplinary procedures will be mediated. (Voluntary disclosure does not mean coming forward after the administration, faculty, or student council has knowledge of the incident.) The school reserves the right to question students about suspected drug/alcohol involvement. The administration retains the right to request a parent's or guardian's approval for an immediate urinalysis and/or breath test at the parent's or guardian's expense if a student is reasonably suspected of drug or alcohol abuse.

Sexual Immorality:

Pregnancy is a blessing from God within marriage. It is one of God's great blessings to a family. Outside of marriage pregnancy indicates sexual activity without the benefit of a strong family commitment and God calls that sexual activity sin.

A student who becomes pregnant must notify the PHCA administration of her condition. A pregnant student and the father (if a student) will initially be given a suspension from school for five days, in which both the students and their parents will explore counseling options and make necessary arrangements. PHCA supports the Biblical sanctity of human life and will both encourage and work with the family as they prepare for new life. Students may be allowed to continue their education at home with the support of the school. Because of the need to focus on more important matters than schoolwork, married or pregnant students will not be allowed to remain as members of the student body. PHCA will include investigations by the proper civil authorities in any allegations of rape or incest. The school administration will consider any extenuating or mitigating circumstances. Having an abortion, or encouraging someone to have an abortion, is immoral.

Even though our current culture is saturated with sexual suggestion and innuendo, PHCA cannot allow such behavior in the school community. Obscene, offensive, vulgar, crass, or pornographic materials, whether on notebooks, clothing, automobiles, or in lockers, will not be allowed. Consequences for such items will be determined by the administration but will most often result in suspension. Verbal expressions of lewdness, most often demonstrated by double entendre, will also not be allowed.

Tobacco:

Tobacco in any form is not allowed at school or school functions or trips. The following is an outline of the school's policy concerning tobacco:

While on school property, at an official school function or trip, or in route to or from a school function in school-provided transportation, a student shall not:

- Possess, consume, transmit, buy, sell or store tobacco in any form
- Falsely identify a substance to be tobacco. Possession of these on campus or at any school function or trip will result in an immediate suspension and be possible grounds for dismissal.
- Included in this policy are e-cigarettes and vaping items. Students found in possession or in the use of e-cigarettes while on campus or at any school function will face an automatic suspension and could be possible grounds for dismissal.

Weapons / Dangerous Items / Safety:

No object that can kill or cause serious bodily harm shall be brought to school or school functions. A student shall not use or threaten to use, or sell, attempt to sell or conspire to sell, or possess, handle, or transmit or cause to be transmitted, a weapon, either concealed or open to view, on school property, at official school functions, or in route to or from a school function in school-provided transportation. This includes personal belongings, automobiles, or other vehicles on school property.

In order to maintain a safe environment for all at Plaza Heights Christian Academy, no weapons (guns, knives, etc.) or any other potentially dangerous items (lighters, combustible materials, lasers, shock-causing devices, etc.) shall be brought to school, to any school event/trip, or onto school property. Bringing a dangerous or even potentially dangerous item to school or to a school event or acting in any way that causes potential danger to self or others will be grounds for immediate suspension and/or expulsion. Because we care deeply about the safety of everyone in our community, we will have very little tolerance for inappropriate behavior in this area of safety. On rare occasions, students may request permission in advance to bring prohibited items to school for special educational purposes examples: a sword for a demonstration in literature or for a speech, etc.

When permission is granted, specific supervisory guidelines will be established.

Stage 4 Corrective Action

Consequences will be determined by school administration.

Process: The Administrator shall meet with the student, the parents, and the teacher involved. The administration shall then make determination of corrective action of suspension and/or expulsion.

Expulsion

The student will be officially dismissed from the school by the administration. Students who have been so dismissed from the school will not be allowed on campus (during school hours or for after-school events) without the permission of the administration. They may lose all credit for all courses in that semester and will not be allowed to take final exams or turn in course work for credit. Expulsion for any reason, including failure to meet

terms of academic or disciplinary probation, is not contingent on the family's being able to enroll the student in another school.

Seniors who are expelled will not graduate or receive a diploma from PHCA, unless they apply for re-admission the next school year and repeat their senior year course work.

Mitigating Circumstances:

Occasionally, mitigating circumstances may influence a disciplinary decision. Factors worthy of consideration include, but are not limited to, prior record, intent, provocation, and attitude.

Therefore, the administration reserves the right to make decisions regarding discipline in situations that are not covered in this handbook.

Athletics and Other Extra-Curricular Activities

School disciplinary actions may also affect participation in school athletic activities and/or other school- sponsored extra-curricular activities. Such determinations are at the discretion of the school administration, the athletic director, the coach, and/or the club sponsor. (See Athletic Handbook)

Behavioral Probation:

A student shall be placed on behavioral probation at initial admission to the school, upon receiving a second referral, or at the discretion of the Administrator. The probationary period shall be the remainder of the current quarter and all of the next quarter. If the student does not receive another referral during that time, he/she shall be recommended for removal from probationary status. If the student does receive another referral during the time on probation, he/she shall remain on behavioral probation for an additional quarter. After the second full quarter on behavioral probation, students who do not meet the terms of probation may be asked to withdraw from the school.

A conference will be held with the student, the parents, a school, to discuss the terms of probation and to work out a plan of action for the student.

Students on probation shall meet weekly with his/her assigned counselor for the purpose of working on behavior problems in a counseling situation. Failure to meet with the counselor as scheduled shall be grounds for further referrals.

A probationary period gives an undisciplined student the opportunity to improve. It also gives opportunity to counsel, review, and take specific action with a student during and at the end of the probationary period.

Students may have other terms of probation, which are spelled out in the individual probation contract with the student. These terms would supersede any conflicting procedures spelled out above.

Students on probation are ineligible to run for or hold student office while on probation.

Search and Seizure:

To maintain order and discipline in the school and to protect the safety and welfare of students and personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches:

- A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- If a pat down or a more intrusive search of a student's person is needed, it will be conducted by a law enforcement officer.

Automobile Searches:

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobile on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials:

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Extra-Curricular Activities:

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

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

Help Classes (office hours)

The program of studies at PHCA is a rigorous course of studies. Much is required of our students. However, we do not have a “sink or swim” attitude –while we set high standards, we do all we can to help students achieve those high standards. One means for doing this is the help class. Teachers regularly meet with students, either individually or in small groups, to give additional help as needed with the course work. These help sessions may take place before school, during lunch or study halls, or after school, as mutually agreed upon by the teacher and students. It is the responsibility of the student to ask the teacher about these help sessions. However, teachers will encourage and request students to attend help class.

Help Class is here for the benefit of the students and students should make every effort to avail themselves of it. Attendance at Help Class is not required. However, students who are struggling in class, but who make no effort to attend Help Class, may be showing that they are not willing to exert the effort needed to succeed at PHCA. Students who make the extra effort to get help when needed will find that they can do quite well at Plaza.

Pep Bus

A bus will be available for all junior high and high school players to attend their away games.

- If there is room on the bus and a sponsor to take responsibility, students who are not connected with the team will be allowed to ride the bus.
- Student’s attire must meet PHCA dress code while attending the game.
- If the bus leaves early from school, you must have a signed note from your parent stating that they know that you are getting out of school early and give their permission for you to do so. No phone calls from students to parents requesting permission to leave early will be permitted.
- If you ride the bus to the game, you must also ride it back. The only exception is with a signed note that says the parent is taking responsibility from that point on.
- Students should stay in the gym or where the team is at unless permission is given by a staff member to go elsewhere. The staff member in charge is in authority for those students that ride the bus.

Student Council

MS and HS Student Councils will be comprised of representatives from 6th-12th grade. To be considered eligible to run for Student Council, a student must obtain a recommendation letter from a teacher and have the signature of the Administrator. A student must also have at least a 2.5 GPA in the previous semester to be considered as

a candidate for Student Council. Those fulfilling the requirements will be placed on a ballot to be voted on by the student body. Students elected will serve a term of one year. Students need to maintain the 2.5 GPA for second semester eligibility. Students may be removed from Student Council because of behavioral issues.

Before/After-School Clubs

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

Social Events

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

STUDY HALL RULES AND PROCEDURES:

We at Plaza Heights Christian Academy MS/HS believe in, encourage, and support the concept of a rigorous course of study for each and every student. Toward that end, we provide Study Halls each period (if possible) of the day in the MS/HS. This will help support students who have chosen to follow this rigorous path. Participation in a study hall is a privilege. In order to provide appropriate support, and to create the optimal studying environment, we have enacted and adopted the following rules that are designed to benefit all students:

Rules and Procedures

1. ALL behavior during a study hall must be of an “academic nature”. Any student engaging in non-academic behavior will receive a warning for that behavior. It is expected that students will respond appropriately to the teacher’s warning.

“Non-academic” behavior includes, but is not limited to, sleeping, talking, disruptive behavior, or the failure to bring work to do or a book to read.

Consequences will be issued as follows:

First offense = warning

Second offense = warning and meeting with the Administration

Third offense = for students in grades 6-12, a third offense *will result in moving the consequences into the stage discipline process and loss of exemptions from Final Exams in the case of the High School.*

2. Be prepared to study
3. Respect yourself and respect all others.

4. Use the restroom and get a drink between classes. You will remain in the room until the bell rings unless there is an emergency. One restroom, drink pass, office pass, or locker pass will be issued per student each week. One student may be out of study hall on a pass at a time.
5. You will remain quiet for the entire study hall period unless permission is given to study together in pairs or groups which is done quietly.
6. You will not be allowed to go to another teacher's classroom unless you have a pre- signed pass from him or her.
7. Work until the bell rings. This means you will bring all necessary supplies to occupy yourself the entire class period. If, in the unusual case where a student truly has no work to do, he/she MUST bring a book to read and must engage in that process for the entire period. Work may be provided by the teacher if you do not bring something to work on in study hall.
8. Students may work on computers during study hall. There will be no playing of games on the electronic devices.
9. I understand this contract and agree to abide by it. Study hall pass privileges will be granted upon return of this form with the signatures requested below.

Student _____

Date _____

